



Palm Beach Atlantic University, Palm Beach County Sports Commission, Hosts

PARTICIPANT 2018-19 MANUAL

Welcome to The Palm Beaches

Dear Coach:

On behalf of the Palm Beach County Sports Commission and Palm Beach Atlantic University, we want to extend a warm welcome and a congratulations on qualifying for NCAA Division II Women's Golf Championships. We know that qualifying to compete in this championship is a very significant accomplishment and we are proud that your talent, dedication and commitment will allow you to join us this May. We are pleased to provide the following information packet to you for the upcoming championships, which will be featured for the first time on the Champion Course at PGA National Resort & Spa located in Palm Beach Gardens, Florida. You won't be disappointed by this dynamic course! Although we know that your competition is the primary reason for your trip, we also hope that you, along with your family and friends, will take time to explore the wonderful things Palm Beach County has to offer.

Below you will find general information regarding: the course being played, practice round policy and registration details. If you have any questions or concerns please do not hesitate to contact Jared Fleet, Tournament Director, at 352-219-1497.

<u>Course</u> :	The 54-hole stroke championship and medal match play rounds will be played on PGA National Resort & Spa's Champion Course at approximately 6,081 yards and a par of 73
Practice rounds:	Sunday, May 12 th – complimentary tee times available by contacting Paul Gallo to reserve Paul.Gallo@pgaresort.com
Registration:	Monday, May 13 th – shotgun start at 1 p.m. Registration will be at the PGA National Resort & Spa, in the Honda Pavilion, Sunday, May 12 th from 3 p.m. – 6 p.m. We will be collecting your team's line-up and
Reservations:	distributing tournament gift bags at registration. Once your team has qualified, you may contact PGA National Resort & Spa to make your reservations.

We wish you all the best and look forward to a great Championship.

Sincerely,

George Linley

George Linley Executive Director Palm Beach County Sports Commission

Courtney Lovely

Courtney Lovely Director of Athletics Palm Beach Atlantic University

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Section 1 - Introduction

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

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

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

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

Ms. Susan Vail Head Women's Golf Coach Wheeling Jesuit University Cell: 304-312-2173 Email: svail@wju.edu

Ms. Sandee Mott, chair Senior Associate Athletics Director / SWA University of Colorado, Colorado Springs Cell: 720-326-5820 Email: smott@uccs.edu Mr. Brad Fleetwood Head Men's and Women's Golf Coach Southwestern Oklahoma State Cell: 580-819-2928 Email: brad.fleetwood@swosu.edu

Mr. Nick Moeller Assistant Commissioner Gulf South Conference Cell: 269-929-2099 Email: nmoeller@gscsports.org

Jay Jay Rackley Coordinator, Championships and Alliances NCAA Cell: 317-796-5082 Email: jrackley@ncaa.org

Section 4 - Host Personnel

Tournament Director:	Jared Fleet Palm Beach County Sports Commission 12195 Southern Blvd. Suite 550 West Palm Beach, Florida 33406 Phone: 561-233-3120 Email: jfleet@palmbeachsports.com
Tournament Coordinator	Paul Gallo PGA National Resort & Spa Phone: 561-627-2000 x5533 Email: <u>paul.gallo@pgaresort.com</u>
Tournament Host:	Michael Brown Palm Beach Atlantic University Phone: 561-803-2529 Email: <u>michael_brown@pba.edu</u>
Tournament Media Coordinator:	TJ Budd Palm Beach Atlantic University Phone: 561-803-2525 Email: <u>tj_budd@pba.edu</u>
Lodging Coordinator	Kristina Brownlee PGA National Resort & Spa Phone: 561-227-2565 Email: <u>kristina.brownlee@pgaresort.com</u>
Athletic Trainer:	Michelle Menard Palm Beach Atlantic University Phone: 561-803-2331 Email: <u>michelle_menard@pba.edu</u>
Tournament Scoring:	Golfstat www.golfstat.com

Championship Websites

For more information about the Division II Women's Golf Championships, please visit the following link: <u>http://www.ncaa.com/sports/golf-women/d2</u>.

PARTICIPATING INSTITUTION CHECKLIST

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

By 5 p.m. ET, Friday, May 10. Email Travel Party Information Form to Jared Fleet, <u>jfleet@palmbeachsports.com</u>.

By 5 p.m. ET, Friday, May 10. Email media information and latest team/individual stats to: TJ Budd Sports Information Director 561-803-2525 tj budd@pba.edu

By 5 p.m. ET, Friday, May 10. Email all media requests to TJ Budd, tj_budd@pba.edu.

By 5 p.m. ET, Sunday, May 12. Email Lunch Order Form to Jared Fleet, jfleet@palmbeachsports.com.

Section 6 - Schedule of Events

SATURDAY, MAY 11		
After 4 p.m.	Hotel Check-In	PGA National Resort & Spa
SUNDAY, MAY 12		
After 7:30 a.m.	Optional Practice Rounds Begin	PGA National Resort & Spa
After 7:30 a.m.	Practice Facility Available	PGA National Resort & Spa
After 4 p.m.	Hotel Check-In	PGA National Resort & Spa
3 p.m. – 6 p.m.	Team Registration	Honda Pavilion
MONDAY, MAY 13		
6:30 a.m.	Driving Range Open	
6:30 a.m.	Trainer Available	PGA National Resort & Spa, Vista A
9:00 – 11 a.m.	Team Registration	Honda Pavilion
1:00 p.m.	Practice Rounds Begin	PGA National Resort & Spa
7 p.m.	Banquet	PGA National Resort & Spa
- F		British Open Ballroom
Following Banquet	Players and Coaches Mandatory	PGA National Resort & Spa
	Rules Meeting	British Open Ballroom
TUESDAY, MAY 14	hales meeting	
7:00 a.m.	Trainer Available	PGA National Resort & Spa, Vista A
7:00 a.m.	Driving Range Opens	
8:00 a.m.	First Round Begins	PGA National Resort & Spa
Dusk	Driving Range Closes	
WEDNESDAY, MAY 15	Driving hange closes	
7:00 a.m.	Trainer Available	PGA National Resort & Spa, Vista A
7:00 a.m.	Driving Range Opens	
8:00 a.m.	Second Round Begins	PGA National Resort & Spa
Dusk	Driving Range Closes	i da National Nesoft & Spa
THURSDAY, MAY 16	Driving Kange closes	
7:00 a.m.	Trainer Available	PGA National Resort & Spa, Vista A
7:00 a.m.	Driving Range Opens	r GA National Resolt & Spa, Vista A
8:00 a.m.	Third Round Begins	PGA National Resort & Spa
*4:00 p.m.	Individual Awards Ceremony	Honda Scoreboard
*5:00 p.m.	Draw Party-team lineup selections	PGA National Resort & Spa, Vista B
Dusk	Driving Range Closes	FOA National Resolt & Spa, vista b
FRIDAY, MAY 17	Driving Range Closes	
6:00 a.m.	Trainer Available	PGA National Resort & Spa, Vista A
6:00 a.m.	Driving Range Opens	PGA National Resolt & Spa, Vista A
7:00 a.m.	Quarter-Final Round Begins	DCA National Posort & Spa
	0	PGA National Resort & Spa Golf Course
*12:00 p.m. *6:20 p m	Team Lineup Selections	Honda Scoreboard
*6:30 p.m. *7:00 p m	Semifinalist Awards Ceremony	Golf Course
*7:00 p.m.	Team Lineup Selections	Gon course
Dusk	Driving Range Closes	
SATURDAY, MAY 18 8:00 a.m.	Trainer Available	DCA National Desart & Crash Vista
	Trainer Available	PGA National Resort & Spa, Vista A
8:00 a.m.	Driving Range Opens	DCA National Date of C.C.
9:00 a.m.	Championship Round Begins	PGA National Resort & Spa
*2:00 p.m.	Awards Ceremony ased on the completion of play Appoun	Honda Scoreboard

*times are approximate based on the completion of play. Announcements will be made each day.

Administrative Meeting

The games committee for the Championship will conduct a meeting in the British Open Ballroom at PGA National Resort & Spa following the championship banquet. This meeting is required for all head coaches and competing student-athletes. The NCAA and the NCAA rules official(s) will use this time to cover all necessary rules and information. A fine of \$100 will be assessed for those institutions not in attendance. NCAA Committee Members and NCAA Rules Representatives will carry out the meeting's agenda.

Practices

Optional practice rounds will be available on Sunday, May 12. Tee times can be reserved by contacting PGA National Resort & Spa directly (Paul Gallo <u>Paul.Gallo@pgaresort.com</u>). Teams are not required to play practice rounds. One 18-hole practice round will be scheduled for Monday, May 13, beginning at 1:00 p.m. in a shotgun format. A team may not start a practice round other than during its designated time or position. The NCAA Division II Women's Golf Committee will assign the tee times and starting holes for the shotgun practice round.

In an effort to maintain the conditions of the course and speed of play, it is required that each individual play only one ball from the tee and when approaching the green during any practice round. A player may hit a second tee shot from a par-three tee to the green only if the first tee shot did not land 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. Violation of the policy may result in the player and/or team being removed from the golf course. Groups of five are permissible during the practice round. Groups of six are not allowed and coaches are not allowed to play during the practice round. Head individuals during the entire practice and tournament rounds. Coaches will be provided time schedules and be responsible for monitoring pace of play and misconduct.

Practice facilities will be available during the championship and those competing will be advised of the dates and times when the facilities will be available. Teams or individuals entered in the NCAA Division II Women's Golf Championship will not be allowed to practice at the site of the regional or national championship 10 days before the day preceding the first practice round. The practice facilities <u>only</u> will be open for team and individual participants upon arrival to the competition site on the day prior to the practice round. However, if individuals, teams or coaches practice or walk onto the championship course prior to the practice round, they will be subject to disqualification by the games committee from participation in the championship. The host institution's team shall be exempt from this policy, provided the championship is conducted on the institution's home course.

Weather Policy

The NCAA will provide a weather detection system for the championship and will make arrangements for the system to be on site. The games committee will do everything possible to complete the championship by Saturday, May 18. However, the committee reserves the right to modify pairings for weather.

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 Women's Golf Championship is determined by the NCAA Division II Women's Golf Committee, subject to the approval of the Division II Championships Committee.

The NCAA Division II Women's Golf Championship will consist of both team and individual competition conducted concurrently. Sixteen teams and sixteen individuals will compete for team and individual championships over 54 holes and championship Head-to-Head Medal Play format. Following 54 holes of stroke play, an individual champion will be declared along with finishers 2-10. Ties to determine the top eight teams and NCAA individual champion will be broken by a sudden-death playoff or, if necessary, by the established non-sudden-death tiebreaking procedures. The top eight teams after 54 holes of play will be placed into a bracket and seeded based on 54-hole scores. The pairings for the quarterfinals will be Seed #1 versus Seed #8, Seed #2 versus Seed #7, Seed #3 versus Seed #6 and Seed #4 versus Seed #5 competing in Head-to-Head Medal Play(stroke play over 18 holes and low score wins).

Specific to Head-to-Head Medal Play: Each team match will consist of five points with one point being awarded for each individual match. Winning teams will advance to the semifinals and subsequently the finals. Each individual match will be played to its completion and the first team to win three points within the team match will advance, or in the case of the final match be declared the national champion. In the event that a team match is tied after all five individual matches, the total strokes of the five players from each team will be calculated with the winning team having the fewest strokes. If still tied, a sudden death playoff will occur with all five scores counting from each team to determine the advancing team.

Championships Scorecard			
2019 N	ICAA CHAMPIONSHIP SCOF	RECARD	
PGA Natio	onal Resort & Spa, Champie	on Course	
	May 14-18		
HOLE	PAR	<u>YARDAGE</u>	
1	4	345	
2	4	361	
3	5	495	
4	4	318	
5	3	138	
6	5	453	
7	3	169	
8	4	334	
9	4	360	
OUT	36	2973	
10	5	508	
11	5	450	
12	4	377	
13	4	323	
14	4	367	
15	3	143	
16	4	353	
17	3	131	
18	5	456	
IN	37	3,198	
TOTAL	73	6081	

Lineups/Substitutes

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

Tee Times/Pairings

The first and tenth tees may be used for the entire competition. However, the committee reserves the right to use the only the first tee or mini-wave if necessary. Tee times will not be altered to accommodate travel schedules.

The committee will pair teams in groups of three according to seed for the first and second rounds. During the second and third rounds, players' positions will be by position according to score. For purposes of ranking teams for third- round pairings, ties will be broken by using the procedures outlined in this manual. For purposes of ranking individuals for first and second rounds, the individuals with the higher ranking will maintain their pairing position. For purposes of ranking individuals for the third round, the individuals with the lowest total score will maintain their pairing position. When a tie exists between individuals on the same team, the individual with the lowest numerical team position will be given the later tee time.

	First I	Round Pairings	6
Tuesday, May 14			
Time	1st Tee		10th Tee
			S Team #4, E Team #4, W Team #4
8:00	C Team 4 #5, E Ind. #4, W Ind. #4	8:00	5
8:10	C Team 4 #4, C Ind. #4, S Ind. #4	8:10	4
8:20	C Team 4 #3, E Ind. #3 W Ind. #3	8:20	3
8:30	C Team 4 #2, C Ind. #3, S Ind. #3	8:30	2
8:40	C Team 4 #1, E Ind. #2, W Ind. #2	8:40	1
8:50	C Ind. #2, S Ind. #2, E Ind. #1	8:50	W Ind. #1, S Ind. #1, C Ind. #4
	C Team #3, S Team #3, E Team #3		E Team #2, W Team #2, C Team #1
9:00	5	9:00	5
9:10	4	9:10	4
9:20	3	9:20	3
9:30	2	9:30	2
9:40	1	9:40	1
	W Team #3, C Team #2, S Team #2		S Team #1, E Team #1, W Team #1
9:50	5	9:50	5
10:00	4	10:00	4
10:10	3	10:10	3
10:20	2	10:20	2
10:30	1	10:30	1

Tee times for individuals from same team will be adjusted so that they are not competing with their teammates.

First Dound Dairings

Second Round Pairings Wednesday, May 15			
Time	1st Tee	Time	10th Tee
	S Team #1, E Team #1, W Team #1		W Team #3, C Team #2, S Team #2
8:00	5	8:00	5
8:10	4	8:10	4
8:20	3	8:20	3
8:30	2	8:30	2
8:40	1	8:40	1
	E Team #2, W Team #2, C Team #1		C Team #3, S Team #3, E Team #3
8:50	5	8:50	5
9:00	4	9:00	4
9:10	3	9:10	3
9:20	2	9:20	2
9:30	1	9:30	1
S Team #4, E Team #4, W Team #4			
9:40	5	9:40	C Ind. #2, S Ind. #2, E Ind. #1
9:50	4	9:50	C Team 4 #5, E Ind. #4, W Ind. #4
10:00	3	10:00	C Team 4 #4, C Ind. #4, S Ind. #4
10:10	2	10:10	C Team 4 #3, E Ind. #3, W Ind. #3
10:20	1	10:20	C Team 4 #2, C Ind. #3, S Ind. #3
10:30	W Ind. #1, S Ind. #1, C Ind. #1	10:30	C Team 4 #1, E Ind. #2, W Ind. #2
Third Round Pairings			

Third Round Pairings Thursday, May 16

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

Head-to-Head Medal Play Pairings Friday, May 17 Quarterfinals

	Quu	iccijiliais	
Time	1 st Tee		10 th Tee
	Match 1 (Seed #1 vs. #8)		Match 2 (Seed #4 vs. #5)
7:30	Match 1	7:30	Match 1
7:40	Match 2	7:40	Match 2
7:50	Match 3	7:50	Match 3
8:00	Match 4	8:00	Match 4
8:10	Match 5	8:10	Match 5
	Match 3 (Seed #2 vs. #7)		Match 4 (Seed #3 vs. #6)
8:20	Match 1	8:20	Match 1
8:30	Match 2	8:30	Match 2
8:40	Match 3	8:40	Match 3
8:50	Match 4	8:50	Match 4
9:00	Match 5	9:00	Match 5

	Head-to-Head Medal Play Pairings
	Friday, May 17
	Semifinals
	1 st Tee
Time	Semifinal 1 (Match 1 & 2 winners)
1:40	Match 1
1:50	Match 2
2:00	Match 3
2:10	Match 4
2:20	Match 5

Semifinal 2 (Match 3 & 4 winners)

2:30	Match 1
2:40	Match 2
2:50	Match 3
3:00	Match 4
3:10	Match 5

Head-to-Head Medal Play Pairings Saturday, May 18

Finals

	1 st Tee
Time	Semifinal 1 & 2 winners
9:00	Match 1
9:10	Match 2
9:20	Match 3
9:30	Match 4
9:40	Match 5

Tiebreaker

If conditions and time permit, ties for championship advancement shall be broken during a sudden victory playoff counting the best four scores relative to par on each hole until a winner is determined. The committee will determine the sequence of holes. Time limitations may dictate a shotgun start as determined by the committee. The team playoff will be conducted first. Teams will draw for positions in a team tiebreaker.

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

Teams

- 1. Cumulative total of the non-counting scores.
- 2. Lowest team score for the final round.
- 3. Lowest team score for the second round (finals only).
- 4. Lowest team score for the first round.
- 5. Committee decision.

Individuals

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

Tiebreaking Procedures for Pairing Purposes:

Team

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

Individuals (within a team)

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

- 2. That round's score.
- 3. Score from previous round(s).
- 4. Pairing that day will be used.

Individuals

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

Note: Tiebreaking procedures will be used for team and individual champions only.

Section 8 - Championship Operations

Emergency/Evacuation Plan					
	EVACUATION PLAN				
Hole #1	*Tee to green	Return to Clubhouse			
Hole #2	*Tee to green	Return to Clubhouse			
Hole #3	*Tee to green	Shuttle at #3 Green/#4 Tee Comfort Station			
Hole #4	*Tee to green	Shuttle at #3 Green/#4 Tee Comfort Station			
Hole #5	*Tee to green	Shuttle at #3 Green/#4 Tee Comfort Station			
Hole #6	*Tee to green	Shuttle at #3 Green/#4 Tee Comfort Station			
Hole #7	*Tee to green	Shuttle at #3 Green/#4 Tee Comfort Station			
Hole #8	*Tee to green	Shuttle at #3 Green/#4 Tee Comfort Station			
Hole #9 Hole #9	*Tee *Fairway to green	Shuttle at #3 Green/#4 Tee Comfort Station Return to Clubhouse			
Hole #10	*Tee to green	Return to Clubhouse			
Hole #11	*Tee to green	Return to Clubhouse			
Hole #12	*Tee	Return to Clubhouse			
Hole #12	*Fairway to green	Shuttle at #12 green/#16 tee Comfort Station			
Hole #13	*Tee to green	Shuttle at #12 green/#16 tee Comfort Station			
Hole #14	*Tee to green	Shuttle at #12 green/#16 tee Comfort Station			
Hole #15	*Tee to green	Shuttle at #12 green/#16 tee Comfort Station			
Hole #16	*Tee	Shuttle at #12 green/#16 tee Comfort Station			
Hole #16	*Fairway to green	Return to Clubhouse			
	, ,				
Hole #17	*Tee to green	Return to Clubhouse			
Hole #18	*Tee to green	Return to Clubhouse			



Hospitality/Meals

There will be BodyArmor, Dasani Water, and snacks available at the 1st and 10th Tee for participants and coaches. The room rate for PGA National Resort & Spa does not include breakfast, but vouchers can be purchased when booking rooms.

Officials

Members of the NCAA Division II Women'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 championship.

Post-Championship & Competition Site Evaluations

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

Registration

Registration will take place at PGA National Resort & Spa in the Honda Pavilion on Sunday, May 12 from 3-6 p.m. 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 6-6 of the USGA's "Scoring in Stroke Play" The scorecard shall be deemed returned to the committee when it is placed by the player or coach in the box located in the scoring area or handed to the official in the scoring tent and the player has left the scoring area.

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.

Should the number of volunteers allow, a scoring assistant will accompany each group until completion of round. Scores will be posted hole by hole so results can be updated in real time at <u>www.ncaa.com</u>.

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. Videos may not be used during the round for coaching purposes.

Section 9 - Competition Site



Originally designed by Tom and George Fazio for major tournament play, The Champion course at PGA National Resort & Spa was redesigned by Jack Nicklaus in 2014 and hosts The Honda Classic each spring on the PGA TOUR. Although The Champion has generous landing areas and spacious and accepting TifEagle greens, golfers are presented with course management challenges throughout the round. This South Florida golf resort course has five sets of tees to make the course more playable for golfers of all levels. A must-play on any avid golfer's list, The Champion features the Bear Trap, which spans three demanding holes designed by Jack Nicklaus – listen to the designer describe it in his own words. Considered one of Florida's most notable golf challenges, on what is unquestionably one of the best golf courses in Florida, *USA Today* calls the Bear Trap "one of the toughest stretches in golf."

Champion Course Rating: 76.6

Course Slope: 156

Tournament Yardage: 6,081

Parking

Teams Vehicles

Designated Team parking will be available in the club parking lot.

Spectators

Spectators will be able to park in the club parking lot. Parking for spectators will be free.

Section 10 - Drug Testing

The NCAA is dedicated to fair and equitable competition throughout each round of championship 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 drugtesting collector of the same gender. The length of the collection process depends on the studentathlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

Section 11 - 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 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 nonmetal spiked shoes during regional and championships competition. This includes practice rounds. Penalty for breach of this condition is two strokes per hole with a maximum of four strokes. As soon as a breach has been discovered, the player must immediately make the appropriate changes to conform to the policy.

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.

Golf Carts

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

A single cart will be provided to the designated coach during the practice and competition rounds. The cart is to be utilized by the designated coach only and should not be used to transport spectators, team

personnel, athletics administrators, student-athletes, golf clubs or golf bags. Items for competitors such as rain or all-weather gear and refreshments are permissible for transport.

A designated coach may not use the cart to "drive around" the golf course prior to the start of the practice round or his/her team's 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 women'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.

Section 12 - General Public

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 coaches, 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.

Spectator carts/shuttles will be provided based on golf course availability. If spectators need the use of a cart, the individual must provide medical documentation from a physician. All requests must be submitted by the institution by 5 p.m. Friday May 10. Spectator carts are \$45 per day, paid directly to the Pro Shop.

Section 13 - Lodging

Headquarters Hotel

PGA National Resort & Spa 400 Ave. of the Champions Palm Beach Gardens, FL 33418 561-627-2000

Team Hotels

PGA National Resort & Spa 400 Ave. of the Champions Palm Beach Gardens, FL 33418 561-227-2565 Kristina Brownlee Kristina.brownlee@pgaresort.com

All teams will be staying on-site at PGA National Resort & Spa listed above.

The cut-off date for making reservations is **5 p.m. ET** on **Friday, May 10.**

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

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.

Friends & Family Reservations

PGA National Resort & Spa wants your teams' family, friends, and fans to witness and cheer your team on, during the championship! To make that as easy and hassle free as possible, they have put together the following discounted room rate (\$199 per night) that can be easily obtained by clicking the link below or going to pgaresort.com and under *"Special Codes"* using Group Code 051119NCAA. In addition to the room discount, anyone staying in this block can also purchase a golf cart and get a \$5.00 daily discount (based on daily availability)

Avoid the hassle and wake up where the action is... 2019 NCAA Spectator Division II Women's Golf Champ. - PGA National Resort

Additionally, a spectator block has been created at the nearby Embassy Suites Palm Beach Gardens (3 miles away), with a rate of \$131 per night. Rate includes a one-bedroom suite, full made-to-order hot breakfast, and evening managers reception.

2019 NCAA Spectator Division II Women's Golf Champ. - Embassy Suites

Team Dining Options

Discounted Team Breakfast in Palm Terrace

PGA National Resort & Spa wants your team to start their day with a hearty and nutritious hot breakfast and are providing a deeply discounted price for their full American breakfast buffet in the Palm Terrace. The price is \$16 plus tax and gratuity (\$20.20 total). To get this discount vouchers must be purchased in advance or upon check-in through the front desk or your assigned Convention Services Manager. If possible when submitting your rooming list, please indicate your breakfast voucher purchase total and who's room those should be billed to. If you are unsure until arrival you can purchase those vouchers at the time of check-in. Palm Terrace serves breakfast from 6:30-11:00 a.m. daily.

See Section 21 for additional options.

Section 14 - Media Services

Webcast/Blog Coverage

Live video and blog coverage will be available on NCAA.com for the final two-days of competition.

Credentials

Members of the media wishing to request credentials should contact TJ Budd, (<u>tj_budd@pba.edu</u>; 561-803-2525) by 5 p.m. Eastern time, Friday, May 10, 2019.

Interview Policies

All coaches and student-athletes will be made available for post-competition interviews following the 10minute cooling-off period. All interviews are to be arranged through TJ Budd.

Section 15 - Medical

Athletic Training

A certified athletic trainer will be on site for the practice round and tournament play. The athletic training facility for the championships will be located in Vista A. It will be open and staffed a minimum of one hour prior to the first tee time and remain open a minimum of one hour following the completion of the last competitors' round. The trainer will be available to assist all participants, provided prior arrangements have been made and all necessary supplies (outside of the standard expected items) are provided by the teams.

Any treatments requiring the use of therapeutic modalities will require written permission and treatment protocol provided by the team's athletic trainer. Send all request to Michelle Menard, <u>michelle_menard@pba.edu</u>.

During competition, the trainer may be reached via radio. If a situation arises, please alert tournament personnel to assist with this effort. Also, the trainer will be staying on site and will be available after hours in the event of an emergency.

Championship Medical Contact

Michelle Menard – Lead Medical Contact

Athletic trainers may vary throughout the event. The training room will be set up in Vista A. If the trainer is not in the room, they are doing rounds of the golf course and can be contacted on the phone number posted in the locker room or on radio by any Championship staff member.

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 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.

Palm Beach Gardens	3360 Burns Rd	Palm Beach	FL	33410	561-622-1411
Medical Center		Gardens			
Jupiter Medical Center	1210 S Old Dixie Hwy	Jupiter	FL	33458	561-263-2234
St. Mary's Medical	901 45 th St	West Palm	FL	33407	561-844-6300
Center		Beach			
Good Samaritan Medical	1309 N Flagler Dr	West Palm	FL	33401	561-655-5511
Center		Beach			

Hospitals and Emergency Services

Medical Examinations

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 may expose others to a significantly enhanced risk of harm and, if so, to disqualify the 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.

Physicians/Pharmacies 6297 PGA Boulevard Palm Beach FL Walgreens 33418 561-627-2505 Gardens Publix 6251 Ave of the PGA Palm Beach FL 33418 561-624-0234 Gardens CVS 11000 N Military Trl Palm Beach 33410 516-626-7542 FL Gardens Gardens 4270 C Design Center Palm Beach FL 33410 561-622-2141 Pharmacy Gardens Dr

Section 16 - 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 fine of \$500, 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.
- 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

[Reference: Bylaw 31.02.4 in the NCAA Division II Manual.]

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

The use of tobacco products is prohibited during practice and competition. A member of the official travel party who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Section 17 - Team Travel/Transportation

Airports

Palm Beach International Airport – Services all major airlines. Travel time to PGA National Resort & Spa approximately 20 minutes.

Fort Lauderdale – Hollywood International Airport – Services all major airlines. Travel time to PGA National Resort & Spa is approximately 60 minutes.

Rental Cars

Enterprise Rent-A-Car

Enterprise Rent-A-Car features a full fleet of vehicles available for rental. Discounted rates have been established for the Division II Women's Golf Championship teams. Rentals can be either daily or weekly, with the discounted rates available for cars, SUVs and vans up to 15passengers. Please visit <u>NCAA</u> <u>Division II Women's Golf Rental Vehicles</u>.

Short's Travel Management

The participating institutions shall be completely responsible for making its own travel reservations in accordance with the following:

The NCAA's official travel agency for the tournament is Short's Travel Management, which can be reached at 866/655-9215. Institutions can also enter travel manifest and other travel party information through the travel portal at www.shortstravel.com/ncaachamps.

The NCAA has adopted the following policies with respect to the travel and expenses incurred by the competing institution:

1. Air Transportation. Participating institutions shall be required to make all air travel arrangements with the official travel agency for the approved travel party. The NCAA will pay the agency directly for such costs. Institutions who fail to use the official agency will not receive reimbursement for their travel. When reasonable commercial space for air travel is not available, chartered flights may be offered to the traveling institution. In this case, the cost of the chartered flight will be fully paid for by the NCAA, for the official traveling party. If reasonable commercial space is available but the institution chooses to travel by charter, the NCAA will only cover the cost of the commercial flight. The institution will be responsible for any additional cost for their chartered flight and will be billed by the official travel agency. In addition, the institution may choose to take additional travelers over the allowable travel party size. The cost for additional travelers must be paid by the institution. All charter arrangements must be made through the official travel agency. The NCAA travel department is responsible for making the determination of what should be considered reasonable options for the official traveling party.

The NCAA will reimburse fees for checked baggage charged by commercial airlines. While we encourage you to take as few bags as necessary, a maximum of two bags per person will be reimbursed. Fees for oversized or overweight bags will not be reimbursed.

The NCAA, will not reimburse fees charged by the airlines to pre-assign seats, choose premium seats, or receive priority check-in.

2. Hub Rule. If an institution is eligible to use air transportation to the site of the tournament game, and there is a major airport located within 150 miles of the tournament site, then the participating institution is required to fly into/out of that airport and utilize ground transport to and from the site of competition. This also applies if the originating airport is located within 150 miles of the participating institution's campus. This policy only applies when airfare is less expensive from the

more distant airport. The NCAA travel staff may increase this mileage limit if circumstances warrant.

- 3. Ground Transportation. For individual-team sports, when teams are required to travel by ground transportation to the site of competition or are eligible for reimbursement at the site, reimbursement will be provided at a rate of 50 cents per mile, per participant, not the actual cost of ground transportation. Local transportation is not reimbursable by the NCAA and must be paid by the institution. At the end of each fiscal year, The Division II Planning and Finance committee will determine if there are any funds available to assist member institutions in offsetting local transportation costs. If funds are available, and the Presidents Council authorizes such use, the funds will be distributed to member institutions based on a formula approved by the Planning and Finance committee.
- 4. Per Diem. Per diem will be paid for the allowable travel party. The per diem rate and allowable days can be found in the NCAA travel policies.

transportation. Please see the NCAA travel policies for the applicable mileage limits.

Transportation between the team's hotel and the competition or practice site is considered local

5. Expense Reimbursement. Team expense reports should be filed online through the Travel Expense System (TES). The login information for the system is the same as that used for the Short's travel portal. The system can be accessed at:

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

All institutions, including hosts, must complete the online reimbursement process in order to receive the appropriate reimbursement.

6. Travel Exceptions. Be advised that if extraordinary circumstances may warrant an exception to the travel policies, you must contact the NCAA travel department for approval PRIOR TO making any travel arrangements. The travel group can be reached at 317/917-6757, or by e-mail at travel@ncaa.org.

Per Diem

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

Section 18 - Tickets

Ticket Prices

Admission is free for all four days of the championship.

Section 19 - Travel Party

Squad Size

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

Travel Party Size

Participating teams are limited to a travel party size of seven (7) individuals. Five (5) student-athletes and two (2) coaches. For individual participants, the travel party size is two (2), one (1) student-athlete and one (1) coach.

Section 20 - Uniforms

Contestants must wear uniforms of the same color during competition and practice. Walking or Bermuda shorts, skorts and skirts 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 match play. Team members are not required to wear the same headgear. In the best interest of intercollegiate golf and the championship, 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.

Section 21 - Championships and Awards

Awards

To purchase additional awards please use the following link: http://www.mtmrecognition.com/ncaa/

Elite 90

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the final site for each of the 90 NCAA championships. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. All ties are broken by number of credits completed.

For more information regarding this program, please contact Mark Bedics (317-917-6222; <u>elite90@ncaa.org</u>). All documents, including deadlines and nomination forms, can be obtained at <u>Elite</u> <u>90 forms.</u>

The submission deadline for nomination for NCAA Division II Women's Golf is 5 p.m. Eastern time on Friday, May 10.

Locker Room Program

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

Participation Award

For 2018-2019, an online gift-suite will house the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

Examples of Merchandise Selections:



After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at <u>www.NCAA-Awards.com</u>. In order to ensure that each participant receives his or her award, a member of your administration must place your team's order, including size information, at <u>NCAA-Awards.com</u> using your Certificate Code.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship, please contact Erin Hannoy (<u>ehannoy@maingateinc.com</u>), MainGate Customer Service (866-945-7267) or the NCAA championship manager.

Participation Medallion

Each student-athlete, team and individual, at the final site will receive a participant medal to commemorate their achievement.

APPENDIX A



As a representative (i.e. student-athlete, administrator, coach, manger and/or other institutional personnel) of the institution below, I certify that all NCAA rules pertaining to the Division II Championships Code of Conduct have been read. I agree to abide by the expectations set forth and understand the possible penalties for misconduct.

Sport:_____

Institution: _____

Date

NAME	SIGNATURE		

Head Coach Signature		
SAAC Team Representative's Signature	Date	
	Date	

Sport Supervisor (Director of Athletics or Designee)

Forms should be returned by Friday, May 10 to Jay Jay Rackley (<u>jrackley@ncaa.org</u>) ONLY if there is a change from what was submitted for regional competition

APPENDIX B

TEAM TRAVEL INFORMATION AND TEAM ROSTER

Contact Information			
Institution			
Title	Name	Cell Phone	Email
Head Coach			
Sports Information			
Director			
Athletic Trainer			
Administrator (if traveling)			

Travel Logistics

Arrival Date	Click here to enter a date.	Arrival Time		Check here if you ar	e driving	
Airline		Flight Numbe	r	Departure Airport		
Number of vehicles you will have on site		:	President/Chan	cellor Attending?		

Travel Party Roster

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

	Student-Athletes (in playing or	der, by rank)
1.		
2.		
3.		
4.		
5.		
	Coaches	
1.		
2.		
	Other Institutional Staff Traveling Ti	tle (AD, SID, Athletic Trainer, etc.)
1.		
2.		
3.		

Please submit this form by noon Eastern, Friday May 10 to Jared Fleet (jfleet@palmbeachsports.com)

APPENDIX C

2019 NCAA Division II Women's Golf Championships

Team order form for boxed lunches – Quarterfinal/Semifinal Day Only – Friday, May 17

Please complete the order form below for boxed lunches provided to players and coaches for the quarterfinal/semifinal day only. Lunches are available for pick-up between 12:00 p.m. and 1 p.m. in the Ryder Cup room.

Boxed lunches include choice of sandwich, fruit, cookie, and bag of chips.

Team:

Sandwich Options

Type of Sandwich	Quantity
Turkey	
Ham	
Chicken	
Roast Beef	
Veggie	

Boxed lunches are \$20 inclusive of state sales tax and gratuity.

Payment Information

Credit Card type:	Visa	MasterCard	AMEX	Discover
Credit card numbe	er:		Expiration Da	te:
Security Code:			Billing Zip Code:	
Name on card:				
Email Address for	Receipt:			

Please Return this form to Jared Fleet Email address: <u>jfleet@palmbeachsports.com</u> Deadline to submit form is 7 p.m. ET, Sunday, May 12



APPENDIX D

AGENDA

National Collegiate Athletic Association 2019 Division II Women's Golf Championships

- 1. Introductions and welcome. (NCAA Representative)
- 2. Review procedures. (NCAA Representative)
 - a. Pairings and tee times.
 - b. NCAA misconduct policy.
 - c. Logo policy.
 - d. Drug testing.
 - e. Expense reimbursement.
- 3. Rules and regulations. (Head Rules Official)
- 4. Administrative issues. (Tournament Director)
 - a. Media.
 - b. NCAA merchandise.
 - c. Inclement weather.
 - d. Miscellaneous.
- 5. Points of Emphasis (NCAA Representative)
 - a. Distance measuring devices.
 - b. iPods/electronic devices.
 - c. Eligible coaches.
 - d. Coolers.
- 6. Questions.
- 7. Adjournment.