



***PARTICIPANT***  
***2024-25 MANUAL***  
***Regionals***

2025 NCAA Division II Women's Golf Championships  
Central Regional – KickingBird Golf – Edmond, Oklahoma



Dear Participant:

Welcome to the 2025 NCAA Division II Women's Golf Central Regional Championship hosted by the University of Central Oklahoma and KickingBird Golf in Edmond, OK. As the host institution, we at the University of Central Oklahoma will do everything to make your visit to Edmond as enjoyable and comfortable as possible.

We hope you enjoy playing the newly renovated KickingBird Golf. Rated as one of the top 10 golf courses in Oklahoma, KickingBird Golf opened its doors in 1971, featuring the design of Oklahoma Golf Hall of Famer Floyd Farley. In 2023, KickingBird Golf underwent a complete renovation, including rebuilding all 18 greens and redesigns of Holes #4, #9, #12 and #16. The KickingBird Golf staff has gone to great lengths to make your experience a memorable one.

The following information in this manual should answer most of your questions and concerns. Should you require any additional information, or need clarification, please do not hesitate to let us know and we will be happy to assist you in any way possible. Best of luck in the upcoming days of competition.

Sincerely,

**Stan Wagnon**

*University of Central Oklahoma  
Director of Athletics*

**Brett McLaughlin**

*Sr. Associate Athletic Director/Tournament Director  
University of Central Oklahoma*

2025 NCAA Division II Women's Golf Championships  
Central Regional – KickingBird Golf – Edmond, Oklahoma



Dear Coaches and Players,

On behalf of KickingBird Golf, I would like to congratulate the 18 teams and 6 Individuals who have qualified for this year's NCAA Division II Women's Central/Midwest Regional being hosted here at KickingBird Golf, May 4-7, 2025. We are looking forward to hosting this event, and hope you enjoy your experience here at KickingBird, Edmond, and the Oklahoma City Area.

We have recently completed a \$22 Million renovation that includes a new clubhouse, special event center, new short game practice area, and golf course renovation. A nice amenity for the players will be access to use TrackMan Range during your practice sessions. I would recommend loading the TrackMan app to your phones prior to your arrival.

If you need anything during your time here, please feel free to reach out to myself or my professional staff. (Assistant Golf Professionals: Terry Wiles, Brett Hagan, and Ethan Ming). We look forward to a great regional.

Sincerely,

**Brian Soerensen**  
*Director of Golf*  
*KickingBird Golf*

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### Section 1 - Introduction/Welcome

On behalf of the Division II Women's Golf Committee, thank you for being an important part of the 2025 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.

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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 Staff

##### **Mariah Martin**

*Championships and Alliances, Operations*

Phone: 317- 287-9078 (cell)

Email: [msmartin@ncaa.org](mailto:msmartin@ncaa.org)

#### Head Rules Official

##### **Greg Dunn**

Phone: (816) 918-6631 (cell)

Email: [gdunn@dunpar.com](mailto:gdunn@dunpar.com)

#### NCAA Division II Women's Golf Committee

##### **Michael Bond, chair**

*Head Women's Golf Coach*

University of Central Oklahoma

Phone: (405) 924-0034 (cell)

Email: [mbond3@uco.edu](mailto:mbond3@uco.edu)

#### On-Site NCAA Site Representative

##### **Dawn Tatro**

*Sr. Associate Athletic Director,*

*Senior Women's Administrator*

Rogers State University

Phone: (918) 625-0919 (cell)

Email: [dtatro@rsu.edu](mailto:dtatro@rsu.edu)

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#### **Championship Game's Committee**

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

- **NCAA Committee Representative – Dawn Tatro**
- **Tournament Director – Brett McLaughlin**
- **Head Rules Official – Greg Dunn**

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

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**Section 4 - Host Personnel/Tournament Staff**

<b>Brett McLaughlin</b>	<i>Tournament Director</i>	Sr. Associate Athletic Director, Internal Operations	(405) 974-2117 / (316) 554-4600 (cell)	<a href="mailto:tmclaughlin3@uco.edu">tmclaughlin3@uco.edu</a>
<b>Brian Soerensen</b>	<i>Facility Director</i>	Director of Golf, KickingBird Golf	(405) 341-5350	<a href="mailto:brian.soerensen@edmondok.gov">brian.soerensen@edmondok.gov</a>
<b>Chris Brannick</b>	<i>Sports Information Director</i>	Assistant Athletic Director, Media Relations	(405) 974-3959 / (405) 301-0187 (cell)	<a href="mailto:cbrannick@uco.edu">cbrannick@uco.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>.

**Section 5 - Checklist**

**PARTICIPATING INSTITUTION PRE-TOURNAMENT CHECKLIST**

Action/Benchmark	Deadline
Overnight/email your media guide, latest team/individual stats and all media requests to Chris Brannick, <a href="mailto:cbrannick@uco.edu">cbrannick@uco.edu</a> .	Thursday, May 1 5:00 p.m. CST
Please contact Lexi Banister and Sherri Banister with the Hilton Garden Inn Edmond / North via email <a href="mailto:lexi.banister@hilton.com">lexi.banister@hilton.com</a> and <a href="mailto:sherri.banister@hilton.com">sherri.banister@hilton.com</a> to confirm your hotel blocks (rooms & arrival).	Friday, May 2, 5:00 p.m. CST
Complete the online attestation form linked below. Please read the full instructions (online submission & travel party signatures) in the document. <b>LINK:</b> <a href="https://forms.office.com/r/PDt945Hfyc">https://forms.office.com/r/PDt945Hfyc</a>	Friday, May 2, 5:00 p.m. CST
Email Travel Information and Team Roster (Appendix A) to Brett McLaughlin, <a href="mailto:tmclaughlin3@uco.edu">tmclaughlin3@uco.edu</a> .	Friday, May 2, 12:00 p.m. CST
Email Lunch Order Form (Appendix B) to Brett McLaughlin, <a href="mailto:tmclaughlin3@uco.edu">tmclaughlin3@uco.edu</a> .	Friday, May 2, 5:00 p.m. CST

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**Section 6 - Schedule of Events**

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**2025 NCAA Division II Women's Golf Central Regional**  
*May 5-7, 2025*

<u>Date/Time</u>	<u>Event</u>	<u>Site</u>
<b><u>Saturday, May 3</u></b>		
After 3:00 p.m.	Hotel check in	Hilton Garden Inn – Edmond / Oklahoma City North
<b><u>Sunday, May 4</u></b>		
9:00 a.m. – 11:00 a.m.	Team Registration	Event Center (KickingBird Golf)
11:00 a.m.	Practice Facilities Open	KickingBird Golf
11:00 a.m.	Administrative Meeting	KickingBird Golf
11:00 a.m.	Athletic Trainer Available	KickingBird Golf
12:00 p.m.	Practice Round (Shotgun Start)	KickingBird Golf
6:00 p.m.	Practice Facilities Close	KickingBird Golf
6:00 p.m. – 8:00 p.m.	Golf Welcome Event	Hilton Garden Inn – Edmond / Oklahoma City North
<b><u>Monday, May 5</u></b>		
7:00 a.m.	Practice Facilities Open	KickingBird Golf
7:00 a.m.	Athletic Trainer Available	KickingBird Golf
8:00 a.m.	First Round Tee Times (Single Tee)	KickingBird Golf
1 hour following play	Practice Facilities Close	KickingBird Golf
<b><u>Tuesday, May 6</u></b>		
7:00 a.m.	Practice Facilities Open	KickingBird Golf
7:00 a.m.	Athletic Trainer Available	KickingBird Golf
8:00 a.m.	Second Round Tee Times (Single Tee)	KickingBird Golf
1 hour following play	Practice Facilities Close	KickingBird Golf
<b><u>Wednesday, May 7</u></b>		
7:00 a.m.	Practice Facilities Open	KickingBird Golf
7:00 a.m.	Athletic Trainer Available	KickingBird Golf
8:00 a.m.	Third Round Tee Times (Single Tee)	KickingBird Golf
After play	Awards Ceremony	Scoreboard Area/Inside Range Pavilion and Scoreboard in Event Center

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### Administrative Meeting

The Game's Committee for the Regional Championships will conduct a meeting **prior to the practice round on Sunday, May 4 at 11:00 a.m., in the Event Center at KickingBird Golf**. 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 \$100.00 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 4 at 12:00 p.m.** The practice round will be a shotgun start. A team may not start a practice round other than during this designated time. Teams are not required to play practice rounds.

Hole assignments for the shotgun start are as follows:

Team/Individual	Hole Assignment
Team 1	Hole 1
Team 2	Hole 2
Team 3	Hole 3
Team 4	Hole 4
Team 5	Hole 5
Team 6	Hole 6
Team 7	Hole 7
Team 8	Hole 8
Team 9	Hole 9 A
Individuals 4, 5, 6	Hole 9 B
Team 10	Hole 10
Team 11	Hole 11
Team 12	Hole 12
Team 13	Hole 13
Team 14	Hole 14
Team 15	Hole 15
Team 16	Hole 16
Team 17	Hole 17
Team 18	Hole 18 A
Individuals 1, 2, 3	Hole 18 B

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 16 minutes and the practice round is allotted a total of four hours and forty-eight minutes (4:48). Players may hit multiple chips and putts using two balls within 10 yards of the green as long as they stay within the 16-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 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 on the course of the regional or national championship 10 days leading up to the day before the practice round. Note: Availability may vary by site, so teams should confirm access in advance.

However, 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 7. 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. Eighteen teams and the top six individuals not with a team will be selected from the central region to compete in one of four 54-hole regional tournaments. The top four teams and the top two individuals not with a team from the Central 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**

**2025 NCAA Division II Central Regional Scorecard**

*KickingBird Golf • May 5-7, 2025*

Hole	Par	R1	R2	R3
1	4	408	408	408
2	4	295	295	295
3	3	132	132	132
4	5	460	460	460
5	4	400	400	400
6	3	128	128	128
7	4	374	374	374
8	4	315	315	315
9	4	391	391	391
<b>OUT</b>	<b>35</b>	<b>2903</b>	<b>2903</b>	<b>2903</b>
10	4	346	346	346
11	3	157	157	157
12	5	481	481	481
13	4	345	345	345
14	3	173	173	173
15	5	505	505	505
16	3	150	150	150
17	4	381	381	381
18	4	393	393	393
<b>IN</b>	<b>35</b>	<b>2931</b>	<b>2931</b>	<b>2931</b>
<b>TOTAL</b>	<b>70</b>	<b>5834</b>	<b>5834</b>	<b>5834</b>

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.

**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. Prior to a stroke or match play round during Regionals or Finals, a team may substitute a sixth player for any member of the team provided that:

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a. The Site Representative is notified of the substitution at least 10 minutes prior to that team member's starting time.

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.*

Should institutions bring a sixth player as a substitute, that player may use the practice facilities during the women's championships and is allowed to participate in the team's practice round. Sixth player will act a spectator and must follow spectator guideline for the rest of that round. Sixth player may also use practice facilities during the rounds if they are not out on the course.

#### **Tee Times/Pairings**

The 1<sup>st</sup> 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.

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 5, 2025 – First Round**

Pairing	Start Time	Player #1	Player #2	Player #3
1	8:00 a.m.	Individual #1	Individual #2	Individual #3
2	8:10 a.m.	Individual #4	Individual #5	Individual #6
3	8:20 a.m.	Team #1, Player #5	Team #2, Player #5	Team #3, Player #5
4	8:30 a.m.	Team #1, Player #4	Team #2, Player #4	Team #3, Player #4
5	8:40 a.m.	Team #1, Player #3	Team #2, Player #3	Team #3, Player #3
6	8:50 a.m.	Team #1, Player #2	Team #2, Player #2	Team #3, Player #2
7	9:00 a.m.	Team #1, Player #1	Team #2, Player #1	Team #3, Player #1
8	9:10 a.m.	Team #4, Player #5	Team #5, Player #5	Team #6, Player #5
9	9:20 a.m.	Team #4, Player #4	Team #5, Player #4	Team #6, Player #4
10	9:30 a.m.	Team #4, Player #3	Team #5, Player #3	Team #6, Player #3
11	9:40 a.m.	Team #4, Player #2	Team #5, Player #2	Team #6, Player #2
12	9:50 a.m.	Team #4, Player #1	Team #5, Player #1	Team #6, Player #1
13	10:00 a.m.	Team #7, Player #5	Team #8, Player #5	Team #9, Player #5
14	10:10 a.m.	Team #7, Player #4	Team #8, Player #4	Team #9, Player #4
15	10:20 a.m.	Team #7, Player #3	Team #8, Player #3	Team #9, Player #3
16	10:30 a.m.	Team #7, Player #2	Team #8, Player #2	Team #9, Player #2
17	10:40 a.m.	Team #7, Player #1	Team #8, Player #1	Team #9, Player #1
18	10:50 a.m.	Team #10, Player #5	Team #11, Player #5	Team #12, Player #5

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19	11:00 a.m.	Team #10, Player #4	Team #11, Player #4	Team #12, Player #4
20	11:10 a.m.	Team #10, Player #3	Team #11, Player #3	Team #12, Player #3
21	11:20 a.m.	Team #10, Player #2	Team #11, Player #2	Team #12, Player #2
22	11:30 a.m.	Team #10, Player #1	Team #11, Player #1	Team #12, Player #1
23	11:40 a.m.	Team #13, Player #5	Team #14, Player #5	Team #15, Player #5
24	11:50 a.m.	Team #13, Player #4	Team #14, Player #4	Team #15, Player #4
25	12:00 p.m.	Team #13, Player #3	Team #14, Player #3	Team #15, Player #3
26	12:10 p.m.	Team #13, Player #2	Team #14, Player #2	Team #15, Player #2
27	12:20 p.m.	Team #13, Player #1	Team #14, Player #1	Team #15, Player #1
28	12:30 p.m.	Team #16, Player #5	Team #17, Player #5	Team #18, Player #5
29	12:40 p.m.	Team #16, Player #4	Team #17, Player #4	Team #18, Player #4
30	12:50 p.m.	Team #16, Player #3	Team #17, Player #3	Team #18, Player #3
31	1:00 p.m.	Team #16, Player #2	Team #17, Player #2	Team #18, Player #2
32	1:10 p.m.	Team #16, Player #1	Team #17, Player #1	Team #18, Player #1

**Tuesday, May 6, 2025 – Second Round**

Pairing	Start Time	Player #1	Player #2	Player #3
1	8:00 a.m.	Team #10, Player #5	Team #11, Player #5	Team #12, Player #5
2	8:10 a.m.	Team #10, Player #4	Team #11, Player #4	Team #12, Player #4
3	8:20 a.m.	Team #10, Player #3	Team #11, Player #3	Team #12, Player #3
4	8:30 a.m.	Team #10, Player #2	Team #11, Player #2	Team #12, Player #2
5	8:40 a.m.	Team #10, Player #1	Team #11, Player #1	Team #12, Player #1
6	8:50 a.m.	Team #13, Player #5	Team #14, Player #5	Team #15, Player #5
7	9:00 a.m.	Team #13, Player #4	Team #14, Player #4	Team #15, Player #4
8	9:10 a.m.	Team #13, Player #3	Team #14, Player #3	Team #15, Player #3
9	9:20 a.m.	Team #13, Player #2	Team #14, Player #2	Team #15, Player #2
10	9:30 a.m.	Team #13, Player #1	Team #14, Player #1	Team #15, Player #1
11	9:40 a.m.	Team #16, Player #5	Team #17, Player #5	Team #18, Player #5
12	9:50 a.m.	Team #16, Player #4	Team #17, Player #4	Team #18, Player #4
13	10:00 a.m.	Team #16, Player #3	Team #17, Player #3	Team #18, Player #3
14	10:10 a.m.	Team #16, Player #2	Team #17, Player #2	Team #18, Player #2
15	10:20 a.m.	Team #16, Player #1	Team #17, Player #1	Team #18, Player #1
16	10:30 a.m.	Team #1, Player #5	Team #2, Player #5	Team #3, Player #5
17	10:40 a.m.	Team #1, Player #4	Team #2, Player #4	Team #3, Player #4
18	10:50 a.m.	Team #1, Player #3	Team #2, Player #3	Team #3, Player #3
19	11:00 a.m.	Team #1, Player #2	Team #2, Player #2	Team #3, Player #2
20	11:10 a.m.	Team #1, Player #1	Team #2, Player #1	Team #3, Player #1
21	11:20 a.m.	Team #4, Player #5	Team #5, Player #5	Team #6, Player #5
22	11:30 a.m.	Team #4, Player #4	Team #5, Player #4	Team #6, Player #4
23	11:40 a.m.	Team #4, Player #3	Team #5, Player #3	Team #6, Player #3
24	11:50 a.m.	Team #4, Player #2	Team #5, Player #2	Team #6, Player #2
25	12:00 p.m.	Team #4, Player #1	Team #5, Player #1	Team #6, Player #1
26	12:10 p.m.	Team #7, Player #5	Team #8, Player #5	Team #9, Player #5
27	12:20 p.m.	Team #7, Player #4	Team #8, Player #4	Team #9, Player #4
28	12:30 p.m.	Team #7, Player #3	Team #8, Player #3	Team #9, Player #3
29	12:40 p.m.	Team #7, Player #2	Team #8, Player #2	Team #9, Player #2
30	12:50 p.m.	Team #7, Player #1	Team #8, Player #1	Team #9, Player #1
31	1:00 p.m.	Individual #4	Individual #5	Individual #6
32	1:10 p.m.	Individual #1	Individual #2	Individual #3

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

**Wednesday, May 7, 2025 – Final Round**

For Round 3 teams are listed by cumulative score from Rounds 1 and 2.

Pairing	Start Time	Player #1	Player #2	Player #3
1	8:00 a.m.	Team #16, Player #5	Team #17, Player #5	Team #18, Player #5
2	8:10 a.m.	Team #16, Player #4	Team #17, Player #4	Team #18, Player #4
3	8:20 a.m.	Team #16, Player #3	Team #17, Player #3	Team #18, Player #3

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4	8:30 a.m.	Team #16, Player #2	Team #17, Player #2	Team #18, Player #2
5	8:40 a.m.	Team #16, Player #1	Team #17, Player #1	Team #18, Player #1
6	8:50 a.m.	Team #13, Player #5	Team #14, Player #5	Team #15, Player #5
7	9:00 a.m.	Team #13, Player #4	Team #14, Player #4	Team #15, Player #4
8	9:10 a.m.	Team #13, Player #3	Team #14, Player #3	Team #15, Player #3
9	9:20 a.m.	Team #13, Player #2	Team #14, Player #2	Team #15, Player #2
10	9:30 a.m.	Team #13, Player #1	Team #14, Player #1	Team #15, Player #1
11	9:40 a.m.	Team #10, Player #5	Team #11, Player #5	Team #12, Player #5
12	9:50 a.m.	Team #10, Player #4	Team #11, Player #4	Team #12, Player #4
13	10:00 a.m.	Team #10, Player #3	Team #11, Player #3	Team #12, Player #3
14	10:10 a.m.	Team #10, Player #2	Team #11, Player #2	Team #12, Player #2
15	10:20 a.m.	Team #10, Player #1	Team #11, Player #1	Team #12, Player #1
16	10:30 a.m.	Individual #4	Individual #5	Individual #6
17	10:40 a.m.	Individual #1	Individual #2	Individual #3
18	10:50 a.m.	Team #7, Player #5	Team #8, Player #5	Team #9, Player #5
19	11:00 a.m.	Team #7, Player #4	Team #8, Player #4	Team #9, Player #4
20	11:10 a.m.	Team #7, Player #3	Team #8, Player #3	Team #9, Player #3
21	11:20 a.m.	Team #7, Player #2	Team #8, Player #2	Team #9, Player #2
22	11:30 a.m.	Team #7, Player #1	Team #8, Player #1	Team #9, Player #1
23	11:40 a.m.	Team #4, Player #5	Team #5, Player #5	Team #6, Player #5
24	11:50 a.m.	Team #4, Player #4	Team #5, Player #4	Team #6, Player #4
25	12:00 a.m.	Team #4, Player #3	Team #5, Player #3	Team #6, Player #3
26	12:10 a.m.	Team #4, Player #2	Team #5, Player #2	Team #6, Player #2
27	12:20 a.m.	Team #4, Player #1	Team #5, Player #1	Team #6, Player #1
28	12:30 p.m.	Team #1, Player #5	Team #2, Player #5	Team #3, Player #5
29	12:40 p.m.	Team #1, Player #4	Team #2, Player #4	Team #3, Player #4
30	12:50 p.m.	Team #1, Player #3	Team #2, Player #3	Team #3, Player #3
31	1:00 p.m.	Team #1, Player #2	Team #2, Player #2	Team #3, Player #2
32	1:10 p.m.	Team #1, Player #1	Team #2, Player #1	Team #3, Player #1

### Tiebreaker

If conditions and time permit, sudden-victory playoff holes for all five (5) players; counting the low four (4) scores. All five players will play one hole, in two groups, following the Two Team A & B tie breaker guideline. The hole(s) to be played will be assigned by the committee with play continuing for as many holes as required until a winner is determined. 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. Best individual cumulative total for the team.
3. Second-best cumulative individual total for the team.
4. Third-best cumulative individual total for the team.
5. Fourth-best cumulative individual total for the team.
6. Fifth-best cumulative individual total for the team.
7. Committee decision.

#### Individuals

1. Lowest third-round score.
2. Lowest second-round score.
3. Lowest first-round score.
4. Committee decision.

#### Tiebreaking Procedures for Pairing Purposes:

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**Team**

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

**Individuals (within a team)**

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

**Individuals**

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

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

## Section 8 - Championship Operations

### Emergency/Evacuation Plan

The WeatherSentry and Perry Weather alert service will be utilized for inclement weather. In concert with the KickingBird Golf staff and tournament officials will sound an alert notifying participants of dangerous weather. An all-clear alert will sound when weather has passed.

### Shelter Areas

Clubhouse

Restroom - Located at #5 tee box

\*Evacuation carts to come to clubhouse provided at certain holes

#1 Tee, Fairway, Green (Clubhouse)	#10 Tee, Fairway, Green (Clubhouse)
#2 Tee (Area north of #6 green and shuttle)	#11 Tee, Fairway, Green (Clubhouse)
#2 Fairway, Green (Clubhouse)	#12 Tee, Fairway, Green (Area north of #15 green and shuttle)
#3 Tee, Fairway, Green (Clubhouse)	#13 Tee (Area north of #15 green and shuttle)
#4 Tee (Clubhouse)	#13 Fairway, Green (Halfway House and shuttle)
#4 Fairway, Green (Halfway House and shuttle)	#14 Tee, Fairway, Green (Halfway House and shuttle)
#5 Tee (Halfway House and shuttle)	#15 Tee (Halfway House and shuttle)
#5 Fairway, Green (Area north of #6 green and shuttle)	#15 Fairway, Green (Area north of #15 green and shuttle)
#6 Tee, Fairway, Green (Area north of #6 green and shuttle)	#16 Tee (Area north of #15 green and shuttle)
#7 Tee (Area north of #6 green and shuttle)	#16 Fairway, Green (Clubhouse)
#7 Fairway, Green (Clubhouse)	#17 Tee (Clubhouse)
#8 Tee (Clubhouse)	#16 Fairway, Green (Halfway House and shuttle)
#8 Fairway, Green (Area north of #6 green and shuttle)	#18 Tee, Fairway, Green (Clubhouse)
#9 Tee (Area north of #6 green and shuttle)	
#9 Fairway, Green (Clubhouse)	

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### Hydration Stations

There will be hydration and snacks available on holes #1, #5, #10 and #15 for participants and coaches during the practice round and all three rounds of championship play.

### 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 Clipd to provide the computerized scoring system for the championships.

### Post-Championship/Competition Site Evaluations

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

### Registration

Registration will take place at the KickingBird Golf Event Center near the pro shop on **Sunday, May 4 beginning at 9:00 a.m.** At this time, each coach will be given a packet including all pertinent information pertaining to the championship. Official team lineups must be turned in at this time. An Official Lineup form may be found in the back of this manual.

### Scoring

Live scoring will be provided by Clipd.

Scorecards shall be kept in strict accordance with Rule 3.3b of the USGA's "Scoring in Stroke Play" Immediately after completion of play, each group will proceed to the scoring area to return score cards and verify scores. All scores are official and may not be changed 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.

**Note:** Electronic Scoring as the official scoring for the Central Regional.

### 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

KickingBird Golf opened in May of 1971 and just recently completed a \$22 million renovation project. The project includes a 13,00 square foot clubhouse, 6,600 square foot event center, indoor teaching facility, range entertainment pavilion and a new short game practice facility. KickingBird Golf has the only driving range in Oklahoma to feature TrackMan Range. The golf course renovation includes all new greens, new Tahoma 31 fairways and tee boxes and a new irrigation system. KickingBird Golf hosted the Oklahoma Open in the 1980's. Champions include Danny Edwards (1979), Jaime Gonzales (1980), Dr. Gil Morgan (1981), Doug Tewell (1982), Tom Jones (1983), Kenny Huff (1984) and Bob Tway (1985). The golf course is



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home to the Oklahoma Golf Association Junior State Championship and hosted the 2024 US Amateur Local Qualifier and this year's 2025 qualifier.

Course Rating: 75.1 Course Slope: 131 Tournament Yardage: 5,834 Par 70

**Lost & Found**

Lost & found will be located at the KickingBird Golf Pro Shop.

**Parking (Golf Course)**

Parking will be available at KickingBird Golf. Teams are requested to park all vans at the back half (north end) of the parking lot.

**Section 10 – Directions**

**Important Addresses**

<b>KickingBird Golf</b> 1600 E. Danforth Road Edmond, OK 73034	<b>OKC – Will Rogers International Airport</b> 7100 Terminal Drive Oklahoma City, OK 73159
<b>Hilton Garden Inn – Edmond / Oklahoma City North</b> 2833 Conference Dr. Edmond, OK 73034	

**Directions**

***OKC – Will Rogers International Airport to Hotel***

Airport to Hilton Garden Inn Edmond: Exit airport north to S Meridian Ave. Use right lane to take OK-152 E ramp to I-44/Downtown, merging on to I-240. Use left lane to merge onto I-44 E toward I-40/Tulsa/Downtown. Take exit to stay on I-44 E toward I-35/Tulsa/Wichita. Continue on I-35 N to exit 143, E Covell Rd. Turn left onto E Covell Rd. Turn right onto Conference Dr. Hilton Garden Inn will be on your left.

***Hotel to KickingBird Golf***

Hilton Garden Inn to KickingBird Golf: Exit hotel parking lot left onto Conference Dr. Take a left onto N Sooner Rd. Turn right onto E Danforth Rd. KickingBird Golf will be approximately 2 miles on your left.

**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 Rules of Golf. The one-ball rule (brand) will not be in effect.

Golf bags must have the name or logo of the school on them.

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

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

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.

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 his or her disability for those events where golf carts are not allowed. As required by the ADA, the men's golf committee will evaluate such requests on a case-by-case basis.

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

## Section 13 – General Public

### Spectator Guidelines

Spectators must 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.

The DII Women's Golf Committee recognizes the unique circumstances surrounding spectators who may require special assistance in order to watch the championships and strives to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. There will be no spectator cart sales.

**For spectators with accessibility issues, the following protocol has been established with respect to the use of golf carts:**

1. The head coach should request in writing special assistance from the tournament director no later than **5 p.m. CST, Friday, May 2**. Requests should be directed to Brett McLaughlin, Tournament Director, via email at [tmclaughlin3@uco.edu](mailto:tmclaughlin3@uco.edu).
2. If use of a cart is approved, only one authorized member of the party will be allowed to drive with the spectator requiring special assistance, and additional members of the party will be required to walk the course.

3. Use of the cart will also require a \$38 (+tax) fee to be paid on arrival to the course.

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#### Section 14 - Lodging

##### Team Hotels

##### **Hilton Garden Inn Edmond / Oklahoma City North**

2833 Conference Dr

Edmond, OK 73034

Contact: Lexi Banister

Phone: (405) 285-0900

Email: [lexi.banister@hilton.com](mailto:lexi.banister@hilton.com)

The following has been reserved for the Central Regional:

- Three (3) double/double and two (2) king rooms for the 18 qualifying teams
- Two (2) king rooms for the six (6) qualifying individuals

Reservations may be made by calling the appropriate contact listed above. Please be sure to note a complimentary hot breakfast buffet will open at 5:30 am each morning. Rates with and without breakfast are as follows:

- Double Room: \$149 +tax/night – Room rate including breakfast
- King Room: \$139 +tax/night – Room rate including breakfast

The cut-off date for making reservations is **5 p.m. CST on Friday, May 2.**

##### **Hotel Parking for Large Vehicle (15-Passenger & Sprinter Style Vans)**

The Hilton Garden Inn has complimentary self-parking for the duration of the event.

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.

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#### Section 15 - Media Services

##### Credentials – Photos, TV, SID's

Members of the media wishing to request credentials should contact Chris Brannick, ([cbrannick@uco.edu](mailto:cbrannick@uco.edu))

By 5:00 p.m. CST, Thursday, May 1.

**Section 16 - Medical**

**Athletic Training**

An athletic trainer will be on-site at KickingBird Golf daily. There will be ice available as well as all first aid material. Any expectation of the continuation of daily rehabilitation or modality treatment will require prior documentation from each school's athletic training staff. Please contact Alby Lindon ([alindon@uco.edu](mailto:alindon@uco.edu)) with this information prior to arrival to arrange necessary treatment schedules.

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

**Hospitals and Emergency Services**

<b>SSM Health Urgent Care</b> 2749 Progressive Drive Edmond, OK 73034 Phone: (405) 772-4110	<b>SSM Health St. Anthony Healthplex</b> 13401 N Western Ave Oklahoma City, OK 73114 Phone: (405) 252-3400	<b>OU Health-Edmond</b> 1 S Bryant Ave Edmond, OK 73034 Phone: (405) 341-6100
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## Section 17 - Participant Expectations & Guidelines

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### 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 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**

#### **OKC – Will Rogers International Airport**

7100 Terminal Drive  
Oklahoma City, OK 73159

### Expense Reimbursement

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

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

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

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

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

## Section 19 - Tickets

### Ticket Prices

Admission is free to the three-day event.

## Section 20 - Travel Party/Per Diem

### Per Diem

Per diem will be provided for an official travel party of seven (7). For Regionals, the NCAA reimburses per diem for up to five (5) student-athletes, with the cost of the sixth (6) student-athlete being the institution's responsibility. However, at the national championship, the NCAA reimburses the sixth (6) sixth student-athlete.

### 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 and (2) for individual teams.

## 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. Please refer to the host institution's pretournament mailing for the definition of appropriate attire at the golf course.

**Logo Policy\***

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

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

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

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

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

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

*[Reference to General Administrative Guidelines, Section 7, Page 16 of the Prechampionship Manual.]*

As authorized by the institution or conference, an additional commemorative or memorial patch (e.g., names, mascots, nicknames, logos and marks intended to celebrate or memorialize persons, events, or other causes) to be worn by a team is allowed as long as no safety hazard is created. The patch shall be contained within a four-sided geometrical space (i.e., rectangle) with an area that does not exceed 4 square inches and must be placed on the front or sleeve of the jersey and may not interfere with any required markings. While not all team members are required to wear the patch, the patch must be identical for those who choose to wear the patch.

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**TEAM TRAVEL INFORMATION AND TEAM ROSTER – APPENDIX A**

**Contact Information**

Institution			
<b>Title</b>	<b>Name</b>	<b>Cell Phone</b>	<b>Email</b>
Head Coach			
Sports Information Director			
Athletic Trainer			
Administrator (if traveling)			

**Travel Logistics**

Arrival Date	Click here to enter a date.	Arrival Time		Check here if you are driving	<input type="checkbox"/>
Airline		Flight Number		Departure Airport	
Number of vehicles you will have on site:			President/Chancellor Attending?		<input type="checkbox"/>

**Travel Party Roster**

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

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

\*if applicable- 6th player not included in per diem count for reimbursement. Please submit this form by **12:00pm CST, Friday, May 2** to Brett McLaughlin ([tmclaughlin3@uco.edu](mailto:tmclaughlin3@uco.edu))

APPENDIX B

# *The* LOOKOUT

## PRE-ORDER

## NCAA MEAL OPTIONS

TEAM \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

**TURKEY SANDWICH \$14** \_\_\_\_\_

Served on white bread with American cheese, lettuce, tomato, with bagged potato chips, banana, and a chocolate chip cookie.

**HAM SANDWICH \$14** \_\_\_\_\_

Served on white bread with American cheese, lettuce, tomato, with bagged potato chips, banana, and a chocolate chip cookie.

**NUMBER OF MEALS** \_\_\_\_\_

**CONTACT** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**\*\*\* DRINKS NOT INCLUDED\*\*\***

Tax and a 20% gratuity will be added to the total bill.  
Please let us know if you are tax exempt and provide proof of exemption. If you would like to explore other F&B options please email [TheLookoutEvents@gmail.com](mailto:TheLookoutEvents@gmail.com)

**KickingBird Golf Course Map – APPENDIX C**

