HOST OPERATIONS
2016-17 MANUAL
Preliminary Rounds
# 2016 Division I Tennis Championships
## First- and Second-Rounds Host Operations Manual
### Table of Contents

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Division I Men's Tennis Subcommittee Roster</td>
<td>2</td>
</tr>
<tr>
<td>Division I Women's Tennis Subcommittee Roster</td>
<td>3</td>
</tr>
<tr>
<td>Important Dates</td>
<td>4</td>
</tr>
<tr>
<td>Tournament Director's Checklist</td>
<td>5</td>
</tr>
<tr>
<td>Advance Information to Participants</td>
<td>10</td>
</tr>
<tr>
<td>Americans with Disabilities Act</td>
<td>11</td>
</tr>
<tr>
<td>Alcoholic Beverages and Tobacco Products</td>
<td>11</td>
</tr>
<tr>
<td>Awards</td>
<td>11</td>
</tr>
<tr>
<td>Balls</td>
<td>11</td>
</tr>
<tr>
<td>Broadcasting/Internet</td>
<td>11</td>
</tr>
<tr>
<td>Commercialism/Contributors</td>
<td>11</td>
</tr>
<tr>
<td>Credentials</td>
<td>15</td>
</tr>
<tr>
<td>Critical Incident Response/Emergency Plan</td>
<td>19</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>20</td>
</tr>
<tr>
<td>Financial Administration</td>
<td>23</td>
</tr>
<tr>
<td>Games Committee</td>
<td>23</td>
</tr>
<tr>
<td>Hospitality</td>
<td>23</td>
</tr>
<tr>
<td>Inclement Weather</td>
<td>23</td>
</tr>
<tr>
<td>Insurance</td>
<td>24</td>
</tr>
<tr>
<td>Lineup Form</td>
<td>24</td>
</tr>
<tr>
<td>Lodging</td>
<td>25</td>
</tr>
<tr>
<td>Marketing/Promotions</td>
<td>25</td>
</tr>
<tr>
<td>Match Times</td>
<td>28</td>
</tr>
<tr>
<td>Meals</td>
<td>30</td>
</tr>
<tr>
<td>Media/Sports Information</td>
<td>30</td>
</tr>
<tr>
<td>Medical Procedures</td>
<td>32</td>
</tr>
<tr>
<td>Meetings</td>
<td>35</td>
</tr>
<tr>
<td>Merchandising</td>
<td>35</td>
</tr>
<tr>
<td>National Anthem</td>
<td>36</td>
</tr>
<tr>
<td>Officials</td>
<td>36</td>
</tr>
<tr>
<td>Photo Memento</td>
<td>36</td>
</tr>
<tr>
<td>Photographers</td>
<td>37</td>
</tr>
<tr>
<td>Postmatch Code Assessments</td>
<td>37</td>
</tr>
<tr>
<td>Practice Courts</td>
<td>37</td>
</tr>
<tr>
<td>Prematch Player Introductions</td>
<td>37</td>
</tr>
<tr>
<td>Programs</td>
<td>38</td>
</tr>
<tr>
<td>Results</td>
<td>39</td>
</tr>
<tr>
<td>Rules</td>
<td>39</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>39</td>
</tr>
<tr>
<td>Tickets</td>
<td>41</td>
</tr>
<tr>
<td>Training Facilities</td>
<td>41</td>
</tr>
<tr>
<td>Transportation</td>
<td>41</td>
</tr>
<tr>
<td>Videotapes, Films and Still Photographs</td>
<td>42</td>
</tr>
<tr>
<td>Volunteer Assistance</td>
<td>42</td>
</tr>
<tr>
<td>Appendix A – Officials Expense Form</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Appendix B – Ticket Back Disclaimer Language</td>
<td></td>
</tr>
<tr>
<td>Appendix C – Microsite Guidelines</td>
<td></td>
</tr>
<tr>
<td>Appendix D – Social Media Guidelines</td>
<td></td>
</tr>
<tr>
<td>Appendix E – Guide to Live Statistics</td>
<td></td>
</tr>
<tr>
<td>Appendix F – Webstream Guidelines</td>
<td></td>
</tr>
<tr>
<td>Appendix G – Volunteer Waiver Form</td>
<td></td>
</tr>
<tr>
<td>Appendix H – Protective Security Advisor Information</td>
<td></td>
</tr>
</tbody>
</table>
INTRODUCTION

Congratulations on being selected as a host institution for first- and second-round competition of the 2017 NCAA Division I Men’s and/or Women’s Tennis Championships.

The purpose of this manual is to provide direction for your institution as it plans and conducts the competition. We urge you and your staff to become familiar with the 2017 NCAA Division I Men’s and Women’s Tennis Pre-Championships Manual and Bylaw 31 of the 2016-17 NCAA Division I Manual, which pertains to the administration of NCAA tournaments. These publications will provide information about the general policies governing all aspects of NCAA competition, while this manual is designed to provide more specific information and details regarding their implementation.

If you have questions, please contact any member of the appropriate subcommittee, or either of us. A listing of the subcommittee members is provided in this manual.

On behalf of the NCAA and the NCAA Division I Men’s and Women’s Tennis Committee, thank you for your efforts and best wishes for a successful weekend.

KELSEY CERMAK
Championships and Alliances
Division I Men's Tennis

MARIE SCOVRON
Championships and Alliances
Division I Women's Tennis

- 1 -
The NCAA Division I Men's Tennis Championships are under the control, direction and supervision of the NCAA Division I Men's Tennis Subcommittee, subject to such requirements, standards and conditions as may be prescribed by the Association's bylaws and NCAA Division I Competition Oversight Committee.

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<th>CENTRAL REGION</th>
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KEY CONTACTS

DIVISION I WOMEN'S TENNIS SUBCOMMITTEE ROSTER
(AS OF SEPTEMBER 1, 2016)

The NCAA Division I Women’s Tennis Championships are under the control, direction and supervision of the NCAA Division I Women’s Tennis Subcommittee, subject to such requirements, standards and conditions as may be prescribed by the Association's bylaws and Division I Competition Oversight Committee.

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IMPORTANT DATES

Friday, April 21  Deadline for submitting facility evaluation, key contacts forms and hotel agreement(s) if interested in hosting first- and second-round competition.

Sunday, April 30  Deadline for submitting score reporting forms to www.itatennis.com by 10 p.m. local time.

Monday, May 1  Deadline for submitting the NCAA online lineup form by 5 p.m. Eastern time.

Tuesday, May 2  Announcement of teams and first- and second-round sites. Lineups posted for review on the NCAA website at www.NCAA.org.

Wednesday, May 3  Individual selections posted on NCAA website at www.NCAA.com by 6 p.m. Eastern time.

Wednesday, May 3  Deadline for challenging lineups, 5 p.m. Eastern time. Challenges to men’s lineups must be submitted to Kelsey Cermak, NCAA championships administrator (email: kcermak@ncaa.org). Challenges to women’s lineups must be submitted to Marie Scovron, NCAA championships administrator (email: mscovron@ncaa.org). NOTE: Challenges must be submitted via the Lineup Challenge Form.

Monday, May 8  Teleconference for first- and second-round hosts, NCAA site representatives and head referees, 11 a.m. Eastern time.

Monday, May 8  Lineups finalized by tennis committee on 1 p.m. Eastern time teleconference and posted on the NCAA website by 5 p.m. Eastern time. Note: Coaches may need to make themselves available during this teleconference if their lineup has been challenged.

Thursday, May 11  Men’s championships - Mandatory administrative meeting, 7 p.m. local time, at first-and second-round sites.

Thursday or Friday, May 11 or 12  Women’s championships - Mandatory administrative meeting, 7 p.m. local time, at first- and second-round sites.

Friday, May 12  Men’s championships - Play begins at first- and second-round sites.

Friday or Saturday, May 12 or 13  Women’s championships - Play begins at first- and second-round sites.

Sunday, May 14  Men’s championships - Second-round play must be completed by 9 a.m. local time

Monday, May 15  Women’s championships - Second-round play must be completed by 9 a.m. local time
TOURNAMENT DIRECTOR'S CHECKLIST

It is the responsibility of the tournament director to ensure that each of the following responsibilities is handled properly and that adequate institutional personnel are on hand to ensure that each task is administered according to the guidelines established by the NCAA Division I Tennis Committee. The tournament director should become familiar with the policies outlined in the 2016-17 NCAA Division I Men's and Women's Tennis Pre-Championships Manual.

**Athletic Trainer**

_____ 1. Arrange for a certified athletic trainer to be on hand and accessible at all times.

_____ 2. Oversee water and cup supply at courtside. (Observe NCAA commercial logo policy.)

_____ 3. Oversee towel supply. (Observe NCAA commercial logo policy, if applicable.)

_____ 4. Establish treatment schedule. (Note: Participants should supply basic training needs, such as tape.)

_____ 5. Arrange for immediate access to a physician and emergency transportation.

_____ 6. Provide each participating institution with directions to and the telephone number of the nearest hospital and pharmacy.

**Ball Runners**

_____ Ball runners are not required for first- and second-round sites. If used, they should be properly trained before the start of competition and dress in matching attire. They should only be placed at the net and for duties such as providing water and towels to student-athletes. As a reminder, ball runners must not be prospective student-athletes.

**Facilities**

_____ 1. Obtain liability insurance per NCAA Bylaw 31.7.4.1. (Note: Host institutions do not have to list the NCAA as an additional insured; however, an institution must submit a certificate of insurance that indicates the institution carries adequate liability insurance. If applicable, off-campus venues must also maintain and provide proof of adequate insurance. For off-campus venues, NCAA must be listed as additional insured. The certificate(s) of insurance must be on file with the national office before the start of competition. The host institution/off-site venue must cover the expense for the insurance.)

_____ 2. Court maintenance.

______ a. Arrange for proper cleaning and drying in case of inclement weather during practices and competition.

______ b. Provide for an adequate number of rollers, squeegees and blowers (two per court). Ensure that a minimum of two people (per court) are available to assist with drying courts.

______ c. Provide proper wind screening on all competition courts. Preference for wind screens on practice courts as well.
1. Assist officials with daily check of net height, center straps, etc.

3. **Drug Testing.** If the championships are selected for drug testing, be sure to follow all the instructions sent from The National Center for Drug Free Sport, Inc and review the drug-testing manual.

4. **Equipment.**
   - a. Singles sticks should be in place for practice and checked for competition.
   - b. Umpire chairs (one per court).
   - c. Have score indicators available at each court.
   - d. Name cards for each match.
   - e. Chairs (four per court for players and coaches) or benches.
   - f. Water and a cooler are recommended on each competition and practice court. A cooler may be shared between adjacent courts. (Note: Water and coolers are not provided by the NCAA at first- and second-round sites. DASANI water or POWERADE is preferred, but it is acceptable to use a different unmarked product instead. Please note NCAA policy on commercial identification on cups and coolers.)
   - g. Towels for participants. (Observe NCAA commercial logo policy, if applicable.)
   - h. Spare nets and other equipment.
   - i. Balls (provided by the NCAA).
   - j. Racket stringing with pickup and delivery service, if possible.
   - k. Umbrella for umpire's chair.
   - l. Umbrellas for players on each court for use during changeovers, if possible.

5. **Tournament Desk.**
   - a. Adequate seating and desk space for officials.
   - b. Ball storage.
   - c. Updated draw sheets.

6. **Hospitality Areas.**
   - a. One area for student-athletes to get refreshments and a separate area for officials and tournament personnel.
b. If two batteries of courts are used, equivalent refreshments must be provided at both sites.

7. Indoor Facility.
   a. Arrange for short-notice use of nearby facilities.
   b. Post directions to indoor court; provide transportation, if possible.
   c. Transport all necessary equipment and personnel.

8. Locker or Dressing Facility. Provide student-athletes and officials with dressing/shower facilities and towels and provide security for these areas.

   a. A minimum of three courts must be available to each team for two hours each the day before the first round. Whenever possible, courts should be of the same surfacing and condition as the competition courts.
   b. Provide additional practice courts, if needed.
   c. Coordinate development of practice schedule with the subcommittee.
   d. Allow teams to practice on each battery of courts.

Finances

1. First- and second-round hosts will receive a $5,000 stipend from the NCAA if they are conducting competition for a single gender. If an institution is hosting both genders, they will receive a stipend of $9,000 from the NCAA.

2. Hosts retain all revenue generated from ticket sales, concessions, parking (if applicable), and a percentage of merchandise sales.

3. If selected for drug testing, complete the drug-testing budget and return to The National Center for Drug Free Sport, Inc.

4. Admission shall be charged at all rounds of the Division I tennis championships. Exceptions must be approved by the tennis committee.

5. Umpire Fees.
   a. Pay umpires' fees ($75 per team dual match worked), per diem ($45 per day), mileage ($0.53 per mile round trip, if applicable) and lodging (if applicable) using the Statement of Official's Fees and Expenses form (Appendix A).
   b. Pay head umpire's fee ($150 per day), per diem ($45 per day), mileage ($0.53 per mile round trip, if applicable) and lodging (if applicable) using the Statement of Official's Fees and Expenses form (Appendix A). Note: If the site
is hosting both men's and women's competition, the head referee will be paid $300 for the day of competition in which both the men and women compete (i.e., Saturday).

6. The NCAA representative's per diem ($75) and mileage ($0.53 per mile round trip) are paid by the NCAA office. NCAA staff will provide instructions to the site representatives on how to submit expenses online. The host is responsible for lodging (if applicable).

7. First- and second-round hosts do not need to file a financial report with the NCAA after the completion of competition.

8. File the drug-testing financial report, if applicable.

**Lodging**

1. Reserve an adequate number of hotel rooms (22 rooms for single gender sites or 43 rooms for dual gender sites) for each team and the NCAA representative within 30 minutes or 30 miles of the competition site. Also, reserve rooms for the officials (if applicable), but in a hotel separate from the participants. If reserving rooms for officials, include lodging for site representative at that property.

2. Make arrangements for the room and tax charges for the site representative and the officials to be billed directly to the host institution. The host institution will be responsible for these costs. Site representatives and officials will be responsible for their own incidentals.

3. Hosts must upload into the bid portal a letter(s) of agreement between the host institution and the team hotel(s) to the NCAA indicating that the appropriate number of rooms is being held. Failure to secure the minimum number of rooms for the visiting teams, officials, etc. may result in a $300 fine and could jeopardize the institution’s selection as a host in the future.

4. Advise participating institutions that it is their responsibility to confirm hotel reservations and provide rooming lists to the hotel by the cut-off date.

**Sports Information/Media**

1. Arrange for prechampionships publicity.

2. Set up an area and will-call sign-in sheet for any working media.

3. Provide an area that will not interfere with the competition for those wishing to videotape (provided they have received permission).

4. Disseminate daily results to coaches, news media and wire services.

5. Arrange for any requested interviews the day before the competition and immediately after competition.

6. Provide a press information kit containing pertinent information on each team.
7. Arrange to have the institutional website updated with first- and second-round information.

8. Have draw sheets available.

9. Confirm webcasting opportunities per NCAA guidelines (if available at the site).

10. Provide public address announcer with scripts and timing for announcements, as well as pronunciation of student-athlete names.

**Officials**

1. Confirm the participation of the head referee and each official assigned to the competition. Provide them with directions, hotel arrangements (if applicable), pertinent telephone numbers, and the time and site of the meeting before competition. **The head referee must attend the games committee and administrative meetings.**

2. Send the tournament guide to the head referee.

**Results**

1. Provide a copy of all results to each participating coach and to the NCAA representative.

2. During 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:

   - Send the information to ncaa-editorial@turner.com.
   - Specify the sport (division, championship, 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.

For the Division I Tennis Championships, the following information must be sent at the appropriate times:

   - Team championship - updated match scores after the doubles point being earned and the final match score.
   - Recap stories from each match with results that include not only the final match score, but also a breakdown of each singles and doubles match score.

Any host that sends the appropriate information and discovers that the results are not posted on the NCAA website in a timely manner, should contact Lauren McLaughlin, championships and alliances, media, at 317-917-6889 or lmclaughlin@ncaa.org.

3. Mail one set of complete results to David Lentz, championships and alliances, statistics, NCAA, P.O. Box 6222, Indianapolis, Indiana 46206-6222; dlentz@ncaa.org.

**Tickets/Credentials**

1. No complimentary tickets are permitted for any NCAA competition and the host
institution is expected to strictly adhere to this policy. The minimum ticket price shall be $5 for general admission and $3 for students with ID card (per day) at first- and second-round sites.

2. Provide an appropriate number of identifying passes or badges for each institution's official travel party (a maximum of 13 per team). Individuals not included with the official travel party must purchase a ticket for admittance.

**ADVANCE INFORMATION TO PARTICIPANTS**

The host institution is responsible for informing each of the teams traveling to its site of the following information immediately after teams are announced Tuesday, May 2:

1. List of all tournament personnel, including phone and email addresses.
2. Hotel accommodations, room rates and phone numbers.
3. Transportation information, including driving directions.
4. Campus and city maps, restaurants (on and off campus) and places of interest.
5. Host family information (if applicable).
6. Schedule of competitive events.
7. Schedule and location of meetings.
8. Practice schedule and procedures. **Student-athletes must wear approved tennis attire during practices and competition at the competition site.**
9. Uniform and logo restrictions.
10. Athletic training services.
12. Media information.
   a. Videotaping.
   b. Sports information requests for materials.
   c. Post-competition interviews.
   d. Results.
   e. Webcasting links, if available at the site.
13. Ticket policy and availability for participating institutions.

**IMPORTANT:** A copy of this information must be sent for approval to the respective NCAA championships administrators [Kelsey Cermak (men's) and Marie Scovron (women's)] before sending it to the participants. Any additional information should be sent to these individuals at the same time it is sent to the participants.
Americans with Disabilities Act

The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the Act by the various 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 if it will not be in compliance.

Alcoholic Beverages and Tobacco Products

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

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

Awards

Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA first- and second-round competition the same experience, banquets and/or awards are NOT permitted at first and second-round competition.

Participation awards are not provided at first and second rounds of the NCAA Division I Men’s and Women’s Tennis Championships.

Balls

Tennis balls will be provided by the NCAA. The Wilson U.S. Open extra duty ball will be used for the men's and women's championships.

Broadcasting/Internet

Please log on to http://www.ncaa.com/media for information regarding broadcast/live video streaming rights.

Commercialism/Contributors

Space Requirements

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

Local Organizing Committee Hospitality. If approved by the NCAA, the local organizing committee (LOC) has the option to host specified events during the championships. 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 are conducted at the LOC’s expense.

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

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<th>Advertising/Signs/&quot;Look and Décor&quot;</th>
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**Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer’s table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA championship administrators have the discretion, during their site visit or when on site before the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

**Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA.

**External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

**Commercially-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)’ name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).

**Covering Existing Signage/Product Branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or
prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.

**NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer’s table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.

At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

### Premiums Guidelines

**Laser Pointers.** Laser pointers of any kind are not permitted.

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

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

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

**Signs, Flags, Banners. Large Signs, Flags or Banners are not Permissible.** It is the facility personnel’s responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted.

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

**Official Championships/Licensee 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: 
http://www.ncaa.org/championships/marketing/ncaa-official-licensee-list

Temporary Promotional Displays. Unless otherwise reviewed and approved activations by 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 and Alliances’ Corporate Relations team.

Trademarks. Please go to http://www.ncaa.org/championships/marketing/ncaa-trademarks for the NCAA trademark policies.

Corporate Champions and Corporate Partner Program

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

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

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

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

NCAA Corporate Champions & Partners

Local Contributors.

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

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

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

_Credentials_

The host institution is responsible for creating and distributing credentials to bona fide working personnel, including media representatives and officials. PDF templates are available for preliminary-round credentials if desired. Please contact Sahar Abdur-Rashid (srashid@ncaa.org) or Jenn Rodgers (jrodgers@ncaa.org) for more information. If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at NCAA.com/credentialterms, should also be visible at credential pickup.

Credentials are to be provided to all competitors, as well as their coaches, trainers, managers and other officials and necessary personnel. Each team will be provided 13 credentials (nine student-athletes and four non-athletes) for the official travel party.

GUIDELINES, TERMS AND CONDITIONS FOR USAGE OF NCAA CREDENTIALS

MEDIA

A “media agency” for purposes of these criteria shall mean a daily or weekly publication, cable system, radio station, television station or television network, or online entity requiring immediate news coverage.

More than one representative per “media agency” may be authorized by the media coordinator.

Subject to limitations of space, credentials at all sites should be assigned as follows:

- A representative of a national newspaper (e.g., with circulation greater than 60,000).
- A media agency in the geographic area of the host city.
- A media agency in the geographic area and/or locale of a participating institution that has staffed its games on a consistent basis throughout the season.
- Individuals, certified by a participating institution, who will represent specific campus-related entities.
- The designated representative of a national television, cable system, radio network or a radio station that originates a daily “sports talk” program and daily circulation newspapers that do not otherwise meet the aforementioned criteria.

PHOTOGRAPHERS

Subject to limitations of space, photography credentials shall be assigned as follows:
A photographer from a media outlet that covers the collegiate sport consistently on a national basis.

A photographer from a media agency in the geographic area of the host city.

A newspaper photographer from the locale of a participating institution that has consistently staffed its games throughout the season.

A photographer, certified by a participating institution, who will represent campus-related entities.

TELEVISION
Subject to limitations of space, television credentials shall be assigned as follows:

- An individual or crew designated by a national television network or cable system that originates daily sports news programs.
- An individual or crew from a television affiliate in the geographic area of the host city.
- An individual or crew from the locale of a participating institution that has regularly staffed its games throughout the season.
- An individual or crew, certified by a participating institution, who will represent campus-related entities.
- Each participating institution may be represented by a maximum of one crew for a “coach’s show.”

ONLINE
Subject to limitations of space, credentials for online entities shall be assigned as follows:

- An online entity may receive a credential only if its own staff writes an overwhelming percentage of that site’s material.
- The website is regularly credentialed and covers the sport at the college level on a consistent basis.
- The official website of a competing institution, as approved by that school’s sports information department.

AGENCIES NOT ELIGIBLE

- Credentials will not be issued to persons solely for the purpose of writing or gathering material for books, movies or documentaries.
- Credentials shall not be issued to representatives of professional sports organizations, scouting services or to other publications devoted solely to gambling.
- Any online service that is recognized as an outlet intended primarily for the purpose of delivering news related to the recruitment of student-athletes will not qualify for credentials.

TERMS AND CONDITIONS FOR USE OF CREDENTIALS
Each individual (“Bearer”) using this credential for access to any NCAA championship game or related events including, without limitation, a practice, press conference, interview, or other activity associated with such NCAA championship (the “Events”), on behalf of his or her employer or assigning news organization (“Employer”), agrees to the following:
GENERAL
Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time with or without cause.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer and his or her Employer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents. Bearer shall not, at any time, display, post, or otherwise reproduce the credential image on any digital platform, including online social media sites or applications (e.g., Facebook, Twitter, Instagram, Snapchat). Additionally, Bearer may not broadcast, telecast, film, record, transmit, display, or otherwise distribute, or allow any other party to distribute, footage or content of the Events on a live basis, including via any real-time online streaming application (e.g., Periscope, Meerkat).

Bearer assumes all risks incidental to the performance by the Bearer of Bearer’s services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting, or other facilities for the television/radio station, internet media, network, cable system, or other media entity.

In the event that the name or likeness of the Bearer is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, the Bearer grants the NCAA the non-exclusive, transferable, perpetual right and license to use (and to sub-license the use of) such name and likeness in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys’ fees) arising out of anything done or purported to have been done by Bearer or his/her Employer, including but not limited to Bearer’s breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without its consent, to participate in any settlement of such claim.

MEDIA
The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events other than for rights for news coverage of, or magazines, books or stories about, the Events is prohibited, except (a) with the prior written consent of the NCAA or its designee or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.
If video and/or audio of the Event is distributed by an NCAA rightsholder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rightsholder, Bearer may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. Bearer agrees to the terms and conditions of the NCAA Championships Footage Usage and Licensing Policies.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any Event is exclusive to the NCAA’s website and/or any other website designated by the NCAA and its rightsholders. “Real-time” is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an Event.

A Bearer may blog during any Event, provided that such blog may not produce in any form a “real-time” description of the Event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an Event, other than periodic updates of scores, statistics or other brief descriptions of the Event). If the NCAA deems that Bearer is producing a real-time description of the contest, the NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights in the Event and in and any telecast, broadcast, transmission or recording thereof, and no rights are conferred to, or intended to be conferred to, or created on behalf of, Bearer or his or her Employer. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes directly related to their participation in the Event.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity’s publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the Bearer may sell photos taken at the Events to third-party entities, including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA or its designee.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the NCAA Audio Policies.
NCAA CHAMPIONSHIP VIDEOGRAPHER
The NCAA Championship Videographer policy is intended to protect the broadcast rights sold to the NCAA media partners, while providing NCAA member institutions the ability to capture and utilize championship footage.

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. In addition, institutional videographers will be permitted inside the locker room, with approval of the institution's head coach, during periods that are off limits to general media.

The NCAA will grant the institution permission to videotape this NCAA championship event for non-commercial uses only. Bearer agrees to the terms and conditions of the NCAA Championships Team Videographer Policy.

Critical Incident Response/Emergency Plan

Preparation.

The facility liaison and NCAA site representative shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of the game. Facility management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:
- Develop contact lists, including participant head coaches.
- Review emergency protocol with site representative prior to the start of the event.
- Identify chain of authority.
  - Incident commander (second in command).
  - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – review plan with facility manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorist actions.
- Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. Send a request to PSCDOperations@hq.dhs.gov to receive the contact for a local PSA. Refer to Appendix H for additional information.

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

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

Officials. Assure that the officials know the exact match situation when play was halted.

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

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

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

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

Meeting. The committee chair, NCAA representative and game-management staff (facility manager, game management liaison and senior law-enforcement officer) should assemble immediately at a designated spot to assess the situation.

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

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

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

Drug Testing
[Reference: Bylaw 31.2.3.1 NCAA Banned-Drugs and www.NCAA.org/DrugTesting.]

The NCAA is dedicated to fair and equitable competition throughout each round of NCAA championships and strongly supports the drug-testing program established by its membership, to safeguard the health and safety of the participating student-athletes.
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, Inc. (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit an Institutional/Host Drug-Testing Invoice on completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement.

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 championship 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 30 days before the start of the competition as to whether testing will be conducted.

Media Obligations

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

Participant Notification

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

Couriers will notify student-athletes of 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 championship, to serve as the site coordinator for drug testing. This individual will work closely with Drug Free Sport and the drug-testing crew chief. The site coordinator’s responsibilities are outlined in detail in the site coordinator’s manual.

- Confidentiality. Keep testing information confidential at all times.
- Couriers. The host will provide couriers to notify student-athletes of selection for drug testing immediately after the event for which they were selected. The courier must stay with and escort the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the drug-testing crew chief.
- Championships Drug-Testing Site Coordinator Manual. The drug-testing site coordinator’s manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- Fluids. A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing
area to student-athletes, as designated in the site coordinator’s manual. These supplies should be obtained from the supply of beverages provided by the NCAA.

- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.

- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the drug-testing crew chief during testing as directed.
  - **Confirmation.** Review the site coordinator’s copy of the NCAA drug-testing confirmation memorandum.
  - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management is preferred.
  - **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
  - **Meet with Crew Chief.** Meet with the drug-testing crew chief the day before the scheduled testing date.
  - **Plans.** Meet with the tournament manager to finalize plans.
  - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
  - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.

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

**Drug-Testing Statement**

The following statement must be read at the administrative meeting:

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

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

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

Proposed Budget. It is not necessary to complete a proposed budget for first- and second-round competition. Each first- and second-round host will receive a $5,000 stipend if it hosts men's or women's competition, and a $9,000 stipend if it jointly hosts both the men's and women's tournaments.

The stipend is to be used equally for the actual operation of the event and the enhancement of the championship atmosphere/experience for all participating teams and student-athletes. Failure to follow this guideline may result in a fine and/or suspension of future hosting privileges to be determined by the respective subcommittee.

NCAA Representative. A member of the men's or women's tennis subcommittee, or a designee, will be in attendance at each site of competition to monitor NCAA regulations and to handle general tournament administration.

The NCAA will reimburse this individual for his/her travel expenses and per diem.

Officials. Using the Statement of Official’s Fees and Expenses form (Appendix A) and the funds provided in the stipend, please pay the officials’ fees and per diem. Please retain copies of the expense forms on file at your institution in the event of an audit.

Games Committee

A games committee will be established at the site to supervise the conduct of the competition. The committee will include the director of athletics of the host institution, or a designated representative, the tournament director, the head referee and the NCAA representative.

These individuals are responsible for ensuring that the competition is conducted in accordance with NCAA policies and procedures and is administered efficiently. The tournament director should be designated at the time the bid proposal is submitted to the NCAA and a strong line of communication established with the national office and the NCAA representative.

Hospitality

The host institution shall provide a student-athlete lounge area with refreshments for use during competition. A separate area shall be provided for officials and tournament personnel.

Inclement Weather

The host institution should prepare a "rain plan" in the case of inclement weather. Please consult with the national office and be prepared to review the plan at the administrative meeting before the start of competition. The Division I tennis championships are to be conducted outside, whenever possible. The games committee must consult with the championships administrator before moving competition indoors.

Lightning and Weather Detection Service.

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

**Insurance**

If event is held on campus:

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

If event is held off campus:

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

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

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

**Lineup Form**

The NCAA lineup form is available online through the Intercollegiate Tennis Association's (ITA) website or the NCAA tennis landing page and will require the Team password used for the ITA results entry system. Institutions failing to properly complete or submit the form may be assessed a fine and/or may not be considered for selection to the NCAA championships.
Lodging

The host institution is responsible for designating a headquarters hotel within 30 minutes or 30 miles, whichever is less, of the championship site, and reserving an adequate number of rooms (22 rooms for a single gender site or 43 rooms for a dual gender site) for the participants and their travel party, the NCAA representative, officials and any other rooms as may be necessary. Attempt to secure a special team rate. The NCAA site representative and the officials should be housed in a property separate from the team hotel(s).

Make arrangements for the room and tax charges for the NCAA representative and the officials to be billed directly to your institution. Your institution will be responsible for the hotel bill(s) and the stipend provided by the NCAA to each host should assist in covering these costs. The NCAA representative and the officials are responsible for any incidental charges.

A letter of agreement between the host and the team hotel(s) must uploaded into the bid portal stating that rooms are being held. Failure to provide the letter of agreement may result in a $300 fine and may jeopardize an institution’s selection as a host in the future.

Advise the participating institutions and all other personnel of the hotel telephone number and of the fact that they are responsible for confirming with the headquarters hotel the number of rooms they will require and the rooming lists. Participating institutions are responsible for the rooms reserved by the NCAA and host institutions. If an institution prefers to stay in another hotel, the institution must (1) obtain a release of the rooms in writing from the hotel’s general manager or (2) use the rooms for persons accompanying the official travel party. In either case, if the institution fails to make satisfactory arrangements at the assigned hotel, it will be charged for the first night’s room charges even if it fails to use those rooms. The tournament manager of the host institution must be advised of the plans of each visiting institution before the first day of practice at the host site.

Marketing/Promotions

Contacts.

The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community where the championship will be held to sell tickets and drive attendance. While many host institutions may have a marketing contact in the athletics department, this individual may also be from the local organizing committee, convention and visitor’s bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the key contact portion of the NCAA host reporting system.

Marketing Plan.

Host institutions/conferences shall establish a marketing plan. All marketing plans and collateral must be approved by the NCAA championship marketing contact before implementation. Each host institution will receive $150 through the NCAA online marketing website

Marketing Collateral.

NCAA Marketing Online Resource. The NCAA 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 Online Marketing Website can be accessed at NCAAChampsPromotion.com.

Championship hosts should customize and download all necessary artwork to promote the championship from the website. Hosts should make every effort to use the artwork provided, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship round you are hosting.

Each NCAA championship 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 and in addition to the marketing/promotions budget allocated by host institutions through the championship bid process. Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information.

Customizable artwork templates and marketing resources available on the NCAA Online Marketing Website include:

- **PRINT**
  - Poster
  - Flyer
  - Print Ad
  - Table Tent

- **DIGITAL**
  - Email blast
  - Banner
  - Social Media Graphics

- **OUTDOOR**
  - Billboard
  - Banner

- **RESOURCES**
  - Marketing Best Practices
  - Social Media Guidelines

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

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 Online Marketing Website. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.
Social Media Guidelines.

Host institutions/conferences may use already established social media accounts (e.g., Facebook, Twitter, etc.) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. For NCAA guidelines and additional information on social media, please refer to Appendix D.

NCAA Marketing Bylaws.

12.5.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 8/7/03)

12.5.1.8 Promotion of NCAA and Conference Championships. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete’s name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 8/7/03)

12.6.1.8 Reciprocal Marketing Agreements—Sports Other Than Football and Men’s Basketball. In sports other than football and men’s basketball, an institution’s marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an institutionally sponsored sport. (Adopted: 4/29/04 effective 8/1/04)

13.4.3.3 NCAA or Conference Championship Posters. An institution hosting an NCAA or conference championship may produce a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete. (Adopted: 10/28/99, Revised: 4/6/00, 1/10/05 effective 8/1/05)

13.4.3.3.1 NCAA or Conference Championship Promotional Materials. The NCAA or member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, host conference, or local organizing committee)] may produce and provide championship-promotional materials to any individual or group, provided the materials: (Adopted: 1/10/05)
(a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);
(b) Are not sent exclusively to prospective student-athletes;
(c) Are available to the general public; and
(d) Do not promote the institution’s athletics program.

13.1.8.5 NCAA Promotional Activities Exception. An institution’s coach may participate in NCAA promotional activities (e.g., autograph sessions, fan festivals and opening ceremonies) at NCAA championship events, provided contacts with prospective student-athletes are not prearranged and recruiting activities do not occur. (Adopted: 4/28/05)
Helpful Links
- NCAA Championship Information – [www.ncaa.com](http://www.ncaa.com)
- NCAA Championships Online Promotions – [www.ncaachampsppromotion.com](http://www.ncaachampsppromotion.com)
- NCAA Logo Library – [https://ncaa.widencollective.com/](https://ncaa.widencollective.com/)

Match Times

The men’s and women’s team championships will adhere to the following competition schedule:

Single-Gender Site
If the host site has a minimum of three backup indoor courts within a 30-mile radius of the outdoor competition facility, match times must be determined using Option One below. Men must compete Friday-Saturday. Women may compete Friday-Saturday or Saturday-Sunday.

If the host site does not have the minimum number of backup indoor courts, match times must be determined using Option Two below. Men must compete Friday-Saturday. Women must compete Friday-Saturday.

The host institution must play the second match the first day of competition.

Option One (minimum of three backup indoor courts available).

Day One  
Match one should not start before 10 a.m. local time.
Match two should be publicized as "not before (three hours after start of match one)."

Potential match times are as follows:
- 10 a.m. and 1 p.m.
- 11 a.m. and 2 p.m.
- Noon and 3 p.m.
- 1 and 4 p.m.
- 2 and 5 p.m.
- 3 and 6 p.m.
- 4 and 7 p.m.

Day Two  
If Day Two is Saturday, potential match times are as follows:

<table>
<thead>
<tr>
<th>If Day One matches started at</th>
<th>Then Saturday match will start at</th>
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<tr>
<td>10 a.m. and 1 p.m.</td>
<td>10 a.m., 11 a.m., noon or 1 p.m.</td>
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<tr>
<td>11 a.m. and 2 p.m.</td>
<td>11 a.m., noon, 1 or 2 p.m.</td>
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<tr>
<td>Noon and 3 p.m.</td>
<td>Noon, 1, 2 or 3 p.m.</td>
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<td>1 and 4 p.m.</td>
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<td>2 and 5 p.m.</td>
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<tr>
<td>3 and 6 p.m.</td>
<td>3, 4, 5 or 6 p.m.</td>
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<tr>
<td>4 and 7 p.m.</td>
<td>4, 5, 6 or 7 p.m.</td>
</tr>
</tbody>
</table>

If Day Two is Sunday, potential match times are as follows:
- Noon
- 1 p.m.
- 2 p.m.
A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.

**Option Two (backup indoor courts not available).**

Friday  
Match one should not start before 10 a.m. local time.
Match two should be publicized as "not before (three hours after start of match one)."
Potential match times are as follows:
- 10 a.m. and 1 p.m.
- 11 a.m. and 2 p.m.

Saturday  
Potential match times are as follows:
- 10 a.m.
- 11 a.m.
- Noon
- 1 p.m.
- 2 p.m.

**Dual-Gender Site**

Men must compete Friday-Saturday and women must compete Saturday-Sunday.

If a host site has 12 courts, men's and women's matches may be played simultaneously Friday and Saturday only.

Match times must be selected from Options One or Two under **Single-Gender Site**. If an institution wishes to schedule matches differently than what is prescribed, it must receive approval from the Men's and Women's Tennis Committee.

**The host institution must play the second match the first day of competition.**

**Option One (minimum of three backup indoor courts available).**

Friday  
Two men's matches.
Match one should not start before 10 a.m. local time.
Match two should be publicized as "not before (three hours after start of match one)."

Potential match times are as follows:
- 10 a.m. and 1 p.m.
- 11 a.m. and 2 p.m.
- Noon and 3 p.m.
- 1 and 4 p.m.
- 2 and 5 p.m.
- 3 and 6 p.m.
- 4 and 7 p.m.

Saturday  
Two women's matches followed by the men's match.

Potential match times are as follows:
- 9 a.m., noon and 3 p.m.
- 10 a.m., 1 and 4 p.m.
- 11 a.m., 2 and 5 p.m.

Sunday  
One women's match.
Potential match times are as follows:
- Noon
- 1 p.m.
- 2 p.m.

A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.

**Option Two (backup indoor courts not available).**

**Friday**

Two men's matches.
- Match one should not start before 10 a.m. local time.
- Match two should be publicized as "not before (three hours after start of match one)."

Potential match times are as follows:
- 10 a.m. and 1 p.m.
- 11 a.m. and 2 p.m.

**Saturday**

Two women's matches followed by the men's match.

Potential match times are as follows:
- 9 a.m., noon and 3 p.m.

**Sunday**

One women's match.

Potential match times are as follows:
- Noon
- 1 p.m.
- 2 p.m.

A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.

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**Meals**

Participating institutions are responsible for their own meal arrangements and expenses. The host shall send each team a list of restaurants or dining facilities (on or off campus) with the participant information. In the event there is not an adequate number of restaurants in the area where the teams are staying, consideration should be given to making special arrangements through the campus cafeteria and hotel/motel restaurants.

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**Media/Sports Information**

The host institution is responsible for setting up an area for the working press and for policing the area, if necessary, to ensure that only representatives of the media are allowed in the area.

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**Post-Tournament Interviews.**

Immediately after competition, an interview area should be open to all certified members of the news media. Any coaches and student-athletes requested by the media will be available for interviews. Any coaches and student-athletes requested by the television network covering the championships must be
immediately available after their team has completed its competition for a short interview (not to exceed five minutes). Requests by the media for interviews throughout the competition must be directed to the host sports information director or the participating institution.

### Internet Policy

The NCAA website, NCAA.com, serves as the official online resource for NCAA championships.

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

#### Internet Live Statistics

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

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

Once it is determined that neither the NCAA or the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a non-exclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

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

### Radio/Internet Audio Coverage

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

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto NCAA.com/media then click “2016-17 Audio Policy.”

### Championship Website Guidelines

NCAA Championships hosts/LOC’s have the opportunity to build their own championship micro-site to house information about local events, restaurants, volunteer info, etc. The URL for this site should not
be promoted and will be linked directly through NCAA.com. For complete guidelines, please see Appendix C.

**Webcasting.**

For final sites of all non-televised championships, NCAA.com will provide live streaming of the national championship contests. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live webcast.

(Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site.).

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

**Medical Procedures**

Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the NCAA Sports Medicine Handbook. Athletics health care providers for the student-athlete should be appointed by and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs).

**Medical Facilities.**

**Ambulance Service.** At the NCAA’s expense (as part of the host stipend), an ambulance shall be provided for event participants on competition days. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs, and emergency respiratory equipment).

**Biohazard Cleanup.** The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations.

Assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with the biohazard symbol on it or other waste receptacle according to facility protocol; and properly diluted tuberculocidal disinfectant or freshly prepared bleach solution diluted (1:100 bleach/water ratio). These kits should be placed on each team’s cooler cart positioned at the end of the team benches.

**General Public.** The facility, at its expense, must provide certified medical personnel (independent of the competition medical staff) and a first-aid room for spectators on competition days.

**Hospital.** The host athletic trainer shall identify a hospital, in close proximity, that will be available to participating teams and shall ensure that championship participants will be provided priority care and assistance.

**Participants.** Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution’s athletic trainer) must be present for all practices and competition at the facility. The
training room must open a minimum of two hours before all practices and competition, and remain open one hour after the conclusion of all practices and competition. Two physicians (general practitioner and orthopedic surgeon) must be accessible by cell phone or pager during all practices and must be on site during all games.

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

- Automated external defibrillator (AED),
- A bag-valve mask, advanced airway tools
- A spine board and other stabilization supplies for the head and neck
- Splints
  - Immobilization splints
  - Immobilizer/knee stabilizer
  - Crutches
- Bleeding control materials, such as a tourniquet and large sterile dressings.
- Ice.
- Blood-borne pathogen kit
- Moist hot packs.
- Muscle stimulator.
- Sharps kit/biohazard trash can.
- Ultrasound unit.
- Gurney.
- First-aid equipment/athletic training supplies.
- Suture materials.
- Emergency eye care and dental equipment.

Sports medicine providers should be trained to use emergency supplies.

**Locker Rooms.** The team locker rooms shall be equipped with hot hydroculators, biohazard trash cans and sharps containers. The sports medicine staff should be prepared to assist teams with cold baths, whirlpool tubs and exercise bikes. Each locker room or team bench should be equipped with similar equipment (if applicable).

**Communication.** The athletic trainer and physicians should be equipped with a means of radio communication.

**Physicians.** Participating institutions may include physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room.
**Portable Baths.** Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championships. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.

**Concussions.**

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

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

**Medical Staffing.**

**Host Medical Staff.** It is the responsibility of the host to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.

**Travel Party.** Medical personnel receive credentials for the championship as part of the normal institutional travel party. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits though institutional funds. Competition site access can be secured by acquiring session tickets though purchase or an institutional pass list.

**Access.** Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.

**Communication.** Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.
Meetings

The host institution is responsible for making arrangements for and scheduling an administrative meeting and an officials meeting. The host is responsible for notifying the participants as well. The meetings should include the NCAA representative, who will chair the meeting, the tournament director and the head referee.

Administrative Meeting. A meeting will be held to review the format, procedures and any other pertinent information. Coaches should be notified that their attendance is mandatory; administrators do NOT have to attend this meeting. It is suggested that the administrative meeting be held at 7 p.m. the day before the start of the first round. The head referee is required to be in attendance at the administrative meeting.

Officials Meeting. A meeting with the officials should be scheduled the day of first-round competition to review procedures, scoring system, handling of appeals, etc.

Merchandising

Administration.

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

Availability.

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

General Policies.

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

Merchandise Received. The quantity of NCAA merchandise available for sale will not be less than a comparable quantity at a comparable site of the previous year’s championship. The NCAA will work closely with Event 1 regarding projected attendance at sites in order to ensure that the appropriate amount of merchandise is provided.

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

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

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**National Anthem**

Hosts for all rounds of championship competition are expected to arrange for the playing/singing of the national anthem of the United States of America ("The Star Spangled Banner"), before the first match of each session of the championships. The tennis committee expects the coaches and student-athletes competing in that contest to remain on the courts during the presentation of the anthem.

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**Officials**

Solo chair umpires must be used for all matches. Therefore, each first- and second-round host is responsible for securing a minimum of six officials and one head referee.

1. It is the responsibility of the host institution to pay the officials' fees, per diem, lodging and travel expenses. It is preferred that the officials' fees, per diem and travel expenses be paid before their departure from the site.

2. **Fees.** The head referee shall be paid $150 per day of competition per gender (a maximum of $600 for refereeing a combined gender site). Solo chair umpires shall be paid $75 per team dual match worked.

3. **Per Diem.** Each official shall receive $45 per diem based on their arrival and departure dates.

4. **Travel Expenses.** Officials at first- and second-round sites should not fly to the site. Each official will receive 53 cents per mile for his/her actual mileage, up to a maximum of 800 miles (400 miles each way). Travel expenses should be paid only to officials who drive, and not to those who are riding as passengers in a carpool.

5. **Lodging.** Hosts should attempt to secure local officials who will not require overnight lodging accommodations in order to reduce costs. Lodging expenses for officials who must stay overnight must be direct billed to the host institution.

6. The head referee should be advised that his/her attendance is mandatory at the administrative meeting and notified of the time and location of the meeting.

7. For planning purposes, the host institution may wish to provide the officials with a form on which they can indicate their contact information, arrival time, etc. The form may be submitted to the host tournament director.

8. Officials should not be included in social gatherings held in conjunction with the competition.

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**Photo Memento**

Hosts shall provide either a digital copy or hard copy (minimum of 5x7) team photo memento for every member of the travel party. An NCAA banner should be visible in the background of the photo.
Photographers

Photographers with credentials will be permitted on the competitive courts, but only in areas designated by the games committee. Photographers must remain stationary while players are on the court.

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 sales on site are strictly prohibited.

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

Postmatch Code Assessments

The committee has outlined the following procedures for any student-athletes or coaches assessed with a code-of-conduct penalty after the completion of a match:

<table>
<thead>
<tr>
<th>Team Championship.</th>
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The committee confirmed that if a postmatch code cannot be applied during the team match, the following applies:

1. Any postmatch code is carried over to the offending student-athlete's next opportunity during that championship.

2. If the offending student-athlete has completed play in the championship, any postmatch code will be assessed at the first opportunity to the offending student-athlete's teammate(s) playing/continuing in the championships.

3. The assessment will be applied at the start of the next game or, if in a tiebreaker, then immediately (per ITA Rules Book).

Practice Courts

The host institution must provide practice facilities for teams and individuals two days before the start of the first round. Practice will not be allowed on the competition courts until this time. Each team should be scheduled for a block of two hours on three courts on each of the practice days.

Student-athletes must wear approved tennis attire during practices and competition at the competition site.

Prematch Player Introductions

The host institution shall follow protocol provided by the NCAA for the introductions of players. This information will be sent to all host institutions.
These championships 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 before the first day of the event.

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

Content/Editorial

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

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

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

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

● Send the information to ncaa-editorial@turner.com.
● Specify the sport (Division, Championship, 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.

For the Division I Men's and Women's Tennis Championships, the following information must be sent at the appropriate times:

● Team championship - updated match scores following the doubles point being earned and the final match score.
● Recap stories from each match with results that include not only the final match score, but also a breakdown of each singles and doubles match score.

Any host that sends the appropriate information and discovers that the results are not posted on the NCAA website in a timely manner, should contact Lauren McLaughlin, championships and alliances, media, at 317-917-6889 or lmclaughlin@ncaa.org.

Also, please mail one set of complete results, all-tournament and most outstanding player information to David Lentz, NCAA statistics, P.O. Box 6222, Indianapolis, Indiana 46206-6222; dlentz@ncaa.org.

Information related to webstreaming and live statistics is available in Appendixes E and F of this manual.

Rules
Please refer to the 2016-17 NCAA Division I Men's and Women's Tennis Pre-Championships Manual for information on playing rules, championships format, selection criteria and procedures.

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

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

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

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

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

| Crowd Control |

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

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

Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the spectator areas. Bands, or any component thereof, shall not play while the game is in progress. The tournament manager is responsible for enforcing these provisions.

| 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.

Threats. In the event a threat is received and time permits, the games committee should meet to discuss the potential problem; a decision would be made to implement the host institution/sponsoring agency's or facility's predetermined plan; make announcements, if necessary, and implement plans.

Tickets

The minimum ticket price shall be $5 for general admission and $3 for students with ID card (per day) at all first- and second-round sites. Children age two and under will be admitted at no charge. Otherwise, everyone else needs to have a ticket for entrance into the championship facility. If a host is unable to charge admission, it must request a waiver from the tennis committee.

See Appendix B for language that must be on the ticket back or be posted at the ticket box.

Training Facilities

Athletic-training facilities are to be made available to the competing teams by the host institution. A certified athletic trainer must be available at each site of competition.

Transportation

The NCAA does not reimburse teams competing in first- and second-round competition.

For teams that advance to the championships finals site, arrangements must be made through the NCAA travel provider, Short's Travel Management at 866-655-9215. Participants located within 400 miles (one way) of the site of competition are required to travel via ground transportation rather than by air, unless an exception is granted.

Any exceptions must be granted by the NCAA travel department prior to traveling. The travel department may be reached at 317-917-6757 or travel@ncaa.org.

Vehicle Rental. A number of rental car companies may be located in your area. Advise participants of those that are willing to offer special rates for the championships. Encourage participating teams to make car reservations as early as possible, especially if they are interested in renting a van.

Parking. Parking information should be sent to all participants, including details on how to obtain parking permits when they arrive on campus, if necessary.

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

Game Officials' Transportation. First- and second-round officials should be driving to the site. Officials will be reimbursed at 53 cents per mile up to 800 miles round-trip.
Videotapes, Films and Still Photographs

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

Volunteer Assistance

It is recommended that the host institution recruit volunteers from the local community to assist them in the preparation and administration of the championships.

Goal and Recruitment.

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

- Provide and enthusiastic and warm welcome to participants and guests;
- Answer questions and provide information to visitors; and
- Contribute to the general excitement surrounding the championships.
- To assist the host with championship operations.

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

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

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

Waivers.

Each volunteer must sign a waiver of liability before the start of the championship (Appendix G). If there is a written agreement governing volunteer service, a release component must be added if one does not already exist. After the championship, all waivers shall be collected and kept on file, in case requested.
Each official will be paid a game fee plus travel expenses according to the actual mode of transportation up to commercial air fare not to exceed coach air fare or 53 cents per mile round-trip (must be over 50 miles) and a per diem of $45. The number of days per diem that may be claimed shall be determined as follows: (1) one for the day prior to the competition; (2) one for each day of competition; (3) one for each day intervening between rounds of competition if the official was required to remain at the site, and (4) one-half day for the day of departure, provided the official did not work on that day. Incidental expenses (e.g., telephone calls, room service, etc.) should be paid by each game official.

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

**Transportation**

Round-trip mileage: (1) between residence and airport of departure; or (2) between residence and competition site at $0.53 per mile **(not to exceed 800 miles round-trip)**. Terminal, rental car or other transportation at competition site is not reimbursable. Trips shorter than 50 miles round trip are not reimbursable. Airport, hotel or other parking fee is not a reimbursable expense.

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<th>to</th>
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<tbody>
<tr>
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Auto miles at 53 cents per mile round-trip (personal auto – **must be a minimum of 50 miles round-trip**) $  

**Game Fees**

<table>
<thead>
<tr>
<th>Number of Games Worked</th>
<th>Round</th>
<th>Fee per game</th>
<th>Total</th>
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**Per Diem**

Day(s) at $ 45 per day (includes meals, hotel parking, phone, tolls, etc) $  

**TOTAL EXPENSE REIMBURSEMENT SUBMITTED** $  

PRINTED NAME

SOCIAL SECURITY NUMBER (required)  

PREFERRED ADDRESS  

CITY/ST/ZIP  

SIGNATURE

---

Staff Contact

Staff approval signature
The ticket back language should be placed on the back of the ticket stub, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan (jlogan@ncaa.org) and Chris Termini (ctermini@ncaa.org) on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Chris on any correspondence.

**NOTE:** Child admission policy - choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.

**NOTE:** Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted “No re-admittance” language as needed.

<table>
<thead>
<tr>
<th>THIS TICKET IS A REVOCABLE LICENSE</th>
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<tbody>
<tr>
<td>USER ACCEPTS RISK OF INJURY</td>
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The ticket purchaser/holder, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the “Holder”) voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. **Every person, two years of age and older, must have a ticket to enter the facility.** Entry will be at the facility’s discretion, unless proof of age is provided. **Those under two must be accompanied by a person with a valid admission ticket.** **Every person, regardless of age, must have a ticket to enter the facility.**

Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances authorized by the NCAA. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. The NCAA reserves the right to limit or restrict the number of tickets that Holder may purchase or possess. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. **No re-admittance.**

**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. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder’s image or likeness in connection with any live or recorded transmission or reproduction of such event, for any purpose, including promotional purposes, without further authorization or consideration. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential, or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA’s rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

**DATES AND TIMES ARE SUBJECT TO CHANGE**
NCAA Championships Microsite Guidelines

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

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

Dining, Shopping and Attractions
The following topics are permissible to house within your microsite:
- Local fan gathering and entertainment locations.
- Shopping and dining.
- Special attractions.

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

Venue and Transportation Information
City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:
- Venue address.
- Venue parking map and details, Google map.
- Venue security information.
- Public transportation options.

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

Travel Information
Hotel, car rental and other travel accommodations should link to: www.nCAA.com/travel.

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

Email Sign Up
Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up: http://www.ncaa.com/newsletter-signup/sports.

**Logo Usage**
For championship logos, please submit a request to access the NCAA Digital Library at https://sportgraphics.widencollective.com/t5/login.

**Copyrights, Licensing, Trademarks and Corporate Marks**
The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

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

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

A complete list of NCAA trademarks and trademark protection can be found by clicking here.

**Social Media**
All social media icons should like to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at nCAA.com/social.

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

**Metrics**
Host institutions should provide analytics to Nate Flannery (nflannery@ncaa.org) and Anne Clendenin (aclendenin@ncaa.org). At a minimum, analytics should include the following five categories:

- Referral pages.
- Page views.
- Time spent on site.
- Click thru information.
- Unique visits/traffic numbers.

**Local Contributor Recognition**
The local organizing committee/host institution is able to recognize their local contributors under the following guidelines:
In text form only.
The NCAA’s logos need to be removed from that specific page.
The link to this page is not in main or sidebar navigation (bottom navigation only).
This page is entitled “Local Contributors.”
Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/Ps are listed within that text.

Microsite Examples
If you would like to review an approved championship microsite please reference one of the following pages:

- Phoenix Men’s Final Four Microsite
- Dallas Women’s Final Four Microsite
- St. Louis DI Wrestling Championship Microsite
- Oklahoma City Women’s College World Series Microsite

Once your site has been developed, please send the URL to Anne Clendenin (aclendenin@ncaa.org) for review and approval.

Should you have any questions, please contact:
Anne Clendenin
Assistant Director, Championships & Alliances
317-917-6643
aclendenin@ncaa.org
NCAA Social Media Guidelines for Championship Hosts
Updated 07/14/16

The official NCAA social media pages and official hashtags can be found at http://www.ncaa.org/socialmedia

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

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

Top 10 considerations when planning for social media event marketing:

1. **Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. **Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
3. **Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
5. **Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.
6. **Lead your video.** You have mere seconds to garner a user’s attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
7. **Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
8. **Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
9. **If you hesitate about posting something, you probably shouldn’t.** There are no re-dos in social media. A “delete” doesn’t mean you can delete someone seeing it.

Please send direct questions to Chris Dion, cdion@ncaa.org, or send ideas or news to the general box, socialmedia@ncaa.org.
Turner Sports in conjunction with CBS will be responsible for setting up all live statistics for the NCAA.com website. Directions, testing protocols, and game settings will be sent out prior to each Championship for the host site to follow to ensure a successful experience.

**Host Site Requirements**

- Reliable internet connection for the scoring computer
- The latest version of Stat Crew software (please see below)
- Successful test of the software prior to the Championship
- Send Home/Away designations to your live stats contact as soon as you receive them

**Stat Crew Requirements**

The latest installation of Stat Crew version X.18 needs to be downloaded at least one week prior to the start of the Championship. **Note:** If you need assistance with the software please contact your NCAA Championship Coordinator.

After installing, open Game Reports \| Help \| About and confirm the date reads July 2016 or later.

(Does not apply to TAS Tennis or Golf.)

For further questions, please contact Stat Crew at support@statcrew.com or (513)-771-4192

Here are reminder steps for XML activation, if it does not automatically activate:

1. Open Game Reports \| Live \| TASFTP Diagnostic Mode, select the FTP Setup button and make sure “passive mode” is enabled. Click ok to save changes.
2. In Game Reports, select Help \| About, make sure version is X.18.
3. Then open Live \| Live Setup

Check boxes for:

- Enable XML Stats Feed
- Auto-send FTP
- Auto Copy Files
- Click the Activate button
- Click OK

You should then receive a message that XML has been activated.

Now you are set for live stats with XML data. Complete your FTP destinations and file names before starting the game.

Please ensure all settings are correct and the game ID has been entered correctly.
Testing Protocol

Turner Sports Web Ops or CBS will be in contact with the Host Site approximately one week prior to the start of the Championship in order to test the connection settings. It is imperative that a test is done PRIOR to the start of the Championship. Please make sure someone is available to test from the host site at least two days before the Championship begins.

Game Day Protocol

Turner Sports Web Ops or CBS will send out game day settings after successfully completing the testing protocol. Instructions for game day settings will include:

Gametracker ID:
FTP site: ftp.netitor.com
User ID: fanslive
Password: livestats
XML Filename: (will be provided)
Target Directory: (will be provided)

Note: StatBroadcast will be involved in many of these Championships. The test settings and game settings may change accordingly. More information to come for those Championships.

Troubleshooting Tips

• Please ensure all settings are correct and the game ID is entered and is correct
• Restart Stat Crew
• Check live stats URL to make sure game is live (after the game has started)
• Reach out to your live stats contact

Live Video Streaming Rights Requests (early rounds only)

Turner Sports owns the exclusive rights to stream all NCAA Championships. If Turner elects not to exercise its video streaming rights, then certain Third Parties may request permission to video stream select NCAA Championship events. All requests must be made at www.ncaa.com/rights-request

All non-commercial broadcasts will be free of charge and those that have commercials will incur a fee of $1,000 per stream. Please make all streaming requests at least 2 days prior to the start of the requested stream (if possible).

Note: All final site events are either televised or streamed live on NCAA.com

Please provide a game day contact number that you can be reached at on the day of the event.
WebStream Sports is responsible for video content and live productions at more than 1,000 events annually. Since 2010, in partnership with Turner Sports and NCAA.com, WebStream has provided championship coverage for hundreds of NCAA events. Its team will work with each host to ensure that live video streams from the championship are high quality and stress free.

Network Connection
To deliver a high quality video production, WebStream Sports requires at least 5 Mbps sustained upload speed, with more preferred, dedicated to two wired Internet lines. It is extremely important that the IP network be addressed early in the planning process.

WebStream’s team normally arrives a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host should be available to work through any issues.

Equipment Setup
The producer and equipment will need to be located within 100’ of the network ports. All equipment can be set on one or two 8’ tables. Please provide four chairs for announcers and production crew.

Our broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport. In all cases, the cameras are cabled to the production position. WebStream will work with the host to determine the best camera locations. WebStream will request photos and/or a diagram of the venue. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful.

The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice.

If available, an audio feed from the public address system should be provided to the production position on an XLR connector.

Equipment Receiving/Shipping
Broadcast equipment will typically be shipped to the site via special courier. The shipment will contain on average 20-22 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. Once the equipment is set, the host will need to identify a location to store empty boxes that can be locked.

Following the event, WebStream will coordinate pickup of the equipment.

Crew/Announcers
Turner Sports provides all necessary equipment for a successful broadcast. The production crew and announcers are secured by WebStream Sports.

If the host institution already has contacts with local camera operators, a production company or announcers, please pass that information along. WebStream is happy to work with local crews and/or students at host institutions.

Event Specific Accommodations
WebStream Sports will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

For more information, please contact:
Andrea Crawford
WebStream Sports
andrea@webstreamsports.com
317-373-1119
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.

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<th>Signature of Participant</th>
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The Department of Homeland Security, National Protection and Programs Directorate’s Office of Infrastructure Protection (IP) operates the Protective Security Advisor (PSA) Program. Protective Security Advisors are security subject matter experts who engage with State, local, tribal, and territorial (SLTT) government mission partners and members of the private sector stakeholder community to protect the Nation’s critical infrastructure. The PSA Program maintains a robust operational field capability, with Regional Directors (RDs) and PSAs serving in 73 districts in 50 States and Puerto Rico. The RDs and PSAs serve as the link to Department of Homeland Security (DHS) infrastructure protection resources; coordinate vulnerability assessments, training, and other DHS products and services; provide a vital link for information sharing in steady-state and incident response; and assist facility owners and operators with obtaining security clearances.

PSA Program

The PSA Program’s primary mission is to proactively engage with Federal, State, local, tribal and territorial government mission partners and members of the private sector stakeholder community to protect critical infrastructure. Regional Directors oversee and manage the Department’s PSA program in their respective region, while PSAs facilitate local field activities in coordination with other DHS offices. The PSAs have five mission areas that directly support the protection of critical infrastructure:

- **Plan, coordinate, and conduct security surveys and assessments** – PSAs conduct voluntary, non-regulatory security surveys and assessments on critical infrastructure assets and facilities within their respective regions.
- **Plan and conduct outreach activities** – PSAs conduct outreach activities with critical infrastructure owners and operators, community groups, and faith-based organizations in support of IP priorities.
- **Support National Special Security Events (NSSEs) and Special Event Activity Rating (SEAR) events** – PSAs support Federal, State, and local officials responsible for planning, leading, and coordinating NSSE and SEAR events.
- **Respond to incidents** – PSAs plan for and, when directed, deploy to Unified Area Command Groups, Joint Operations Centers, Federal Emergency Management Agency Regional Response Coordination Centers, and/or State and local Emergency Operations Centers in response to natural or man-made incidents.
- **Coordinate and support improvised explosive device awareness and risk mitigation training** – PSAs work in conjunction with IP’s Office for Bombing Prevention by coordinating training and materials to SLTT partners to assist them in deterring, detecting, preventing, protecting against, and responding to improvised explosive device threats.

Contact Information

For more information or to contact your local PSA, please contact PSCDOperations@hq.dhs.gov.