



PARTICIPANT
2024-25 MANUAL
Regionals

2025 NCAA Division II Women's Golf Championships
West Regional – Tascosa Golf Club – Amarillo, Texas



Participants,

On behalf of Doug Lipinski, Vice President for Athletics at West Texas A&M University, Head Women's Golf Coach Meredith Jameson, the staff at Tascosa Golf Club and the Amarillo Convention & Visitors Bureau, it is my pleasure to welcome you to Amarillo, Texas for the 2025 NCAA Division II Women's Golf West Regional.

Our teams have worked diligently to ensure your experience in Amarillo is not only competitively fulfilling but also enjoyable.

If there is anything we can do to make your visit to our campus and community more enjoyable, please do not hesitate to let me know.

Best of Luck!

Kent Johnson
West Texas A&M
Senior Associate A.D., Facilities & Event Operations

2025 NCAA Division II Women's Golf Championships
East Regional – The Meadows Golf Course – Allendale, Michigan

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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.

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

Mariah Martin

Championships and Alliances, Operations

Phone: 317- 287-9078 (cell)

Email: msmartin@ncaa.org

NCAA Division II Women's Golf Committee & On-Site NCAA Representative

Ben Greenberg

Director of Sports Communication

Colorado State University Pueblo

Phone: (501) 366-1203 (cell)

Email: ben.greenberg@csupueblo.edu

Head Rules Official

Brad Wiesley

Phone: (303) 884-2200 (cell)

Email: brad@wiesleyassoc.com

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 – Ben Greenberg**
- **Tournament Director – Kent Johnson**
- **Head Rules Official – Brad Wiesley**

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

Kent Johnson	<i>Host Representative, Tournament Director</i>	Senior Associate Athletic Director/ Facilities & Event Operations	(806) 651-4406 / (806) 290-4535 (cell)	kjohnson@wtamu.edu
Alan Coe	<i>Facility Director, Event Coordinator</i>	PGA, Director of Golf, Tascosa Golf Club	(806) 342-3051 / (806) 679-6562 (cell)	alan@tascosagolfclub.com
Josh Ducheneaux	<i>Sports Information Director</i>	Assistant Director of Athletic Communications	(806) 651-4443 / (806) 433-4435 (cell)	jducheneaux@wtamu.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 PRE-TOURNAMENT CHECKLIST

Action/Benchmark	Deadline
For all media inquiries—including the media guide, the latest team and individual stats or media credentials, please contact Josh Ducheneaux, jducheneaux@wtamu.edu .	Thursday, May 1 5:00 p.m. DST
Email Travel Party/LineUp Form (Appendix A) to Kent Johnson, kjohnson@wtamu.edu .	Friday, May 2 12:00 p.m. DST
Teams and Individuals must have their room reservations confirmed at the Fairfield Inn & Suites Amarillo, Hyatt Place Amarillo and TownePlace Suites Amarillo West, see Section 14 – Lodging for contact information .	Friday, May 2 5:00 p.m. DST
If desired, please submit your box order form (Appendix B) to: Brian Lehman, Food & Beverage Director, Tascosa Golf Club, Brian@tascosagolfclub.com , 806-342-3053 EXT: 201.	Friday, May 2 5:00 p.m. DST
Complete the online attestation form linked below. Please read the full instructions (online submission & travel party signatures) in the document. LINK: https://forms.office.com/r/PDt945Hfyc	Friday, May 2 5:00 p.m. EST

Section 6 - Schedule of Events

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

<u>Date/Time</u>	<u>Event</u>	<u>Site</u>
<u>Saturday, May 3</u>		
After 3:00 p.m.	Hotel Check-In	Fairfield West Amarillo Hyatt Place Amarillo TownPlace Suites Amarillo
<u>Sunday, May 4</u>		
8:00 a.m. – 11:00 a.m.	Team Registration	La Paloma Course
9:30 a.m.	Administrative Meeting	Garden Room, lower level, La Paloma Course
9:30 a.m.	Athletic Trainer Available	La Paloma Course
10:00 a.m.	Practice Facilities Open	La Paloma Course
11:00 a.m.	Practice Round (Shotgun Start)	La Paloma Course
6:00 p.m.	Practice Facilities Close	La Paloma Course
<u>Monday, May 5</u>		
6:30 a.m.	Athletic Trainer Available	La Paloma Course
7:00 a.m.	Practice Facilities Open	La Paloma Course
8:00 a.m.	First Round Tee Times (Single Tee)	La Paloma Course
1 hour following play	Practice Facilities Close	La Paloma Course
<u>Tuesday, May 6</u>		
6:30 a.m.	Athletic Trainer Available	La Paloma Course
7:00 a.m.	Practice Facilities Open	La Paloma Course
8:00 a.m.	Second Round Tee Times (Single Tee)	La Paloma Course
1 hour following play	Practice Facilities Close	La Paloma Course
<u>Wednesday, May 7</u>		
6:30 a.m.	Athletic Trainer Available	La Paloma Course
7:00 a.m.	Practice Facilities Open	La Paloma Course
8:00 a.m.	Third Round Tee Times (Single Tee)	La Paloma Course
After play	Awards Ceremony	Scoreboard Area/Outside Clubhouse

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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 9:30 a.m., in the Garden Room, located on the lower level at the La Paloma Course.** 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 11:00 a.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

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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 west 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 West 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 West Regional Scorecard
Tascosa Golf Club, La Paloma Course • May 5-7, 2025

Hole	Par	Maximum & Practice Round	Stroke Play		
			R1	R2	R3
1	4	415	415	415	415
2	4	382	345	382	345
3	4	355	326	355	326
4	3	158	140	126	158
5	4	375	348	375	375
6	4	399	399	319	399
7	3	160	129	160	145
8	5	480	424	448	480
9	4	366	366	366	366
Out	35	3090	2892	2946	3009
10	4	388	341	341	388
11	5	493	493	463	493
12	3	155	155	125	110
13	4	373	359	359	373
14	4	332	332	291	225
15	5	495	495	495	412
16	3	146	100	146	120
17	4	380	335	335	380
18	4	354	354	354	354
In	36	3116	2964	2909	2855
Total	71	6206	5856	5855	5864

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

Lineups/Substitutes

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 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.

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
19	11:00 a.m.	Team #10, Player #4	Team #11, Player #4	Team #12, Player #4

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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
4	8:30 a.m.	Team #16, Player #2	Team #17, Player #2	Team #18, Player #2

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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:

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

If it becomes necessary to evacuate the course, one long horn blast will be sounded.

Tascosa Golf Club golf staff will utilize **MXWeatherSentry** to alert for inclement weather. The Tascosa Golf Club golf staff and tournament officials will sound an alert notifying participants of dangerous weather. An all-clear alert will sound when weather has passed.

EVACUATION PLAN

Front 9 - Holes 1, 2, 6, 7, 8, 9 should go directly to the Clubhouse.

Holes 3, 4, 5 should go to the restroom at the #4 green.

Back 9 - Holes 10 and 18 go directly to the Clubhouse.

Holes 11, 12, 13, 17 should go to the van parked behind #11 green.

Holes 14, 15, 16 should go to the van parked behind the #15 green.

Please Note: Only players, coaches, scorers, officials, and volunteers are allowed in the carts. Spectators should proceed to the clubhouse or nearest shelter. (See map on Appendix C)

Hydration Stations

There will be hydration and snacks available on holes #1, #4, #7, #10, #12 and #16 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 Clippd 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 Garden Room located on the lower level of the La Paloma Course Clubhouse on **Sunday, May 4 beginning at 8:00 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.

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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: Paper Scoring as the official scoring for the West 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

Food Options

Food will be available daily from Tascosa Golf Club. (*See Appendix B*)

Lost & Found

Lost & found will be located at the Pro Shop.

Parking (Golf Course)

Parking will be available at the Tascosa Golf Club, La Paloma Course. Teams will enter through the main entrance or through the lower entrance on the back side of the building.

Section 10 – Important Addresses

Important Addresses

Tascosa Golf Club, La Paloma Course 4502 Fairway Drive Amarillo, TX 79214	Rick Husband Amarillo International Airport 10801 Airport Blvd. Amarillo, TX 79111
Fairfield Inn & Suites Amarillo West/Medical Center 6600 I-40 West Amarillo, TX 79106	Hyatt Place Amarillo 8985 W. Amarillo Blvd Amarillo, TX 79124
Residence Inn Amarillo 6700 I-40 West Amarillo, TX 79106	TownePlace Suites Amarillo West/Medical Center 6807 I-40 Amarillo, TX 79106

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. EST, Friday, May 2**. Requests should be directed to Kent Johnson, Tournament Director, via email at kjohnson@wtamu.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 \$45 (+tax) fee to be paid on arrival to the course.

Section 14 - Lodging

Headquarter Hotel

Residence Inn Amarillo

6700 I-40

Amarillo, TX 79106

Contact: Lynelle Jorgensen

Phone: (605) 321-2450

Email: Lynelle.jorgensen@aimbridge.com

Team Hotel(s)

Fairfield Inn & Suites Amarillo West/Medical Center

6600 I-40

Amarillo, TX 79106

Contact: Amber Dominguez

Phone: (806) 640-7406

Email: adominguez@ramhotels.net

The following has been reserved for the West Regional:

- Three (3) double/double and two (2) king rooms for six (7) 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: \$119 +tax/night – Room rate including breakfast
- King Room: \$99 +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 Fairfield Inn & Suites has complimentary self-parking for the duration of the event.

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Hyatt Place Amarillo

8985 W. Amarillo Blvd
Amarillo, TX 79124

Contact: Mark Johnson

Phone: (806) 420-8950

Email: Mark.johnson1@hyatt.com

Contact: Andrea Gollihugh

Phone: 806-342-4700 EXT: 205

Email: Andrea@3923mgmt.com

The following has been reserved for the West Regional:

- Three (3) double/double and two (2) king rooms for eight (8) qualifying teams
- Two (2) king rooms for the one (1) qualifying individual

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: \$114 +tax/night – Room rate including breakfast
- King Room: \$114 +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 Hyatt Place has complimentary self-parking for the duration of the event.

TownePlace Suites Amarillo West/Medical Center

6807 I-40

Amarillo, TX 79106

Contact: Amber Dominguez

Phone: (806) 640-7406

Email: adominguez@ramhotels.net

The following has been reserved for the West Regional:

- Three (3) double/double and two (2) king rooms for three (3) qualifying teams
- Two (2) king rooms for four (4) 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: \$115 +tax/night – Room rate including breakfast
- King Room: \$115 +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 TownePlace Suites 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.

Section 15 - Media Services

Credentials – Photos, TV, SID's

Members of the media wishing to request credentials should contact **Josh Ducheneaux**, (jducheneaux@wtamu.edu) by 5:00 p.m. CST, Thursday, May 1.

Section 16 - Medical

Athletic Training

An athletic trainer will be on-site one hour prior and one hour following the conclusion of competition daily. Any expectation of the continuation of daily rehabilitation or modality treatment will require prior documentation from each school's athletic training staff. Please contact **Luke Kasper** (lkasper@wtamu.edu) with this information prior to Saturday, May 3.

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

Northwest Texas Healthcare System
1501 Coulter Street
Amarillo, TX 79106
P: (806) 354-1000

Urgent Care Facility – Northwest Emergency at Town Square
8960 Hillside Road
Amarillo, TX 79119
P: (806) 361-6987

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 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:

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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

Amarillo Rick Husband International Airport (American, Southwest & United)

10801 Airport Blvd
Amarillo, TX 79111
P: (806) 335-1671

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 four-day event, including the practice round.

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 two (2) for 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. 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.

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

Travel Logistics

Arrival Date	Click here to enter a date.	Arrival Time		Check here if you 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 (Noon) CDT, Friday, May 2** to Kent Johnson (kjohnson@wtamu.edu). Also, include Ben Greenberg, ben.greenberg@csupueblo.com.

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APPENDIX B

NCAA West Regional Lunch Order Guide

Please submit to:

**Brian Lehman, Food & Beverage Director, Tascosa Golf Club, Brian@tascosagolfclub.com, 806-342-3051
Ext. 201**

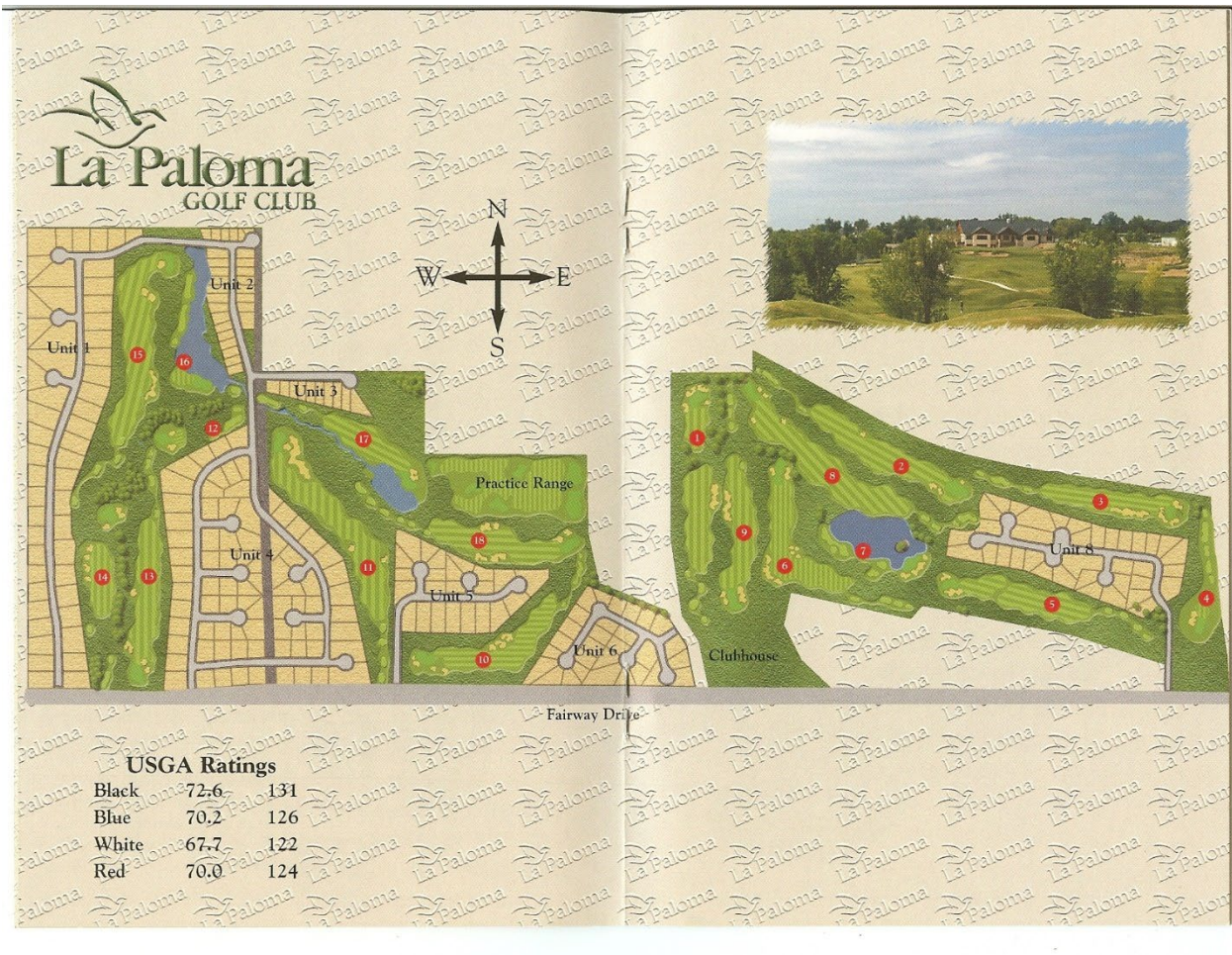
School Name	Day	Box Lunch Ham & Cheese Sandwich	Box Lunch Turkey & Cheese Sandwich	Box Lunch Chicken Guac Wrap	Box Lunch Club Wrap	Box Lunch Veggie Wrap
	Sunday	QUANTITY	QUANTITY	QUANTITY	QUANTITY	QUANTITY
	Monday	QUANTITY	QUANTITY	QUANTITY	QUANTITY	QUANTITY
	Tuesday	QUANTITY	QUANTITY	QUANTITY	QUANTITY	QUANTITY
	Wednesday	QUANTITY	QUANTITY	QUANTITY	QUANTITY	QUANTITY

All Box Lunches include a Sandwich or Wrap, Bag of Chips, and two cookies for \$16

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APPENDIX C

Tascosa Golf Club, La Paloma Course Map



Note: The driving range adjacent to the the No. 18 fairway is no longer available. The practice range is located on the Tascosa Course. Shuttle service will be provided from the parking lot to the range.