



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

# ***SITE REPRESENTATIVE***

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

# Division II Women's Golf

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# Section 1 • Introduction

## Section 1•1 Overview

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Thank you for serving as an NCAA site representative at one of the preliminary-round sites of the Division II Women's Golf Championships.

During the preliminary round(s) of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division II Women's Golf Committee. As such, NCAA site representatives are expected to conduct preliminary-round championship competition according to the policies and procedures outlined in this manual, the pre-championships manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials meeting before the start of preliminary-round competition.

Please note: A teleconference will be conducted April 26 for all site representatives and NCAA staff to review duties and responsibilities. Please refer to Appendix A for the teleconference agenda and call-in information.

In preparation for your role, please review and have on hand the following documents, which may be found on [NCAA.org](https://www.ncaa.org):

- [Pre-championship Manual](#)
- [Host Operations Manual](#)

These documents, as well as the information found in this manual, are invaluable resources for you and should be your first reference when questions arise.

If you have any questions or concerns, please contact the NCAA staff or Division II Women's Golf Committee chair, Val Verhunce.

On behalf of the NCAA and the Division II Women's Golf Committee, thank you for your time and efforts.

## Section 1•2 Responsibilities of Site Representatives

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The following is a general overview of the site representative's responsibilities:

- To serve as a representative of the NCAA during championships preliminary-round competition;
- To conduct championships competition according to the policies and procedure outlined in the pre-championships manual and host operations manual;
- To conduct the administrative meeting in conjunction with the championships;
- To serve as a resource for visiting teams and tournament director;
- To complete an evaluation of the tournament site; and
- To communicate in a timely fashion to the NCAA championships staff issues and concerns that occur at the site.

# Section 2 • Contact Information

## Section 2•1 NCAA Staff and National Committee

### NCAA STAFF

**Jay Jay Rackley**  
Coordinator, Championships and Alliances  
P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
Phone: 317-917-6834  
Email: [jrackley@ncaa.org](mailto:jrackley@ncaa.org)

### DIVISION II WOMEN’S GOLF COMMITTEE

<b>EAST REGION</b>	<b>CENTRAL REGION</b>
<b>Sue Vail</b> Head Women’s Golf Coach Wheeling Jesuit University	<b>Brad Fleetwood</b> Head Men’s and Women’s Golf Coach Southwestern Oklahoma University
<b>SOUTH REGION</b>	<b>WEST REGION</b>
<b>Nick Moeller</b> Assistant Commissioner Gulf South Conference	<b>Sandee Mott, chair</b> Senior Woman Administrator University of Colorado, Colorado Springs

## Section 3 • Selection and Overview

### Section 3•1 Selection Process and Notification

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All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution or for a specific sport should note this when submitting their information in the database. (See Conflict of Interest below.)

Site representatives will be notified after selections that they are needed to serve.

### Section 3•2 Conflict of Interest

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*[Reference the August 2008 Executive Committee minutes]*

The NCAA is a voluntary Association comprised of colleges, universities, conferences and other organizations, and governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division, or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference, or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this statement.

In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use knowledge or information obtained solely due to service on that committee to the disadvantage of the Association during the term of committee service. Further, a committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations which he/she may have hereunder, and should recuse himself/herself from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation.

### Section 3•3 Neutrality

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Site representatives are representing the NCAA and should be neutral in this role. We would ask that site representatives dress professionally while avoiding any clothing that denotes institutional and/or conference affiliation.

## Section 3•4 Evaluations

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### CHAMPIONSHIP SITE EVALUATION

We ask that each site representative provide feedback on the championship site at which they served. Please go to [https://ncaa.qualtrics.com/jfe/form/SV\\_cx87rv1GLn10o1D](https://ncaa.qualtrics.com/jfe/form/SV_cx87rv1GLn10o1D) to provide your feedback.

### SITE REPRESENTATIVE FEEDBACK

In an effort to continually improve our training of site representatives, we ask that each site representative provide feedback on the championships training at [https://ncaa.qualtrics.com/SE/?SID=SV\\_bxTgRsl2slv1VIP](https://ncaa.qualtrics.com/SE/?SID=SV_bxTgRsl2slv1VIP).

# Section 4 • Responsibilities

## Section 4•1 Checklist

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### BEFORE ARRIVAL ON SITE

- Arrange to meet your tournament director and do a walkthrough of the facilities and course:
  - Check all signage and confirm no alcohol/tobacco/gambling signs are posted anywhere.
  - Please let Natasha Harris know if there are any major signage issues on the golf course (e.g., Pepsi signs on tee boxes, etc.).
  - Determine that there will be enough water (number of locations) available on the course for the participants.
  - Confirm there will be starting and scoring tents (no signage on tents). There should be table and chairs in all tents. There should be an atomic clock on both tee boxes (option 2 is to use cellphones that sync with satellite). There should be water, snacks and fruit in the starting tents.
  - Only Dasani water and POWERADE products should be provided to the participants. We cannot control what is being sold in the concession areas (e.g., Pepsi products).
  - Confirm where the weather will be monitored (not in a public area).
  - Confirm radios will be available for both site reps and all the rules officials.
- Introduce yourself to the head rules official:
  - Confirm he or she is prepared to run the rules meeting Sunday evening. Remind him or her the local rules sheet will be handed out at that meeting and confirm when it will be available to copy for the packets.
  - Confirm who will be handling the starting each day of competition. (Either an official or the course will provide someone who is knowledgeable in the rules.)
- Set up a meeting with the tournament director, head rules official to determine how the evacuation plan will be executed. Review the critical incident form and the agenda for the coaches meeting the next evening.
- Discuss pin locations with club professional and rules official.

### SUNDAY, MAY 5

- Arrive early at course to ensure the following is set up and ready:
  - Athletic training area.
  - Practice range.
- You will be responsible to manage the tee times for practices:
  - Remind coaches they are responsible for the pace of play during practice. It is a good idea if once the first few teams tee off, one of you goes out on the course to ensure that first team is staying on pace. Do not hesitate to talk to the coaches if they are lagging behind.
- Confirm that all the teams have turned in their team registration forms and the scoring group is ready for Monday:
  - Scoring personnel should run the labels for the scorecards. (This is the only day you can be ahead.)
- Confirm the process of how the hole location sheet will be given to the superintendent for his/her crew to cut the holes for the next day of play.
- You will need to copy the hole location sheet on the back of the evacuation plan on a different color paper every day of competition and place them in the starter box.
- Confirm that copies of the meeting agenda ([Appendix B](#)) have been made and are ready to hand out before the start of the meeting. Attend the rules meeting and review the NCAA logo policy, misconduct bylaw and drug-testing statement as part of the meeting agenda.

**MONDAY, MAY 6 – WEDNESDAY, MAY 8**

- Arrive at the course early enough to ensure the practice range is ready and both starter boxes are in the starting tents.
- Ensure the weather system is logged into and ready to go.
  - Starters box should be in the tent with scorecards, hole location sheets and NCAA tees.
  - Institutional designated coaches signature sheets should be at the first tee (and 10th tee if applicable) each day along with the specified color of wristbands for the day.
- Copy hole location sheets for the next day of competition.
- Confirm results and prepare scorecards for next day of competition.
- Work with the host media coordinator to make sure live stats are up and available on Golfstat, and that all final recaps have been submitted to Turner Sports site ([ncaa-editorial@turner.com](mailto:ncaa-editorial@turner.com)) at the end of each day.
- If there are any issues that would cause the third round (May 8) not to be completed (weather), please call Jay Jay Rackley (317-917-6834).
- Distribute one championship participant manual for the finals in Palm Beach Gardens, Florida, and flags to each of the three advancing teams and the three advancing individuals and coaches when it is deemed there is no chance they will be surpassed.
- If a misconduct occurs, please contact Jay Jay Rackley immediately.
- Confirm that the tournament director has everything taken care of, and remind him/her to complete surveys.
- Call/email Natasha Harris with quick report.

**WITHIN 48 HOURS AFTER SUPER REGIONAL TOURNAMENT**

- Complete all requested evaluations.
- Receive email from the reimbursement system at the NCAA.



# Section 5 • Travel, Lodging and Expense Reimbursement

## Section 5•1 Travel

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All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage for up to 500 miles to the host site.

## Section 5•2 Lodging

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The host institution will be responsible for providing hotel accommodations as needed. It is the responsibility of the site representative to inform the tournament director if a hotel room will be needed. Room and tax will be billed to the host institution. All other incidentals will be the responsibility of the site representative.

## Section 5•3 Expense Reimbursement

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All site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem.

Once competition has been completed, an email from the NCAA reimbursement system will be sent for expense reimbursement.

## Section 5•4 Team Transportation Contact Numbers

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### SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	<a href="mailto:ncaaalo@shortstravel.com">ncaaalo@shortstravel.com</a>

### GO GROUND OPTIONS

Phone Number	866-386-4951
Website	<a href="https://www.gochampionships.com">https://www.gochampionships.com</a>

### NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	<a href="mailto:travel@ncaa.org">travel@ncaa.org</a>
Website	<a href="http://www.ncaa.org/championships/travel/championships-travel-information">http://www.ncaa.org/championships/travel/championships-travel-information</a>

# Section 6 • NCAA Administrative Guidelines

*All policies listed in this section MUST be reviewed during the administrative meeting.*

## Section 6•1 Failure to Adhere to Policies

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A governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition.

## Section 6•2 Division II Code of Conduct

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### 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 misconduct incident to the competition.

Any institution that 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 commissioners, 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: "... 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 ceremonies.
- 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 an 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:

- Public or private reprimand of the individual;
- Financial penalty;
- Disqualification of the individual from further participation in the NCAA championship involved and/or banishment of the individual from participating in one or more subsequent championships of the sport involved;
- Cancellation of payment of the Association's travel guarantee to the institution for the individuals involved;
- Withholding of all or a portion of the institution's share of revenue distribution;
- Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate;
- Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships; and/or
- Cancellation of all or a portion of the honorarium for hosting an NCAA championship.

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.

## Section 6•3 Logo Policy

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

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met.

- a. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
- b. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

## Section 6•4 Misconduct Statement

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

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 (e.g., 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 acts of misconduct should be dealt with in a timely manner by the governing sports committee.

## Section 6•5 Use of Tobacco Products

*[Reference: Bylaw 11.1.5 in the NCAA Divisions I, II and III Manuals, Bylaw 17.1.8 in the NCAA Division I Manual, Bylaw 17.1.9 in the NCAA Division II Manual and Bylaw 17.6.3 in the NCAA Division III Manual.]*

The use of tobacco 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 6•6 Drug Testing Statement

**Note: This statement MUST be read at every administrative meeting.**

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

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

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

### FREQUENTLY ASKED QUESTIONS FOR COACHES

Please review this section for questions that may arise regarding drug testing.

**Q. Where is the drug-testing facility for this championship?**

- A.** Check with the tournament manager, drug-testing site coordinator or the NCAA championship staff member for specific location.

**Q. How long does drug testing take?**

- A.** The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arrival at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.

**Q. What is an institutional representative?**

- A. For Team Championships (e.g., baseball, field hockey, lacrosse, etc.):** An institutional representative is an individual from the participating institution (designated by his/her institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the administrative meeting.

- A. For Individual/Team Championships (e.g., golf, tennis, track and field, swimming, etc.):** An institutional representative is an individual (e.g., coach, athletic trainer) who should be informed by the student-athlete that he/she will be proceeding to drug testing. On some occasions, an institutional representative must certify the identity of the student-athlete at the drug-testing site.
- Q. When is the institution notified of drug testing?**
- A. For Team Championships:** An institutional representative from each team will be notified no sooner than two hours before the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.
- A. For Individual/Team Championships:** Only the student-athlete is notified of his/her selection for drug testing. The student-athlete is then responsible for notifying an institutional representative of his/her selection.
- Q. When are student-athletes notified of their selection for drug testing?**
- A. For Team Championships:** Immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing.
- A. For Individual/Team Championships:** An official drug-testing courier will notify student-athletes of their selection for drug testing, usually on completion of the student-athlete's event, session or day of competition. The student-athlete then informs an institutional representative from his/her institution before proceeding to the drug-testing site.
- A. For All Cases:** At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.
- Q. When do student-athletes need to report to drug testing?**
- A. For Team Championships:** Within one hour after the student-athlete has been notified.
- A. For Individual/Team Championships:** The official drug-testing courier will provide the student-athlete with specific instructions as to when to report to drug testing.
- A. For All Cases:**
- Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
  - Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
  - Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.
- Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?**
- A.** A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.
- If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
  - A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
  - If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.
- Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?**
- A.** No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.
- Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?**
- A. For Team Championships:** Yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.

- A. For Individual/Team Championships:** It depends. If the student-athlete has deferred drug testing until later that day, an institutional representative must be at the collection station to certify the identity of each student-athlete before the student-athlete will be allowed to check in. Otherwise, the official drug-testing courier will accompany the student-athlete to drug testing.

## Section 6•7 Inclement Weather

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If weather conditions alter the schedule, the site representative must contact the NCAA championships administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

### LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA has made arrangements through Telvent DTN to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff.

The site representative should request that the tournament director include his or her email and/or phone number via text to the WeatherSentry system so he or she can receive the weather updates.

For detailed lightning and weather guidelines, refer to [Appendix D](#).

# Appendixes

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## Appendix A • Site Representative Teleconference Agenda



### A G E N D A

National Collegiate Athletic Association  
Teleconference 2019 NCAA Division II Women's Golf Regional Site Representatives

Dial-in number: 866/590-5055  
Access Code: 2863486

April 26, 2019  
3 p.m. Eastern time

1. Introduction.
  - a. Welcome.
  - b. Contact information.
 

<p>Jay Jay Rackley, NCAA Staff Office: 317-917-6834 Cell: 317-796-5082 <a href="mailto:jrackley@ncaa.org">jrackley@ncaa.org</a></p>	<p>Sandee Mott, Committee Chair Office: 719-255-4060 Cell: 720-326-5820 <a href="mailto:smott@uccs.edu">smott@uccs.edu</a></p>
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2. Review of site representative manual.
3. Role of NCAA site representatives.
4. Administrative meeting (Refer to administrative meeting agenda).
  - a. Pairings and tee times.
  - b. Logo, misconduct, and drug testing policies.
  - c. Points of emphasis.
5. Misconduct/Failure to Adhere to Policies and Procedures.
6. Safety and security information.
7. Days of competition.
  - a. Weather system.
  - b. Signage.
  - c. Awards.
8. Post-event.



## DIVISION II WOMEN'S GOLF

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NCAA Division II Women's  
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- a. Ensure results submitted to the NCAA and Golfstat.
  - b. Expense form.
  - c. Site evaluation.
9. Questions.
10. Adjournment.

## Appendix B • Administrative Meeting Agenda



### A G E N D A

#### National Collegiate Athletic Association 2019 Division II Women's Regional 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.

## Appendix C • Administrative Meeting Notes for Site Representative



### A G E N D A

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

1. Introductions and welcome. (NCAA Site Rep)
  - a. **NCAA Representative**
  - b. **Tournament director**
  - c. **Head rules official**
  - d. **Committee Introductions**
2. Review procedures. (NCAA Site Rep)
  - a. NCAA misconduct policy.  
**Read misconduct policy (located in section 6.4 of this manual) aloud.**
  - b. Logo policy.  
**Read or refer to the logo policy (located in section 6.3 of this manual) aloud.**
  - c. Expense reimbursement.  
**Links will be sent from the national office staff following the Super Regional competition. Link will be to the online reimbursement forms in the Travel Expense System.**
  - e. Drug Testing.  
**Read or refer to the drug testing statement (located in section 6.6 of this manual) aloud.**
3. Rules and regulations. (Head Rules Official)  
**The head rules official will cover any/all pertinent information related to the golf course setup.**
  - a. Starting procedures.
  - b. Pace of play.
  - c. Scoring tent procedures.
  - d. Designated coach wristband.
  - e. Weather delay/restart procedures.
  - f. Review notice to players

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4. Administrative issues. (Tournament Director)
  - a. Coolers.  
**Bottled water and POWERADE should be provided on the golf course each day by the host.**
  - b. Media.
    - **Limited media will be in attendance.**
    - **Media will not be given access to carts unless excess equipment dictates otherwise. This will be reviewed on a case-by-case basis.**
  - c. NCAA merchandise.
    - **Will be available for sale through the duration of the tournament.**
    - **Merchandise will not be replenished.**
    - **Those teams advancing to the championships will have access to merchandise at the final site, as well as an opportunity to preorder merchandise prior to the finals.**
  - d. Inclement weather.
    - **Review evacuation plan and communicate the manner in which coaches and participants will be notified of a suspension of play. NCAA Site Representative should note that while every effort will be made to complete 54 holes of stroke play by the conclusion of Wednesday, the committee (in consultation with the national office staff) has the right to invoke a cut or shorten the event to 36 or 18 hole if not other options exist.**
  - e. Miscellaneous.
    - **Access to locker room areas (if applicable).**
    - **Any other pertinent site-specific information.**
5. Points of Emphasis (NCAA Site Rep)
  - a. Pairings and tee times.  
**First-round tee times are available on [ncaa.org](http://ncaa.org), Golfstat and in the pro shop. Second- and third-round tee times will be available as soon as possible on Golfstat and in the pro shop the evening prior. Review first round tee times, if needed.**
  - f. Distance measuring devices.

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**Will be allowed throughout the duration of the tournament; however, if the device measures anything other than distance, those other features must be disabled during competition rounds.**

- g. Cell phones and Electronic devices.
    - **Players may only use electronic devices including all watches for mobile scoring and distance measuring; therefore, sending and receiving messages/phone calls is prohibited. Exception: Coaches may use an electronic device to monitor live scoring; however, earphones may not be used.**
  - h. Eligible coaches.
    - **Each team may have a maximum of two coaches. Current student-athletes and parents who are not employed by the institution are NOT eligible to serve as coaches. Coaches MUST be employed and recognized by the institution in order to be eligible to serve in this role.**
    - **Coaches must check in each morning on the first or tenth tee and should receive a wristband to identify themselves.**
    - **Coaches may not transport other institutional personnel in coaches' carts.**
6. Questions.
7. Adjournment.

## Appendix D • Lightning and Weather Guidelines

# LIGHTNING SAFETY

July 1997 • Revised July 2013, June 2014

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanic and Atmospheric Administration (NOAA) estimates that 40 fatalities and about 10 times that many injuries occur from lightning strikes every year. NOAA estimates that as many as 62 percent of lightning strike fatalities occur during outdoor organized sport activities. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The references associated with this guideline are an excellent educational resource. Prevention should begin long before any intercollegiate athletics event or practice occurs by being proactive and having a lightning safety plan in place. The following steps are recommended to mitigate the lightning hazard:

1. Develop a lightning safety plan for each outdoor venue. At a minimum, that plan should include the following:
  - a. The use of lightning safety slogans to simplify and summarize essential information and knowledge. For example, the following slogan from the National Lightning Safety Institute is an effective guide: "If you see it, flee it; if you can hear it, clear it." This slogan reflects the fact that upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. No punishment or retribution should be applied to someone who chooses to evacuate if perceiving that his or her life is in danger due to severe weather.
  - b. Designation of a person to monitor threatening weather and to notify the chain of command who can make the decision to remove a team, game personnel, television crews, and spectators from an athletics site or event. That person must have recognized and unchallengeable authority to suspect activity.
  - c. Planned instructions/announcements for participants and spectators, designation of warning and all clear signals, proper signage, and designation of safer places from the lightning hazard.
  - d. Daily monitoring of local weather reports before any practice or event, and a reliable and accurate source of information about severe weather that may form during scheduled intercollegiate athletics events or practices. Of special note should be National Weather Service-issued

### DANGEROUS LOCATIONS

Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Typically, anything referred to as a "shelter" is not safe from lightning. Dugouts, refreshment stands, open press boxes, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are unsafe and may actually increase the risk of lightning injury. Other dangerous locations include high ground, bodies of water (pools, ponds, lakes) and areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people.

- thunderstorm "watches" or "warnings," and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies. A "watch" means conditions are favorable for severe weather to develop in an area; a "warning" means that severe weather has been reported in an area and for everyone to take the proper precautions. It should be noted that neither watches nor warnings are issued for lightning. An NOAA weather radio is particularly helpful in providing this information.
- e. Identification of, and a mechanism for ensuring access to, the closest safer buildings, vehicles, and locations to the field or playing area, and an estimate of how long it takes to evacuate to that location for all personnel at the event. A safer building or location is defined as:
    - Any fully enclosed building normally occupied or frequently used by people, with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using the shower, plumbing facilities, and electrical appliances, and stay away from open windows and doorways during a thunderstorm.
    - In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protects occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal frame-

work of the vehicle. Some athletics events rent school buses as safer locations to place around open courses or fields.

2. For large-scale events, continuous monitoring of the weather should occur from the time pre-event activities begin throughout the event.
3. Venue-specific activity-suspension, venue evacuation, and activity-resumption plans:
  - a. Upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location. Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadia with large crowds. Lightning can strike from blue sky and in the absence of rain. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike 10 (or more) miles away from the rain shaft. Be aware of local weather patterns and review local weather forecasts prior to an outdoor practice or event.
  - b. Ensure a safe and orderly evacuation from the venue with announcements, signage, safety information in programs, and entrances that can also serve as mass exits. Planning should account for the time it takes to move a team and crowd to their designated safer locations. Individuals should not be allowed to enter the outdoor venue and should be directed to the safer location.
  - c. Avoid using landline telephones except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.
  - d. To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. A useful slogan is "half an hour since thunder roars, now it's safe to go outdoors." At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and

seeing the lightning channel itself to decide on re-setting the 30-minute "return-to-play" clock before resuming outdoor athletics activities.

4. Emergency care protocols: People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strike. Automatic external defibrillators (AEDs) are a safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

**Note:** Weather watchers, real-time weather forecasts and commercial weather-warning and lightning monitoring devices or services are all tools that can be used to aid in the monitoring, notification, and decision-making regarding stoppage of play, evacuation and return to play.

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## Appendix E • Tie-Breaking Procedures

### Team Tie-Breaking Procedures (Teams must be determined before individuals)

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

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

Team tiebreakers (teams will draw for positions):

#### Two teams (A & B; tee off alternately)

#5 A	#5 B	#4 A	#4 B	#3 A
#3 B	#2 A	#2 B	#1 A	#1 B

#### Three teams

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

### 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

At Super Regionals, ties will be broken only for purposes of advancement.

At the Finals site, ties will be broken only for first-place ties.



### **Individual and Team Tie-Breaking Procedures**

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

#### **Teams**

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

#### **Individuals**

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

### **Tie-Breaking 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 backward.