



**2023**  
**DIVISION II WOMEN'S**  
**GOLF**  
**CHAMPIONSHIPS**

**EUREKA, MO**

*University of Missouri-St. Louis, Host*

***PARTICIPANT***  
***2022-23 MANUAL***



Golfers, Coaches and Administrators;

Congratulations to you and your school earning the opportunity to participate in this year's NCAA Division II Women's Golf Championship! We are extremely excited to host and welcome you and your fans to the National Championship.

*Fox Run Golf Club* is a premier private championship course in the St. Louis and Midwest region and we are very excited that they are eager to open its gates to provide each of you a chance at a National Championship. The course is challenging and forgiving, along with scenic and peaceful.

With my staff's experience hosting events in tandem with St. Louis and Eureka's focus on providing an excellent experience to every single person that touches this event, we are confident that all participants will experience a best-in-class championship.

Please review the operational information in the following pages of this manual as you prepare for your trip. Feel free to reach out to any member of our team if we can be of assistance with planning your visit.

Best of Luck!

*Lori A. Flanagan*

**Lori A. Flanagan**

*University of Missouri – St. Louis*

*Director of Athletics*

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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 2023 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.

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**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.

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**Section 3 - NCAA Staff/Committee**

NCAA Division II Women's Golf Committee

**Michael Bond**

*Head Women's Golf Coach*  
University of Central Oklahoma  
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Email: [mbond3@uco.edu](mailto:mbond3@uco.edu)

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NCAA Staff

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**Demetria Young**

*Assistant Coordinator, Championships and Alliances*  
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Section 4 – Host Organizing Committee

<b>Tournament Director</b>	<b>Lori A. Flanagan</b> Director of Athletics University of Missouri – S. Louis <b>Phone:</b> 314-574-5015 <b>Email:</b> <a href="mailto:flanaganlo@umsl.edu">flanaganlo@umsl.edu</a>
<b>Assistant Tournament Director</b>	<b>Kevin Smith</b> Assistant Director of Athletics University of Missouri – St. Louis <b>Phone:</b> 314-368-8558 <b>Email:</b> <a href="mailto:kevinsmitha@umsl.edu">kevinsmitha@umsl.edu</a>
<b>Assistant Tournament Director</b>	<b>Alex Langella</b> Assistant Director of Athletics University of Missouri – St. Louis <b>Phone:</b> 314-956-6231 <b>Email:</b> <a href="mailto:alangella@umsl.edu">alangella@umsl.edu</a>
<b>Facility Coordinator + Hospitality Coordinator</b>	<b>Pol Montano</b> Director of Golf at Fox Run Golf Course <b>Mobile:</b> 314-614-0400 <b>Email:</b> <a href="mailto:pol@foxrungolfclub.com">pol@foxrungolfclub.com</a>
<b>Media Coordinator</b>	<b>Luke Rinne</b> Sports Information Director University of Missouri – St. Louis <b>Mobile:</b> 573-647-9055 <b>Email:</b> <a href="mailto:rinnel@umsl.edu">rinnel@umsl.edu</a>
<b>Athletic Trainer</b>	<b>Twix Truong</b> Assistant Athletic Trainer University of Missouri – St. Louis <b>Mobile:</b> 314-255-5788 <b>Email:</b> <a href="mailto:ttruong@umsl.edu">ttruong@umsl.edu</a>

**Championship Websites**

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



## PARTICIPATING INSTITUTION CHECKLIST

Done	Action	Deadline
<input type="checkbox"/>	Make travel arrangements with Short's Travel (866/655-9215).	11 a.m. (CST) May 12
<input type="checkbox"/>	Update Code of Conduct form (ONLY if different from regionals) <a href="#">2023 DII Women's Golf Championships Code of Conduct Attestation Form (office.com)</a>	6 p.m. (CST) May 12
<input type="checkbox"/>	Submit online Travel Party Information Form - <b>APPENDIX B</b> . This will also be sent to all qualifying head coaches on the evening of the selections announcement. Send to <a href="mailto:flanaganlo@umsl.edu">flanaganlo@umsl.edu</a>	Noon (CST) May 11
<input type="checkbox"/>	Email all media requests, rosters and statistics to Luke Rinne at <a href="mailto:rinnel@umsl.edu">rinnel@umsl.edu</a>	Noon (CST) May 12
<input type="checkbox"/>	Reply to email from host hotels to solidify block of rooms and arrival dates. Contact is Karen Whitchurch < <a href="mailto:Karen.Whitchurch@druryhotels.com">Karen.Whitchurch@druryhotels.com</a> > Cell 618-570-1098	5:00 (CST) May 12
<input type="checkbox"/>	Submit Team Box Lunch Request. Attachment and is for Monday through Thursday. Form to be sent to <a href="mailto:flanaganlo@umsl.edu">flanaganlo@umsl.edu</a>	5:00 (CST) May 11

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**Section 6 - Schedule of Events**

<b>Sunday, May 14 – Team Arrivals</b>		
By appointment	Family Golf Practice Venue please call 636-861-2500 <a href="http://www.familygolfonline.com">www.familygolfonline.com</a>	Family Golf
Upon Arrival	Check In at Team Hotels	Drury Southwest and Drury Fenton
<b>Monday, May 15 – Practice Day (Participants &amp; Credentials Access Only)</b>		
5:30 am – 9:30 am	Breakfast available at team hotels	Drury Southwest and Drury Fenton
6:30 a.m.	Athletic training available	Fox Run Golf Course – Women's Locker Rm
7:15 am	Administrative Meeting (coaches)	Fox Run Golf Course
7:00 to 7:45 a.m.	Driving range warm up for teams and individuals from south and west regions	Fox Run Golf Course
7:00 to 7:45 a.m.	Practice green/short game warm up for teams and individuals from the central and east regions	Fox Run Golf Course
7:45 to 8:30 a.m.	Driving range warm up for teams and individuals from central and east regions	Fox Run Golf Course
7:45 to 8:30 a.m.	Practice green warm up for teams and individuals from the south and west regions	Fox Run Golf Course
8:40 a.m.	National Anthem, Opening Remarks	Fox Run Golf Course
<b>9:00 a.m.</b>	<b>Shotgun practice round starts</b>	<b>Fox Run Golf Course</b>
5:00pm – 7:00pm	Pretournament Banquet at the Aquarium	Union Station – Downtown St. Louis
4:30 p.m.	Practice range/facilities closes	Fox Run Golf Course
<b>Tuesday, May 16 – First Round of Stroke Play</b>		
5:30 am – 9:30 am	Breakfast available at team hotels	Drury Southwest and Drury Fenton
6:30 a.m.	Practice range open to participating teams	Fox Run Golf Course
6:30 a.m.	Athletic training available	Fox Run Golf Course – Women's Locker Rm
<b>8:00 a.m.</b>	<b>First round of stroke play</b>	<b>Fox Run Golf Course</b>
7:30 pm	Practice range/facilities closes	Fox Run Golf Course
7:30 – 8:30 pm	Entertainment Activity	Southwest Fenton – Lobby Area
<b>Wednesday, May 17 – Second Round of Stroke Play (Folds of Honor Day)</b>		
5:30 am – 9:30 am	Breakfast available at team hotels	Drury Southwest and Drury Fenton
6:30 a.m.	Practice range open to participating teams	Fox Run Golf Course
6:30 a.m.	Athletic training available	Fox Run Golf Course – Women's Locker Rm
<b>8:00 a.m.</b>	<b>Second round of stroke play</b>	<b>Fox Run Golf Course</b>
7:30 pm	Practice range/facilities closes	Fox Run Golf Course
7:30 – 8:30 pm	Entertainment Activity	Drury Fenton – Lobby Area
<b>Thursday, May 18 – Third Round of Stroke Play</b>		
5:30 am – 9:30 am	Breakfast available at team hotels	Drury Southwest and Drury Fenton
6:30 a.m.	Practice range open to participating teams	Fox Run Golf Course
6:30 a.m.	Athletic training available	Fox Run Golf Course – Women's Locker Rm
<b>8:00 a.m.</b>	<b>Third round of stroke play</b>	<b>Fox Run Golf Course</b>
Conclusion of play	Awards Ceremony <ul style="list-style-type: none"> <li>• Individual medalist</li> </ul> Top 10 finishers – All Americans	Fox Run Golf Course – Back Patio
Following Awards	Quarterfinal head to head medal play pairings party	Fox Run Golf Course – Back Patio
7:30 pm	Practice range/facilities closes	Fox Run Golf Course

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<b>Friday, May 19 – Medal Match Play Day (Quarterfinals &amp; Semifinals)</b>		
5:30 to 9:30 a.m.	Breakfast available at team hotels	Drury Southwest and Drury Fenton
6:30 am	Practice range open to participating teams	Fox Run Golf Course
6:30 am	Athletic training available	Fox Run Golf Course
<b><i>Quarterfinal Head to Head Medal Play</i></b>		
<b>8 a.m.</b>	<b>Quarterfinal matches begin #1 and #10</b>	<b>Fox Run Golf Course</b>
	Lunch (teams should pre-order boxed lunches)	Fox Run Golf Course
	Semifinal #1 head to head medal play pairings party	Fox Run Golf Course – Back patio area
	Semifinal #2 head to head medal play pairings party	Fox Run Golf Course – Back patio area
<b><i>Semifinal Head to Head Medal Play (45 minutes after quarterfinal play ends)</i></b>		
	<b>Semifinal match #1 begins</b>	<b>Fox Run Golf Course</b>
	<b>Semifinal match #2 begins</b>	<b>Fox Run Golf Course</b>
Conclusion of play	Championship pairings party	Fox Run Golf Course – Back patio area
7:30 p.m.	Practice range/facilities close	Fox Run Golf Course
<b>Saturday, May 20 – Championship Day</b>		
5:30 to 10:00 am	Breakfast available at team hotels	Drury Southwest and Drury Fenton
TBD	Police escort for teams to golf course	Drury Southwest and Drury Fenton
7:30 a.m.	Practice range open to participating teams	Fox Run Golf Course
7:30 a.m.	Athletic training available	Fox Run Golf Course
<b><i>Championship Head to Head Medal Play</i></b>		
<b>9:00 a.m.</b>	<b>Championship head to head medal match play begins</b>	<b>Fox Run Golf Course</b>
Conclusion of play	National Champion Trophy – Hats & T-Shirts	18 <sup>th</sup> Green – Fox Run Golf Course
Approx. 2 p.m.	Awards Presentation to both teams	Fox Run Golf Course – Back patio area

### **Administrative Meeting**

The games committee for the Championship will conduct a coaches' meeting that will be held on site on **Monday at 7:15 am**. This meeting is required for all head coaches. The NCAA and the NCAA rules official(s) will use this time to cover all necessary rules and information. A 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.



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**Practice Rounds**

One 18-hole practice round will be scheduled for the day immediately preceding the championships finals. Ten days before the first practice round, participants and coaches will not be permitted to set foot on the golf course or use the practice facilities. This rule applies to all venues with shared practice facilities and/or clubhouses. No exceptions will be made; however, the host institution may apply for an exemption from this policy if the lack of an exemption creates an undue burden on the host institution. Violations of this policy may result in sanctions listed under NCAA misconduct provisions or disqualification for a team or an individual(s), with no substitution permitted.

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

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

Teams are limited to six players during the practice round, but only if a team is bringing a sixth player. Coaches are not permitted to play during the practice round. If no sixth player is present, teams are limited to five players during the practice round.

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

Practice-round times at the regionals and championships will be a shotgun start with starting hole assignments determined by the NCAA golf committee. It is not required that institutions participate in the practice round. In addition to the practice policies above, the following will be enforced for the regionals and championships:

1. Only credentialed, designated individuals may be allowed in the practice areas.
2. Teams may not start a practice round other than during its designated time or position.
3. Players may not go back on the course to practice after concluding each round.
4. Players and coaches are permitted on the course starting with the beginning of the first practice day and throughout the championships, as a spectator.

The driving range and putting green will be open 1.5 hours before the first tee time each day and will remain open until 30 minutes after the completion of play for the day or 7:30 p.m. local time, whichever occurs later.

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Important note: practice facilities will not be available to participants prior to the practice round. Please contact Family Golf for any practice needs on Sunday, May 14<sup>th</sup>. Please call 636-861-2500 [www.familygolfonline.com](http://www.familygolfonline.com)

### **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 20. 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. Eighteen (18) teams and eight (8) individuals (not one of those teams) 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-victory playoff or, if necessary, by the established non-sudden-death tiebreaking procedures. Ties for teams must be determined prior to ties for Individual medalist.

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, or in the case of an individual match being tied a half point will be awarded. 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. During quarterfinal and semifinals: if 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, the tied match(es) will play a sudden-victory playoff hole to determine the advancing team. If still tied after sudden-victory, the match(es) will continue play until a winner is determined.

For the championship match, if tied all five players will play a sudden victory playoff hole with the low four scores counting to determine the winner. If still tied after sudden-victory, the match(es) will continue play until a winner is determined.

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Championship Scorecard

2023 NCAA Championship Scorecard

*Fox Run Golf Club • May 16-20, 2023*

Hole	Par	Maximum & Practice Round	Stroke Play			Medal Match	
			R1	R2	R3	Qtrs/Semis	Finals
1	4	361	361	361	361	361	361
2	3	157	130	157	145	157	145
3	4	383	350	383	350	350	383
4	5	504	504	429	504	504	469
5	4	395	355	355	395	395	355
6	3	160	160	104	130	130	160
7	5	494	494	494	458	458	494
8	4	387	387	387	387	387	387
9	4	367	367	367	367	367	367
<b>Out</b>	<b>36</b>	<b>3208</b>	<b>3108</b>	<b>3037</b>	<b>3097</b>	<b>3109</b>	<b>3121</b>
10	4	385	385	385	385	385	385
11	4	361	361	312	361	312	361
12	4	419	419	404	419	404	419
13	3	157	125	149	157	125	149
14	4	369	369	369	369	369	369
15	5	524	463	524	524	463	524
16	4	333	333	314	249	333	249
17	3	184	136	184	136	184	136
18	5	488	488	488	432	488	432
<b>In</b>	<b>36</b>	<b>3220</b>	<b>3079</b>	<b>3129</b>	<b>3032</b>	<b>3063</b>	<b>3024</b>
<b>Total</b>	<b>72</b>	<b>6428</b>	<b>6187</b>	<b>6166</b>	<b>6129</b>	<b>6172</b>	<b>6145</b>

The yardages listed above are the likely distances at which a hole will be played. Weather, course conditions and other considerations may require adjustments to distances used during the tournament. Distance will not be longer than the maximum. If conditions warrant, hole(s) may be played shorter than the specified distance.

### Lineups/Substitutes

Coaches must submit the team lineup form (Appendix B), including the sixth player (if applicable) prior to the teams' use of the practice facilities or participating in the practice round. If a lineup is submitted with only five players and a sixth player is added later, she must first be registered in order to use the practice facilities or compete. Once a lineup is submitted with six players, no additional players will be permitted on the team roster. A player may be substituted before her team's first tee time of the first round of the stroke play portion of the championships, if the head coach notifies the games committee prior. The substitute must assume the position of the replaced player.

During competition rounds, the non-competing sixth player is considered a spectator and must follow spectator guidelines. The sixth player may use practice facilities (once spots are available) and will not be permitted to serve as an advice giver.

**After the beginning of the first round of the stroke play portion of the championships, no substitutions will be permitted until stroke play has concluded and the head-to-head medal play portion of the championships is underway.**

Prior to any round of the head-to-head medal play portion of the championships, a team may substitute a sixth player for any member of the team, provided that:

- a. The NCAA Golf Committee or the NCAA Rules Committee is notified of the substitution at least 10 minutes prior to the lineup selection for the respective round.
- b. The sixth player is an eligible member of the institution's team.

**Note 1:** When a team has substituted a sixth player, no further substitutions may be made by the team for that round. The team member that was substituted for becomes the sixth player, and the team is limited to that player only, should the team wish to substitute prior to any subsequent round.

**Note 2:** Unless a team chooses to substitute a sixth player prior to the lineup selection for any round of head-to-head medal play, the team's five players that played in the previous round will be used.

**Note 3:** Following the lineup selection and prior to one hour before the first tee time of a head-to-head medal play match, a team is permitted to make a substitution. Should a substitution be made during this time, the opposing head coach reserves the right (but is not required) to request a new lineup selection for the given team match. If a new lineup selection is requested, the opposing coach will have the option of first selection or deferral. If a new lineup selection is not requested by the opposing coach, the substitute will assume the position of the replaced player.

All coaches must be recognized institutional representatives. Neither of the two recognized coaches may be a current student-athlete nor a parent who is not also employed by the institution.

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**Tee Times/Pairings**

The 1<sup>st</sup> tee will be used as the starting hole for stroke play, semifinal and final matches. For quarterfinal matches only, the 1<sup>st</sup> and 10<sup>th</sup> tees will be used.. However, the committee reserves the right to adjust, if necessary. Tee times will not be altered to accommodate travel schedules.

The committee will pair teams in groups of three based on regional seed for the first and second round. Teams and individuals will be re-paired according to score for the third round.

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 rounds, 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.

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

**Monday, May 15**

7:00 to 7:45 a.m.	Driving range warm up for teams and individuals from south and west regions	Fox Run Golf Course
7:00 to 7:45 a.m.	Practice green warm up for teams and individuals from the central and east regions	Fox Run Golf Course
7:45 to 8:30 a.m.	Driving range warm up for teams and individuals from central and east regions	Fox Run Golf Course
7:45 to 8:30 a.m.	Practice green warm up for teams and individuals from the south and west regions	Fox Run Golf Course

**9:00 a.m. Shotgun Start**

<b>Tee</b>	<b>Team and Individuals</b>
1	#1 West
2	#1 South
3	#1 Central
4b	#1 East
4a	Individuals (#1 west, #1 south, #1 central and #1 east)
5	#2 West
6	#2 South
7	#2 Central
8	#2 East
9	#3 West
10	#3 South
11	#3 Central
12	#3 East
13	#4 West
14	#4 South
15	#4 East
16a	#5 East
16b	Individuals (#2 west, #2 south, #2 central and #2 east)
17	#5 South
18	#6 East

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Tuesday, May 16th

Time	1 <sup>st</sup> Tee	Time	1 <sup>st</sup> Tee
	Teams		Teams
	West #1, South #1 and East #1		South #3, West #3 and Central #3
8:00	5	11:00	5
8:10	4	11:10	4
8:20	3	11:20	3
8:30	2	11:30	2
8:40	1	11:40	1
	Teams		Teams
	Central 1, West #2 and East #2		East #4, South #4 and West #4
8:50	5	11:50	5
9:00	4	12:00	4
9:10	3	12:10	3
9:20	2	12:20	2
9:30	1	12:30	1
	Teams		Teams
	South #2, Central #2 and East #3		East #5, South #5 and East #6
9:40	5	12:40	5
9:50	4	12:50	4
10:00	3	1:00	3
10:10	2	1:10	2
10:20	1	1:20	1
	Individuals		1
10:30	West #1, South #1 and Central #1		
10:40	East #1, West #2 and South #2		
10:50	Central #2 and East #2		

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**Wednesday, May 17<sup>th</sup>**

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

Time	1 <sup>st</sup> Tee	Time	1 <sup>st</sup> Tee
	Teams		Teams
	South #3, West #3 and Central #3		West #1, South #1 and East #1
8:00	5	10:30	5
8:10	4	10:40	4
8:20	3	10:50	3
8:30	2	11:00	2
8:40	1	11:10	1
	Teams		Teams
	East #4, South #4 and West #4		Central #1, West #2 and East #2
8:50	5	11:20	5
9:00	4	11:30	4
9:10	3	11:40	3
9:20	2	11:50	2
9:30	1	12:00	1
	Teams		Teams
	East #5, South #5 and East #6		South #2, Central #2 and East #3
9:40	5	12:10	5
9:50	4	12:20	4
10:00	3	12:30	3
10:10	2	12:40	2
10:20	1	12:50	1
			Individuals
		1:00	Central #2 and East #2
		1:10	East #1, West #2 and South #2
		1:20	West #1, South #1 and Central #1

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Thursday, May 18th

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



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**Friday, May 19th**  
**Quarterfinals and Semifinals – Head to Head Medal Play**

**Note 1:** Seeds for Head-to-Head Medal Play are determined by 54-hole scores with ties within the top eight being broken by using the non-sudden death tiebreaking procedures.

**Note 2: Quarterfinal time and tee choice for #1 Seed.** The #1 seed team will get to select their preferred starting time and tee. After the #1 vs #8 and #4 vs. #5 matches are set, the #2 seed will get to select their preferred starting tee.

**Note 3:** Tee times may be altered by the games committee for weather.

Quarterfinals	Semifinals
#1 seed vs. #8 seed	Winner of #1/#8 vs. Winner of #4/#5
#4 seed vs. #5 seed	
#2 seed vs. #7 seed	Winner of #2/#7 vs. Winner of #3/#6
#3 seed vs. #6 seed	

**QUARTERFINALS**

Time	1 <sup>st</sup> Tee	Time	10 <sup>th</sup> Tee
	<b>Match 1 -</b>		<b>Match 2 -</b>
8:00	5	8:00	5
8:08	4	8:08	4
8:16	3	8:16	3
8:24	2	8:24	2
8:32	1	8:32	1
	<b>Match 3 -</b>		<b>Match 4 -</b>
8:40	5	8:40	5
8:48	4	8:48	4
8:56	3	8:56	3
9:04	2	9:04	2
9:12	1	9:12	1

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SEMIFINALS

Semifinals – Head to Head Medal Play – **45 minutes after conclusion of quarterfinals**

Time	1 <sup>st</sup> Tee
	<b>Winners of Quarterfinals Matches</b>
	5
	4
	3
	2
	1
	<b>Winners of Quarterfinals Matches</b>
	5
	4
	3
	2
	1

**Saturday, May 20th**  
**Championship Match – Head to Head Medal Play**

Time	1 <sup>st</sup> Tee
	<b>Winners of Semifinal Matches</b>
9:00	5
9:08	4
9:16	3
9:24	2
9:32	1

**Tiebreaker**

**Tiebreaking Procedures**

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

**Sudden Death Playoff Procedures**

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

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**Two Teams (A & B; tee off alternately)**

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

**Shotgun Format**

**Three Teams**

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

**Four Teams**

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

**Five Teams**

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

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

The format in pairings for a playoff of six teams or more shall be consistent with the foregoing format as determined by the games committee.

At the Finals, team playoffs will be conducted to determine teams advancing to Head-to-Head Medal Play and as specified in Head-to-Head Medal Play tiebreaking procedures noted below. A playoff will be conducted to determine the individual national champion. No other individual ties will be broken by a playoff. Team times will be determined first, followed by individual.

**Tiebreaking Procedures for Pairing (and Seeding) 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.

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**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 regional advancement, regional team champion, and regional individual champion.

**Head-to-Head Medal Play Tiebreaking Procedures**

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.

During the quarterfinal and semifinal round, if still tied after cumulative score is counted, a sudden victory playoff hole will occur with the tied match(es), low score winning. Continued play until a winner is determined.

In the event that a team match is tied after all five individual matches during the championship head to head medal play match, all five (5) players will compete in a sudden-victory playoff hole, counting the low four scores. Continued play until a winner is determined.

Should a team compete with fewer than five participants, the tiebreaker will be awarded to the team posting the higher number of official scores.

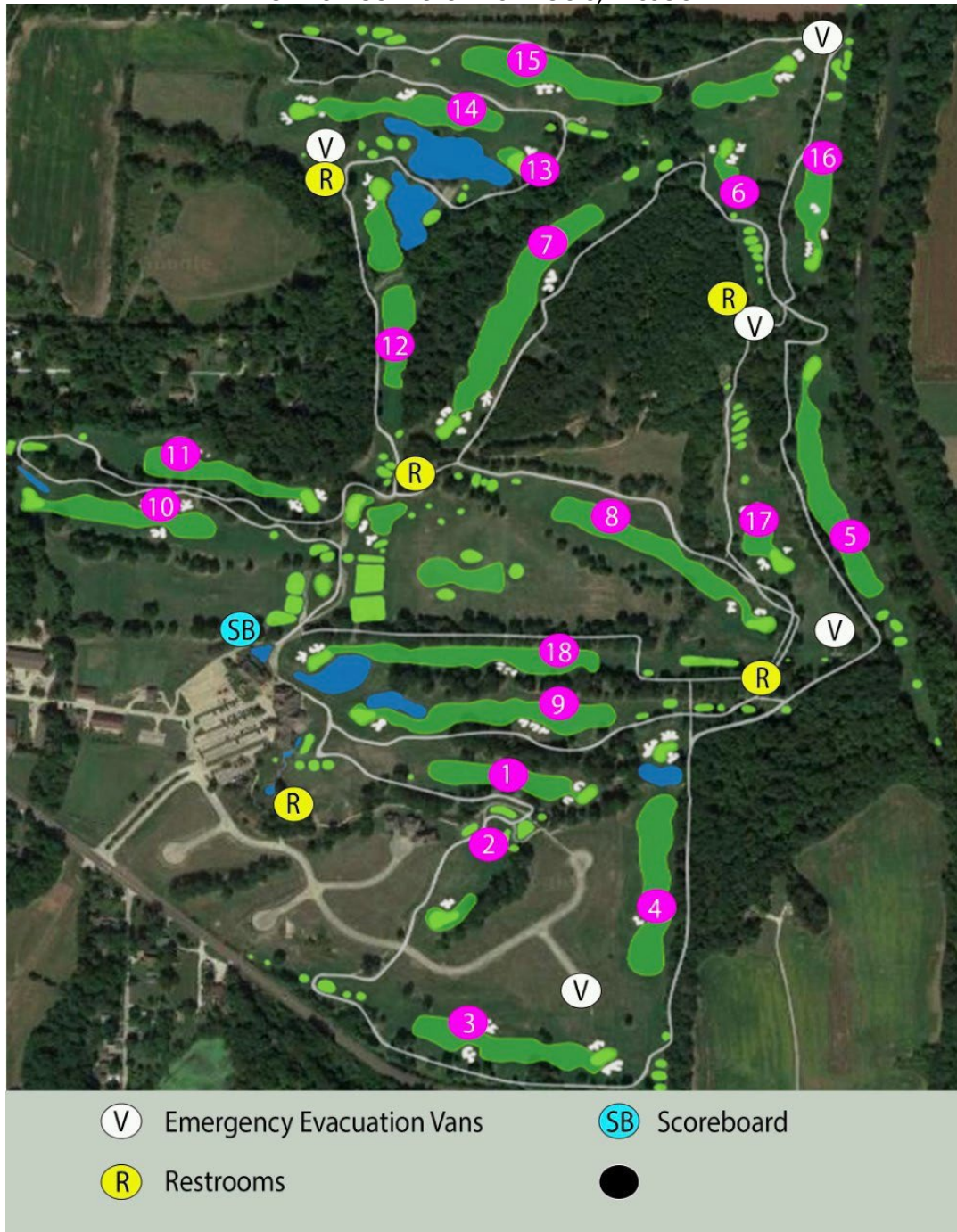
**Section 8 – Championship Operations**

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**Emergency/Evacuation Plan**

The Rules Officials, Golf Professional Staff will sound horns whenever they are aware that dangerous weather is in the area. When you hear the horn, *IMMEDIATELY* discontinue play, mark your golf ball and seek shelter. Evacuation mini vans (10) will be placed in five different locations throughout the course to assist in getting players off the course. The Fox Den, Clubhouse, and Carriage House will be also be locations that players, coaches and spectators can move towards for safety. Evacuation cards will be provided to every player to carry with them during their rounds of play. Please refer to the specific tee, fairway or green for directions as to where to go.

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**Directions to Fox Run Golf Club**

Exit Interstate 44 at Exit Number 264. Turn left to Highway 109 and drive 2.5 miles to Highway W. Turn left onto Highway W and travel 3.5 miles to Fox Run Golf Club. Entrance is on your left.

**Physical Address for GPS:**  
3510 State Road W  
Eureka, Missouri 63025

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**Hospitality/Meals**

There will be Powerade, Dasani Water, and snacks available at #1, #4, #7, #10, #13 and #16 tee boxes for credentialed participants.

Additionally, the room rate at both participant hotels includes a hot breakfast. Participating schools will also be offered to set up a house charge account with Fox Run Golf Club where box lunches can be charged.

For spectators, food and beverage service is available in the Carriage House on the grounds of Fox Run Golf Club, between the hours of 11:00 am – 2:00pm, Tuesday, Wednesday and Thursday. Snacks and beverages will be sold and available at the Fox Den every day during the tournament. Thursday and Friday an outdoor grilling station will be available for pre-orders and all spectators. Credit cards will be encouraged. Limited cash will be on hand.

**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 in the hotel lobbies (Drury Inn – Southwest and Drury Inn – Fenton)) on Sunday upon arrival. At this time, each coach will be given a packet including all pertinent information pertaining to the championship.

**Scoring**

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



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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 [www.ncaa.com](http://www.ncaa.com).

#### **Videotaping**

Institutions are permitted to videotape championship competitions by their teams or their individual student-athletes for archival, coaching, or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for commercial purposes. Videos may not be used during the round for coaching purposes.

#### **Section 9 - Competition Site**

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Established in 1993, Fox Run Golf Club is home to some of the most scenic views in the St. Louis area. Designed by Golf Course Architect Gary Kern, Fox Run Golf Club features a magnificent championship 18 hole golf course that is both challenging and fair. The traditional Championship course plays at 7330 yards with a challenging course rating of 75.8 and a slope of 136. For those who are up for more of a challenge the Fox-A tees stretch the course to an impressive 8,154 yards. At Fox Run Golf Club, we service our members and guests with a professional and experienced staff dedicated to exceeding your expectations.

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**Parking**

Teams Vehicles

Teams will receive a parking pass(es) at in their packet of information to use for the entire week. Please show this pass when you enter the grounds and have present on the dash of your vehicles. Designated team parking will be available in the club parking lot.

Spectators

Spectator parking will be marked and available on the golf course grounds. All parking will be close in proximity to the club house and course for easy access.

**Section 10 – Drug Testing**

**Athlete Notification**

Couriers will notify student-athletes selected for drug testing. Student-athletes will be instructed to The NCAA is dedicated to fair and equitable competition throughout each round of the championship and strongly supports the drug-testing program in order to safeguard the health and safety of the participating student-athletes. 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 her selection for drug testing, it is the student-athlete's responsibility to advise their institution of her selection for drug testing.

**Prolonged Test**

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

**Testing Process**

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

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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 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 features are turned off.

### **Golf Carts**

Golf carts will be provided for members of the games committee and 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 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 circumstance, 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. No PETS are allowed on the grounds of Fox Run during the entire week long tournament.

Carts are not provided to fans watching the golf tournament. The Women's Golf Committee recognizes the unique circumstances surrounding spectators who may require special assistance in order to watch the championships and strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. For spectators with accessibility issues, the following protocol has been established with respect to the use of golf carts. The head coach should request in writing special assistance no later than Friday, May 12, 2023 via a form that will be emailed by the tournament director. Request should be directed to Lori Flanagan, Tournament Director, via email at [flanaganlo@umsl.edu](mailto:flanaganlo@umsl.edu). If use of a cart is approved, only one authorized member of the party will be allowed to drive and additional members of the party will be required to walk the course. Use of the cart will also require a \$40 (+tax) fee to be paid on arrival to the course paid directly to the Pro Shop. There will be no general spectator cart sales.

## Section 13 - Lodging

### Headquarters Hotel



**Wildwood Hotel**  
2801 Fountain Place  
Wildwood, MO 63040

### Team Hotels



**Drury Inn Southwest**  
5 Lambert Drury Drive  
Valley Park, MO 63088

**East & Central Region Teams  
And four individual participants**



**Drury Inn – Fenton**  
1088 South Hwy Drive  
Fenton, MO 63026

**South and West Region Teams and  
four individual participants**

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All teams will be staying on-site at either the **Drury Southwest or Drury Fenton**. Contact person is **Karen Whitchurch (618) 570-1098** or [Karen.Whitchurch@druryhotels.com](mailto:Karen.Whitchurch@druryhotels.com).

Hotel blocks are pre-assigned and the cut-off date for confirming reservations is **5 p.m. CST on Friday, May 12th**. Immediately after the announcement of the 2023 championship field, participants will receive an email from their assigned property with further reservation instructions.

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.

## Section 14 - Media Services

### Webcast/Blog Coverage

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

### Credentials

Members of the media wishing to request credentials should contact Luke Rinne at ([rinnel@umsl.edu](mailto:rinnel@umsl.edu); by 5 p.m. Central Standard time, Friday, May 12, 2023.

### Interview Policies

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

## Section 15 - Medical

### Athletic Training – Medical Contact

A certified athletic trainer will be on-site for the practice round and tournament play. The athletic training facility for the championships will be in the women's locker room at Fox Run Golf Club. It will be open and staffed a minimum of one hour before the first tee time and remain open a minimum of one hour following the completion of the last competitors' round. The athletic 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.

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Any treatments requiring the use of therapeutic modalities will require written permission and treatment protocol provided by the team's athletic trainer. Send all requests to Twix Truong at [ttruong@umsl.edu](mailto:ttruong@umsl.edu)

During the competition, the athletic trainer may be reached via radio. If a situation arises, please alert tournament personnel to assist with this effort.

#### **Championship Medical Contact**

##### **Twix Truong Assistant Athletic Trainer – Lead Medical Contact**

Athletic trainers may vary throughout the event. The training room will be set up in the women's locker room at Fox Run Golf Club. If the athletic trainer is not in the room, they are doing rounds of the golf course and can be contacted on the phone number posted in Participant Manual or on the radio by any member of the Championship staff.

#### **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 the 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](http://www.NCAA.org/health-safety).

#### **Hospitals & Emergency Services**

**Mercy – GoHealth Urgent Care**  
20 The, Legends Pkwy, Eureka, MO 63025  
Phone: (636) 549-8509

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Des Peres Hospital  
2365 Dougherty Ferry  
St. Louis, MO 63122

Missouri Baptist Hospital  
3015 North Ballas  
St. Louis, MO 63141

### 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 her if the student-athlete's injury, illness, or medical condition poses a potentially life-threatening risk to 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.

If services from physicians are needed, please contact Twix Truong, UMSL Athletics Trainer

CVS Pharmacy	245 E. 5 <sup>th</sup> Street, Eureka, MO 63025	636-938-4976
Walgreens Pharmacy	250 East 4 <sup>th</sup> Street, Eureka, MO 63025	636-938-5635
Walgreens Pharmacy	1001 Bowles Ave. Fenton, MO 63026 (Open 24hrs)	636-343-0754

## 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.

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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 their 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**

Lambert International Airport – Services all major airlines. Airport is 25 minutes from either Drury Inn and is 40 minutes from Fox Run Golf Club.

### **Rental Cars**

#### Enterprise Rent-A-Car

Enterprise Rent-A-Car features a full fleet of vehicles available for rental. To secure a rental, go to [Enterprise.com](http://Enterprise.com) for booking. Type in the airport location – St. Louis Lambert Airport. A shuttle from the airport to the off-site Enterprise location runs every 5 minutes.

### **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](http://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.



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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.

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

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

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.
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](mailto:travel@ncaa.org).

#### **Per Diem**

Per diem will be provided for an official travel party of eight (8) for teams; and two (2) for individual participants.

#### **Section 18 - Tickets**

#### **Ticket Prices**

Admission is free for all five 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 eight (8) individuals. Six (6) 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 if 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 II 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 manufacturers 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 like 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.

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These restrictions apply to all apparel worn by student-athletes, 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 317-917-6222; [elite90@ncaa.org](mailto:elite90@ncaa.org)). All documents, including deadlines and nomination forms, can be obtained at [Elite 90 forms](#).

The submission deadline for nomination for **NCAA Division II Women's Golf** is **5 p.m. Eastern time on Friday, May 12**.

### 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 2022-2023, 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.

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 [www.NCAA-Awards.com](http://www.NCAA-Awards.com). 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 [NCAA-Awards.com](http://NCAA-Awards.com) using your Certificate Code.

### *Examples of Merchandise Selections:*

Sony Headphones



Roku Streaming Stick



Bluetooth Speaker & Powerbank



Coleman Chair



PhoneSoap



Jacket + Backpack Bundle

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 Lexi Carlton ([lcarlton@maingateinc.com](mailto:lcarlton@maingateinc.com)), 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.

## St. Louis Union Station – Private Party at the Aquarium

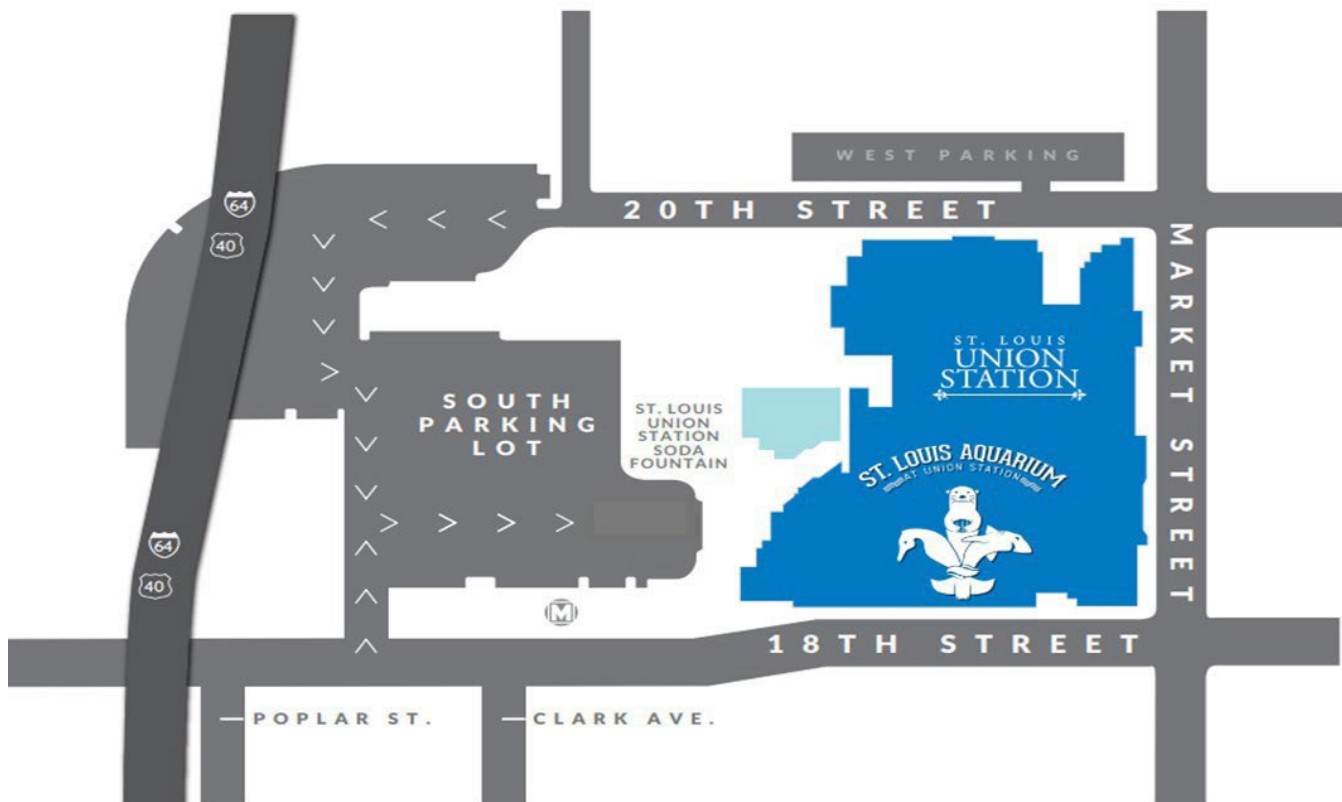
Event begins at 5:00pm – appetizers, beverages.

- Welcome from the University Chancellor
- Introduction of the NCAA National Golf Committee
- NCAA Elite 90 Award
- Private party tour through the Aquarium
- St. Louis Ted Drew's Custard
- Departure for hotel – 7:00pm

Directions for the Monday, May 15<sup>th</sup> Opening Ceremony Celebration.

**GPS – 201 S 18<sup>th</sup> Street, St. Louis, Missouri 63103**

- Hwy I-44/ US 50 E ramp towards St. Louis –
- Exit on the left 290B for Lafayette Avenue
- Merge onto Lafayette Avenue
- Use left 2 lanes to turn left on Truman Parkway
- Park in the South Parking Lot off of 18<sup>th</sup> Street (**validation** of your ticket will be done inside at the event)
- Enter through the Aquarium Entrance.



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APPENDIX B



Please complete the necessary information and return No later than 5:00pm on Thursday, May 11<sup>th</sup> to Lori Flanagan at [flanaganlo@umsl.edu](mailto:flanaganlo@umsl.edu) .

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

LINE UP for NCAA Women's Golf Championship 2023

Name	

\_\_\_\_\_  
Arrival to Hotel (Date and Time)

\_\_\_\_\_  
List type of vehicle (Sprinter Van, One van, 2 mini vans, etc)

\_\_\_\_\_  
Head Coach (Print name)

\_\_\_\_\_  
Assistant Coach (Print Name)

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