



**2019
DIVISION I WOMEN'S
GOLF
CHAMPIONSHIPS**

EAST LANSING, MI

*Michigan State University and
Greater Lansing Sports Authority, Hosts*

***PARTICIPANT
2018-19 MANUAL***

Regionals



MICHIGAN STATE ATHLETICS

May 3, 2019

Welcome: I am delighted to have you join us here in East Lansing, home of the Spartans and the nationally recognized Forest Akers West Golf Course. Spartan Athletics is excited to host the 2019 NCAA Women's Golf Regional Championship.

We are enthusiastic about having the top women's golfers in the country on-campus while they create history on our fine course. We look forward to you having an eventful experience during your stay and hope that you have many positive memories during the NCAA Regionals.

This manual consists of helpful information about the campus and surrounding area. Let our Team know if we can do anything to make your stay more enjoyable.

Best of Luck.

A handwritten signature in blue ink that reads "Bill Beekman".

Bill Beekman

Vice President and Director of Intercollegiate Athletics



DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

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CHAMPIONSHIPS PERSONNEL

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COACHES' CHECKLIST

- _____ Scan and email the **Designation of Coaches Form (APPENDIX A)** to Robin Hale (rhale@ncaa.org) at the NCAA by **noon Eastern time Monday, April 29, 2019.**
- _____ Call hotel to reserve rooms (page 23) by **5 p.m. Eastern time Monday, April 29.**
- _____ Fax or email rooming list to hotel by **5 p.m. Eastern time Monday, April 29.**
- _____ Scan and send via email **Travel Party Information Form (APPENDIX B)** to Sarah Brushaber – brushaber@ath.msu.edu by **noon Monday, April 29.**
- _____ Overnight media guide and latest team and individual stats to Jeff Barnes (page 24) by **Monday, April 29, 2019.**
- _____ Email team meal form to Tyler Pasek (pasektyl@msu.edu), by **Wednesday, May 1, 2019.**
- _____ Email media requests to Jeff Barnes (jbarnes@ath.msu.edu), by **Wednesday, May 1, 2019.**
- _____ Contact tournament manager Sarah Brushaber at 517-507-7090 or brushaber@ath.msu.edu by **Monday, April 29** (page 22) for requests for spectators with accessibility issues.
- _____ Submit **Official Team Lineup Form (APPENDIX C)** to Sarah Brushaber via email at brushaber@ath.msu.edu by **6 p.m. Eastern time Saturday, May 4, 2019.** Institutions failing to meet the submission deadline will be subject to a \$200 fine for failure to adhere to championships policies and procedures. No lineup or substitution changes will be allowed after the 6 p.m. (Eastern time) deadline, without the approval of the games committee. The substitute must assume the position of the replacement player.



SCHEDULE OF EVENTS (ALL TIMES EASTERN)

Saturday, May 4

4 p.m. – 6 p.m. Registration – Radisson Hotel Lobby – 1st floor pre-function space
2 p.m. Driving Range opens at Forest Akers West Golf Course
6 p.m. Driving Range closes
6 p.m. Deadline for designating and submitting lineup form

Sunday, May 5

5:30 a.m. – 9 a.m. Breakfast available – Radisson Hotel
6:15 a.m. Driving Range Opens
8 a.m. – 10:09 a.m. Practice Round off #s 1 and 10 Tees
7 a.m. – noon Registration–Forest Akers West–Executive Classroom (Room A170)
4 p.m. Coaches Meeting–Executive Classroom (Room A170)–Forest Akers West
6 p.m. Driving Range closes

Monday, May 6

5:30 a.m. – 9 a.m. Breakfast available – Radisson Hotel
6:15 a.m. Driving Range Opens
8 a.m. – 10:48 a.m. First Round off #s 1 and 10 Tees
6 p.m. Driving Range closes

Tuesday, May 7

5:30 a.m. – 9 a.m. Breakfast available – Radisson Hotel
6:15 a.m. Driving Range Opens
8 a.m. – 10:48 a.m. Second Round off #s 1 and 10 Tees
6 p.m. Driving Range closes

Wednesday, May 8

5:30 a.m. – 9 a.m. Breakfast available – Radisson Hotel
6:15 a.m. Driving Range Opens
8 a.m. – 10:48 a.m. Final Round off #s 1 and 10 Tees
Conclusion of competition-advancing teams/individuals determined

NOTE – Regional/Final sites: Per NCAA Bylaw 31.1.4.1, the Division I Women's Golf Committee will adjust accordingly the competition event schedule along with the pairings and tee times in order to accommodate a team/individual(s) representing a school that has a written policy against competition on a particular day for religious reasons.



Coaches' Administrative/Rules Meeting

The games committee will conduct a pre-tournament meeting for coaches only to review tournament procedures, local rules and items of importance to intercollegiate golf. For the regional championships, it is **mandatory** and a \$200 fine will be assessed to the university if the head coach is not present at this meeting. The pre-tournament administrative meeting will be held Sunday, May 5 at 4 p.m. on the second floor in the Executive Classroom (Room A170).

Registration

Tournament registration will be located in the lobby of the Radisson Hotel on Saturday, May 4 from 4 to 6 p.m., and in the Forest Akers West Executive Classroom (Second Floor) on Sunday, May 5 from 7 a.m. to noon. Championship packets will be distributed at that time.

Team folders with results, pairings and hole location sheets will be provided in the clubhouse.

Please email your Travel Party Information Form (**APPENDIX B**) to Sarah Brushaber at brushaber@ath.msu.edu by noon Eastern time Monday, April 29.



TEE TIMES & PAIRINGS

Practice Round Sunday, May 5

Hole 1

8:03 am Name (Institution)
 Name (Institution)
 Name (Institution)

8:17 a.m. Team 1 – XXX
8:31 a.m. Team 2 – XXX
8:45 a.m. Team 3 – XXX
8:59 a.m. Team 4 – XXX
9:13 a.m. Team 5 – XXX
9:27 a.m. Team 6 – XXX
9:41 a.m. Team 7 – XXX
9:55 a.m. Team 8 – XXX
10:09 a.m. Team 9 – XXX

Hole 10

8:00 am Name (Institution)
 Name (Institution)
 Name (Institution)

8:14 a.m. Team 10 – XXX
8:28 a.m. Team 11 – XXX
8:42 a.m. Team 12 – XXX
8:56 a.m. Team 13 – XXX
9:10 a.m. Team 14 – XXX
9:24 a.m. Team 15 – XXX
9:38 a.m. Team 16 – XXX
9:52 a.m. Team 17 – XXX
10:06 a.m. Team 18 – XXX

NOTE – Regional/Final sites: Per NCAA Bylaw 31.1.4.1, the Division I Women's Golf Committee will adjust accordingly the competition event schedule along with the pairings and tee times in order to accommodate a team/individual(s) representing a school that has a written policy against competition on a particular day for religious reasons.



TEE TIMES & PAIRINGS

First Round Monday, May 6

Hole 1

Teams 1, 2, 3
8:03 a.m. #5
8:14 a.m. #4
8:25 a.m. #3
8:36 a.m. #2
8:47 a.m. #1

Teams 7, 8, 9
8:58 a.m. #5
9:09 a.m. #4
9:20 a.m. #3
9:31 a.m. #2
9:42 a.m. #1

9:53 a.m. Individuals 1, 2, 3

Teams 13, 14, 15
10:04 a.m. #5
10:15 a.m. #4
10:26 a.m. #3
10:37 a.m. #2
10:48 a.m. #1

Hole 10

Teams 4, 5, 6
8:00 a.m. #5
8:11 a.m. #4
8:22 a.m. #3
8:33 a.m. #2
8:44 a.m. #1

Teams 10, 11, 12
8:55 a.m. #5
9:06 a.m. #4
9:17 a.m. #3
9:28 a.m. #2
9:39 a.m. #1

9:50 a.m. Individuals 4, 5, 6

Teams 16, 17, 18
10:01 a.m. #5
10:12 a.m. #4
10:23 a.m. #3
10:34 a.m. #2
10:45 a.m. #1



TEE TIMES & PAIRINGS

Second Round Tuesday, May 7

Hole 1

	Teams 7, 8, 9
8:03 a.m.	#5
8:14 a.m.	#4
8:25 a.m.	#3
8:36 a.m.	#2
8:47 a.m.	#1
8:58 a.m.	Individuals 1, 2, 3
	Teams 4, 5, 6
9:09 a.m.	#5
9:20 a.m.	#4
9:31 a.m.	#3
9:42 a.m.	#2
9:53 a.m.	#1
	Teams 1, 2, 3
10:04 a.m.	#5
10:15 a.m.	#4
10:26 a.m.	#3
10:37 a.m.	#2
10:48 a.m.	#1

Hole 10

	Teams 10, 11, 12
8:00 a.m.	#5
8:11 a.m.	#4
8:22 a.m.	#3
8:33 a.m.	#2
8:44 a.m.	#1
8:55 am	Individuals 4, 5, 6
	Teams 13, 14, 15
9:06 a.m.	#5
9:17 a.m.	#4
9:28 a.m.	#3
9:39 a.m.	#2
9:50 a.m.	#1
	Teams 16, 17, 18
10:01 a.m.	#5
10:12 a.m.	#4
10:23 a.m.	#3
10:34 a.m.	#2
10:45 a.m.	#1

- **Teams, players within teams and individual competitors will be re-paired based on round one scores.**



TEE TIMES & PAIRINGS

Final Round Wednesday, May 8

Hole 1

	Teams 7, 8, 9
8:03 a.m.	#5
8:14 a.m.	#4
8:25 a.m.	#3
8:36 a.m.	#2
8:47 a.m.	#1
8:58 a.m.	Individuals 1, 2, 3
	Teams 4, 5, 6
9:09 a.m.	#5
9:20 a.m.	#4
9:31 a.m.	#3
9:42 a.m.	#2
9:53 a.m.	#1
	Teams 1, 2, 3
10:04 a.m.	#5
10:15 a.m.	#4
10:26 a.m.	#3
10:37 a.m.	#2
10:48 a.m.	#1

Hole 10

	Teams 10, 11, 12
8:00 a.m.	#5
8:11 a.m.	#4
8:22 a.m.	#3
8:33 a.m.	#2
8:44 a.m.	#1
8:55 am	Individuals 4, 5, 6
	Teams 13, 14, 15
9:06 a.m.	#5
9:17 a.m.	#4
9:28 a.m.	#3
9:39 a.m.	#2
9:50 a.m.	#1
	Teams 16, 17, 18
10:01 a.m.	#5
10:12 a.m.	#4
10:23 a.m.	#3
10:34 a.m.	#2
10:45 a.m.	#1

- **Teams, players within teams and individual competitors will be re-paired based on their 36-hole cumulative scores.**



CHAMPIONSHIPS FORMAT

Four, 54-hole regional competitions will be conducted to determine the participants at the national championships final site. Eighteen teams and six individuals, not on those teams, will compete at each regional site. The low six teams and the low three individuals, not on those teams, will advance to the finals at The Blessings Golf Club in Fayetteville, Arkansas (University of Arkansas, Fayetteville-host) May 17-22, 2019. Tiebreakers and playoffs will be used to determine advancement if needed to the finals (**APPENDIX E**).

CHAMPIONSHIPS OPERATIONS

Designated Coaches

The NCAA permits up to two designated coaches per institution per round to provide advice during NCAA championships competition. Institutions are required to designate their coaches on the designated coaching form in advance and coaches must be approved by the director of athletics on the form provided by the NCAA. Before the day's play, the designated coaches must be identified to the games committee by signing in at the first assigned tee and wearing the appropriate wristband (designated coach credential) at all times.

Designated coaches must be individuals designated by the institution, in accordance with Bylaw 11.7.1.1 (designation of coaching category), as a head coach or assistant coach under Bylaw 11.01.2 (coach, head or assistant), a student assistant coach under Bylaw 11.01.4 (student assistant coach) or volunteer coach under Bylaw 11.01.5 (volunteer coach).

A current, eligible student-athlete not participating in the tournament (i.e., sixth person) cannot be designated as the second coach.

Furthermore, it is important to note that only an institutional coach who is credentialed may participate in coaching activities during a practice round or at the designated practice areas.

Golf Carts

Golf carts will be provided for members of the games committee and selected tournament officials. One cart may be used by each competing institution as long as the use of carts does not negatively impact the course or student-athlete experience. Only a credentialed institutional representative (a non-athlete) may drive or ride in the assigned golf cart for that institution during a tournament round. It is important to note that any institutional representatives who are credentialed and ride in the team's assigned cart, but are not a designated coach are not able to provide advice or participate in any coaching-related activities during a stipulated round of competition with competing players. Both designated coaches may ride in the institution's cart at the same time. Only two people may ride in the cart at one time.

Participants may not use caddies, golf carts or motorized pull carts during the championship rounds. The only exception to this policy would be if the participant is permanently disabled. A written request must be submitted to the appropriate games committee with the accompanying medical statements requesting the use of a cart. Please confirm with the NCAA national office as there may be exceptions on file for the duration of a student-athlete's career.



Pull Carts

Forest Akers West Golf Course does not have pull carts available. If you are shipping pull carts to the course, please ship to 3535 Forest Road, Lansing, MI 48910 Attn: Bryan Harris and include a label for your return shipments.

Equipment

The type of equipment (i.e., balls, clubs) to be used by teams and individuals must be acceptable under the Rules of Golf. The one-ball rule (brand) will not be in effect. Golf bags must have the name or logo of the school on them. Players and coaches will be required to use only soft-spike shoes during the regional and championships competition. This includes all practice rounds. The penalty for breach of this condition is disqualification (in case of a breach by a player) or considered misconduct (in case of a breach by a coach).

Electronic communication devices may be used by coaches in a private manner provided that such use does not breach Rule 24.4a, Model Local Rule H-2 (Advice Allowed in Team Competition), or disrupt practice or play. Violations will be considered misconduct. Ringers on electronic devices must be turned off.

Distance-measuring devices are allowed by players and coaches under Rule 4.3 during practice and competition as long as they conform to USGA specifications.

Officials

Representatives of the NCAA Division I Women's Golf Committee present at the various championships along with specified rules officials will make all decisions pertaining to the conduct of the championships, such as pairings, setting up the course, etc. (The specified rules officials will make all decisions pertaining to the Rules of Golf.)

In addition to the Division I Women's Golf Committee members in attendance at each site, volunteer officials will serve as members of the rules committee.

The women's golf committee has also made arrangements for Golfstat to provide the computerized scoring system for the women's championships.

Lineups and Substitutes

The head coach (or designee) must submit their respective institution's lineup of their five contestants according to playing position by **6 p.m. (Eastern time)** on the day prior to the first practice round (**Appendix C**). Lineups must be submitted to Sarah Brushaber via email at brushaber@ath.msu.edu prior to the **Saturday, May 4, 6 p.m. (Eastern time)** deadline. Institutions failing to meet the submission deadline will be subject to a \$200 fine for failure to adhere to championships policies and procedures. No lineup or substitution changes will be allowed after the 6 p.m. (Eastern time) deadline, without the approval of the games committee. The substitute must assume the position of the replaced player.



Rules

Per NCAA Bylaw 17, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies (i.e., USGA) and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or the rules adopted by an outside organization.

The Division I Women's Golf Championships shall be conducted according to the Rules of Golf and any local rules and conditions of competition implemented by the committee in charge of the competition as listed below. Decisions regarding the Rules of Golf shall be final.

The following rules apply to both regular-season and championship competition.

1. **Advice Allowed in Team Competition.** In accordance with Rule 24.4a, Model Local Rule H-2 has been adopted (electronic communication, notes, tees and/or any other items left behind by teammates and/or coaches for the purposes of giving advice are prohibited).
 - Two designated coaches may be appointed to give advice to members of their team at any time. A designated coach is defined as a member of the institution's coaching staff or an employee of the institution.
 - Two designated coaches per institution may be appointed to give advice to qualifying individuals not on a participating team.
 - Before the day's play, the designated coaches must be identified to the games committee by signing in at the first assigned tee and wearing the appropriate wristband (designated coach credential) at all times.
 - Coaches are not caddies and are only granted the ability to give advice to players per the Rules of Golf definition of advice.
 - The advice is given in a private manner that does not disrupt play.
 - The coach does not give advice to or ask for advice from another team's player or coaches.
2. **Misconduct.** In addition to the following policies, coaches, administrators and student-athletes should understand the misconduct policies described in the 2018-19 Pre-Championship's Manual. Unsportsmanlike conduct—a player (coach—if coach violation) will be notified immediately on the golf course and provided a warning for unsportsmanlike conduct (e.g., willful acts of defacing the golf course, misuse of electronic devices including iPods, cellular phones etc., club throwing or breaking, abusive language, or violation of the tobacco policy).
 - Second occurrence in the same day—the player (coach—if coach violation) will be disqualified for that round.
 - Third occurrence in the championship—will result in disqualification from the championship.
 - The NCAA committee is responsible for assessing the penalty.

The Rules of Golf shall be followed along with any local rules the games committee deems necessary. Members of the respective NCAA golf committees and rules officials will be available for interpretations of the rules and other decisions governing the competition.



Pairings/Tee Times

Both 1st and 10th tees will be used for the entire competition. However, the committee reserves the right to use only the first tee or mini-waves if necessary. Tee times will not be altered to accommodate travel schedules.

After all of the teams and individuals have been selected, the Division I Women's Golf Committee will assign pairings and tee times for the practice round and the first competition round based on seed for each regional site. For the second round of competition, teams and player's positions within their teams will be re-paired based on first-round scores. For the third round, teams and player's positions within their teams will be re-paired according to their 36-hole cumulative scores.

Individual players participating at the regional sites will be re-paired after each day of competition based on their cumulative scores after 18 holes and 36 holes respectively. Pairings and tee times will be announced after selections.

Practice Facilities

Coaches and student-athletes will not be allowed to walk the course before the first day of the official practice round. However, the driving range and practice greens may be used on the day before the first practice round. The driving range will be open for teams Saturday, May 4, 2019 from 2 p.m. to 6 p.m. The putting green will be open from 2 p.m. until 7:30 p.m. The practice facilities will be open at 6:15 a.m. for all three rounds of competition as well as the practice round and are scheduled to close at 6 p.m. Range balls will be provided at no cost.

Practice Round

In an effort to maintain the condition of the course and speed of play at the practice round of the regional tournament, a player may hit multiple shots as long as each hole is completed in 15 minutes and only one ball lands on the green. No more than two tee shots will be allowed per player, per par-3 hole. Each hole must be completed within 15 minutes. Players may hit multiple chips and putts using two balls within 10 yards of the green as long as they stay within the 15-minute time limit. Violations of the policy may result in the player and/or team being moved into their appropriate position based on the pace-of-play championships information. Groups of five are permissible during the practice rounds. Groups of six are not allowed and coaches are not allowed to play during the practice round, which includes chipping and putting on the course. One 18-hole practice round will be scheduled before the regional tournament.

Head coaches or designated official institutional representatives will be required to be with their teams and individuals during the entire practice and tournament rounds. Coaches will be provided pace-of-play championships information and be responsible for adherence to said policies and any misconduct (**Appendix F**). During the practice round, course administration and rules officials will monitor pace of play and if a team/individual is out of position they will need to pick up their ball and move to the appropriate position defined by pace-of-play procedures.

Practice facilities will only be available to student-athletes from the participating institutions during the championships. Competing institutions will be advised of the specific dates and times when the facilities will be available. Teams or individuals entered in the championships will not be allowed to play at the site of the regional tournaments 10 days prior to the first practice round. If individuals or teams do practice on the regional course within the noted 10-day window, they will be subject to disqualification by the games committee from participation in the championships. The host institution's team shall be exempt from this policy up to the day prior to the first practice round.



With respect to course access during the regular season specific to the finals site the following policy applies: Student-athletes and coaches are prohibited from walking, playing or practicing at the championship finals course (i.e. practice facilities and any additional golf course at the venue) beginning August 1 of the championship academic year other than those student-athletes and coaches who are members of the course or who are competing in sanctioned events of the state's amateur or professional golf associations, the USGA, LPGA and PGA. Violations of this policy may result in sanctions listed under NCAA misconduct provisions or disqualification for a team or an individual(s), with no substitution permitted. The host institution will be prohibited from walking, playing or practicing on the championship finals course beginning 10 days prior to the men's championship.

Furthermore, for competition venues that have multiple golf courses on site, no play is permitted by members of an institution's NCAA official travel party beginning the day prior to the first practice round.

Coaches and athletes will not be allowed to walk the course prior to the first day of the official practice round. However, the driving range may be used by student-athletes from the competing institutions between 2 p.m. and 6 p.m. Saturday, May 4, 2019 and the putting green from 2 p.m. until 7:30 p.m.

The practice round will be conducted as follows:

1. Sunday, May 5.
2. The committee will assign the times. Teams may not start a practice round other than during its designated time or position. Teams are not required to play practice rounds.
3. For regional competition only, the driving range and putting green may be used before the official practice round only by the participating institution's student-athletes if the host institution can have the facilities available.
4. Weather and outside circumstances could have an impact on facility and course availability.
5. Student-athletes are not allowed on the course prior to or after their practice round. However, coaches may have access to the course prior to and through the end of their championships practice round either by walking or using their institutionally assigned golf cart. At the conclusion of the institutions practice round, coaches may go back onto the golf course only as a spectator which includes no carts on the course as well as no access to the putting greens or within 20 feet of the putting greens.

Prior to the start of each day of a competing institution's competition round, coaches may either walk or access the course by using their institutionally assigned golf carts. However, the committee reserves the right to adjust course access if they deem that weather conditions and/or outside circumstances could impact the playability of the golf course for the competitors. When returning to the course after completion of an institutions competition round(s), coaches and student-athletes are required to adhere to the spectator policies as outlined below.

(Note 1: For both the regionals and finals, when coaches and student-athletes return to the course after each competition round to watch play they become spectators at this point and shall follow all spectator rules, including no carts on the course. Additionally, coaches and/or student-athletes may not go onto the putting greens or within 20 feet of the putting greens. Coaches that are found to be in violation of this policy during either the practice or competition rounds will not be permitted to coach the following day and the number of permissible coaches for that team the following day will be reduced by the number of offending coaches.)

NOTE 2 – Regional/Final sites: Per NCAA Bylaw 31.1.4.1, the Division I Women's Golf Committee will adjust accordingly the competition event schedule along with the pairings and tee times in order to accommodate a team/individual(s) representing a school that has a written policy against competition on a particular day for religious reasons.



Scoring

Scorecards for the women's championship shall be kept in strict accordance with Rule 3.3b of the USGA's 'Scoring the Stroke Play'. The scorecard has been returned when the player submits her card to an official and leaves the designated scoring area. **Note:** Student-athletes may consult with designated coaches without undue delay until they submit their scorecard. Coaches are not allowed in the scoring tent.

A daily team score is computed by totaling the lowest scores of four of the five team members. The final team score is determined by totaling each daily score.

Adjusted Place Standings

If a student-athlete is found to be ineligible, that individual's performance shall be stricken from the championships record, the score the student-athlete has contributed to the team's total shall be deleted, the team standings shall be adjusted accordingly, and any awards involved shall be returned to the Association.

Squad Size

An institution may not compete with more than five contestants. Transportation expenses and per diem will be provided for a maximum of five participants per team and all individual qualifiers in the women's championships. Transportation and per diem may be claimed for three non-athletes (coaches, trainers, etc.) for each full team represented. Institutions represented by individuals will be reimbursed for one non-athlete. **Transportation expenses and per diem shall be paid only for the final's competition and not for regional qualifying tournaments.**

Stoppage of Play

The games committee will do everything possible to complete 54 holes by Wednesday, May 8. The NCAA representatives along with the games committee will have the option of modifying pairings for the weather which may include making a cut to the field. In the event of unplayable weather or course conditions, the NCAA representatives shall determine whether a round will be cancelled or subsequently continued. Refer to The Committee – 6E (4) Whether to Cancel Round – Stroke Play.

If 54 holes cannot be completed, the committee will advance teams and individuals by the following:

1. 36-hole scores
2. 18-hole scores
3. Original seeding of teams used for selection to the championships

Play will not extend beyond Wednesday, May 8, 2019.

Uniforms and Logo Policy

Student-athletes must wear uniforms of the same color during practice and competition. In the best interest of intercollegiate golf and the championships, participants must wear appropriate golf attire at all times at the championships site. The inseam of the shorts must be at least four inches and denim is not considered appropriate attire.

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition, provided that in the case of:



- a. Athletics equipment (e.g., shoes, golf gloves, towels, rain caps, rainsuits, backpacks, sling bags and umbrellas): The item bears only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and,
- b. An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, belt buckles, and visors or hats) that are worn or used by student-athletes in competition shall bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo.

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

In Division I and National Collegiate Championships, these restrictions apply to all apparel worn by student-athletes and all personnel, including coaches, trainers, managers, team support personnel, cheerleaders, mascots and band and dance team members, during the conduct of the practice and competition, which includes any pre-competition or post-competition activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.

Ties

For the Division I women's championships, playoffs (time and weather conditions permitting) will be used for breaking ties for advancement to the finals. Warm-up time will be determined by the Head Regional Rules Official. If a playoff is not possible, the tie breaking procedures outlined in (**APPENDIX E**) will be used.

COMPETITION SITE

Forest Akers West Golf Course



Located on the picturesque campus of Michigan State University, Forest Akers West Golf Course is one of the premier golf courses in the region and ranks as one of the best collegiate facilities in the country. With its unique setting as an arboretum and challenging layout, the West Course earned a four-star rating from Golf Digest in 1999. In addition, The Detroit News selected Forest Akers as the No. 6 spot in the rankings of public golf courses in the state of Michigan and the past two years, the Lansing State Journal selected it as the "Best of the Best."

The land for the par-72 (36-36) course was donated by Michigan State alumnus Forest Akers of Detroit, with the provision that the course also serves as an arboretum. Most of Michigan's native trees and a wide variety of shrubs are grown throughout the course and are arranged to create a unique setting for the game of golf. Forest Akers may be the only course in the country recognized as an arboretum. Grand Rapids architect W. Bruce Matthews designed the original layout for Forest Akers West Course. The course underwent a \$1-million renovation in 1992 by former Spartan golfer Arthur Hills of Arthur Hills and Associates. Owned and operated solely by Michigan State University, Forest Akers West and its sister course, Forest Akers East, offer the finest facilities for the collegiate golfer.



CHAMPIONSHIPS SCORECARD

2019 NCAA East Lansing, Michigan Regional Site
Forest Akers West Golf Course
Hosted by Michigan State University
Lansing, Michigan
May 6-8, 2019

<u>HOLE</u>	<u>PAR</u>	<u>YARDAGE</u>
1	4	381
2	5	551
3	4	390
4	4	326
5	4	320
6	4	396
7	3	150
8	5	501
9	3	169
OUT	36	3184
10	3	157
11	4	388
12	3	188
13	5	463
14	4	398
15	4	337
16	4	403
17	5	480
18	4	389
IN	36	3203
TOTAL	72	6387

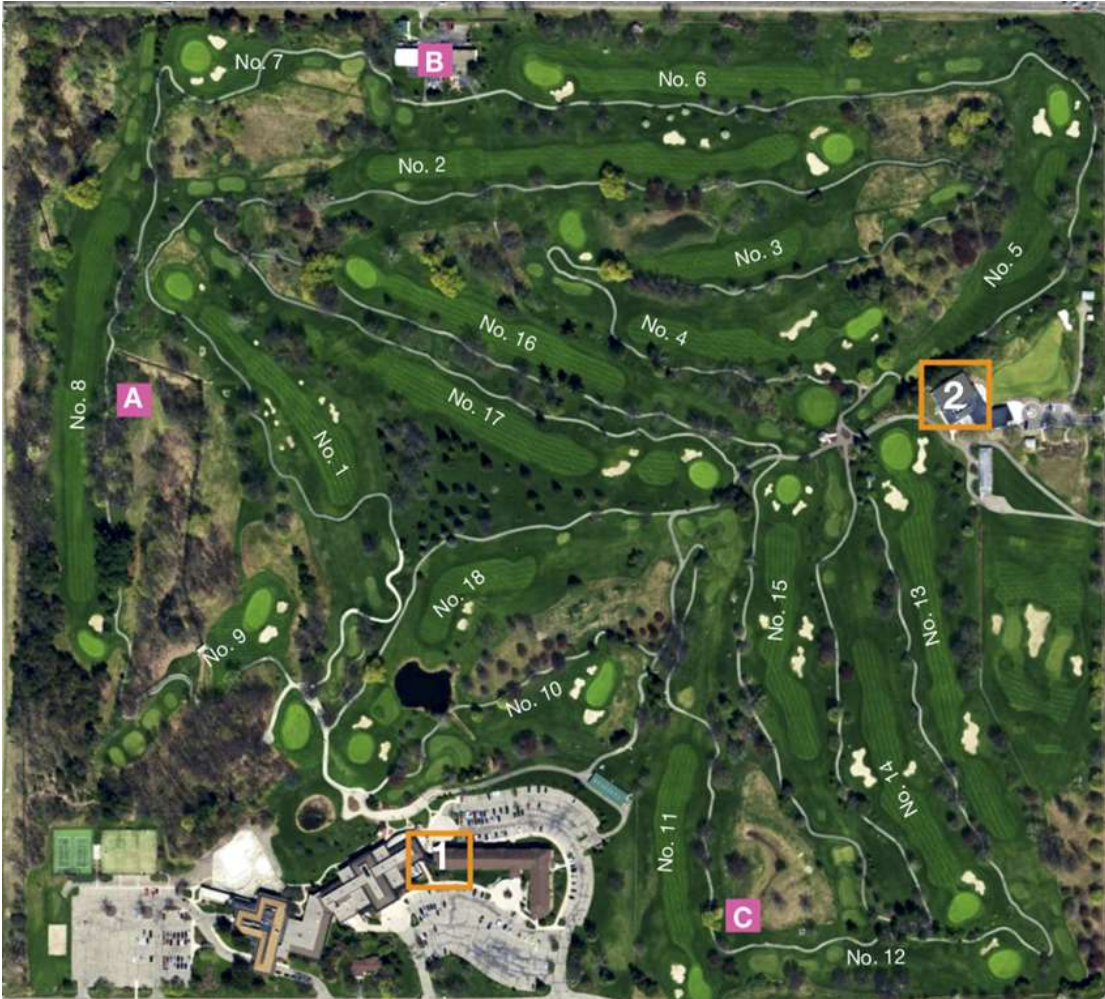
WHITE LINES

Prior to practice rounds, a white line will be placed on each teeing ground that the Committee intends to use during the Championship. The Championship tee markers will not ever be placed behind this line.

Generally, the Committee will place tee markers two – 10 yards in front of the white line, in an area of good turf and clean of divots; however, if/when weather conditions, and/or a challenging hole location warrants a shorter club off the tee, and the angle of the shot is not changed, the Committee may place tee markers even further forward.

If the Committee plans to play, or wishes to have the flexibility to play, from an alternate tee – and the angle to the landing area or green is different from that tee – an additional white line will be placed on that alternate tee. A practice tee shot may be played from that tee, as well.

Forest Akers West Golf Course
Evacuation Plan



**Forest Akers West
Evacuation Plan**

- 2 Building Shelter
- A Van Location

In the event of inclement weather, a warning horn will sound when inclement weather is 15 miles out, allowing adequate time to get to a building shelter or van location.

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Tee	1	B	2	B	2	2	B	B	1	1	1	C	C	2	C	2	A	2
Fairway	A	B	2	2	2	B	B	A	1	1	C	C	2	2	2	B	1	1
Green*	A	2	B	2	2	B	B	A	1	1	C	C	2	C	2	B	1	1

*There will be carts at each green available to shuttle student-athletes to building locations.



SUSPENSION OF PLAY PROCEDURES NCAA DIVISION I WOMEN'S GOLF CHAMPIONSHIPS

In the event of a dangerous weather situation or other conditions which dictate a suspension of play and/or the closing of practice areas at the championship site, the following procedures will be in effect.

- These procedures are in effect each day of the championship, including the practice round.
- Only the NCAA Committee (or its representatives) can declare a suspension of play and/or the closing of practice areas.
- The suspension of play will be communicated by radio to key NCAA, host club and other interested parties. Players and coaches will be notified of such suspension of play and/or the closing of practice facilities by air horn signals.
- A non-dangerous situation (e.g., darkness, golf course unplayable, etc.) will be signaled by three consecutive air horn notes, repeated. If players are between the play of two holes, they must not resume play until the Committee has ordered a resumption of play. If they have started play of a hole, they may discontinue play immediately or continue play of the hole, provided they do so without delay. If the players chose to continue play of a hole, they are permitted to discontinue play before completing it. In any case, play must be discontinued after the hole is completed.
- A dangerous situation (e.g., lightning) will be signaled by one prolonged air horn note. **Play must be discontinued immediately.**
- In case of a dangerous situation, all practice areas are closed. Players who practice on closed practice areas will be asked to cease doing so; failure to comply could result in disqualification for serious misconduct.
- After suspension of play has been declared and the air horns have been sounded, players must proceed to the course evacuation site designated on the Course Evacuation Map, based on their location on the course.
- Coaches and referees may transport players to evacuation sites when play is suspended. However, it is imperative that players go to the correct designated sites, so that the Committee can ensure that all players are properly evacuated. This further helps ensure a smooth restart of play.
- Only players, coaches, referees and volunteers are allowed in the carts. Spectators should proceed on foot to the clubhouse or nearest shelter.
- Players will stay at the evacuation site until notified by the Committee. Referees will be stationed at each evacuation site and will provide regular updates to the players on the status of the suspension.
- Coaches will receive regular updates on the status of the suspension in the clubhouse or in other areas designated by the Committee. If feasible, status updates may be transmitted via text message.
- Evacuation van drivers will be given instructions to return to the clubhouse by the referee on site. This is the only channel of communication for van drivers during a suspension.



- The Committee will use its best judgment in deciding whether to hold players at evacuation sites or have them return to the clubhouse.
- Once the suspension has been lifted and the Committee elects to resume play, all interested parties (players, coaches, referees, van drivers, etc.) will be notified.
- For resumption of play after prolonged suspensions of play, the Committee may (but is not required to) permit the players to have a short warm-up period using the designated practice areas.
- Referees will, if necessary, help the Committee in a roll-call to ensure all players are in position for a restart, and assist with any Rules of Golf situations related to resumption of play.
- The resumption of play will be indicated by two short air horn notes, repeated.

Hospitality and Meals

Breakfast will be served complimentary at the headquarters hotel, Radisson Lansing, Sunday – Wednesday, from 5:30 a.m. – 9:00 a.m. Teams will be required to pay for their boxed lunches on competition days via check or credit card. If paying by check, please bring the check to registration, or if paying via credit card, fill out the credit card section in **Appendix H**. A hospitality area will be available on holes #1 and #10 throughout the tournament with fruit, snacks, bottled water and sport drinks for participants and coaches only.

Merchandise

Teams selected to participate in NCAA championships will be given the opportunity to preorder first-round event merchandise online through the official NCAA souvenir merchandiser, Event 1, Inc. Upon selection, teams will be given the information to place orders. These team orders will be shipped directly to the institution the week after competition.

Championships Programs

Many NCAA championships, including the 2019 Division I Women's Golf Championships, will provide digital game programs that can be viewed online or downloaded to a consumer's mobile device free of charge. IMG College will be responsible for all digital program production including layout and design, advertising, and digital distribution channels prior to and during the championships. Digital programs will be available free of charge for downloading prior to the start of the Division I Women's Golf Championships regionals and finals at <https://www.ncaa.com/gameprograms>.

Parking

Two designated spots will be assigned for use by each competing institution's team and/or individual participants. These assigned parking spaces will be designated by institution specific signage in the Forest Akers West Golf Course Parking Lot. Additionally, each competing institution will be assigned a golf cart that will be staged in the parking lot. Officials, media, staff, course personnel, and spectators will be able to park in the Forest Akers West Golf Course parking lot as well.

Restrooms

There are restrooms available in the clubhouse as well as one permanent restroom on the golf course near the 4th, 13th, and 15th greens. There will also be portable restrooms staged throughout the course for spectators.



Spectators

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

Spectators should adhere to all rules governing their attendance specific to use of cameras and videotaping during each day of competition.

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

Violation/Penalties:

First – Warning

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

Third – Spectator(s) will be removed from course for the remainder of the competition

Accommodations for Physically Disabled Spectators

For spectators with accessibility issues, the head coach should request in writing special assistance from the tournament manager (Sarah Brushaber), which should include appropriate medical documentation (e.g., physician's slip, ADA handicap card, etc.). Requests which fall under the ADA statute should be made by the head coaches no later than Monday, April 29. All requests will be reviewed with the golf committee. An ADA shuttle will be available during all rounds of the competition providing shuttle service from the clubhouse to designated spots on the golf course.

Disabled Parents of Participating Student-Athletes

An ADA shuttle will be available during all rounds of the competition providing shuttle service from the clubhouse to 3 designated spots on the golf course for family members to view 13 of the 18 holes of play.

Tobacco Ban

The use of tobacco products by any individual on the golf course, as well as, during other championships activities such as the press conferences, socials, and post-competition interviews is prohibited. The appropriate sports committee in accordance with the misconduct provision of Bylaw 31.1.10 shall deal with the violations to this policy.



DRUG TESTING

Drug testing may occur at any session of the championships. Student-athletes who compete in these championships may be subjected to drug testing in accordance with Bylaws 18.4.1.5 and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Drug – Testing Announcement

(to be read at all NCAA pre-championships meetings)

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. At individual championships, drug-testing couriers will be instructed to remind selected student-athletes of such.

LODGING INFORMATION

The **Radisson Hotel Lansing** will serve as the host hotel for the 2019 NCAA East Lansing Regional. Each competing institution is obligated to stay at the assigned hotel and must confirm accommodations. If an institution does not wish to stay at the assigned hotel, it must (1) obtain a written release of the reserved rooms from the hotel management; or (2) use the rooms for persons accompanying the official party. Institutions should contact the assigned hotel (see contact information below) by **5 p.m. (Eastern time) Monday, April 29, 2019**. If an institution fails to make satisfactory arrangements for use of the rooms with the hotels, full charges for the rooms will be billed to the institution.

Radisson Hotel Lansing at the Capital

111 N. Grand Ave.

Lansing, Michigan 48933

Contact: Kimberly Debrabander

Phone: 517-267-3445

debrabander@radlansing.org

\$136 rate per night + tax (Includes hot breakfast, discounted valet parking and complimentary Wi-Fi)

For additional lodging options for parents and fans as well as local information in the Lansing/East Lansing area please refer to <http://www.lansingsports.org/msu>



MEDIA SERVICES

Upon selection, please send a media guide and latest team and individual statistics **via overnight mail** to:

Media Coordinator

Jeff Barnes
Office: 517-335-2271
Cell: 517-881-5328
jbarnes@ath.msu.edu

Media and photo credentials will be assigned to working media according to NCAA established guidelines. Media credential requests should be directed to Jeff Barnes.

Credentials

Working credentials will be provided to bona fide working personnel, including media representatives and officials. Participant credentials will be provided to student-athletes competing in the championships, and their coaches, athletic trainers and other members of the participating institutions' official parties.

Team. An issued credential may not be given to another team member or individual. The maximum number of credentials allotted per team are:

- Five participating student-athletes
- Six institutional representatives (e.g., coaches, trainer/physician, administrator, sports information director)

Individuals. An issued credential may not be given to another team member or individual. The maximum number of credentials allotted per individual are:

- One participating student-athlete
- Four institutional representatives (e.g., coaches, trainer/physician, administrator, sports information director)

Results

Daily results, pairings and starting times will be available each evening at the following locations:

- www.ncaa.com
- www.msuspartans.com
- 1st and 10th tees for pairings

Post-competition Interviews

Post-competition interviews will be conducted immediately after the 10-minute cooling off period and interviews will be open to all certified members of the news media. The interview area is located on the second floor of the clubhouse in the Media Room. Any coach and student-athlete requested by the media will be available for interviews. If a team or individual is participating in an awards ceremony, the cooling off period will begin immediately after the presentation. Representatives of the media should direct interview requests to Jeff Barnes.



Videotapes, Film, and Still Photographs

Institutions are permitted to videotape championships competitions 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 commercial purposes. An institutional representative shall contact Jeff Barnes, jbarnes@ath.msu.edu to arrange for camera space.

MEDICAL SERVICES

Athletic trainers will be available in the athletic training room beginning one hour prior to competition as well as during competition. A physician will be on call during the competition. The athletic training room will be located on the first floor of the clubhouse and will be available for use as needed. **Please arrange with Dr. Tom Mackowiak (Mackowi1@ath.msu.edu) regarding any needs you may have for treatments prior to or following competition.**

In the event of a diagnosed or suspected concussion, a player may not return to practice, play or training that day. A player will be evaluated by a team physician and the further disposition of the athlete will be at the discretion of the attending physician.

TICKETS

Admission is free to the three-day event.



APPENDIX A

DESIGNATION OF COACHES FORM

The 2019 United States Golf Association (USGA) and The R&A publication **Official Guide to the Rules of Golf** contains the following concerning Appointment of Advice Giver in Team Competitions.

"Each team may name two advice givers whom players on the team may ask for advice and receive advice from during the round. The team must identify each advice giver to the Committee before any player on the team begins his or her round."

The NCAA Division I Men's and Women's Golf Committees have adopted this modification and will permit two coaches to provide advice to their teams during regionals and finals competition of the NCAA Division I Men's and Women's Golf Championships.

Additionally, specific to the NCAA Division I Women's Golf Championships, two designated coaches per institution may be appointed to give advice to qualifying individuals not on a participating team. Institutions are required to designate their two coaches in advance and names must be approved by their respective Athletics Directors.

The designated coaches must meet the following criteria:

1. Designated coaches must be individuals designated by the institution, in accordance with Bylaw 11.7.1.1 (Designation of Coaching Category), as a head or assistant coach under Bylaw 11.01.2 (Coach, Head or Assistant), a student assistant coach under Bylaw 11.01.4 (Student Assistant Coach) or the volunteer coach under Bylaw 11.01.5 (Volunteer Coach).
2. A current, eligible student-athlete not participating in the tournament (i.e., sixth man) cannot be designated as the second coach

List names of designated coaches attending NCAA Women's Golf Championships:

Women's Golf Coaches

1. _____
2. _____
3. _____
4. _____

Signature of AD or designated administrator

Institution

Date

Please return this form via email to Robin Hale (rhale@ncaa.org) at the NCAA by Noon – (Eastern time) Monday, April 29, 2019.



APPENDIX B

NCAA Travel Party Information Form

Please scan and email this completed form by Noon – (Eastern time) Monday, April 29, 2019 to Sarah Brushaber at brushaber@ath.msu.edu

Institution: _____

Head Coach: _____

Cell Phone: _____

Assistant Coach: _____

Cell Phone: _____

Volunteer Coach: _____

Cell Phone: _____

Cell Phone Numbers(s) to be Used for Text Messaging Contact System during Championships:

Flight Information

Arrival Date: _____ Airline: _____

Flight Number: _____ Arrival Time: _____

Originating City: _____ Destination City: _____

Departure Date: _____ Departure Time/Airport: _____

We will be driving to the site via (type of vehicle): _____

Local Transportation: _____ # of team vehicles

Participating Student-Athletes

1. _____
2. _____
3. _____
4. _____
5. _____

Institutional Representatives:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____



APPENDIX C

2019 NCAA DIVISION I WOMEN'S GOLF EAST LANSING REGIONAL

OFFICIAL LINEUP

*This form must be completed and submitted by 6 p.m. (Eastern time) Saturday, May 4, 2019
to Sarah Brushaber at brushaber@ath.msu.edu*

Institution: _____

Head Coach: _____

Cell Phone: _____

Assistant Coach: _____

Cell Phone: _____

Participating Student-Athlete Team Lineup

1. _____

2. _____

3. _____

4. _____

5. _____

Participating Individual Student-Athlete(s) (not on an advancing team):

2. _____

3. _____



Appendix D

The Rules of Golf as approved by the United States Golf Association and the R&A govern play and where applicable, by the following Local Rules and Terms of the Competitions. Complete text of Rules and Local Rules may be found in the Official Guide to the Rules of Golf, effective January 2019. Unless otherwise noted, the penalty for breach of a Local Rule is the general penalty. See applicable Championship Notice to Players for additional Local Rules and Terms of the Competition. If a player in a team competition breaches a Rule that results in disqualification, the effect will be to disqualify the player for that round only.

LOCAL RULES

OUT OF BOUNDS – Defined by the line between the course-side points, at ground level, of white stakes or fence posts.

PENALTY AREAS – When a penalty area is defined on only one side, it extends to infinity. When a penalty area is connected to the out-of-bounds edge, the penalty area extends to and coincides with out of bounds.

GROUND UNDER REPAIR – Defined by white lines. Ground under repair also includes French drains. For grass-covered trenching, see Temporary Power Lines and Cables.

Ground under repair may include areas of unusual damage, including areas where spectators or other traffic has combined with wet conditions to affect materially the ground surface, but only when so declared by an authorized member of the Committee. When immediately adjacent to an obstruction, such an area is part of the obstruction.

RELIEF FROM SEAMS OF CUT TURF – If a player's ball is in the general area and the ball lies in or touches a seam of cut turf or a seam interferes with the player's area of intended swing, the player may take relief under Rule 16.1b. Interference does not exist if the seam only interferes with the player's stance.

IMMOVABLE OBSTRUCTIONS – Include plastic bumpers on roads and paths and mats secured to the ground with spikes when the bumpers or mats cover cables.

WHITE-LINED AREAS TYING INTO ARTIFICIALLY SURFACED ROADS AND PATHS – White-lined areas of ground under repair and the artificially surfaced roads, paths or other identified obstructions that they are connected to are a single abnormal course condition when taking relief under Rule 16.1.

WOOD CHIPS AND MULCH – Are loose impediments.

INTEGRAL OBJECTS – Include cables, rods, wires or wrappings when closely attached to trees, and artificial walls and pilings when located in penalty areas and bunkers.

TEMPORARY POWER LINES AND CABLES – Local Rule as prescribed in Section 8 of the Committee Procedures is in effect. Model Local Rule F-22.

TEMPORARY IMMOVABLE OBSTRUCTIONS – Local Rule as prescribed in Section 8 of the Committee Procedures is in effect. Model Local Rule F-23.

LIST OF CONFORMING DRIVER HEADS – Local Rule as prescribed in Section 8 of the Committee Procedures is in effect. Model Local Rule G-1.

GROOVES AND PUNCH MARK SPECIFICATIONS – Local Rule as prescribed in Section 8 of the Committee Procedures is in effect. Model Local Rule G-2.

LIST OF CONFORMING GOLF BALLS – Local Rule as prescribed in Section 8 of the Committee Procedures is in effect. Model Local Rule G-3.

EFFECTIVE SPRING 2019

PROHIBITING USE OF CERTAIN TYPES OF SHOES – Local Rule as prescribed in Section 8 of the Committee Procedures is in effect. Model Local Rule G-7. Penalty for breach of Local Rule – see Rule 4.3.

PROHIBITING USE OF AUDIO AND VIDEO DEVICES – Rule 4.3a(4) is modified in this way: During a round, a player must not listen to or watch content of any nature on a personal audio or video device. Penalty for breach of Local Rule – see Rule 4.3.

PACE OF PLAY – See separate memorandum to players for pace-of-play guidelines, when applicable.

STOPPING AND RESUMING PLAY – Local Rule as prescribed in Section 8 of the Committee Procedures is in effect. Model Local Rule J-1.

All practice areas during an Immediate Suspension (such as when there is imminent danger) are closed until the Committee has declared them open. Players who practice on closed practice areas will be asked to stop practicing; failure to stop practicing could result in disqualification for serious misconduct.

An Immediate Suspension [Rule 5.7b(1)] will be signaled by one prolonged airhorn note. A Normal Suspension [Rule 5.7b(2)] will be signaled by three consecutive airhorn notes. Resumption of play will be signaled by two short airhorn notes.

PRACTICE – Rule 5.2 is modified in this way: In match play or stroke play, a player must not practice on the competition course before or between rounds, including after completing her final round of that day in stroke play. Penalty for breach of Local Rule, see Rule 5.2.

TRANSPORTATION – During the round, a player must not ride on any form of motorized transportation except as authorized or later approved by the Committee (a player who will play, or has played, under penalty of stroke and distance is always authorized). A player may accept transportation from a member of the Committee or a coach. Penalty for breach of Local Rule is the general penalty for each hole where the breach occurred. If the breach occurred between the play of two holes, it applies to the next hole.

ADVICE IN TEAM COMPETITION – See separate memorandum to players regarding who may give advice.

ELECTRONIC COMMUNICATION DEVICES – May be used by coaches in a private manner provided that such use does not breach Rule 10.2 (Advice) or disrupt practice or play. Violations will be considered a breach of NCAA misconduct provisions contained in the NCAA Golf Pre-Championships Manual.

USE OF CADDIE PROHIBITED – Rule 10.3a is modified in this way: A player must not have a caddie during the round.

SCORING IN STROKE PLAY – A daily team score is computed by totaling the lowest four scores of the five team members. The final team score is determined by totaling each daily score.

See Championship Notice to Players for procedures covering returning of scorecards to the Committee.

CLOSE OF COMPETITION – The competition is deemed to have closed when the trophy has been presented to the winner or, in absence of a prize ceremony, when all scores have been approved by the Committee.

The result of a match is final when the Head Rules Official has confirmed the result of the match.

MISCONDUCT – See NCAA Golf Pre-Championships Manual.

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



APPENDIX E

Tie-Break Procedures

Individual and Team Tie-breaking Procedures

Teams. Ties shall be broken during a sudden-death playoff counting the low four scores (relative to par). At the finals, if there are two or more teams involved in a playoff, the shotgun format listed below will be used. The games committee will determine the sequence of holes. During regionals, the games committee may use the sudden death playoff procedures for two teams as noted below, if course conditions and time permits. Also, the team playoff will be conducted first if any players involved would also be in a playoff in the case of a tie for individuals advancing.

Sudden-Death Playoff Procedures

Teams will draw for positions (Refer to NOTE 1). For a two-team playoff, the winner of the draw shall have the option of the A or B positions set forth below. For a playoff involving more than two teams, the teams shall assume the drawn letter position (A, B, C, etc.) set forth below.

Two teams (A and B; tee off alternately)					
#5A	#5B	#4A	#4B	#3A	Playoff Hole #1
#3B	#2A	#2B	#1A	#1B	Playoff Hole #1

SHOTGUN FORMAT

If a shotgun start is necessary, the scoring procedure will be the best four scores against par on each hole until a winner is determined.

Two teams			
A #5	B #5	playoff hole 5	
A #4	B #4	playoff hole 4	
A #3	B #3	playoff hole 3	
A #2	B #2	playoff hole 2	
A #1	B #1	playoff hole 1	
Three teams			
A #5	B #5	C #5	playoff hole 5
A #4	B #4	C #4	playoff hole 4
A #3	B #3	C #3	playoff hole 3
A #2	B #2	C #2	playoff hole 2
A #1	B #1	C #1	playoff hole 1



Four teams					
A #5	B #5	C #5	D #5	playoff hole 5	
A #4	B #4	C #4	D #4	playoff hole 4	
A #3	B #3	C #3	D #3	playoff hole 3	
A #2	B #2	C #2	D #2	playoff hole 2	
A #1	B #1	C #1	D #1	playoff hole 1	
Five teams					
A #5	B #5	C #5	D #5	E #5	playoff hole 5
A #4	B #4	C #4	D #4	E #4	playoff hole 4
A #3	B #3	C #3	D #3	E #3	playoff hole 3
A #2	B #2	C #2	D #2	E #2	playoff hole 2
A #1	B #1	C #1	D #1	E #1	playoff hole 1
Players will play the numbered position they held at the <u>start</u> of the tournament.					
The format in pairings for a playoff of six teams or more shall be consistent with the foregoing format as determined by the games committee.					

Non Sudden-Death Tie-Breaking Procedure

For pairings purposes and for situations in which a sudden-death playoff cannot be completed, the following system shall be used to break ties, except as provided elsewhere when ties need not be broken at the championships:

Teams

1. Cumulative total of the non-counting scores.
2. Player with the highest cumulative total.
3. Player with the second-highest cumulative total.
4. Player with the third-highest cumulative total.
5. Player with the fourth-highest cumulative total.
6. Player with the lowest cumulative total.
7. Revert to original seeding of teams.

Individuals (within a team)

When a tie exists within a team, the individual with the lowest team position will be given the later tee time.

Individuals (not within a team)

1. Low score of the most recent round.
2. Low score next previous round.
3. Revert to original seeding of individuals.

The foregoing procedure will also be used if a cut becomes necessary at any time after the completion of the second round of play at the championships.



NOTE 1: Regionals and Final Sites: Determining Order of the Draw for Playoffs

For determining the order of the draw prior to the start of either a team and/or individual playoff, the following system should be used:

Teams

1. First team in to complete most recent round.
2. Team score during most recent round (low four out of five total scores).
3. Team score during next previous round (low four out of five total scores).
4. Team seed at the beginning of the most recent round.

Individuals

1. First player in to complete most recent round.
2. Low score of the most recent round.
3. Low score next previous round.
4. Individual seed at the beginning of the most recent round.

NOTE 2: Finals Site: Advancing Regional Teams

The advancing teams and individuals will be placed into their initial team pairings at the national championships through the use of a revised Golfstat rankings which will be run after all regional competition has completed.

Per NCAA Bylaw 31.1.4.1, the Division I Women's Golf Committee will adjust accordingly the competition event schedule along with the pairings and tee times in order to accommodate a team/individual(s) representing a school that has a written policy against competition on a particular day for religious reasons.

NOTE 3: Finals Site: Advancing Regional Individuals (not on an advancing team)

If after completion of regional play and prior to the day before the first practice round at the finals site, an individual is unable to compete at the finals due to extenuating circumstances the committee will use the current regional tournament tie-breaking procedures for individuals in the order listed, minus the use of the playoff option to fill the field.



APPENDIX F

Pace of Play Championships Information – Stroke Play

In an effort to address slow play, the NCAA has adopted a group pace of play policy for the NCAA Division I Women's Golf Regionals and Championships. This policy monitors each group as they complete each of the four checkpoints. The NCAA Division I Women's Golf Committee believes that this pace of play policy will have a positive result in reducing the length of rounds. The following items are to help players and coaches better understand and adapt to the policy.

- Each group will be given fixed amount of time in which to play four or five holes within each of the four checkpoints. Times will be reflected on the scorecards. Each group will be required to complete each checkpoint hole based on the allocated time or within 14 minutes of the group ahead.
- Checkpoints will normally be located at the 4th, 9th, 13th and 18th putting greens. A checkpoint will be considered missed if the hole is not completed (flagstick in the hole or if the flagstick is left in the hole to putt, when the last player in the group removes her golf ball) within the allocated cumulative time and the group has not completed the hole within 14 minutes of the ground ahead. If a group misses a checkpoint all players within the group will be informed by the checkpoint official as follows:
 - 1st missed checkpoint – *warning
 - 2nd missing checkpoint – liable to a one-stroke penalty
 - 3rd missed checkpoint – liable to a two-stroke penalty
 - 4th missed checkpoint – liable to disqualification

*If a group clears the 3rd checkpoint and has not missed any other checkpoints, but is out of position at the 4th checkpoint, each player in the group is liable for a one-stroke penalty if in the committee's view a reasonable effort was not made by the players to complete their round within the allotted time for the final checkpoint. This is to prevent such a group to slow play the last five holes in the round.

- As long as you keep up with the group ahead of you (within 14 minutes) your group will never be in jeopardy of being out of position. Always look ahead – not behind.
- Be aware of the checkpoint holes. In the following situations our group may be in danger of missing the checkpoint:
 - If our group reaches the tee of a par 3 checkpoint hole and the group ahead has finished the hole.
 - If your group fails to clear the tee of a par 4 checkpoint hole prior to the group ahead finishing the hole.
 - If our group reaches the tee of a par 5 checkpoint hole and the group ahead is on the putting green.

This is the time to let your group know the situation and to expedite play of the hole.

- If a group is out of position and may become liable to penalty, a rules official may monitor the group's play. This rules official is looking at each player for the following:
 - How long it takes the player to get to her ball.
 - When it's the players turn to play, how long does it take her to make the stroke.
 - Any other actions the player takes to expedite or delay play.

This information will be critical during a review when determining if a player was delayed by another player or players in the group.

- A rules official may speak to a group while monitoring the group's play.
- If a group is liable to penalty, the players in the group may request a review before signing and returning her scorecard. A review will be successful only if there is evidence the player was:
 - Delayed by the committee.
 - Delayed because of a circumstance beyond control of the player or group.
 - Delayed because of another player in the group.

And this is what caused the group to miss the checkpoint(s).

- Review and application of the penalty will only occur after the round. Discussion of the situation with the checkpoint official will only cause further delay of the group. If a player is concerned about a non-responsive (slow) player in her group, she should request a rules official to monitor the group in case the group is or becomes liable to penalty under this policy.
- Decisions made by the Pace of Play Committee are final and no further review is available.



APPENDIX G

Addresses for GPS use:

Radisson Hotel
111 North Grand Ave.
Lansing, MI 48933

Forest Akers West Golf Course
3535 Forest Road
Lansing, MI 48910

Capital Region Int. Airport
4100 Capitol City Blvd
Lansing, MI 48906

DRIVING DIRECTIONS TO RADISSON HOTEL LANSING

From the east:

Head west on I-96
Take exit 106B onto I-496, US-127 N toward Downtown Lansing
Keep left on I-496 W toward Downtown Lansing
Take exit 7A onto Grand Ave toward Downtown
Keep right onto Grand Ave toward Downtown
Turn right onto S Grand Ave toward Downtown
End at 111 N. Grand Ave, Lansing, MI 48933

From the west:

Head east on I-96
Take exit 95 to merge onto I-496 toward Downtown Lansing
Take exit 6 toward Pine St.-Walnut St, Downtown
Take a slight left turn onto S. Grand Ave.
End at 111 N. Grand Ave, Lansing, MI 48933

From the north:

Head south on US-127 S
Take exit 77 to merge onto I-496 W toward Downtown Lansing
Take exit 7A onto Grand Ave. toward Downtown
Turn right onto S. Grand Ave. toward Downtown
End at 111 N. Grand Ave, Lansing, MI 48933

From the south:

Head north on US-127 N
Continue onto I-496 W.
Keep left onto I-496 W. toward Downtown Lansing
Take exit 7A onto Grand Ave. toward Downtown
Turn right onto S. Grand Ave. toward Downtown
End at 111 N. Grand Ave, Lansing, MI 48933

From Capital Region International Airport:

Turn right onto Capital City Blvd. toward Airport exit
Turn left onto N. Grand River Ave.
Keep right onto N. Cedar St.
Turn right onto E. Michigan Ave.
Turn right onto N Grand Ave.
End at 111 N. Grand Ave, Lansing, MI 48933



From Forest Akers West Golf Course:

Turn left onto Forest Rd.
Turn right onto Collins Rd.
Turn right onto Dunckel Rd.
Turn right to merge onto US-127 N toward I-496 W.
Keep left on I-496 W toward Downtown Lansing
Take exit 7A onto Grand Ave toward Downtown
Turn right onto S Grand Ave toward Downtown
End at 111 N. Grand Ave, Lansing, MI 48933

DRIVING DIRECTIONS TO FOREST AKERS WEST GOLF COURSE

From Detroit:

Take I-96 West to 496 (Downtown Lansing exit). Take the Trowbridge Rd. exit off 496. Turn right on Harrison Rd. (first stoplight). Follow Harrison until it dead ends (34 approx.. 1.5 miles). Turn right at dead end onto Forest Road. Take the first right turn (still Forest Road, turn is on a curve in the road). The building is the first on the right. Drive around the back of Candlewood Suites Hotel and the golf course is on the lower level.

From Jackson:

Take 127 North to the Jolly Road exit. Turn left at the top of the exit onto Dunkel Road. Turn left at the first stoplight onto Collins Road. Turn Left onto Forest Road (Forest is on a curve in the road). The building is the first on the right. Drive around the back of Candlewood Suites Hotel and the golf course is on the lower level.

From Grand Rapids:

Take I-96 East to 127 North. Take the Jolly Road exit. Turn left at the top of the exit onto Dunkel Road. Turn left at the first stoplight onto Collins Road. Turn Left onto Forest Road (Forest is on a curve in the road). The building is the first on the right. Drive around the back of Candlewood Suites Hotel and the golf course is on the lower level.

From Chicago / Kalamazoo/Battle Creek:

From I-94 take I-69 North to I-96. Take I-96 East to 127 North. Take 127 to Jolly Road exit. Turn left at the top of the exit onto Dunkel Road. Turn left at the first stoplight onto Collins Road. Turn Left onto Forest Road (Forest is on a curve in the road). The building is the first on the right. Drive around the back of Candlewood Suites Hotel and the golf course is on the lower level.

From Flint:

Take 69 West to 127 South (follow the signs for Jackson). Take Trowbridge Rd. exit off 127. Turn right on Harrison Rd. (first stoplight). Follow Harrison until it dead ends (34 approx.. 1.5 miles). Turn right at dead end onto Forest Road. Take the first right turn (still Forest Road, turn is on a curve in the road). The building is the first on the right. Drive around the back of Candlewood Suites Hotel and the golf course is on the lower level.



From Clare:

Take 27 South to 69 east or 127 South (the signs will Flint, Jackson) After a few miles, 69 East and 127 South will split. Follow 127 South (Jackson). Take Trowbridge Rd. exit off 127. Turn right on Harrison Rd. (first stoplight). Follow Harrison until it dead ends (35pprox.. 1.5 miles). Turn right at dead end onto Forest Road. Take the first right turn (still Forest Road, turn is on a curve in the road). The building is the first on the right. Drive around the back of Candlewood Suites Hotel and the golf course is on the lower level.

DRIVING DIRECTIONS TO CAPITAL REGION INTERNATIONAL AIRPORT

From Forest Akers West Golf Course:

Take a right onto Forest Road.
Turn right onto Aurelius Road.
Keep left onto Heald Place
Keep right onto Larch Street toward Cedar Street
Turn right on S. Larch Street
Keep left onto N. Cedar Street
Take a slight right turn onto E. North St.
Turn right onto Capital City Blvd.
End at 4100 Capital City Blvd, Lansing, MI 48906

From Radisson Hotel Lansing:

Turn left onto E. Oakland Ave
Turn right onto N. Seymour St.
Continue onto N. Grand River Ave.
Turn left onto N. Grand River Ave.
Turn right onto Capital City Blvd. toward Airport
End at 4100 Capital City Blvd, Lansing, MI 48906



Appendix H

Boxed Lunch Order

Each boxed lunch will include pretzels, a chocolate chip cookie, apple, condiments, and utensils. Please have order form emailed to Tyler Pasek (pasektyl@msu.edu) no later than **Wednesday, May 1, 2019**. Please indicate the number of each below.

Monday, May 6

Turkey & Cheddar _____ Ham & Swiss _____

Buffalo Chicken & Pepper Jack _____ PB&J: Strawberry _____ Grape _____

Veggie Sub (Tomato, cucumber, lettuce, spinach) _____

Tuesday, May 7

Turkey & Cheddar _____ Ham & Swiss _____

Buffalo Chicken & Pepper Jack _____ PB&J: Strawberry _____ Grape _____

Veggie Sub (Tomato, cucumber, lettuce, spinach) _____

Wednesday, May 8

Turkey & Cheddar _____ Ham & Swiss _____

Buffalo Chicken & Pepper Jack _____ PB&J: Strawberry _____ Grape _____

Veggie Sub (Tomato, cucumber, lettuce, spinach) _____

Meals may be ordered for \$10 each. Please bring a check or provide credit card information below:

Card Number _____ Exp. Date _____ Billing Zip Code _____



APPENDIX I

LOCAL INFORMATION

Note: Due to the fact that May 3rd and 4th are graduation dates for Michigan State University, Availability for Saturday evening will be difficult, and rates will be higher, but Sunday through Wednesday will provide much greater availability and lower rates.

2019 NCAA Division I Women's Golf Regionals Overflow Rooms		
5/3-5/8		
<i>FACILITY</i>	<i>EVENT RATES</i>	<i>AMENITIES</i>
Hampton Inn & Suites-Okemos http://www.lansing.hamptoninn.com (517) 349-6100	•\$179.00	Complimentary Breakfast Fitness Center Indoor Pool Business Center
Holiday Inn Express Okemos - University Area https://www.ihg.com/holidayinnexpress/hotels/us/en/reservation (517) 999-8700	•\$109.00	Complimentary Breakfast Fitness Center Indoor Pool Business Center