



2023
DIVISION II WOMEN'S
GOLF
CHAMPIONSHIPS

PARTICIPANT
2022-23 MANUAL
Regionals



Participants,

Congratulations on your selection to the NCAA Division II Women's Golf Championship! We are excited to host and welcome you and your student-athletes, coaches and fans to the 2023 South Regional hosted by the University of North Georgia.

UNG and the City of Gainesville are jointly prepared to roll out the red carpet for this event. Together, we take pride in being a welcoming community that resonates with southern hospitality.

With our experience hosting events, the central location and championship caliber facility at Chattahoochee Golf Club, and the community'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!

A handwritten signature in black ink, reading "Mary Rob Plunkett". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mary Rob Plunkett
University of North Georgia
Director of Athletics

2023 NCAA DIVISION II WOMEN’S GOLF CHAMPIONSHIPS
South Regional – Chattahoochee Golf Club – Gainesville, Georgia

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APPENDIXES

Appendix A – Division II Code of Conduct Form

Section 1 - Introduction/Welcome

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 Championships.

Administration of the NCAA Division II Women's Golf Championships 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 Championships. It is designed to use in conjunction with, not in place of, the NCAA Division II Women's Golf Pre-Championships Manual, which provides more general policies for the administration of the championship.

Section 2 - NCAA Mission Statement

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

Section 3 - NCAA Staff/Committee

NCAA Staff

Ashley Caldwell

Championships and Alliances, Operations

Phone: 317-917-4790

Email: acaldwell@ncaa.org

Head Rules Official

Kay Dalke

Phone: 940-781-3234

Email: coachwife@aol.com

NCAA Division II Women's Golf Committee

Suzanne Strudwick

Associate Director of Athletics/SWA

Carson Newman University

Phone: 865-471-4983

Email: ssrudwick@cn.edu

On-Site NCAA Committee Representative

Suzanne Strudwick

Associate Director of Athletics/SWA

Carson Newman University

Phone: 865-471-4983

Email: ssrudwick@cn.edu

Championship Game's Committee

Each NCAA Division II Women's Golf Regional Championship will have a game's committee comprising of the following individuals:

- On Site NCAA Committee Representative
- Tournament Director
- Head Rules Official

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The Game's Committee will be the governing body on site for any issues that may arise during the Championship event.

Section 4 - Host Personnel/Tournament Staff

Tournament Director

Lee Glenn

*Senior Associate Athletic Director
University of North Georgia*

Mobile: 706-968-6232

Email: *lee.glenn@ung.edu*

Facility Coordinator

Rodger Hogan

*Director of Golf, Chattahoochee Golf Club
City of Gainesville*

Mobile: 678-316-1553

Email: *rhogan@gainesvillega.gov*

Hospitality Coordinator

Robyn Lynch

*Director, Gainesville CVB
City of Gainesville*

Mobile: 770-530-7152

Email: *rlynch@gainesvillega.gov*

Media Coordinator

T.J. Campbell

*Dir. of Athletic Communications
University of North Georgia*

Mobile: 334-430-83642

Email: *thomas.campbell@ung.edu*

Medical Coordinator

Adam Daum

*Head Athletic Trainer
University of North Georgia*

Mobile: 470-585-8545

Email: *adam.daum@ung.edu*

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>.

Section 5 - Checklist



PARTICIPATING INSTITUTION CHECKLIST

	Action	Deadline
<input type="checkbox"/>	Make travel arrangements with Short's Travel (866/655-9215).	Noon ET May 3
<input type="checkbox"/>	Reply to email from host hotels to solidify block of rooms and arrival dates.	5:00 p.m. ET May 3
<input type="checkbox"/>	Submit online Travel Party Information Form. This direct link will be sent to all qualifying head coaches on the evening of selections announcement.	Noon ET May 3
<input type="checkbox"/>	Send code of conduct form (Appendix A) to dyoung@ncaa.org .	5:00 p.m. ET May 5
<input type="checkbox"/>	Email all media requests, rosters and statistics to T.J. Campbell (thomas.campbell@ung.edu).	5:00 p.m. ET May 5
<input type="checkbox"/>	<i>Submit online box meal order form to Chattahoochee Grill. This direct link will be to all qualifying head coaches on the evening of selections announcement.</i>	5:00 p.m. ET May 5

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Section 6 - Schedule of Events

**2023 NCAA Division II Women's Golf South Regional
 May 8-10, 2023**

<u>Date/Time</u>	<u>Event</u>	<u>Site</u>
<u>Saturday, May 6</u>		
After 3:00 p.m.	Hotel check in	
8:00 – 9:00 p.m.	Tournament Registration	Assigned hotels
<u>Sunday, May 7</u>		
9:00 a.m.	Practice Facilities Open	Chattahoochee Golf Club
9:00 a.m. – 4:00 p.m.	Medical Staff Available	Chattahoochee Golf Club
11:00 a.m.	Practice Round (Shotgun Start)	Chattahoochee Golf Club
After practice round	Participant Administrative Meeting	Clubhouse Back Deck/Putting Green
6:00 p.m.	Practice Facilities Close	Chattahoochee Golf Club
<u>Monday, May 8</u>		
7:15 a.m.	Medical Staff Available	Chattahoochee Golf Club
7:15 a.m.	Practice Facilities Open	Chattahoochee Golf Club
8:30 a.m.	First Round Tee Times	Chattahoochee Golf Club
1 hour following play	Practice Facilities Close	Chattahoochee Golf Club
<u>Tuesday, May 9</u>		
7:15 a.m.	Medical Staff Available	Chattahoochee Golf Club
7:15 a.m.	Practice Facilities Open	Chattahoochee Golf Club
8:30 a.m.	Second Round Tee Times	Chattahoochee Golf Club
1 hour following play	Practice Facilities Close	Chattahoochee Golf Club
<u>Wednesday, May 10</u>		
7:15 a.m.	Medical Staff Available	Chattahoochee Golf Club
7:15 a.m.	Practice Facilities Open	Chattahoochee Golf Club
8:30 a.m.	Third Round Tee Times	Chattahoochee Golf Club
After conclusion of play	Awards Ceremony	Clubhouse Back Deck/Putting Green

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Administrative Meeting

The games committee for the Regional Championships will conduct a meeting at Chattahoochee Golf Club immediately following the practice round, Sunday, May 7. The meeting will take place around the practice putting green adjacent to CGC's back deck. This meeting is required for all head coaches and student-athletes. The NCAA and the NCAA rules official(s) will use this time to cover all necessary rules and information. A fine of \$100.00 will be assessed for those institutions not in attendance. NCAA Committee Member and NCAA Rules Representatives will carry out the meeting's agenda.

Practices

Practice Round

One 18-hole practice round will be scheduled for Sunday, May 7. The practice round will be by a shotgun start at 11:00 a.m. A team may not start a practice round other than during this designated time. Teams are not required to play practice rounds. Two golf carts will be assigned to each team (and one per individual) to transport to starting holes. One of the carts can be used by the coach while the other cart is left behind at the starting hole and will be used to return to clubhouse after completion of the practice round.

Hole assignments for the shotgun start are as follows:

Team/Individual	Hole Assignment
Seed #1 TBD	1
Seed #2 TBD	2
Seed #3 TBD	3
Seed #4 TBD	4
Seed #5 TBD	5
Seed #6 TBD	6
Seed #7 TBD	7
Seed #8 TBD	8
Seed #9 TBD	9
Seed #10 TBD	10
Seed #11 TBD	11
Seed #12 TBD	12
Individuals 1, 2, 3	13
Individuals 4, 5, 6	14

In an effort to maintain the conditions of the course and speed of play, it is required that each individual play only one ball from the tee and when approaching the green during any practice round. A player may hit a second tee shot from a par-three tee to the green only if the first tee shot did not land on the green. No more than two tee shots will be allowed per player per par 3 hole. Each hole must be completed within 18 minutes. Players may hit multiple chips and putts using two balls within 10 yards of the green as long as they stay within the 18-minute time limit. Violation of the policy may result in the player and/or team being removed from the golf course. Groups of five are permissible during the practice round. Groups of six are not allowed and coaches are not allowed to play during the practice round. Head coaches or designated official institutional representatives will be required to be with their teams and individuals during the entire practice and tournament rounds.

Practice Facilities

Practice facilities will be available during the championships and those competing will be advised of the dates and times when the facilities will be available. Teams or individuals entered in the NCAA Division II Women's Golf Championships will not be allowed to practice at the site of the regional or national championship 10 days before the day preceding the first practice round. The practice facilities may or may not be available to team and individual participants prior to the practice round.

Please be advised - If individuals, teams, or coaches practice or walk onto the championships course prior to the practice round, they will be subject to disqualification by the games committee from participation in the championships. The host institution's team shall be exempt from this policy, provided the championships are conducted on the institution's home course.

Weather Policy

The NCAA will provide a weather detection system for the championships and will make arrangements for the system to be on site. The games committee will do everything possible to complete 54 holes of play by Wednesday, May 10. Only stipulated rounds of 18 holes will be used to determine team scores and advancement. If a minimum of 36 holes cannot be completed, the games committee will select the regional representatives to the finals taking into consideration 18-hole scores and other selection criteria.

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

Section 7 - Championship Format

The format for the NCAA Division II Women's Golf Championships 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 Championships will consist of both team and individual competition conducted concurrently. Twelve teams and the top six individuals not with a team will be selected from the south region to compete in one of four 54-hole regional tournaments. The top five teams and the top two individuals not with a team from the south regional will advance to the finals. Tiebreakers and playoffs will be used to determine individual and team champions and advancement to the finals.

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Championships Scorecard

2023 NCAA Division II South Regional Scorecard

Chattahoochee Golf Club • May 8-10, 2023

Hole	Par	Minimum	Maximum
1	4	335	335
2	4	294	294
3	3	148	148
4	5	452	452
5	4	340	340
6	5	466	466
7	4	359	359
8	3	110	164
9	4	367	367
10	4	338	338
11	4	361	361
12	4	371	371
13	3	127	127
14	5	469	469
15	4	260	318
16	5	500	500
17	3	110	137
18	4	350	376

The yardages listed are the likely range 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 at or shorter than the minimum. Average daily yardage is approximately 5,850 yards.

Lineups/Substitutes

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

Tee Times/Pairings

The 1st tee will be used as the singular starting hole for all three rounds of the regional. However, the committee reserves the right to adjust to split tees, if necessary. Tee times will not be altered to accommodate travel schedules.

The committee will pair teams in groups of three according to seed for the first two rounds. Teams and individuals will be re-paired according to score after the first and second rounds.

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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.

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Tee Times/Pairings

Monday, May 8			
8:30 a.m.	Individual No. 4	Individual No. 5	Individual No. 6
8:40 a.m.	Individual No. 1	Individual No. 2	Individual No. 3
8:50 a.m.	#5 Player from No. 10 Team	#5 Player from No. 11 Team	#5 Player from No. 12 Team
9:00 a.m.	#4 Player from No. 10 Team	#4 Player from No. 11 Team	#4 Player from No. 12 Team
9:10 a.m.	#3 Player from No. 10 Team	#3 Player from No. 11 Team	#3 Player from No. 12 Team
9:20 a.m.	#2 Player from No. 10 Team	#2 Player from No. 11 Team	#2 Player from No. 12 Team
9:30 a.m.	#1 Player from No. 10 Team	#1 Player from No. 11 Team	#1 Player from No. 12 Team
9:40 a.m.	#5 Player from No. 7 Team	#5 Player from No. 8 Team	#5 Player from No. 9 Team
9:50 a.m.	#4 Player from No. 7 Team	#4 Player from No. 8 Team	#4 Player from No. 9 Team
10:00 a.m.	#3 Player from No. 7 Team	#3 Player from No. 8 Team	#3 Player from No. 9 Team
10:10 a.m.	#2 Player from No. 7 Team	#2 Player from No. 8 Team	#2 Player from No. 9 Team
10:20 a.m.	#1 Player from No. 7 Team	#1 Player from No. 8 Team	#1 Player from No. 9 Team
10:30 a.m.	#5 Player from No. 4 Team	#5 Player from No. 5 Team	#5 Player from No. 6 Team
10:40 a.m.	#4 Player from No. 4 Team	#4 Player from No. 5 Team	#4 Player from No. 6 Team
10:50 a.m.	#3 Player from No. 4 Team	#3 Player from No. 5 Team	#3 Player from No. 6 Team
11:00 a.m.	#2 Player from No. 4 Team	#2 Player from No. 5 Team	#2 Player from No. 6 Team
11:10 a.m.	#1 Player from No. 4 Team	#1 Player from No. 5 Team	#1 Player from No. 6 Team
11:20 a.m.	#5 Player from No. 1 Team	#5 Player from No. 2 Team	#5 Player from No. 3 Team
11:30 a.m.	#4 Player from No. 1 Team	#4 Player from No. 2 Team	#4 Player from No. 3 Team
11:40 a.m.	#3 Player from No. 1 Team	#3 Player from No. 2 Team	#3 Player from No. 3 Team
11:50 a.m.	#2 Player from No. 1 Team	#2 Player from No. 2 Team	#2 Player from No. 3 Team
12:00 p.m.	#1 Player from No. 1 Team	#1 Player from No. 2 Team	#1 Player from No. 3 Team

Tuesday, May 9			
8:30 a.m.	#5 Player from No. 1 Team	#5 Player from No. 2 Team	#5 Player from No. 3 Team
8:40 a.m.	#4 Player from No. 1 Team	#4 Player from No. 2 Team	#4 Player from No. 3 Team
8:50 a.m.	#3 Player from No. 1 Team	#3 Player from No. 2 Team	#3 Player from No. 3 Team
9:00 a.m.	#2 Player from No. 1 Team	#2 Player from No. 2 Team	#2 Player from No. 3 Team
9:10 a.m.	#1 Player from No. 1 Team	#1 Player from No. 2 Team	#1 Player from No. 3 Team
9:20 a.m.	#5 Player from No. 4 Team	#5 Player from No. 5 Team	#5 Player from No. 6 Team
9:30 a.m.	#4 Player from No. 4 Team	#4 Player from No. 5 Team	#4 Player from No. 6 Team
9:40 a.m.	#3 Player from No. 4 Team	#3 Player from No. 5 Team	#3 Player from No. 6 Team
9:50 a.m.	#2 Player from No. 4 Team	#2 Player from No. 5 Team	#2 Player from No. 6 Team
10:00 a.m.	#1 Player from No. 4 Team	#1 Player from No. 5 Team	#1 Player from No. 6 Team
10:10 a.m.	#5 Player from No. 7 Team	#5 Player from No. 8 Team	#5 Player from No. 9 Team
10:20 a.m.	#4 Player from No. 7 Team	#4 Player from No. 8 Team	#4 Player from No. 9 Team
10:30 a.m.	#3 Player from No. 7 Team	#3 Player from No. 8 Team	#3 Player from No. 9 Team
10:40 a.m.	#2 Player from No. 7 Team	#2 Player from No. 8 Team	#2 Player from No. 9 Team
10:50 a.m.	#1 Player from No. 7 Team	#1 Player from No. 8 Team	#1 Player from No. 12 Team
11:00 a.m.	#5 Player from No. 10 Team	#5 Player from No. 11 Team	#5 Player from No. 12 Team
11:10 a.m.	#4 Player from No. 10 Team	#4 Player from No. 11 Team	#4 Player from No. 12 Team
11:20 a.m.	#3 Player from No. 10 Team	#3 Player from No. 11 Team	#3 Player from No. 12 Team
11:30 a.m.	#2 Player from No. 10 Team	#2 Player from No. 11 Team	#2 Player from No. 12 Team
11:40 a.m.	#1 Player from No. 10 Team	#1 Player from No. 11 Team	#1 Player from No. 12 Team
11:50 a.m.	Individual No. 1	Individual No. 2	Individual No. 3
12:00 p.m.	Individual No. 4	Individual No. 5	Individual No. 6

Wednesday, May 10			
8:30 a.m.	Individual No. 4	Individual No. 5	Individual No. 6

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8:40 a.m.	Individual No. 1	Individual No. 2	Individual No. 3
8:50 a.m.	#5 Player from No. 10 Team	#5 Player from No. 11 Team	#5 Player from No. 12 Team
9:00 a.m.	#4 Player from No. 10 Team	#4 Player from No. 11 Team	#4 Player from No. 12 Team
9:10 a.m.	#3 Player from No. 10 Team	#3 Player from No. 11 Team	#3 Player from No. 12 Team
9:20 a.m.	#2 Player from No. 10 Team	#2 Player from No. 11 Team	#2 Player from No. 12 Team
9:30 a.m.	#1 Player from No. 10 Team	#1 Player from No. 11 Team	#1 Player from No. 12 Team
9:40 a.m.	#5 Player from No. 7 Team	#5 Player from No. 8 Team	#5 Player from No. 9 Team
9:50 a.m.	#4 Player from No. 7 Team	#4 Player from No. 8 Team	#4 Player from No. 9 Team
10:00 a.m.	#3 Player from No. 7 Team	#3 Player from No. 8 Team	#3 Player from No. 9 Team
10:10 a.m.	#2 Player from No. 7 Team	#2 Player from No. 8 Team	#2 Player from No. 9 Team
10:20 a.m.	#1 Player from No. 7 Team	#1 Player from No. 8 Team	#1 Player from No. 9 Team
10:30 a.m.	#5 Player from No. 4 Team	#5 Player from No. 5 Team	#5 Player from No. 6 Team
10:40 a.m.	#4 Player from No. 4 Team	#4 Player from No. 5 Team	#4 Player from No. 6 Team
10:50 a.m.	#3 Player from No. 4 Team	#3 Player from No. 5 Team	#3 Player from No. 6 Team
11:00 a.m.	#2 Player from No. 4 Team	#2 Player from No. 5 Team	#2 Player from No. 6 Team
11:10 a.m.	#1 Player from No. 4 Team	#1 Player from No. 5 Team	#1 Player from No. 6 Team
11:20 a.m.	#5 Player from No. 1 Team	#5 Player from No. 2 Team	#5 Player from No. 3 Team
11:30 a.m.	#4 Player from No. 1 Team	#4 Player from No. 2 Team	#4 Player from No. 3 Team
11:40 a.m.	#3 Player from No. 1 Team	#3 Player from No. 2 Team	#3 Player from No. 3 Team
11:50 a.m.	#2 Player from No. 1 Team	#2 Player from No. 2 Team	#2 Player from No. 3 Team
12:00 p.m.	#1 Player from No. 1 Team	#1 Player from No. 2 Team	#1 Player from No. 3 Team

Tiebreaker

If conditions and time permit, ties shall be broken during a sudden victory playoff counting the best four scores relative to par on each hole until a winner is determined. The committee will determine the sequence of holes. Time limitations may dictate a shotgun start as determined by the committee. The team playoff will be conducted first. Teams will draw for positions in a team tiebreaker. If conditions and time do not allow for a playoff, the following procedure will be used to break ties:

Teams

1. Cumulative total of the non-counting scores.
2. Lowest team score for the final round.
3. Lowest team score for the 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.

Tiebreaking Procedures for Pairing Purposes:

Team

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

Individuals (within a team)

1. When a tie exists within a team, the individual with the lowest team position will be given the later tee time.
2. That round's score.
3. Score from previous round(s).
4. Pairing that day will be used.

Individuals

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

***Note:** Tiebreaking procedures will be used for team and individual regional advancement, regional team champion, and regional individual champion.*

Section 8 - Championship Operations

Mobile Marshals - Emergency/Evacuation Plan/Live Scoring

The 2023 NCAA Division II Women's Golf South Regional will utilize a mobile marshal system where a tournament staff member will be assigned to each group and will follow play with a golf cart. The mobile marshal will be responsible for hole-by-hole live scoring and the golf cart will serve as the group's evacuation cart should that be necessary. If it becomes necessary to evacuate the course, one long horn blast will be sounded.

The WeatherSentry mobile alert service will be utilized for inclement weather. In concert with the Chattahoochee Golf Club staff, tournament officials will sound an alert notifying participants of dangerous weather. An all-clear alert will sound when play can be resumed.

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

Hydration Stations & Meals

There will be hydration stations and snacks available at various locations on the golf course for participants and coaches during the practice round and all three rounds of championship play. The hydration stations will be refillable water stations.



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Additionally, the room rate at both participant hotels includes a hot breakfast.

Participating schools will be offered to set up a house charge account with Chattahoochee Grill where meals in the restaurant can be charged.

For spectators, food and beverage service is available in the Chattahoochee Grill restaurant during the duration of the event.

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 championships.

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 (Hilton Garden Inn & Holiday Inn Express Lake Lanier) on Saturday, May 6 from 8-9 p.m. At this time, each coach will be given a packet including all pertinent information pertaining to the championship.

Scoring

Scorecards shall be kept in strict accordance with Rule 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.

After completion of round, all players should immediately report to the officials in the scoring area behind number 18 green. Scorecards will be deemed official once the player has left the scoring area.

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

Every holes, players will record their scores using the mobile marshal, so results may be updated in real time at www.ncaa.com.

Videotaping

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

Section 9 - Competition Site



Designed by Robert Trent Jones, Sr. on the banks of Lake Lanier, Chattahoochee Golf Club has been one of the premiere public golf courses in North Georgia since 1960. Built on 183 acres of rolling farmland, the course design allows for easy walking and is enjoyable for both scratch and high handicap golfers.

- The golf course just completed a \$2 million renovation over six months that restored the venue to its original Robert Trent Jones, Sr. layout. The renovation included a recontouring of all greens and a conversion from bent grass to Bermuda Tiff Eagle.
- Chattahoochee Golf Club is home to 1973 Masters Champion Tommy Aaron.

The course is home to:

- 2024 NCAA Division II Men's Golf South Regional
- 2023 NCAA Division II Women's Golf South Regional
- 2022 NCAA Division II Women's Golf National Championship
- Mizuno Intercollegiate hosted by the University of North Georgia
- Georgia Senior PGA Open
- Former Hooters/SwingThought Tour events
- Milton Martin Honda Classic
- The Atlanta Open, Georgia's oldest professional golf event



Lost and Found

Lost and found will be located at the Clubhouse Pro Shop.

Parking

Parking will be available at Chattahoochee Golf Club. A parking attendant will be on site to assist with team parking as the parking lot will be sectioned off for participants, event staff and spectators. Parking procedures will be covered at registration.

Section 10 - Directions



Physical Address for GPS
301 Tommy Aaron Drive
Gainesville, Georgia 30501



Section 11 - Drug Testing

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

Athlete Notification

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

Media Obligations

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

Participating Institution's Notification

While couriers will notify student-athletes of 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, 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 12 - Equipment

The type of equipment (i.e., balls, clubs) to be used shall be determined by the individual team and must be acceptable under the USGA 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.

The use of non-motorized pull carts is allowed in the women's golf championships.

Golf Carts

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

A single cart will be provided to the designated coach during the regionals and finals for practice and competition rounds. The cart is to be utilized by the designated coaches 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 particular circumstances, the committee would not be fundamentally altering the fairness of the competition by providing a player with an advantage over other players.

Section 13 – 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 coach, are considered spectators. Ringers on electronic devices such as cell phones or pagers must be turned off. Spectators are asked to refrain from smoking near the players. Spectators that fail to comply with tournament or golf club guidelines may be removed from the course.

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 5, 2023. Request should be directed to Lee Glenn, Tournament Director, via email at lee.glenn@ung.edu. If use of a cart is approved, only one authorized member of the party will be allowed to drive with the approved spectator requiring special assistance, and additional members of the party will be required to walk the course. Use of the cart will also require a \$35 (+tax) fee to be paid on arrival to the course.

Section 14 - Lodging

Headquarters Hotel



Fairfield Inn & Suites
1755 Browns Bridge Road
Gainesville, Georgia 30501

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Team Hotels



Hilton Garden Inn
1735 Browns Bridge Road
Gainesville, Georgia 30501

**Team Seeds #1, #2, #4, #5, #7,
#8, #10 and #11**



Holiday Inn Express
Lake Lanier Area
1189 Dawsonville Hwy.
Gainesville, Georgia 30501

**Team Seeds #3, #6, #9 and #12
Individuals (6)**

Three doubles and two kings have been reserved for each of the 12 teams and two kings have been reserved for the individual qualifiers. ***Please Note: Immediately following selections, both hotels that are hosting participants will send out a welcome email to the head coach of schools that are assigned to their facility with detailed instructions on how to confirm your room block.***

The cut-off date for making reservations is **5:00 p.m. ET on Wednesday, May 3.**

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, they will be charged for those rooms.

Section 15 - Media Services

Credentials – Photos, TV, SID's

Members of the media wishing to request credentials should contact T.J. Campbell, (thomas.campbell@ung.edu) by 5:00 p.m. ET, Friday, May 5.

Section 16 - Medical

Athletic Training

Adam Daum, Head Athletic Trainer, will coordinate athletic training needs at all times. Adam or a designee will be available at the course each day. There will be ice available as well as all first aid materials. Please contact Adam prior to arrival to arrange necessary treatment schedules. His contact information is listed on the contact information page of this manual.

Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs

before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

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

Hospitals and Emergency Services



Northeast Georgia Health System

Northeast Georgia Medical Center -- Gainesville
743 Spring Street NE – Gainesville, Georgia 30501
Phone: 770-219-9000

Section 17 - Participant Expectations & Guidelines

Code of Conduct

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

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

Ethical Behavior by Coaches

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

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

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

Section 18 - Team Travel/Transportation

Airport(s)



Atlanta Hartsfield-Jackson International Airport – Services all major airlines. Travel time to Gainesville from the airport is approximately 60 minutes.

Expense Reimbursement

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

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

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

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

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

Section 19 - Tickets

Ticket Prices

Admission is free to the three-day event.

Section 20 - Travel Party and Per Diem

Per Diem

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

Squad Size

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

Travel Party Size

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

Section 21 - Uniforms

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

Logo Policy*

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

The provisions of Bylaw 12.5.4 (Divisions I and II) or Bylaw 12.5.3 (Division III) indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

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

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

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APPENDIX A



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

Sport: _____ Institution: _____

NAME	SIGNATURE

Head Coach Signature Date

SAAC Team Representative's Signature Date

Sport Supervisor (Director of Athletics or Designee) Date

Forms should be returned by Noon ET, Friday, May 5 to Demetria Young (dyoung@ncaa.org).

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