



**2019**  
**DIVISION II MEN'S**  
**GOLF**  
**CHAMPIONSHIPS**  
**HOT SPRINGS, AR**  
*Henderson State University, Host*

# ***PARTICIPANT***

## ***2018-19 MANUAL***

*Regionals*

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Table of Contents**

<b>Section 1 • Introduction .....</b>	<b>1</b>	<b>Section 14 • Lodging .....</b>	<b>17</b>
<b>Section 2 • NCAA Mission Statement .....</b>	<b>1</b>	Headquarters Hotel	
<b>Section 3 • NCAA Staff and Committee .....</b>	<b>1</b>	Team Hotels	
<b>Section 4 • Host Personnel .....</b>	<b>1</b>	<b>Section 15 • Media Services .....</b>	<b>18</b>
Championship Website		Credentials – Photo, TV, Participant	
<b>Section 5 • Checklist.....</b>	<b>2</b>	Media Materials Requested	
<b>Section 6 • Schedule of Events .....</b>	<b>3</b>	Media Services	
Administrative Meeting		<b>Section 16 • Medical .....</b>	<b>18</b>
Practices		Athletic Training	
Weather Policy		Concussion Management	
<b>Section 7 • Championship Format .....</b>	<b>4</b>	Hospitals and Emergency Services	
Championships Scorecard		Medical Examinations	
Lineups/Substitutes		<b>Section 17 • Participant Expectations &amp;</b>	
Regional Advancement to the Finals		<b>Guidelines.....</b>	<b>20</b>
Tee Times/Pairings		Code of Conduct	
Tiebreaker		Ethical Behavior by Coaches	
<b>Section 8 • Championship Operations .....</b>	<b>12</b>	Misconduct	
Emergency/Evacuation Plan		Sportsmanship	
Hospitality/Meals		Sports Wagering	
Officials		Tobacco Ban	
Post-Championship and Competition		<b>Section 18 • Team Travel/Transportation .....</b>	<b>22</b>
Site Evaluations		Airports	
Registration		Expense Reimbursement	
Scoring		Per Diem	
Videotaping		Rental Cars	
<b>Section 9 • Competition Site.....</b>	<b>12</b>	<b>Section 19 • Tickets.....</b>	<b>22</b>
Lost and Found		Ticket Prices	
Parking		<b>Section 20 • Travel Party .....</b>	<b>22</b>
<b>Section 10 • Directions.....</b>	<b>14</b>	Squad Size	
<b>Section 11 • Drug Testing .....</b>	<b>14</b>	Travel Party Size	
Athlete Notification		<b>Section 21 • Uniforms .....</b>	<b>23</b>
Media Obligations		Logo Policy	
Participating Institution's Notification			
Prolonged Test			
Testing Process			
<b>Section 12 • Equipment.....</b>	<b>16</b>		
Golf Carts			
<b>Section 13 • General Public .....</b>	<b>17</b>		
Dining Options			
Spectator Guidelines			

**APPENDIXES**

<b>Appendix A – Division II Code of Conduct Form</b>	
<b>Appendix B – Travel Contact Form</b>	
<b>Appendix C – Box Lunch Order Form</b>	

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

---

**Section 1 - Introduction/Welcome**

On behalf of the Division II Men's Golf Committee, thank you for being an important part of the 2019 NCAA Division II Men's Golf Championships.

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

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the NCAA Division II Men's Golf Championships. It is designed to use in conjunction with, not in place of, the NCAA Division II Men's Golf Pre-Championships Manual, which provides more general policies for the administration of the championships.

---

**Section 2 - NCAA Mission Statement**

The Core Purpose of the NCAA is to govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

---

**Section 3 - NCAA Staff/Committee**

**NCAA Staff**

John Baldwin  
Director, Championships & Alliances  
Phone: 317-917-6442  
Cell: 317-292-0464  
Email: [jbaldwin@ncaa.org](mailto:jbaldwin@ncaa.org)

**NCAA Division II Men's Golf Committee Chair**

Craig Stensgaard  
Assistant Director of Athletics/Head Men's and  
Women's Golf Coach  
Phone: 208-880-0141  
Cell: 208-880-0141  
Email: [cmstensgaard@nnu.edu](mailto:cmstensgaard@nnu.edu)

---

**Section 4 - Host Personnel**

**Tournament Director**

Forrest Schultz  
Head Golf Coach, Henderson State University  
Phone: 870-230-5260  
Cell: 870-918-5696  
Email: [fschultz@pga.com](mailto:fschultz@pga.com)

**Host Athletic Director**

Shawn Jones, Henderson State University  
Phone: 870-230-5072  
Cell: 660-441-3040  
Email: [jonessh@hsu.edu](mailto:jonessh@hsu.edu)

**Athletic Trainer**

Morgan McDermott, Henderson State University  
Phone: 870-230-5563  
Staff Cell: 708-927-8342  
Email: [mcderrmm@hsu.edu](mailto:mcderrmm@hsu.edu)

**NCAA Site Representative**

Joe Vogl, Head Men's and Women's Golf Coach  
Saginaw Valley State University  
Phone: 989-964-4051  
Cell: 989-225-0103  
Email: [javogl@svsu.edu](mailto:javogl@svsu.edu)

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Sports Information Director**

David Salley, Henderson State University  
Phone: 870-230-5197  
Cell: 843-442-5217  
Email: [salleyd@hsu.edu](mailto:salleyd@hsu.edu)

**Head Golf Professional**

Barry Howard, Hot Springs Country Club  
Phone: 501-623-4981  
Cell: 501-627-2552  
Email: [gm@hotspringscc.com](mailto:gm@hotspringscc.com)

**Championship Websites**

For more information about the Division II men's golf championships please visit the following link:  
<http://www.ncaa.com/sports/golf-men/d2>.

**Section 5 - Checklist**

**PARTICIPATING INSTITUTION CHECKLIST**

This checklist is arranged in chronological order to be of assistance to those individuals who have specific institutional responsibilities for regional competition.

- ☐ By 5 p.m. Central Time, Friday, May 3. Use the following link to make your team hotel reservations.

[https://embassysuites.hilton.com/en/es/groups/personalized/H/HOTESES-DII-20190507/index.jhtml?WT.mc\\_id=POG](https://embassysuites.hilton.com/en/es/groups/personalized/H/HOTESES-DII-20190507/index.jhtml?WT.mc_id=POG)

- ☐ By 5 p.m. Central Time, Friday, May 3. Email all media requests to David Salley at [salleyd@hsu.edu](mailto:salleyd@hsu.edu).

- ☐ By 5 p.m. Central Time, Friday, May 3. Email the Division II Championships Code of Conduct form (Appendix A) to [nohara@ncaa.org](mailto:nohara@ncaa.org).

- ☐ By 5 p.m. Central Time, Friday, May 3. Email Travel Party/Lineup form (Appendix B) to David Salley at [salleyD@hsu.edu](mailto:salleyD@hsu.edu).

- ☐ By 5 p.m. Central Time, Friday, May 3. Email Lunch Order Form (Appendix C) to Kelly Grant at [fbmanager@hotspringscc.com](mailto:fbmanager@hotspringscc.com). Please CC: [Banquets@hotspringscc.com](mailto:Banquets@hotspringscc.com).

Please note that teams are 'on their own' for lunches if box lunches are not arranged for in advance of the deadline.

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Section 6 - Schedule of Events**

**2019 NCAA Division II Men's Golf Regional  
Hot Springs Country Club  
May 9-11, 2019  
(Central Time)**

<u><b>Date/Time</b></u>	<u><b>Event</b></u>	<u><b>Site</b></u>
<u><b>TUESDAY, MAY 7</b></u>		
After 2 p.m.	Hotel Check-In	Embassy Suites Hot Springs
<u><b>WEDNESDAY, MAY 8</b></u>		
5:45 – 9:30 a.m.	Breakfast Available	Embassy Suites
10 a.m. – Noon	Team Registration	Grill Room
11 a.m.	Practice Facilities Open	Hot Springs Country Club
11:30 a.m.	Athletic Trainer Available	Grill Room
1:30 p.m.	Practice Round – Shotgun Start	Hot Springs Country Club
7 p.m.	Coaches Meeting	Grand Room
<u><b>THURSDAY, MAY 9</b></u>		
5:45 – 9:30 a.m.	Breakfast Available	Embassy Suites
6:30 a.m.	Athletic Trainer Available	Grill Room
6:30 a.m.	Practice Facilities Open	Hot Springs Country Club
7:30 a.m.	First Round Begins	Hot Springs Country Club
7:30 p.m. or 30 min. following play	Practice Facilities Close	Hot Springs Country Club
<u><b>FRIDAY, MAY 10</b></u>		
5:45 – 9:30 a.m.	Breakfast Available	Embassy Suites
6:30 a.m.	Athletic Trainer Available	Grill Room
6:30 a.m.	Practice Facilities Open	Hot Springs Country Club
7:30 a.m.	Second Round Begins	Hot Springs Country Club
7:30 p.m. or 30 min. following play	Practice Facilities Close	Hot Springs Country Club
<u><b>SATURDAY, MAY 11</b></u>		
5:45 – 9:30 a.m.	Breakfast Available	Embassy Suites
6:30 a.m.	Athletic Trainer Available	Hot Springs Country Club
6:30 a.m.	Practice Facilities Open	Hot Springs Country Club
7:30 a.m.	Third Round Begins	Hot Springs Country Club

\*Lunch will be available for teams who pre-order during tournament play\*

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Administrative Meeting**

The games committee for the regional championships will conduct a meeting at the Grand Room located on the second floor following the practice round at approximately 7 p.m. on May 8. This meeting is required for all head coaches. The NCAA and the NCAA rules official(s) will use this time to cover all necessary rules and information. A monetary fine will be assessed for those institutions not in attendance. The NCAA committee member representative and the NCAA rules representative will carry out the meeting's agenda.

**Practices**

One 18-hole practice round will be scheduled for the day immediately preceding the first round of the championships. Ten days before the first practice round, participants and coaches will not be permitted to set foot on the golf course or use the practice facilities. This rule applies to all venues with shared practice facilities and/or clubhouses. No exceptions will be made; however, the host institution may apply for an exemption from this policy if the lack of an exemption creates an undue burden on the host institution. 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.

In an effort to maintain the conditions of the course and speed of play, it is required that each individual play only one ball into the green during any practice round ("one practice-ball rule"). However, on Par 4s and Par 5s only, players may hit more than one tee shot. On Par 3s, players are permitted to hit only one tee shot. Players may chip or putt more than one ball on or around the green on all 18 holes.

Each participant must wear soft spikes and play from the designated tees. Violation of these policies will result in the player and/or team being removed from the golf course and may result in sanctions listed under the NCAA misconduct provisions or disqualification for a team or an individual(s), with no substitution permitted.

Teams are limited to five players during the practice round. Groups of six are not allowed, and coaches are not allowed to play during any practice round but may chip and putt provided that pace of play requirements are maintained.

Head coaches or designated official institutional representatives will be required to be with their teams during the entire practice round. Coaches will be provided time schedules and be responsible for monitoring pace of play, misconduct and the enforcement of the one practice-ball rule. Teams are required to keep pace with the group directly in front of them during the practice round. If a team fails to keep pace with the group in front of them, a warning will be issued. If pace of play is still not improved, the team will be forced to skip hole(s) in order to reestablish the proper position on the golf course.

Practice-round times at the regionals and championships will be a shotgun start with starting hole assignments determined by the NCAA golf committee. It is not required that institutions participate in the practice round.

In addition to the practice policies above, the following will be enforced for the regionals and championships:

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

1. Only credentialed, designated individuals may be allowed in the practice areas.
2. Teams may not start a practice round other than during its designated time or position.
3. Players may not go back on the course to practice after concluding each round.
4. Players and coaches are permitted on the course starting with the beginning of the first practice day and throughout the championships, as a spectator.
5. The driving range and putting green will be open one hour before the first tee time each day and will remain open until 30 minutes after the completion of play for the day or 7 p.m. local time, whichever occurs later.

**Weather Policy**

The NCAA will provide a weather detection system for the championships and will make arrangements for the system to be on site. The games committee will do everything possible to complete 54 holes of play by Saturday, May 11. Only stipulated rounds of 18 holes will be used to determine team scores and advancement. If a minimum of 36 holes cannot be completed, the games committee will select the regional representatives to the finals taking into consideration 18-hole scores and other selection criteria.

In the event of a weather emergency please follow the evacuation procedures as set forth in Section 8 of this manual.

**Section 7- Championship Format**

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

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

For additional information on the remaining eight berths to the finals, please see the section titled "Regional Advancement to the Finals."

**Championships Scorecard**

**CHAMPIONSHIP SCORECARD**  
**2019 NCAA Division II Regional**  
**Hot Springs CC – Arlington Course**  
**May 9-11**

<u>HOLE</u>	<u>PAR</u>	<u>YARDAGE</u>
1	4	426
2	3	160
3	4	371
4	4	360
5	4	356
6	5	504

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

7	4	386
8	3	175
9	5	565
<b>OUT</b>	<b>36</b>	<b>3303</b>
10	5	555
11	3	180
12	4	410
13	4	448
14	4	406
15	4	338
16	4	403
17	3	150
18	5	520
<b>IN</b>	<b>36</b>	<b>3410</b>
<b>TOTAL</b>	<b>72</b>	<b>6713</b>

#### Lineups/Substitutes

During registration, the head coach must submit his or her lineup according to playing position. The five participants from each institution must be determined by the conclusion of registration. A player may be substituted before the first tee time of his team of the first round of the regional, if the head coach notifies the games committee before the first tee time. The substitute will assume the position of the replaced player.

#### Regional Advancement to the Finals

Three teams from each regional will advance to the finals and the remaining eight berths will be allocated based on the regions represented in the prior year's head-to-head medal play portion of the championships. The maximum number of teams from each region will be capped at seven. If that were to occur, the next highest finisher not from that region will receive that spot for their region. Allocations will return to five per region every four years with the reset aligning with the current schedule of the Division II National Championships Festival. Any berth earned for a region based on an institution's finish the prior year will follow that institution should it be realigned into a new region.

For the 2019 Championships, regional allocations to the finals are as follows:

South/Southeast: 7 berths  
Midwest/Central: 6 berths  
West/South Central: 4 berths  
Atlantic/East: 3 berths

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Tee Times/Pairings**

**First-Round Pairings  
Thursday, May 9**

<b>Time</b>	<b>1st Tee</b>	<b>10th Tee</b>
	Central #7, Midwest #7, Central #8	Midwest #8, Central #9, Midwest #9
7:30	5	5
7:40	4	4
7:50	3	3
8:00	2	2
8:10	1	1
	Central #10, Midwest #10, Individuals 1-5	
8:20	5	Individuals 6-8
8:30	4	
8:40	3	
8:50	2	
9:00	1	
	Central #1, Midwest #1, Central #2	Midwest #2, Central #3, Midwest #3
12:00	5	5
12:10	4	4
12:20	3	3
12:30	2	2
12:40	1	1
	Central #4, Midwest #4, Central #5	Midwest #5, Central #6, Midwest #6
12:50	5	5
1:00	4	4
1:10	3	3
1:20	2	2
1:30	1	1

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Second-Round Pairings**  
**Friday, May 10**

<b>Time</b>	<b>1st Tee</b>	<b>10th Tee</b>
	Midwest #2, Central #3, Midwest #3	Central #1, Midwest #1, Central #2
7:30	5	5
7:40	4	4
7:50	3	3
8:00	2	2
8:10	1	1
	Midwest #5, Central #6, Midwest #6	Central #4, Midwest #4, Central #5
8:20	5	5
8:30	4	4
8:40	3	3
8:50	2	2
9:00	1	1
	Midwest #8, Central #9, Midwest #9	Central #7, Midwest #7, Central #8
12:00	5	5
12:10	4	4
12:20	3	3
12:30	2	2
12:40	1	1
	Individuals 6-8	Central #10, Midwest #10, Individuals 1-5
12:50		5
1:00		4
1:10		3
1:20		2
1:30		1

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

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Third-Round Pairings**  
**Saturday, May 11**

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

Players will be repositioned within their team by score after the second round.  
Individuals will be repositioned according to score following the second round.  
Teams will be re-paired according to score following the second round.  
Pairings will not be adjusted due to team or individual travel arrangements.

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Tiebreaker**

**Tiebreaking Procedures**

Team ties shall be broken by a sudden-death playoff counting the low four scores relative to par on each hole. Play shall continue with new scoring on each successive hole until a winner is determined. The games committee will determine the starting holes. If a playoff involves more than two teams, a shotgun format shall be used. The team playoff will be conducted first, with the playoff for individual spots to follow immediately after the conclusion of the team playoff. Once the shotgun sudden-death format is started, that format shall be used until a winner is determined.

**Sudden Death Playoff Procedures**

Teams will draw for positions. 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 & B; tee off alternately)

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

**SHOTGUN FORMAT**

Three Teams

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

Four Teams

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

Five Teams

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

Players will play the numbered position they held at the start 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.

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Non Sudden-Death Tiebreaking Procedure**

For the purposes of ranking teams for third round pairings, 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 noncounting scores.
2. Highest cumulative individual total.
3. Second highest cumulative individual total.
4. Third highest cumulative individual total.
5. Fourth highest cumulative individual total.
6. Fifth highest cumulative individual total.
7. Committee decision.

Individuals

1. That round's score.
2. Score from previous round(s).
3. Coin toss.

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

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.

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Section 8 - Championship Operations**

**Emergency/Evacuation Plan**

If it becomes necessary to evacuate the course, one long horn blast will be sounded.

<b>HSCC Emergency Evacuation Plan</b>			
<b>Hole</b>	<b>Tee</b>	<b>Fairway</b>	<b>Green</b>
1	Return to Clubhouse	Return to Clubhouse	Return to Clubhouse
2	Return to Clubhouse	Return to Clubhouse	Return to Clubhouse
3	Return to Clubhouse	Carts behind 5 Green	Carts behind 5 Green
4	Carts behind 5 Green	Carts @ Snackstand	Carts @ Snackstand
5	Carts @ Snackstand	Carts behind 5 Green	Carts behind 5 Green
6	Carts behind 5 Green	Carts @ Snackstand	Carts @ Snackstand
7	Carts @ Snackstand	Carts @ Snackstand	Cart's left of 10 Green
8	Cart's left of 10 Green	Cart's left of 10 Green	Carts @ Snackstand
9	Carts @ Snackstand	Return to Clubhouse	Return to Clubhouse
10	Return to Clubhouse	Return to Clubhouse	Cart's left of 10 Green
11	Cart's left of 10 Green	Cart's left of 10 Green	Cart's Restroom Right of 11 Green
12	Cart's Restroom Right of 11 Green	Carts Left of 14 Green	Carts Left of 14 Green
13	Carts Left of 14 Green	Carts Left of 14 Green	Cart's Restroom Right of 11 Green
14	Cart's Restroom Right of 11 Green	Carts Left of 14 Green	Carts Left of 14 Green
15	Carts Left of 14 Green	Carts Left of 14 Green	Carts behind 5 Green
16	Carts behind 5 Green	Carts @ Snackstand	Carts @ Snackstand
17	Carts @ Snackstand	Carts @ Snackstand	Carts @ Snackstand
18	Return to Clubhouse	Return to Clubhouse	Return to Clubhouse

**Please Note: Only players, coaches, scorers, officials and volunteers are allowed in the carts. Spectators should proceed to the clubhouse or nearest shelter.**

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Hospitality/Meals**

There will be fruit and snacks available at the Snack Stand and Back 9 Restroom for participants and coaches. The room rate for the Embassy Suite Hotel includes breakfast each morning of your stay. Hot Springs Country Club will offer a sandwich lunch each day, coaches must sign up in advance. Each team will have the opportunity to set-up an account for the duration of the tournament. Any person purchasing an item on the account will be required to sign for the purchase.

**Officials**

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

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

**Post-Championship & Competition Site Evaluations**

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

**Registration**

Registration will take place at the Hot Springs Country Club Grill Room from 10:30 a.m. – 12 p.m. Wednesday, May 8. At this time, each coach will be given a packet including all pertinent information pertaining to the championship.

**Scoring**

Scorecards shall be kept in strict accordance with Rule 3.3b of the USGA's "Scoring in Stroke Play." The scorecard shall be deemed returned to the committee when the player exits the designated scoring area following the round.

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.

Every three holes, at a minimum, players will record their scores with scoring volunteers, so results may be updated in real time at [www.ncaa.com](http://www.ncaa.com).

**Videotaping**

Institutions are permitted to videotape championship 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.

---

**Section 9 - Competition Site**

---

Hot Springs Country Club



The Hot Springs Country Club was established in 1898 as a semi-private Club offering membership privileges to the local residents, as well as providing golfing opportunities for the out-of-town visitors.

Nestled in the Ouachita foothills and surrounded by neighboring lakes and national parks, the Hot Springs Country Club continues to operate with those same Southern traditions of service. With 36 holes of golf available, the Club offers a wide variety of golfing experiences.

Our Arlington course has recently been renovated by Master's Champion Ben Crenshaw, with Bentgrass greens and a restoration of the original classic design. Steep and narrow Bermuda fairways through rolling hills make this course a true challenge for any golfer.

**FOR THE 2019 NCAA MEN'S GOLF CENTRAL/MIDWEST REGIONAL:**

Course Rating: 72.8    Course Slope: 132    Tournament Yardage: 6713

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Lost and Found**

Hot Springs Country Club – Pro-shop

**Parking**

Parking will be available at Hot Springs Country Club.

**Section 10 - Directions**

**Important Addresses**

**Embassy Suites Hot Springs**

400 Convention Blvd.  
Hot Springs, AR 71901

**Hot Springs Country Club**

101 Country Club Drive  
Hot Springs, AR 71901

**Section 11 - Drug Testing**

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

**Athlete Notification**

Couriers will notify student-athletes selected for drug testing. Student-athletes will be instructed to read and sign the Individual Championship Student-Athlete Notification Form. Depending on the sport, student-athletes may need to report to drug testing within 60 minutes of notification, after their last event of the session, after their last event of the day or at the end of their participation in the championship.

**Media Obligations**

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

**Participating Institution's Notification**

While couriers will notify student-athletes of his/her selection for drug testing, it is the student-athlete's responsibility to advise their institution of his/her selection for drug testing.

**Prolonged Test**

If the student-athlete's team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA.

**Testing Process**

Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

---

**Section 12 - Equipment**

The type of equipment (i.e., balls, clubs) to be used shall be determined by the individual team and must be acceptable under The Rules of Golf. The one-ball rule (brand) will be in effect. Golf bags must have the name or logo of the school on them.

Players and coaches will be required to use nonmetal spiked shoes during regional and championships competition.

Electronic measuring devices calculating distance only are permitted for use during both the practice rounds and the competition rounds. Devices that measure other variables (e.g. slope) may be used, but only if the particular features are turned off.

---

<b>Golf Carts</b>
-------------------

Golf carts will be provided for members of the games committee and selected tournament officials.

A single cart will be provided to the designated head coach of each competing institution and individual during the regionals and finals for practice and competition rounds. The cart is to be utilized by the designated coach only and should not be used to transport spectators, team personnel, athletics administrators, student-athletes, golf clubs or golf bags. Items for competitors such as rain or all-weather gear and refreshments are permissible for transport. A coach may also transport student-athletes on designated shuttle holes.

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

Participants may not use caddies, golf carts or motorized pull carts during the championship rounds. Consistent with the Americans with Disabilities Act (ADA), a disabled player may be permitted to use a golf cart as an accommodation to his or her disability for those events where golf carts are not allowed. As required by the ADA, the men’s golf committee will evaluate such requests on a case-by-case basis.

In order for the committee to properly evaluate the merits of such requests, while maintaining the fundamental fairness of the golf competition, it is necessary for players requesting this accommodation to submit medical documentation to facilitate that analysis. The documentation provided must demonstrate: (1) a player’s disability as defined by the ADA (temporary conditions may not be covered); (2) the medical need for the golf cart that results from that disability; and (3) that by providing a golf cart to a player in that particular circumstances, the committee would not be fundamentally altering the fairness of the competition by providing a player with an advantage over other players.

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

---

**Section 13 – General Public**

---

**Dining Options**

There will be a lunch buffet set up daily for family and spectators from 11 a.m. to 2 p.m. each day. Guests may pay with Cash or Credit Card.

**Spectator Guidelines**

Spectators should remain on the cart paths or in the rough approximately 15 yards from the players. There may be no communication between players and spectators that could be deemed advice of any nature for the duration of the 18 holes. All institutional personnel, with the exception of the designated coach, are considered spectators. Ringers on electronic devices such as cell phones or pagers must be turned off. Spectators are asked to refrain from smoking near the players.

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

---

**Section 14 - Lodging**

---

**Headquarter Hotel**

**Embassy Suites Hot Springs**

400 Convention Blvd.

Hot Springs, AR 71901

501-321-4402

Cris Roberts

[Cris.Roberts@atriumhospitality.com](mailto:Cris.Roberts@atriumhospitality.com)

**Team Hotels**

The Embassy Suites will serve as the team hotel for the NCAA Regional. Reservations may be made by using the following link:

[https://embassysuites.hilton.com/en/es/groups/personalized/H/HOTESES-DII-20190507/index.jhtml?WT.mc\\_id=POG](https://embassysuites.hilton.com/en/es/groups/personalized/H/HOTESES-DII-20190507/index.jhtml?WT.mc_id=POG)

Any questions please call Cris Roberts, Sales Manager, at 501-321-4402 or email at:

[Cris.Roberts@atriumhospitality.com](mailto:Cris.Roberts@atriumhospitality.com)

The cut-off date for making reservations is **5 p.m. Central time, May 3<sup>rd</sup>, 2019.**

Participating institutions are responsible for the rooms reserved by the NCAA. 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. Utilize the rooms for persons accompanying the official travel party

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements for the use of rooms at the assigned hotel, it will be charged for those rooms.

**Additional Hotel Options**

Additional Hotel Options for friends and family:

Candlewood Suites Hot Springs; 3404 Central Avenue 501-624-4000  
Comfort Inn & Suites; 3627 Central Avenue 501-623-1700  
Comfort Suites; 320 Nash Street 501-624-3800  
Courtyard by Marriott; 200 Marriott Court 501-651-4366  
Holiday Inn Express & Suites; 206 Mehta Court 501-463-5600  
Hampton Inn; 151 Temperance Hill Road 501-525-7000  
Country Inn & Suites by Radisson; 4307 Central Avenue 501-525-2225  
La Quinta Inn & Suites; 4253 Central Avenue 501-520-6400

**Section 15 - Media Services**

**Credentials – Photos, TV, Participant**

Members of the media wishing to request credentials should contact David Salley ([Salleyd@hsu.edu](mailto:Salleyd@hsu.edu)) by 5 p.m. Central, Friday, May 3.

**Media Materials Requested**

Please forward any media materials to David Salley ([Salleyd@hsu.edu](mailto:Salleyd@hsu.edu)) by 5 p.m. Central time, Friday, May 3.

**Section 16 - Medical**

**Athletic Training**

Morgan McDermott, Henderson State University Assistant Athletic Trainer, will coordinate all athletic training needs at all times. She will be available at the course each day. There will be ice available as well as all first aid needs. Please contact Morgan prior to arrival to arrange necessary treatment schedules. Her contact information is listed on the contact information page of this manual. She also will be able to be contacted via radio at the golf course.

**Concussion Management**

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their 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

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

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 their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at [www.NCAA.org/health-safety](http://www.NCAA.org/health-safety).

#### **Hospitals and Emergency Services**

##### **Hospital**

Chi. St. Vincent Hot Springs  
300 Werner St, Hot Springs, AR 71901  
Hours of Operation: 24/7  
501-622-1000

##### **Urgent Care (3 Miles from Course)**

Chi St. Vincent Convenient Care  
100 McGavan Ct, Hot Springs, AR 71901  
Hours of Operation: Monday- Friday 7 AM – 8 PM  
Weekend Hours 8 AM – 8 PM  
501-525-9675

##### **MedExpress Urgent Care ( 2.6 Miles from Course)**

3426 Central Ave, Hot Springs, AR 71923  
Hours of Operation: 8AM – 8PM Everyday  
501-318-9895

##### **Pharmacy (3.7 Miles away from Course)**

Walgreens  
3631 Central Ave, Hot Springs AR 71901  
Hours of Operation: 24/7  
501-623-4377

#### **Medical Examinations/Skin Checks**

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

student-athlete from continued participation. For all other instances, the student-athlete's on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified. In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify him or her if the student-athlete's injury, illness or medical condition poses a potentially life-threatening risk to himself or herself. The chair of the governing sports committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

---

**Section 17 - Participant Expectations & Guidelines**

---

**Code of Conduct**

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form (Appendix A) before the start of the first competition of the championships will be issued a monetary fine, with a private letter of reprimand to be sent to the conference commissioners, university president, university athletics director, senior woman administrator, sports information director and compliance director.

**Ethical Behavior by Coaches**

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact in the field. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Therefore, coaches must:

1. Always place the safety and welfare of student-athletes above the value of a win and above any personal prestige or glory.
2. Ensure that the coaching staff and all others associated with the program treat the student-athletes under their control with fairness and respect.
3. Remember that they are on public display and that their conduct reflects upon the image of their respective institutions.
4. Teach their student-athletes strict adherence to the rules and regulations of the sport, the institution and other governing bodies to which they are responsible.
5. Firmly establish with their student-athletes the standards of acceptable conduct.

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

6. Treat opponents and assigned officials with respect and demand that student-athletes do the same, instilling in their student-athletes the importance of respect and sportsmanship over winning.
7. Ensure that student-athletes understand that taunting, intimidating and baiting opponents is unacceptable behavior and will not be tolerated.
8. Monitor their coaching staff and student-athletes to ensure that they do not use profane and vulgar language while representing the institution.
9. Ensure, along with institutional administration, that fans are reminded of the expectations of sportsmanship and respect for officials and opponents and their supporters.

#### **Misconduct**

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics.

#### **Sportsmanship**

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in behavior of players and bench personnel, in crowd control by game management and in the officials' proper enforcement of the rules governing related actions.

#### **Sports Wagering**

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

#### **Tobacco Ban**

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

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

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

---

**Section 18 - Team Travel/Transportation**

---

**Airports**

**Bill and Hillary Clinton National Airport**

1 Airport Road, Little Rock, AR 72202

**Expense Reimbursement**

Participating institutions shall be completely responsible for making its own travel reservations. The NCAA will pay 4.5 days of per diem for all eligible travelers, but travel costs to/from the Regionals is at the expense of the institution.

Team expense reports should be filed online through the Travel Expense System (TES). All institutions, including hosts, must complete the online reimbursement process in order to receive the appropriate per diem reimbursement. The system can be accessed at:

<https://web1.ncaa.org/TES/exec/login?js=true>.

If you need assistance or experience any technical difficulties, please contact the travel department at 317-917-6757 or by email at [travel@ncaa.org](mailto:travel@ncaa.org).

Teams and/or individuals should provide themselves sufficient money to meet all expenses throughout the tournament, including ground transportation, lodging and meal expenses, and other miscellaneous expenses.

**Per Diem**

Per diem will be provided for an official travel party of seven (7).

**Rental Cars**

Car Rental Services are available at the Bill and Hillary Clinton National Airport.

---

**Section 19 - Tickets**

---

**Ticket Prices**

Admission is free to the three-day event.

---

**Section 20 - Travel Party**

---

**Squad Size**

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

2019 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
CENTRAL/MIDWEST REGIONAL – HOT SPRINGS, ARKANSAS

**Travel Party Size**

Participating teams are limited to a travel party size of seven (7) individuals.

**Section 21 - Uniforms**

Contestants must wear uniforms of the same color during competition and practice. Walking or Bermuda shorts are permitted, provided they are team shorts and are of the same color. Slacks or shorts may be worn at the individual's discretion, provided they are of the same color and are considered the team uniform. If a student-athlete wears headgear during competition, it must display only an institutional, conference or NCAA logo, or no logo. If there is no logo, a coach's or team member's headgear must be of an institutional color. A manufacturer's logo may appear on the side or back of the item as long as it conforms to NCAA Bylaw 12.5.4. For television purposes, it is recommended that each institution attempt to wear a uniform that reflects its school colors during the final two rounds of the championships. Team members are not required to wear the same headgear. In the best interest of intercollegiate golf and the championships, participants must wear appropriate golf attire at the tournament site. Please refer to the host institution's pretournament mailing for the definition of appropriate attire at the golf course.

**Logo Policy\***

*[Reference: Bylaw 12.5.4 in the NCAA Division I and II Manuals, and Bylaw 12.5.3 in the NCAA Division III Manual.]*

The provisions of Bylaw 12.5.4 (Divisions I and II) or Bylaw 12.5.3 (Division III) indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4-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).

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 2 1/4-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.

These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame 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. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

# NCAA DIVISION II CHAMPIONSHIPS CODE OF CONDUCT

## Conduct Policy Statement

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education, and promotes civility; therefore championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution who fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championship, will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president, university athletics director, senior woman administrator, sports information director and compliance director.

## Misconduct

The championship handbook and NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: **“... is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.”**

## Expectations

Each games committee shall hold a pretournament meeting with the coaches of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet and delivered to all institutional representatives attending the championship events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (i.e., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other actions of misconduct shall be dealt with in a timely manner by the governing sports committee.

## Expectations for Student-Athletes, Coaches and Administrators

- Submit an accurate and complete Division II Code of Conduct Form before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in a honest and timely manner with NCAA staff.

- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws, and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

### **Possible Penalties for Misconduct**

In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one, or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the championship event. The penalties include, but are not limited to:

- a. Public or private reprimand of the individual;
- b. Disqualification of the individual from further participation in the NCAA championship involved;
- c. Banishment of the individual from participation in one or more future championships of the sport involved;
- d. Cancellation of payment to the institution of the Association's travel guarantee for the individual involved;
- e. Banishment of the institution from participation in one or more future championships in which its team in that sport otherwise would be eligible to participate;
- f. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
- g. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
- h. Financial or other penalties different from (a) through (g) above, but only if they have prior approval of the Championships Committee.

All correspondence regarding violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such. Again, congratulations to you and your team. We hope this year's championships experience is one that you will cherish for years to come.

Institution: \_\_\_\_\_

[illegible]

Head Coach Signature

Date \_\_\_\_\_

---

SAAC Team Representative's Signature

---

Date

Sport Supervisor (Director of Athletics or Designee)

---

Date

Forms should be e-mailed by the deadline to:"

Submit multiple forms if additional signature space is needed.

## TEAM TRAVEL INFORMATION AND TEAM ROSTER

### Contact Information

Institution				
<b>Title</b>	<b>Name</b>	<b>Cell Phone</b>	<b>Email</b>	<b>Traveling?</b>
Head Coach				<input type="checkbox"/>
Sports Information Director				<input type="checkbox"/>
Athletic Trainer				<input type="checkbox"/>
Administrator				<input type="checkbox"/>
President/Chancellor				<input type="checkbox"/>

### Travel Logistics

Driving?	<input type="checkbox"/>	Arrival Date and Time		Number of vehicles	
Flying?	<input type="checkbox"/>	Flight Number		Departure Airport	

### Travel Party Roster

Please list each individual from your institution's travel party. **Please list your student-athletes in playing order by rank.**

	<b>Student-Athletes (in playing order, by rank)</b>	
1.		
2.		
3.		
4.		
5.		
	<b>Coaches</b>	
1.		
2.		
	<b>Other Institutional Staff Traveling</b>	<b>Title (AD, SID, Athletic Trainer, etc.)</b>
1.		
2.		
3.		

Please submit this form by 5 p.m. Central, Friday, May 3 to  
David Salley ([salleyD@hsu.edu](mailto:salleyD@hsu.edu))



Please fill out the order form below for boxed lunches to be provided for teams during this week's competition. Boxed lunches may be picked up in the grill room daily between 11 a.m. and 1 p.m.

***Teams are responsible for the payment of all boxed lunches ordered.***

**Team:** \_\_\_\_\_

Please see participant manual for tee times to help determine which days you may need box lunches. Indicate number and type of sandwich for each day.

Date:	Turkey:	Ham:
May 8th (Practice Round)		
May 9th (Round 1)		
May 10th (Round 2)		
May 11th (Round 3)		

Boxed lunches are \$11 each and will include a sandwich, chips, fruit, cookie and a water.

**Payment Information:**

Credit Card Type:    VISA    MasterCard    American Express    Discover

Credit Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Please return form by Friday, May 3 at 5 p.m. Central to Kelly Grant at Hot Springs Country Club:  
(Email) [fbmanager@hotspringscc.com](mailto:fbmanager@hotspringscc.com) Please CC: [Banquets@hotspringscc.com](mailto:Banquets@hotspringscc.com)