



**2021**  
**DIVISION III WOMEN'S**  
**GOLF**  
**CHAMPIONSHIPS**  
*LANSING, MI • Olivet College and  
Greater Lansing Sports Authority, Hosts*

# ***PARTICIPANT***

## ***2020-21 MANUAL***

*Finals*

# Welcome

Dear Coaches,

On behalf of the Greater Lansing Sports Authority and Olivet College, we want to extend a warm welcome and a congratulations on qualifying for the 2021 NCAA Division III Women's Golf Championships. We know that qualifying to compete in this championship is a very significant accomplishment and we are proud that your talent, dedication, and commitment will allow you to join us this May. We are pleased to provide the following information packet to you for the upcoming championships, which will feature Forest Akers West Golf Course at Michigan State University. You will not be disappointed by this dynamic course! Although we know that your competition is the primary reason for your trip, we also hope that you, along with your family and friends, will take time to explore the wonderful things that Michigan's Capital City has to offer.

Below you will find general information regarding: the course being played, practice round policy and registration details. If you have any questions or concerns please do not hesitate to contact Meghan Ziehmer, Tournament Director, at 517-377-1425 or [mziehmer@lansing.org](mailto:mziehmer@lansing.org).

- Course:** The 72-hole championship will be played on the Forest Akers West Golf Course at just over 5,800 yards and a par of 72
- Practice rounds:** Sunday, May 9<sup>th</sup> – “**walk through**” practice round- no clubs allowed.  
Monday, May 10<sup>th</sup> – “**playing**” practice round with a 9 a.m. shotgun start.
- Registration:** Registration will be at the golf course, Saturday, May 8<sup>th</sup> from 5 – 8 p.m. and on Sunday, May 9<sup>th</sup> from 9 a.m. – noon. **We will be collecting your team's line-up and distributing tournament gift bags at registration.**
- Reservations:** Once your team has qualified you may contact either hotel to make your reservations.

We wish you all the best and look forward to a great Championship.

Sincerely,

<i>Meghan Ziehmer</i>	<i>Ryan Shockey</i>	<i>Bill Maas</i>	<i>Bryan Harris</i>
Meghan Ziehmer	Ryan Shockey	Bill Maas	Bryan Harris
Tournament Director	Director of Athletics	Head Golf Coach	Manager
Greater Lansing Sports Authority	Olivet College	Olivet College	ForestAkers West Golf Course

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**Section 1 - Introduction**

On behalf of the Division III Women's Golf Committee, thank you for being an important part of the 2021 NCAA Division III Women's Golf Championships.

Administration of the NCAA Division III Women's Golf Championships is under the direction of the Division III Women's Golf Committee. As your team prepares for the championships, this manual will be a helpful guide to the policies and procedures governing the administration and conduct of this championships event. Further, this manual will provide specific information on hotel arrangements and travel as well as a schedule of events at the championships site. It is designed to use in conjunction with, not in place of, the NCAA Division III Women's Golf Pre-championships Manual, which provides more general policies for the administration of the championships.

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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**

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**NCAA Staff**

Nancy O'Hara  
Coordinator, Championships & Alliances  
Phone: 317-917-6162  
Phone: 317-446-1347  
Email: [nohara@ncaa.org](mailto:nohara@ncaa.org)

**Women's Golf Committee Member**

Bret Billhardt  
Senior Associate Director of Athletics  
Wittenberg University  
Phone: 440-487-5885  
Email: [billhardtb@wittenberg.edu](mailto:billhardtb@wittenberg.edu)

**Women's Golf Committee Member**

Mary Giorgi, chair  
Head Women's Golf Coach  
St. Catherine University  
Phone: 763-772-6010  
Email: [mrgiorgi@stkate.edu](mailto:mrgiorgi@stkate.edu)

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**Women's Golf Committee Member**

Jodie Burton  
Head Women's Golf Coach  
Claremont McKenna-Harvey Mudd-Scripps Colleges  
Phone: 951-315-7355  
Email: [jodie.burton@claremontmckenna.edu](mailto:jodie.burton@claremontmckenna.edu)

**Women's Golf Committee Member**

Thomas Chatfield  
Head Women's Golf Coach  
Hood College  
Phone: 240-626-3836  
Email: [chatfield@hood.edu](mailto:chatfield@hood.edu)

**Women's Golf Committee Member**

Pete Gyscek  
Head Men's and Women's Golf Coach  
Washington and Lee University  
Phone: 757-532-0576  
Email: [gyscekp@wlu.edu](mailto:gyscekp@wlu.edu)

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**Section 4 - Host Personnel**

<b>Tournament Director:</b>	<b>Meghan Ziehmer</b> Greater Lansing Sports Authority Office: 517-377-1425 Cell: 734-417-8967 Email: mziehmer@lansing.org
<b>Head Golf Professional</b>	<b>Bryan Harris</b> Manager, Forest Akers West Golf Course Cell: 517-204--4463 Email: harri524@msu.edu
<b>Tournament Host:</b>	<b>Ryan Shockey</b> Director of Athletics Olivet College
	<b>Bill Maas</b> Head Men's and Women's Golf Coach Olivet College Phone: 209-749-7567 Email: bmaas@olivetcollege.edu
<b>Tournament Media Coordinator:</b>	<b>Geoff Henson</b> Sports Information Director Olivet College Phone: 269-749-7602 Email: ghenson@olivetcollege.edu
<b>Athletic Trainer:</b>	<b>Sammy Whiteman</b> Head Athletic Trainer Olivet College Phone: 269-749-4167 Email: swhiteman@olivetcollege.edu
<b>Lodging Coordinators</b>	<b>Sara Veit</b> Crowne Plaza Lansing West Phone: 517-391-1298 Email: <a href="mailto:sveit@cplansingwest.com">sveit@cplansingwest.com</a>
<b>Tournament Scoring:</b>	<b>Golfstat</b> <a href="http://www.golfstat.com">www.golfstat.com</a>

**Championship Websites**

For more information about the Division III Women's Golf Championships, please visit the following link:  
<http://www.ncaa.com/championships/golf-women/d3>.

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Section 5 - Checklist

**Conference Call.** A [TEAMS](#) conference call will be conducted at **noon Eastern time, Tuesday, May 4**, with the participating teams/individuals as well as representatives from the NCAA, Greater Lansing Sports Authority, Olivet College and Forest Akers Golf Courses. Participating teams must be represented by their athletics director (or designee) or head coach.

[Click here to join the meeting](#) (Appendix A)

**PARTICIPATING INSTITUTION CHECKLIST** (This checklist is arranged in chronological order.)

**Noon ET, Tuesday, May 4.**

Participant mandatory championships conference call (Appendix A)

[Click here to join the meeting](#)

As soon as possible - **COVID Registration form due to** [NCAACampOps@stratoscope.com](mailto:NCAACampOps@stratoscope.com)

**By 5 p.m. ET, Wednesday, May 5.** Contact the hotel [sveit@cplansingwest.com](mailto:sveit@cplansingwest.com) to make your room reservations and submit your rooming list..

**By 5 p.m. ET, Wednesday, May 5.** Email team pictures and your school logo to Geoff Henson, Sports Information Director at Olivet College ([ghenson@olivetcollege.edu](mailto:ghenson@olivetcollege.edu)). Also include team and individual statistics, media guide (if available), roster (including name, class hometown, letters earned, etc), and a team photo with names. Also include your social media user names.

**By 5 p.m. ET, Wednesday, May 5.** Email the Coaches Contact/Travel/Line-up Form (Appendix B) to Nancy O'Hara at [nohara@ncaa.org](mailto:nohara@ncaa.org).

**By 5 p.m. ET, Wednesday, May 5.** Deadline to reserve your hotel rooms.

**By 5 p.m. ET, Thursday, May 6.** Submit Elite 90 materials. All information and nomination forms can be obtained on the ncaa.org membership site or by clicking [Elite 90 forms](#).

**By 5 p.m. ET, Thursday, May 6.** Email all media requests to Geoff Henson ([ghenson@olivetcollege.edu](mailto:ghenson@olivetcollege.edu)).

**By 5 p.m. ET, Thursday, May 6** Email completed Designation of Coaches Form (Appendix C) to Nancy O'Hara ([nohara@ncaa.org](mailto:nohara@ncaa.org)).

**By 5 p.m. ET, Friday, May 7** Fax or email Lunch Order Form (Appendix D) to Kelsie Edick, (email [coste113@msu.edu](mailto:coste113@msu.edu)).

**By your first tee time, Tuesday, May 11** Final line-up form must be submitted.

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**Section 6 - Schedule of Events**

**Saturday, May 8**

Teams arrive in East Lansing.

**Sunday, May 9**

7 – 9 a.m. Breakfast (Crowne Plaza Lansing West)  
8 a.m. – 4 p.m. COVID-19 Testing (Henry Center Atrium)  
9 a.m. Putting Green/Range Opens  
9 a.m. – 6 p.m. Registration (Henry Center Atrium)  
9 a.m. – 6 p.m. Course walk through.  
7 p.m. Putting Green/Range Closes

**Monday, May 10**

6:30 – 7:30 a.m. Breakfast (Crowne Plaza Lansing West)  
7 a.m. Putting Green/Range Opens  
8 a.m. Athletic Training Available (next to the Pro Shop follow the signage)  
9 a.m. Elite 90 Presentation  
9 a.m. Practice Round (shotgun start).  
11 a.m. – noon Boxed lunch available (Appendix D).  
2 – 6 p.m. COVID-19 Testing (Henry Center Atrium)  
3 p.m. Coaches meeting followed by coaches roundtable ([Click here to join the meeting](#))  
7 p.m. Putting Green/Range Closes

**Tuesday, May 11**

6 – 6:30 a.m. and 9 – 9:30 a.m. Breakfast open (Crowne Plaza Lansing West)  
6:30 a.m. Putting Green/Range Opens  
6:30 a.m. Athletic Training Available (next to the Pro Shop follow the signage)  
7 a.m. – 3 p.m. COVID-19 Testing (Henry Center Atrium)  
8 a.m. First round begins. Morning wave teams tee off #1 and #10  
Noon Afternoon wave teams tee off #1 and #10  
7 p.m. Putting Green/Range Closes

**Wednesday, May 12**

6 – 6:30 a.m. and 9 – 9:30 a.m. Breakfast open (Crowne Plaza Lansing West)  
6:30 a.m. Putting Green/Range Opens  
6:30 a.m. Athletic Training Available (next to the Pro Shop follow the signage)  
8 a.m. Second round begins. Morning wave teams tee off #1 and #10  
Noon Afternoon wave teams tee off #1 and #10  
7 p.m. Putting Green/Range Closes

**Thursday, May 13**

6 – 6:30 a.m. and 9 – 9:30 a.m. Breakfast open (Crowne Plaza Lansing West)  
6:30 a.m. Putting Green/Range Opens  
6:30 a.m. Athletic Training Available (next to the Pro Shop follow the signage)  
7 a.m. – 3 p.m. COVID-19 Testing (Henry Center Atrium)

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8 a.m.	Third round begins. Morning wave teams tee off #1 and #10
Noon	Afternoon wave teams tee off #1 and #10
7 p.m.	Putting Green/Range Closes

**Friday, May 14**

6 – 6:30 a.m. and 9 – 9:30 a.m.	Breakfast open (Crowne Plaza Lansing West)
6:30 a.m.	Putting Green/Range Opens
6:30 a.m.	Athletic Training Available (next to the Pro Shop follow the signage)
8 a.m.	Final round begins teeing off #1 and #10
3:30 p.m. (approximately)	Awards ceremony @ Scoreboard Area



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**Administrative Meeting**

The mandatory coaches' meeting will be held at [virtually](#) at 3 p.m. on Monday, May 11. The format, procedures and any other pertinent information will be reviewed at this time.

**Folds of Honor**

On Wednesday, May 12, each participant will be playing in honor of a fallen soldier. A special announcement of each fallen soldier will take place at the starting tee box. Folds of Honor signs will be located at each tee box and American pin flags will be located on holes 1 and 10. If a volunteer is not tending the flag, we ask that student-athletes lean the flags against their golf bags as to not let the American pin flags touch the ground.

**Practices**

A walk-through will be scheduled Sunday, May 9. No clubs will be allowed on the golf course, but the putting greens and driving range will be open. A practice day will be held Monday, May 10. Participants are not required to participate in practice rounds. Practice facilities will be available during the championships and participants will be advised of the dates and times when the facilities will be available. Coaches, teams and individuals participating in the NCAA Division III Women's Golf Championships will not be allowed to practice on the course that will be used for the national championships, beginning 10 days before the first practice round. Violations of this policy may result in sanctions listed under the NCAA misconduct provisions or disqualification of the team or individuals(s) from participation in the championships by the games committee. The host institution's team shall be exempt from this policy, provided the championships are conducted on the institution's home course.

Coaches and student-athletes will not be allowed to walk the course before the official championships walk-through. Student-athletes and coaches are not allowed on the course prior to their scheduled walk-through, practice or stipulated rounds; stroke penalties could be incurred for misconduct. Student-athletes and coaches are allowed on the course after their competition rounds provided they follow spectator rules. Coaches are not permitted to play the course at any time on practice or competition days. Teams and individuals may not start a practice round other than during their designated time or position.

Head coaches or designated official institutional representatives will be required to be with their teams and individuals during their entire practice rounds. Coaches will be provided time schedules and be responsible for monitoring pace of play and misconduct. Groups of five are permissible during the walk-through and practice round; however, no groups of six are allowed and coaches are not allowed to play.

In an effort to maintain the conditions of the course and speed of play during the practice round at the national championships, a player may hit multiple shots as long as each hole is completed in 15 minutes and only one ball lands on the green (including par-threes). No more than two tee shots will be allowed per player per par-three hole. Each hole must be completed within 15 minutes. Players may hit multiple chips and putts using two balls within 10 yards of the green as long as they stay within the 15-minute time limit. Violation of the policy may result in the player and/or team being moved into their appropriate position based on the pace of play model.

**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 72 holes.

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However, the committee reserves the right to modify the format (e.g., field size, number of rounds, pairings) for weather.

In the event of a weather emergency please follow the evacuation procedures provided onsite.

**Section 7 - Championship Format**

**Championships Scorecard**

The NCAA Division III Women's Golf Committee, subject to the approval of the Division III Championships Committee determines the format for the NCAA Division III Women's Golf Championships. The championships will consist of both team and individual competition conducted concurrently. In the team competition, the low four scores for each team will count in each day's total score.

The number of participants allowed at the finals is 131. A team may consist of four or five players. If a team is selected, additional individuals from that team are not permitted to compete as individuals in the championships. After 54 holes of competition, the field will be cut to the top 15 teams and top six (6) individuals not on one of those teams. Ties for the cut will be broken by a sudden death playoff or, if necessary, by the non-sudden death tiebreaking procedures set forth in this manual.

2021 NCAA DIVISION III WOMEN'S CHAMPIONSHIP SCORECARD  
Forest Akers West Golf Course  
Hosted by Olivet College and Greater Lansing Sports Authority  
May 11-14, 2021

<u>HOLE</u>	<u>PAR</u>	<u>YARDAGE</u>
1	4	340
2	5	472
3	4	324
4	4	322
5	3	316
6	4	345
7	3	145
8	5	450
9	3	165
<b>OUT</b>	<b>36</b>	<b>2879</b>
10	3	140
11	4	345
12	3	153
13	5	459
14	4	356
15	4	365
16	4	305
17	5	476
18	4	340
<b>IN</b>	<b>36</b>	<b>2939</b>
<b>TOTAL</b>	<b>72</b>	<b>5818</b>

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Walk through times will be assigned based on COVID-19 testing and travel schedules.

**Sunday Course Walk Through**

<b>9 a.m.</b>	<b>9:10 a.m.</b>
<b>9:20 a.m.</b>	<b>9:30 a.m.</b>
<b>9:40 a.m.</b>	<b>9:50 a.m.</b>
<b>10 a.m.</b>	<b>10:10 a.m.</b>
<b>10:20 a.m.</b>	<b>10:30 a.m.</b>
<b>10:40 a.m.</b>	<b>10:50 a.m.</b>
<b>11 a.m.</b>	<b>11:10 a.m.</b>
<b>11:20 a.m.</b>	<b>11:30 a.m.</b>
<b>11:40 a.m.</b>	<b>11:50 a.m.</b>
<b>Noon</b>	<b>12:10 p.m.</b>
<b>12:20 p.m.</b>	<b>12:30 p.m.</b>
<b>12:40 p.m.</b>	<b>12:50 p.m.</b>
<b>1 p.m.</b>	<b>1:10 p.m.</b>

Practice Rounds. The practice round on Monday is a shotgun start beginning at 9 a.m. with starting holes to be determined by the committee.

**Monday Practice Round**

<b>Tee 1A*</b>	<b>Individual Seeds 1, 2, 3</b>	<b>Tee 10</b>	<b>Individual Seeds 4, 5, 6</b>
<b>Tee 1B*</b>	<b>Team Seed #1</b>	<b>Tee 11A*</b>	<b>Team Seed #16</b>
<b>Tee 2A*</b>	<b>Team Seed #2</b>	<b>Tee 11B*</b>	<b>Team Seed #17</b>
<b>Tee 2B*</b>	<b>Team Seed #3</b>	<b>Tee 12</b>	<b>Team Seed #18</b>
<b>Tee 3A*</b>	<b>Team Seed #4</b>	<b>Tee 13A*</b>	<b>Team Seed #19</b>
<b>Tee 3B*</b>	<b>Team Seed #5</b>	<b>Tee 13B*</b>	<b>Team Seed #20</b>
<b>Tee 4A*</b>	<b>Team Seed #6</b>	<b>Tee 14</b>	<b>Team Seed #21</b>
<b>Tee 4B*</b>	<b>Team Seed #7</b>	<b>Tee 15A*</b>	<b>Team Seed #22</b>

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<b>Tee 5A*</b>	<b>Team Seed #8</b>	<b>Tee 15B*</b>	<b>Team Seed #23</b>
<b>Tee 5B*</b>	<b>Team Seed #9</b>	<b>Tee 16A*</b>	<b>Team Seed #24</b>
<b>Tee 6A*</b>	<b>Team Seed #10</b>	<b>Tee 16B*</b>	<b>Team Seed #25</b>
<b>Tee 6B*</b>	<b>Team Seed #11</b>	<b>Tee 17A*</b>	<b>Team Seed #26</b>
<b>Tee 7</b>	<b>Team Seed #12</b>	<b>Tee 17B*</b>	<b>Team Seed #27</b>
<b>Tee 8A*</b>	<b>Team Seed #13</b>	<b>Tee 18A*</b>	<b>Team Seed #28</b>
<b>Tee 8B*</b>	<b>Team Seed #14</b>	<b>Tee 18B*</b>	<b>Team Seed #29</b>
<b>Tee 9</b>	<b>Team Seed #15</b>		

\* Teams that are doubled up on a hole may be moved to another starting location if teams decide not to participate in the practice round.

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

The committee will pair teams in groups of two or three according to seed for the first and second rounds. Third- and fourth-round team pairings will be by position according to score. After the second round, individual order within a team will be based on cumulative tournament scores. For purposes of ranking teams for third- and fourth-round pairings, ties will be broken based on the cumulative total of each team's dropped scores. If a team is playing with four participants, that team automatically loses the tie breaker. When a tie exists between individuals on the same team, the individual with the lowest numerical team position will be assigned to the later tee time. The committee will rank individual participants for the first and second rounds. Pairings for the third and fourth rounds will be based on rankings of cumulative scores. In the case of a tie for pairings for the third round, the player with the lower score from the second round breaks the tie. If both individuals have the same score, a coin toss will be used to break the tie. This will be the same for a tie after the third round, the score from the third round will break the tie. Individual participants from the same team may play together in practice rounds but shall not play together during competition rounds.

Tee times for the practice rounds will be provided to teams and individuals following the conference call Tuesday, May 4.

Pairings and tee times may be altered by the games committee if necessary due to weather or health issues.

## 2021 Division III Women's Golf First-Round Pairings

1st Tee		10th Tee	
	Teams 7, 9, 11		Teams 8, 10, 12
8:00	#5	8:00	#5
8:10	#4	8:10	#4
8:20	#3	8:20	#3
8:30	#2	8:30	#2
8:40	#1	8:40	#1
	Teams 1, 3, 5		Teams 2, 4, 6
8:50	#5	8:50	#5
9:00	#4	9:00	#4
9:10	#3	9:10	#3
9:20	#2	9:20	#2
9:30	#1	9:30	#1
			Individuals
		9:40	#4, #5, #6
		9:50	#1, #2, #3
	Teams 23, 25		Teams 15, 18, 21
12:00	#5		
12:10	#4		
12:20	#3	12:20	#5
12:30	#2	12:30	#4
12:40	#1	12:40	#3
		12:50	#2
		1:00	#1
	Teams 22, 24		Teams 14, 17, 20
12:50	#5		
1:00	#4		
1:10	#3	1:10	#5
1:20	#2	1:20	#4
1:30	#1	1:30	#3
		1:40	#2
		1:50	#1
	Teams 13, 16, 19		
1:40	#5		
1:50	#4		
2:00	#3		
2:10	#2		
2:20	#1		

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## 2021 Division III Women's Golf Second-Round Pairings

[illegible]

## 2021 Division III Women's Golf Third-Round Pairings

12

## 2021 Division III Women's Golf Fourth-Round Pairings

1st Tee		10th Tee	
	Team Place 10, 11, 12		Team Place 13, 14, 15
8:00	#5	8:00	#5
8:10	#4	8:10	#4
8:20	#3	8:20	#3
8:30	#2	8:30	#2
8:40	#1	8:40	#1
	Team Place 4, 5, 6		Team Place 7, 8, 9
8:50	#5	8:50	#5
9:00	#4	9:00	#4
9:10	#3	9:10	#3
9:20	#2	9:20	#2
9:30	#1	9:30	#1
	Team Place 1, 2, 3		Individuals Place
9:40	#5	9:40	#4, #5, #6
9:50	#4	9:50	#1, #2, #3
10:00	#3		
10:10	#2		
10:20	#1		

### Lineups/Substitutes

During registration, the head coach must submit the team lineup according to playing position. The five contestants from each institution must be determined by the conclusion of registration.

A player may be substituted before the first tee time of the first round of the championships, if the head coach notifies the national committee before the first tee time. The substitute must assume the position of the replaced player and may not re-enter the lineup. Institutions are responsible for the travel expenses of alternates.

### Discontinuance of Play

In the event of a discontinuance of play, the committee reserves the right to modify the format (e.g., field size, number of rounds, pairings). If the decision is to shorten the tournament, then a 54-hole total will be used. If that is not possible, then a 36-hole total or 18-hole total will be used. If that is not possible, the committee will determine place finish based on the original seeding of the teams. **Play will not be extended beyond the last scheduled day of competition.**

1. If no team has completed nine holes, the day may be cancelled.
2. If some teams have finished 18 holes, every effort will be made to finish the round, including continuing on the next day.

### Warm-up Policy

1. If the weather delay is less than one hour, there will be no warm-up.
2. If the weather delay is longer than one hour, there will be a minimum 10-minute warm-up.



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**Tiebreaker**

**Team and Individual Tiebreaking Procedures**

**Teams.** Ties for first place shall be broken during a sudden-victory playoff counting the low four scores (relative to par). If there are three or more teams involved in a playoff, the shotgun format listed below shall be used. The committee will determine the sequence of holes. Time limitations may dictate a shotgun start as determined by the committee. The team playoff will be conducted prior to a playoff for individuals. Tiebreaking procedures will not begin until the round is complete.

Team tiebreakers (teams will draw for positions):

**Two teams (A & B; tee off alternately). Playoff Hole 1.**

<b>Tee Time</b>	<b>Team A</b>	<b>Team B</b>
1 <sup>st</sup>	#5, #4	#5, #4
2 <sup>nd</sup>	#3, #2	#3, #2
3 <sup>rd</sup>	#1	#1

If the teams remain tied, the next hole in sequence will be played.

**Draw Procedures.** Teams will draw for order in the playoff by lot. For the playoff, the last team to have teed off on the final round of the competition will draw first; in the case of teams teeing off at the same time from hole #1 and hole #10, the team that played from hole #1 first will draw first. The same draw procedure would apply in the case of a playoff for individuals.

**Shotgun Format**

If a shotgun start is necessary, the scoring procedure will be the best four scores against par on each hole until a winner is determined.

**Three teams**

<b>A #5</b>	<b>B #5</b>	<b>C #5</b>	<b>playoff hole 5</b>
<b>A #4</b>	<b>B #4</b>	<b>C #4</b>	<b>playoff hole 4</b>
<b>A #3</b>	<b>B #3</b>	<b>C #3</b>	<b>playoff hole 3</b>
<b>A #2</b>	<b>B #2</b>	<b>C #2</b>	<b>playoff hole 2</b>
<b>A #1</b>	<b>B #1</b>	<b>C #1</b>	<b>playoff hole 1</b>

**Four teams**

<b>A #5</b>	<b>B #5</b>	<b>C #5</b>	<b>D #5</b>	<b>playoff hole 5</b>
<b>A #4</b>	<b>B #4</b>	<b>C #4</b>	<b>D #4</b>	<b>playoff hole 4</b>
<b>A #3</b>	<b>B #3</b>	<b>C #3</b>	<b>D #3</b>	<b>playoff hole 3</b>
<b>A #2</b>	<b>B #2</b>	<b>C #2</b>	<b>D #2</b>	<b>playoff hole 2</b>
<b>A #1</b>	<b>B #1</b>	<b>C #1</b>	<b>D #1</b>	<b>playoff hole 1</b>

**Five teams**

<b>A #5</b>	<b>B #5</b>	<b>C #5</b>	<b>D #5</b>	<b>E #5</b>	<b>playoff hole 5</b>
<b>A #4</b>	<b>B #4</b>	<b>C #4</b>	<b>D #4</b>	<b>E #4</b>	<b>playoff hole 4</b>
<b>A #3</b>	<b>B #3</b>	<b>C #3</b>	<b>D #3</b>	<b>E #3</b>	<b>playoff hole 3</b>
<b>A #2</b>	<b>B #2</b>	<b>C #2</b>	<b>D #2</b>	<b>E #2</b>	<b>playoff hole 2</b>
<b>A #1</b>	<b>B #1</b>	<b>C #1</b>	<b>D #1</b>	<b>E #1</b>	<b>playoff hole 1</b>

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

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

**Individuals.** Individuals will draw for order using the same procedure and order as noted in the teams section. Ties shall be broken during a sudden-death playoff. The committee will determine the sequence of holes. The tied participants will play one extra hole at a time, with those still tied for the lowest score moving on to the next hole until a winner has been determined.

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**Section 8 - Championship Operations**

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**Designated Coaches**

The NCAA permits up to two designated coaches per team and one coach per individual to provide advice during championships competition. The designated coaches are defined as a member of the institution's coaching staff and/or an employee of the institution and must be present at the championships site during all rounds of competition. Institutions are required to designate their coaches on the designated coaching form in advance and coaches must be approved by the athletics director on the form (Appendix C). Before the day's play, the designated coaches must be identified to the games committee by signing in each day and wearing the appropriate wristband at all times.

A current student-athlete not participating in the tournament cannot be designated as the second coach.

**Emergency/Evacuation Plan**

In the event of an emergency or delay of play the following steps and procedures will be in effect from Sunday May 9 until the conclusion of the NCAA Women's Division III Golf National Championships.

\*ONE PROLONGED HORN SOUND - MUST DISCONTINUE PLAY IMMEDIATELY.

\*THREE SHORT HORN SOUNDS - RESUME PLAY.

\*VOLUNTEERS WITH GOLF CARTS ARE ENCOURAGED TO ASSIST PLAYERS OFF THE GOLF COURSE IN AN EMERGENCY SITUATION.

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**EVACUATION PLAN**

Hole #1	*Tee to fairway *Fairway to Green	Walk to Clubhouse
Hole #2	*Tee *Fairway to green	Walk to Clubhouse
Hole #3	*Tee	Walk to Clubhouse
Hole #3	*Green	Shuttle left of Forward Tees on #4
Hole #4	*Tee *Fairway	Shuttle left of Forward Tees on #4
Hole #4	*Green	Shuttle at restroom on #5 Tee
Hole #5	*Tee	Shuttle at restroom on #5 Tee
Hole #5	*Fairway	Shuttle at restroom on #5 or Shuttle at #6 Tee
Hole #5	*Green	Shuttle at #6 Tee
Hole #6	*Tee to Fairway	Shuttle at #6 Tee
Hole #6	*Green	Return to Clubhouse
Hole #7	*Tee *Fairway to green	Return to Clubhouse
Hole #8	*Tee *Fairway to green	Return to Clubhouse
Hole #9	*Tee *Fairway to green	Return to Clubhouse
Hole #10	*Tee to Fairway	Return to Clubhouse
Hole # 10	*Green	Shuttle at #11 Tee
Hole #11	*Tee to Fairway	Return to Clubhouse
Hole #11	*Green	Shuttle at #12 Tee
Hole #12	*Tee to green	Shuttle at #12 Tee
Hole #13	*Tee to Fairway *Green	Shuttle at #13 Green
Hole #14	*Tee *Fairway to green	Return to Clubhouse by #10 Fairway
Hole #15	*Tee *Fairway to green	Return to Clubhouse by Range
Hole #16	*Tee *Fairway to green	2 Shuttles at Maintenance Shed
Hole #17	*Tee *Fairway to green	2 Shuttles at Maintenance Shed
Hole #18	*Tee *Fairway to green	Return to Clubhouse

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**Forest Akers West  
Evacuation Plan**

 Building Shelter

 Van Location

In the event of inclement weather, a warning horn will sound when inclement weather is 15 miles out, allowing adequate time to get to a building shelter or van location.



Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Tee	1	B	2	B	2	2	B	B	1	1	1	C	C	2	C	2	A	2
Fairway	A	B	2	2	2	B	B	A	1	1	C	C	2	2	2	B	1	1
Green*	A	2	B	2	2	B	B	A	1	1	C	C	2	C	2	B	1	1

\*There will be carts at each green available to shuttle student-athletes to building locations.

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### 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 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 soft-spike shoes or tennis shoes during championships competition. This includes all practice rounds. The 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 communication devices (e.g., cell phones, two-way radios, etc.) may be used only during practice rounds. Cell phones can be used by coaches on days of competition to check Golfstat results. **During stipulated competition rounds, range finders may be used to measure distance only. Devices measuring other variables may be used during the practice rounds.**

### Games Committee

The games committee will make all decisions pertaining to the conduct of the championships including, but not limited to, pairings, golf course set-up and protests.

The games committee at the championships shall consist of the members of the Division III Women's Golf Committee present at the championships, the head rules official, the host institution's tournament director (or designee) and other individual(s) appointed by the chair of the women's golf committee.

### Golf Carts/Pull Carts

Golf carts will be provided for members of the games committee and selected tournament officials.

A single cart will be provided to the designated coaches 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. Exceptions must be approved by the national committee.

The designated coaches may not use the cart to "drive around" the golf course prior to the start of the practice round or his/her teams 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 practice or competition rounds. Players must carry their own bags or use nonmotorized pull carts. Pull-carts **are allowed** during competition but **will not be available** for use through the golf course. A student-athlete who chooses to use a pull-cart will be responsible for providing her own cart.

The only exceptions to this rule are shuttle carts or if a player is permanently disabled, has submitted a written request with supporting medical documentation to the national committee for a waiver of this rule and the committee has approved the use of a golf cart.

### Hospitality/Meals

Box lunches for the **PRACTICE ROUND**, Monday, May 10 can be preordered for student-athletes, coaches and staff. Orders (Appendix D) must be received by Thursday, May 6. Cost is \$12.00 per lunch inclusive of

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taxes and gratuities. Box lunches will be available for pick-up between 10:30 a.m. and 12:30 p.m. at the golf pro shop.

During the tournament rounds, the Snack Shop is willing to have an "Open Tab" for each team for snacks and drink for their coaches/players should that be requested.

Ala carte dining is available Tuesday through Friday for participants and family in the Snack Shop inside the Forest Akers West Clubhouse.

#### Lost & Found

Lost and Found will be located inside the Golf Pro Shop.

#### Officials

Members of the NCAA Division III Women's Golf Committee, NCAA Rules Officials, and other designated individuals will serve as the officials and will make decisions pertaining to the conduct of the championship, such as pairings, rulings, protests, etc.

The rules officials will be represented by volunteer officials from across the country. Arrangements have been made for Golfstat to provide the computerized scoring system for the championships.

#### Pace-of-Play Policy

The pace of play is 4:46.

USGA Rule 5.6a states, in part: "a player must not unreasonable delay play, either when playing a hole or between two holes" and thereafter prescribes penalties for slow play. In order to prevent any such penalty, it is suggested that the following guidelines be carefully reviewed.

- a. "Out of Position"- The **first group to start** will be considered out of position if, at any time during the round, the group is behind the prescribed schedule as detailed in the Pace of Play Time Chart provided to the head coaches.
- b. Following Groups- Any following group will be considered out of position if:
  - 1) it is taking more than the allotted time to play, **AND**
  - 2) it reaches the tee of a par 3 hole and the hole is clear, **or** it fails to clear the tee of a par 4 hole before the preceding group clears the putting green, **or** it arrives at the teeing ground of a par 5 hole when the preceding group is on the putting green.

**NOTE: Both 1) and 2) must apply for a group to be out of position.**

- c. Group Out of Position – The USGA Rules Officials have been instructed to inform the players in a group if they are lagging behind but are not yet out of position. Actual timing of an Out-of-Position group will be handled by the designated USGA Rules Official. Immediately after all players have left the teeing ground, but before any subsequent strokes have been played, the designated USGA Rules Official will inform any group that is Out of Position that it will be monitored and timed.
- d. Monitoring – Any player in a group out of position who takes 40 seconds or more to play a stroke will receive a warning for the first violation, will incur a penalty of one stroke for the second violation, a two stroke penalty for the third violation, and will be disqualified for the fourth violation under USGA Rule 5.6.

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NOTE: If the group in question regains its proper position, any previous timings of more than 40 seconds will be carried over for the remainder of that round, in the event that group requires additional monitoring.

- e. Timing – The timing of a player's stroke will begin when the player has had a reasonable opportunity to reach the ball, it is the player's turn to play and the player can play without interference or distraction. Except on the putting green, if a player has reached the ball, it is the player's turn to play and there are no distractions, timing will begin after the player has had reasonable time to select a club. Time spent walking backward or forward for determining yardages will count as part of the time taken for the next stroke. On the putting green, timing will begin after a player has been allowed a reasonable amount of time to lift, clean and replace the ball, repair the ball mark and other ball marks on the line of putt, and remove loose impediments on the line of the putt.
- f. Rulings or Other Incidents – If a ruling or some other legitimate delay occurs, which causes the group in question to lose its position, that group is expected to regain its position within a reasonable time.

#### Post-Championship & Competition Site Evaluations

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

#### Registration

Registration will be Saturday from 5 – 8 p.m. and Sunday 9 a.m. – noon at the Henry Center in the Atrium located at the golf course above the Pro Shop. If you are not able to be at registration, please email Meghan Ziehmer at [mziehmer@lansing.org](mailto:mziehmer@lansing.org).

Teams, coaches and individual competitors will be provided with packets that include credentials, boxed lunch order form, evacuation procedure and participant awards. Student-athletes should keep a copy of the emergency evacuation procedure in their golf bag for the duration of the event. Coaches will be asked for their final lineups at registration.

#### Rules

The NCAA Division III Women's Golf Championships shall be conducted according to the Rules of Golf, the Division III Women's Golf Hand Card, along with any Local Rules (contained in the Notice to Players) the games committee deems necessary. Members of the Division III Women's Golf Committee and rules officials will be available for interpretations of the rules and other decision governing the competition. A committee decision regarding the Rules of Golf shall be final and cannot be appealed.

The following rules apply to championships competition.

**Advice** – In accordance with Rule 24.4 (except that a team member playing in the competition or current student-athlete may not be an Advice Giver), and in modification to Model Local Rule H-2, each team may appoint up to two advice givers who may give advice to members of that team and when a player is competing only as an individual, the player may name one advice giver provided that:

- Such persons are designated by the institution's athletics department to perform coaching duties and who serve in that capacity on a volunteer or paid basis.
- Immediately before each stipulated round, the designated coaches must be identified to the tournament committee by signing in and wearing the appropriate credential at all times.
- Advice must be given in a private manner that does not disrupt play.
- Coaches shall not give advice to or ask for advice from another team's players or coaches.

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- A coach is not considered part of the player's side and therefore is not directly subject to the Rules of Golf, nevertheless, there are certain actions that a coach could take that might result in a penalty to the player (e.g., if a coach's action, such as improving a line of play or moving loose impediments or obstructions, is in violation of the rules).
- Such persons must not deliberately stand behind a player.
- A violation by a coach of a team is a two-stroke penalty against the team score for each violation; a violation by the coach of an individual competitor is a two-stroke penalty against that individual for each violation.
- A violation by a player is a two-stroke penalty.

### **Scoring**

Scorecards shall be kept in strict accordance with Rule 3.3b of the USGA's "Scoring in Stroke Play." The scorecard shall be deemed returned to the golf committee when it is placed by the player or coach in the box located in 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.

Players will record their scores with scoring assistants so results may be updated in real time at [www.ncaa.com](http://www.ncaa.com).

Golfstat will provide the computerized scoring system for the championships.

### **Teleconferences**

There will be a teleconference for the championships coaches with the NCAA Division III Women's Golf Committee and the hosts at noon Eastern Time, Tuesday, May 4.

Click [here](#) to join the call.

### **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.



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**Section 9 - Competition Site**



Located on the picturesque campus of Michigan State University, Forest Akers West Golf Course is one of the premier golf courses in the region and ranks as one of the best collegiate facilities in the country. With its unique setting as an arboretum and challenging layout, the West Course earned a four-star rating from Golf Digest in 1999. In addition, The Detroit News selected Forest Akers as the No. 6 spot in the rankings of public golf courses in the state of Michigan and the past two years, the Lansing State Journal selected it as the “Best of the Best.”

The land for the par-72 (36-36) course was donated by Michigan State alumnus Forest Akers of Detroit, with the provision that the course also serves as an arboretum. Most of Michigan’s native trees and a wide variety of shrubs are grown throughout the course and are arranged to create a unique setting for the game of golf. Forest Akers may be the only course in the country recognized as an arboretum. Grand Rapids architect W. Bruce Matthews designed the original layout for Forest Akers West Course. The course underwent a \$1-million renovation in 1992 by former Spartan golfer Arthur Hills of Arthur Hills and Associates. Owns and operated solely by Michigan State University, Forest Akers West and its sister course, Forest Akers East, offer the finest facilities for the collegiate golfer.

West Course Rating: 73.6      Course Slope: 134      Tournament Yardage: 5,911

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**Banners and Artificial Noisemakers**

No banners may be displayed at the tournament other than the NCAA and approved media banners. Artificial noise makers, air horns and electronic amplifiers are not permitted and shall be removed upon discovery.

**Hospitality Areas**

Player hospitality will be provided in the form of a package of items each day that will be distributed to each team before heading onto the course. Refreshments will include, fruit, snacks, water and PowerAde.

Spectator refreshments are available in the Snack Shop located next to the Pro Shop. This area is convenient to the starting holes #1 and #10 and as the players are making the turn.

**Parking**

Teams Vehicles

Designated team parking will be available in the club parking lot.

Spectator

Spectators will be able to park in the club parking lot. Parking for spectators will be free.

**Section 10 - Directions**

**Directions to Forest Akers West Golf Course**

**From Detroit:**

Take I-96 West to 496 (Downtown Lansing exit). Take the Trowbridge Rd. exit off 496. Turn right on Harrison Rd. (first stoplight). Follow Harrison until it dead ends (approx. 1.5 miles). Turn right at dead end onto Forest Road. Take the first right turn (still Forest Road, turn is on a curve in the road). The building is the first on the right. Drive around the back of Candlewood Suites Hotel and the golf course is on the lower level.

**From Jackson:**

Take 127 North to the Jolly Road exit. Turn left at the top of the exit onto Dunkel Road. Turn left at the first stoplight onto Collins Road. Turn Left onto Forest Road (Forest is on a curve in the road). The building is the first on the right. Drive around the back of Candlewood Suites Hotel and the golf course is on the lower level.

**From Grand Rapids:**

Take I-96 East to 127 North. Take the Jolly Road exit. Turn left at the top of the exit onto Dunkel Road. Turn left at the first stoplight onto Collins Road. Turn Left onto Forest Road (Forest is on a curve in the road). The building is the first on the right. Drive around the back of Candlewood Suites Hotel and the golf course is on the lower level.

**From Chicago / Kalamazoo/Battle Creek:**

From I-94 take I-69 North to I-96. Take I-96 East to 127 North. Take 127 to Jolly Road exit. Turn left at the top of the exit onto Dunkel Road. Turn left at the first stoplight onto Collins Road. Turn Left onto Forest Road (Forest is on a curve in the road). The building is the first on the right. Drive around the back of Candlewood Suites Hotel and the golf course is on the lower level.

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**From Flint:**

Take 69 West to 127 South (follow the signs for Jackson). Take Trowbridge Rd. exit off 127. Turn right on Harrison Rd. (first stoplight). Follow Harrison until it dead ends (approx. 1.5 miles). Turn right at dead end onto Forest Road. Take the first right turn (still Forest Road, turn is on a curve in the road). The building is the first on the right. Drive around the back of Candlewood Suites Hotel and the golf course is on the lower level.

**From Clare:**

Take 27 South to 69 East or 127 South (the signs will Flint, Jackson) After a few miles, 69 East and 127 South will split. Follow 127 South (Jackson). Take Trowbridge Rd. exit off 127. Turn right on Harrison Rd. (first stoplight). Follow Harrison until it dead ends (approx. 1.5 miles). Turn right at dead end onto Forest Road. Take the first right turn (still Forest Road, turn is on a curve in the road). The building is the first on the right. Drive around the back of Candlewood Suites Hotel and the golf course is on the lower level.

**Directions from the Crowne Plaza Lansing West to Forest Akers West Golf Course**

Take I-496 East from South Croyts Road. Follow I-496 East to Trowbridge Road. Take Exit 9 from I-496 East. Continue on Trowbridge Road to the golf course. A total of approximately 9.4 miles.

**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 in order 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 their selection for drug testing, it is the student-athlete's responsibility to advise their institution of the 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, they 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.

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## Section 12 - Expenses/Reimbursement

### Per Diem

Per diem will be provided for an official travel party of seven (7) for teams (includes the team health officer) and three (3) for each qualifying individual and their respective coach and team health official.

### Travel Expense System

Expense reimbursement for participation in championships must be filed through the Travel Expense System (TES), which can be found online at [www.ncaa.org](http://www.ncaa.org). All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement.

If you need assistance or experience any technical difficulties, please contact the travel department at 317-917-6757 or by e-mail 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.

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## Section 13 – General Public

### Disabled Spectators

Carts are not provided to fans watching the golf tournament. However, if spectators need the use of a cart for competition rounds, the individual must provide medical documentation from the individual's physician stating the use of a cart is medically necessary. Information should be provided in advance to the NCAA championships manager. If approved, spectators will be permitted to rent a cart. Based on availability, spectators who receive approval in advance of the championships will have priority for a spectator cart. The spectator will be charged a daily fee by the golf course for use of the cart.

### Spectator Guidelines

Spectators are required to wear a mask at all times.

Spectators must remain on cart paths or in the rough and approximately 15 yards from the players at all times (including all designated practice areas). There may be NO communication between players and spectators that could be deemed as 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 must be turned off. Carts will not be provided for spectators.

Ringers on electronic devices must be turned off.

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Institutional personnel other than the designated coach are considered spectators.

Cameras are permissible; flash photography is prohibited.

Since all NCAA championships are considered smoke-free, spectators will be asked to refrain from smoking except in designated areas. Failure to adhere to these policies could result in removal from the course.

Spectator refreshments are available for purchase inside the snack shop located next to the Pro Shop. This area is convenient to the starting holes #1 and #10 and as the players are making the turn.

Violation/Penalties:

First – Warning

Second – Spectator will be removed from the course for the remainder of the day

Third – Spectator will be removed from course for the remainder of the competition

*Note: As defined under "Assistance" on the Rules Sheet, anyone (spectators, coaches and teammates) may provide a player (during a competitive round) with items such as medicine, food, towels, umbrellas, rain suits, etc., but the player must carry their own bag. In order to protect players from incurring a penalty, spectators may leave water, towels, umbrellas, etc. for players at a tee box or outside the 15-yard distance.*

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**Section 14 – Lodging Information**

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<b>Team Hotels</b>
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**Crowne Plaza Lansing West**

925 South Creyts Road

Lansing, Michigan 48917

Room rate is \$129

517-391-1298

Sara Veit

[sveit@cplansingwest.com](mailto:sveit@cplansingwest.com)

Teams can book up to four hotel rooms.

All teams will be staying on-site at the property listed above:

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

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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**Team Dining Options**

**Crowne Plaza Option**

We are offering a limited menu with you in mind. Pre-order will be required for dinner service. Please submit orders to Sara Veit at [sveit@cplansingwest.com](mailto:sveit@cplansingwest.com) by 9 a.m. on Friday, May 7<sup>th</sup>.

**Sunday, 5/9**

Chicken Alfredo, Breadstick, Beverage  
(grilled chicken, penne pasta, parmesan cream sauce) \$12 per person

**Monday, 5/10**

Chicken Fingers, French Fries, Beverage  
(ranch and ketchup dipping sauces available) \$10 per person

**Tuesday, 5/11**

Rigatoni with Meat Sauce, Breadstick, Beverage  
(parmesan and mozzarella toppings) \$12 per person

**Wednesday, 5/12**

Cheeseburger, Bordeaux Chips, Beverage  
(lettuce, tomato, pickle) \$12 per person

**Thursday, 5/13**

Nachos, Beverage  
(seasoned ground beef, tortilla chips, tomato, onion, cheddar,  
sour cream, salsa, guacamole) \$10 per person

**Friday, 5/14**

Grilled BBQ Chicken Sandwich, French Fries, Beverage  
(bacon and cheddar) \$10 per person

- **Protective face coverings** are **required** to be worn in all public spaces per Executive Order 2020-147. Should you need a mask, we have them available at the front desk.
- **Housekeeping services** ~ we have added some extra amenities to your room for arrival. Should you need anything else during the week, stop and grab them from the table set up by the front desk. You can also call the front desk and we'll deliver to you. Please leave your trash and used towels outside your door and we will pick them up.
- **The Marketplace** is open 24-hours to satisfy that craving or desire for a cold beverage. At this time our vending machines will be out of service. Items can be purchased in The Marketplace. A self-serve kiosk allows you to purchase items with a credit card.
- **Our Fitness Center** is open 6am-11pm with a limit of 4 guests at a time. See the front desk to gain access to the Fitness Center. Our pool and activity area remain closed until further notice.

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**Section 15 - Media Services**

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**Credentials – Photos, TV, Participant**

Olivet College's Sports Information Director, Geoff Henson, will handle all sports information and media credentials. A credential request will be sent to each participating team's SID prior to the championships. Each SID is responsible for collecting this information from their local media members and returning it to the host SID at ([ghenson@olivetcollege.edu](mailto:ghenson@olivetcollege.edu)) by 5 p.m. Eastern time Thursday, May 9. Credentials will be distributed at the competition site and will not be mailed. Members of the media and Sports Information Directors that can demonstrate a need, may be given a spectator cart for working purposes, at the discretion of the committee, if a cart is available.

**Interview Area**

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

**Media Materials Requested**

Please forward the following items to Geoff Henson ([ghenson@olivetcollege.edu](mailto:ghenson@olivetcollege.edu)) by 5 p.m. ET on Wednesday, May 5:

- Media guide and latest team/individual stats
- Institution logo
- Team pictures
- Social media usernames (i.e., Twitter, Instagram, Facebook, etc.)

**Media Services**

Posted scores and golf statistics, which will be coordinated by Olivet College, Golfstat and the tournament committee, will be available throughout the tournament. Coaches should be available as soon as each competition day concludes for local members of the media.

**Video**

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

**Website**

Scores and additional championship information will be available online at [www.NCAA.com](http://www.NCAA.com).

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**Section 16 - Medical**

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**Athletic Training**

A certified athletic trainer will be on site for the practice round and tournament play. The athletic training facility for the championships will be located in the athletic training room on the first floor of the clubhouse located next to the Pro Shop, follow the directional signage. It will be open and staffed a minimum of one hour prior to the first tee time and remain open a minimum of one hour following the completion of the last competitors' round. The trainer will be available to assist all participants, provided prior arrangements have been made and all necessary supplies (outside of the standard expected items) are provided by the teams.

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Any treatments requiring the use of therapeutic modalities will require written permission and treatment protocol provided by the team's athletic trainer. Please arrange with **Sammy Whiteman**, head athletic trainer ([swhiteman@olivetcollege.edu](mailto:swhiteman@olivetcollege.edu)) regarding any needs you may have for treatments prior to or following competition.

During competition, the trainer may be reached via radio. If a situation arises, please alert tournament personnel to assist with this effort. Also, the trainer will be staying on site and will be available after hours in the event of an emergency.

#### Championship Medical Contact

##### Sammy Whiteman – Lead Medical Contact

Athletic trainers may vary throughout the event. The training room will be set up on the first floor of the clubhouse located next to the Snack Shop, please follow the directional signage. If the trainer is not in the lockerroom, they are doing rounds of the golf course and can be contacted on the phone number posted in the lockerroom or on radio by any championship staff member.

#### Concussion Management

Please refer to the [Division III Women's Golf Pre-Championships Manual](#).

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

#### Hospitals & Emergency Services

Sparrow Hospital	1215 E Michigan Ave.	Lansing	MI	48912	517-364-1000
McLaren Greater Lansing Hospital	401 W Greenlawn Ave.	Lansing	MI	48910	517-975-6000

#### Medical Examinations

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. For all other instances, the student-athlete's on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified. In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify if the student-athlete's injury, illness or medical condition poses a potentially life threatening risk. The chair of the governing sports committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

#### Physicians/Pharmacies

Walgreens	3425 W Saginaw St.	Lansing	MI	48910	517-351-0249
Rite Aid	1004 E Michigan Ave.	Lansing	MI	48912	517-485-4381
CVS	240 M.A.C. Ave. East	East Lansing	MI	48823	517-336-8317



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**Section 17 - Participant Expectations & Guidelines**

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**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 conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under their direction. It is, thus, imperative that a coach 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.

**Gameday the DIII Way.**

Division III promotes an atmosphere that is a respectful and engaging educational environment through athletics, for everyone through Gameday the DIII Way. Gameday the DIII Way establishes an expectation for championship hosts, coaches, student-athletes and spectators to focus on the common standards of safety, responsiveness, dignity and experience while participating or attending a championship event. We ask that each participant and attendee be personally accountable for their actions and do their part to ensure this event is a positive reflection of Gameday the DIII Way.

**Misconduct**

*[Reference: Bylaws 31.02.3, 31.1.8 and 31.1.8 in the NCAA Division III Manual.]*

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Coaches, administrators and student-athletes shall be subject to the misconduct policies described in NCAA Bylaws 31.02.3 and 31.1.8. Unsportsmanlike conduct – a player (or coach, if coach violation) will be notified immediately on the golf course and provided a warning for unsportsmanlike conduct (e.g., willful acts of defacing the golf course; misuse of electronic devices including MP3 players and cellular phones, etc.; club throwing or breaking; abusive language; or violation of the tobacco policy). The NCAA Division III Women's Golf Committee is responsible for assessing all penalties.

Public criticism of officials may subject the individual, institution or conference to the misconduct provisions.

In addition, coaches, administrators and student-athletes are subject to the following policies:

- Second occurrence in the same day – the player (or coach, if coach violation) will be disqualified for that round.
- Third occurrence any time during the championships – will result in disqualified from the championships.
- Use of a nonconforming range finder shall result in disqualification for that round.

The offending institution's director of athletics will receive a letter from the NCAA, informing the institution that one of its student-athletes (or coach, if coach violation) had been penalized for unsportsmanlike conduct during the championships.

#### **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 and vaping products are prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as

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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 including vaping 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.

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**Section 18 - Team Travel/Transportation**

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**Airports**

Capital Region International Airport (Lansing) – American Airlines, Delta and United all provide service to the Lansing airport. Travel time to Forest Akers is approximately 20 minutes.

Gerald R. Ford International Airport (Grand Rapids) – Services all major airlines. Travel time to Forest Akers Golf Course is approximately 60 minutes.

Detroit Metropolitan Wayne County Airport – Services all major airlines. Travel time to Forest Akers Golf Course is approximately 90 minutes.

**Short's Travel Management & Reimbursement**

The participating institutions shall be completely responsible for making its own travel reservations in accordance with the following:

The NCAA's official travel agency for the tournament is Short's Travel Management, which can be reached at 866-655-9215. Institutions can also enter travel manifest and other travel party information through the travel portal at [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps).

For specific policies with respect to the travel and expenses incurred by the competing institution, please refer to the travel policies posted online at <http://www.ncaa.org/sites/default/files/2015-16%20D3%20champs%20trav%20policies.pdf>.

Team expense reports should be filed online through the Travel Expense System (TES). The login information for the system is the same as that used for the Short's travel portal. The system can be accessed at:

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

Travel Exceptions. Be advised that if extraordinary circumstances may warrant an exception to the travel policies, you must contact the NCAA travel department for approval PRIOR TO making any travel arrangements. The travel group can be reached at 317-917-6757, or by e-mail at [travel@ncaa.org](mailto:travel@ncaa.org).

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## Section 19 - Tickets

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### Ticket Prices

Admission to the four-day event is free and limited to 25 percent capacity.

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## Section 20 - Travel Party

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### Squad Size

Participating teams are limited to a squad size of five (5) eligible student-athletes and two (2) non-athletes which one non-athlete should be designated as the team health officer.

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## Section 21 – Trophies & Awards

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Official NCAA awards will be presented to the top four teams at the championships. A team trophy and six individual awards will be presented to teams finishing first, second, third and fourth in the championships. Individual awards will be presented to the top 10 place-finishers and ties.

### Additional Award Ordering

To purchase additional awards please use the following link: <http://www.mtmrecognition.com/ncaa/>

### Elite 90

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the final site for each of the 90 NCAA championships. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. All ties are broken by number of credits completed.

For more information regarding this program, please contact Mark Bedics, Andrew Louthain or Quintin Wright (317-917-6222; [elite90@ncaa.org](mailto:elite90@ncaa.org)). All documents, including deadlines and nomination forms, can be obtained at [Elite 90 forms](#).

The submission deadline for nomination for **NCAA Division III Women's Golf** is **5 p.m. Eastern time, Thursday, May 6**.

### Locker Room Program

The national championship winning team will receive national champion T-shirts and hats to commemorate their achievement.

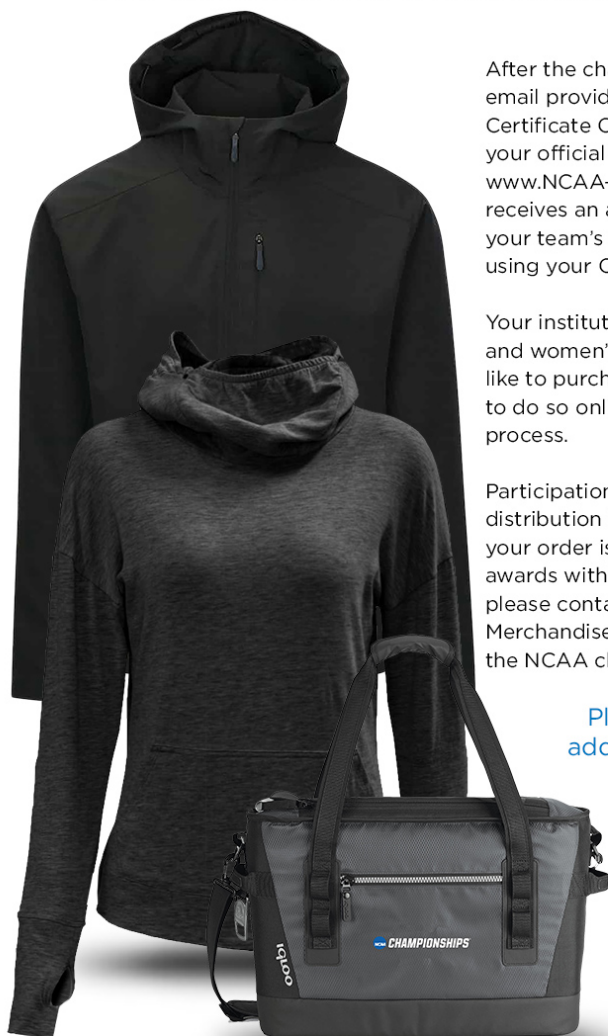
Participation Award



NCAA-Awards.com

## HOW TO GET YOUR **Student-Athlete Participation Awards**

For 2020-2021, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.



After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at [www.NCAA-Awards.com](http://www.NCAA-Awards.com). In order to ensure that each participant receives an award, a member of your administration must place your team's order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship please contact Erin Hannoy [ehannoy@legends.net](mailto:ehannoy@legends.net), Legends Global Merchandise (formerly known as MainGate Inc.) (866-945-7267) or the NCAA championship manager.

Please add [ehannoy@legends.net](mailto:ehannoy@legends.net) to your address book to allow us to send you emails.



**Place your order at NCAA-Awards.com**



### Participation Medallion

Each student-athlete, team and individual, at the final site will receive a participant medal to commemorate their achievement.

### Section 22 - Uniforms

Contestants must wear uniforms of the same color during competition and practice. Skorts, walking or Bermuda shorts are permitted, provided they are team attire and are of the same color. Slacks, skorts or shorts may be worn at the individual's discretion. 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 12.5.5. Team members are not required to wear the same headgear. For photography 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.

In the best interest of intercollegiate golf and the championships, participants must wear appropriate golf attire at the tournament site.

### Logo Policy\*

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

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

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

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

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

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



## A G E N D A

### National Collegiate Athletic Association Division III Women's Golf Championships

[Click here to join the meeting](#)

Noon Eastern

May 4, 2021

1. Congratulations and introductions. (Nancy O'Hara)
2. Host welcome. (Bill Maas and Meghan Ziehmer)
3. Games committee. (O'Hara)
4. Checklist. (O'Hara)
5. Schedule of Events. (O'Hara)
6. COVID-19 testing. (O'Hara)
  - a. [Testing protocols](#).
  - b. Travel party form for Stratoscope (team and individual form).
  - c. Team line-up form.
7. Squad size/travel party (O'Hara)
8. Travel plans. (O'Hara)
9. Lodging. (O'Hara)
10. Championships format. (Mary Giorgi)
11. Credentials. (Giorgi)
12. Team attire/logo policy. (O'Hara)
13. Walk through/practice rounds. (Giorgi)
14. Lineups and substitutions. (Giorgi)
15. Pairings and tee times. (Giorgi)

16. Designated coaches. (O'Hara)
17. Rules. (Bill Buss)
18. Folds of Honor. (O'Hara)
19. Golf cart policy (coach only, disabled spectators). (O'Hara)
20. Athletic training. (Meghan Ziehmer)
21. Hydration and snacks. (Ziehmer)
22. Merchandise (online only). (O'Hara)
23. Coaches meeting. (O'Hara)
24. Coaches' roundtable discussion. (O'Hara)
25. Elite 90 Award. (O'Hara)



## TEAM TRAVEL/LINE-UP FORM

### Contact Information

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

### Travel Logistics

Arrival 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 seed.

	Student-Athletes	
1.		
2.		
3.		
4.		
5.		
	Coaches/Team Health Officer	
1.		
2.		
	Other Institutional Staff Traveling	Title (AD, SID, Athletic Trainer, etc.)
1.		
2.		
3.		
Social Media Information		
Twitter Handle		
Instagram Handle		

Please submit this form at registration or by email to Nancy O'Hara ([nohara@ncaa.org](mailto:nohara@ncaa.org)) and to the tournament director.

## DESIGNATION OF COACHES FORM

The 2019 United States Golf Association (USGA) and The R&A publication **Rules of Golf** contains the following concerning *Appointment of Advice Giver in Team Competitions*.

"In a team competition the Committee can allow each team to name one or two people who may give advice to team members while they are playing on the course."

The NCAA Division III Women's Golf Committee has adopted this modification and will permit two coaches to ask for or receive advice from during a round. When a player is competing only as an individual, including a player from a team competing in an individual play-off, the player may name one advice giver whom the player may ask for or receive advice from during a round, with a maximum of two advice givers per institution.

Institutions are required to designate their two coaches in advance and names must be approved by their respective Athletics Directors.

The designated coaches must meet the following criteria:

1. Designated coaches must be individuals designated by the institution, in accordance with Bylaw 11.
2. A current, eligible student-athlete not participating in the tournament cannot be designated as the second coach

**List the names of designated coaches attending NCAA Division III Women's Golf Championships:**

### **Golf Coaches**

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
**Signature of AD or designated administrator**

\_\_\_\_\_  
**Institution**

\_\_\_\_\_  
**Date**

**Please return this form Nancy O'Hara ([nohara@ncaa.org](mailto:nohara@ncaa.org)) by 5 p.m. (Eastern time) Thursday, May 6, 2021.**

## 2021 NCAA Division III Golf Championships

### Team order form for boxed lunches – Practice Round Day Only – Monday, May 10

Please complete the order form below for boxed lunches provided to players and coaches for the practice round day only. Lunches are available for pick-up between 10:30 a.m. and 12:30 p.m. in the Athletic Training Room next to the Snack Shop.

Boxed lunches include choice of sandwich, pretzels, chocolate chip cookie, apple, condiments and utensils.

Team: \_\_\_\_\_

#### Sandwich Options

<i>Type of Sandwich</i>	<i>Quantity</i>
Turkey & Cheddar	
Ham & Swiss	
Buffalo Chicken & Pepper Jack	
PB&J (Strawberry)	
PB&J (Grape)	
Veggie Sub (Tomato, cucumber, lettuce, spinach)	

Boxed lunches are \$12 inclusive of state sales tax and gratuity.

#### Payment Information

Credit Card type: Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ AMEX \_\_\_\_\_ Discover \_\_\_\_\_

Credit card number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Name on card: \_\_\_\_\_

Email Address for Receipt: \_\_\_\_\_

**Please Return this form to Meghan Ziehmer**

**Email address: [mziehmer@lansing.org](mailto:mziehmer@lansing.org)**

**Deadline to submit form is 5 p.m. ET, Wednesday, May 5**

## Appendix E

**Thank you for your patience and cooperation as we conduct a safe and great championship!** Refer to the [NCAA Return to Championships Guidelines](#).

A comprehensive COVID-19 testing process will be conducted at the 2021 Division III Women's Golf Championships. All selected student-athletes, coaches and other Tier 1 travel party members will be required to participate in this process, which will include applicable rapid antigen and rapid PCR testing.

The [testing protocols](#) for Tier 1 individuals, which will include all selected student-athletes, coaches and other Tier 1 travel party members, consist of the following requirements:

- Negative antigen within one day of arrival or negative PCR within two days of arrival at the given site.
- Testing upon arrival and quarantine until confirmed negative, followed by testing every other day while participating on site.

The first on-site COVID-19 test for participating teams and individuals will occur on Sunday, May 9. Teams will be tested during assigned time blocks. The next on-site COVID-19 test for participating teams and individuals will occur on Tuesday, May 11; followed by a final test on Thursday, May 13 if needed.

There will be no course access on Saturday, May 8.

A user guide to assist with any questions pertaining to the testing registration process can be found at [HERE](#). Additionally, a COVID-19 checklist for participating teams and individuals can be found [HERE](#).

Masking and physical distancing will be required at each site.

For those individuals who are at least 14 days post-COVID-19 infection and within 90 days of the first known infection, COVID-19 testing and contact tracing will not be required. Vaccinated individuals are not currently exempt from the COVID-19 testing protocol.

### **Protocol, Enforcement/Code of Conduct**

The NCAA's top priority is the safety of the student-athletes, coaches, officials, staff, family and fans who may attend our championships. The nature of COVID-19 is such that each of our individual actions affects not only our well-being, but also that of every other person we interact with or every person who uses the same spaces we use. Therefore, the Code of Conduct requirements must be followed at all times when a team is selected to participate in the 2021 Division III Women's Golf Championship. The women's golf committee have full authority with respect to the administration of these championships, including the issuance of sanctions against individuals, as well as any participating team. Failure to comply with COVID-19 requirements may result in sanctions, including but not limited to elimination from competition or participation in the championship for reckless or egregious conduct that places others at unnecessary increased risk of exposure to COVID-19.

These protocols, implemented to protect the health and safety of student-athletes and all others involved with the championships, and are outlined in summary below. FAILURE OF AN INDIVIDUAL OR TEAM TO FOLLOW THE MEDICAL AND TESTING PROTOCOLS COULD RESULT IN EXPULSION FROM THE CHAMPIONSHIPS.

## Appendix E

**Thank you for your patience and cooperation as we conduct a safe and great championship!** Refer to the [NCAA Return to Championships Guidelines](#).

A comprehensive COVID-19 testing process will be conducted at the 2021 Division III Women's Golf Championships. All selected student-athletes, coaches and other Tier 1 travel party members will be required to participate in this process, which will include applicable rapid antigen and rapid PCR testing.

The [testing protocols](#) for Tier 1 individuals (if not fully vaccinated or at least 14 days post-COVID-19 infection and within 90 days of the first known infection) which will include all selected student-athletes, coaches and other Tier 1 travel party members, consist of the following requirements:

- Negative antigen within one day of arrival or negative PCR within two days of arrival at the given site.
- Testing upon arrival and quarantine until confirmed negative, followed by testing every other day while participating on site.

The first on-site COVID-19 test for participating teams and individuals will occur on Sunday, May 9. Teams will be tested during assigned time blocks. The next on-site COVID-19 test for participating teams and individuals will occur on Tuesday, May 11; followed by a final test on Thursday, May 13 if needed.

There will be no course access on Saturday, May 8.

A user guide to assist with any questions pertaining to the testing registration process can be found at [HERE](#). Additionally, a COVID-19 checklist for participating teams and individuals can be found [HERE](#).

Masking and physical distancing will be required at each site.

For those individuals who are at least 14 days post-COVID-19 infection and within 90 days of the first known infection, COVID-19 testing and contact tracing will not be required. Vaccinated individuals are not currently exempt from the COVID-19 testing protocol.

### **Protocol, Enforcement/Code of Conduct**

The NCAA's top priority is the safety of the student-athletes, coaches, officials, staff, family and fans who may attend our championships. The nature of COVID-19 is such that each of our individual actions affects not only our well-being, but also that of every other person we interact with or every person who uses the same spaces we use. Therefore, the Code of Conduct requirements must be followed at all times when a team is selected to participate in the 2021 Division III Women's Golf Championship. The women's golf committee have full authority with respect to the administration of these championships, including the issuance of sanctions against individuals, as well as any participating team. Failure to comply with COVID-19 requirements may result in sanctions, including but not limited to elimination from competition or participation in the championship for reckless or egregious conduct that places others at unnecessary increased risk of exposure to COVID-19.

These protocols, implemented to protect the health and safety of student-athletes and all others involved with the championships, and are outlined in summary below. FAILURE OF AN INDIVIDUAL OR TEAM TO FOLLOW THE MEDICAL AND TESTING PROTOCOLS COULD RESULT IN EXPULSION FROM THE CHAMPIONSHIPS.

**Keep in mind, what follows immediately below is just an outline. Further information on these policies is available in the respective sections located in subsequent pages. [NCAA Return to Championships Guidelines](#)**

All members of the team travel party will be designated as Tier 1 individuals.

#### **Team Travel Party**

Each team will be allowed a maximum of seven (7) individuals in their travel party which will include student-athletes, coaches and team health officer (THO) and three (3) for each qualifying individual and their respective coach and team health official. These individuals must travel with the team and should be housed together

#### **Team Health Officer**

A member of each team's travel party will be appointed as the main point of contact responsible for ensuring that each student-athlete and staff member adheres to these protocols, including that each person undergoes NCAA defined COVID-19 testing and fulfills each element of Daily Health Monitoring. This individual will also interact daily with the designated testing oversight individual.

#### **Tested Community**

All individuals to be accredited as part of an NCAA Championship will be identified as Tier 1, 2 or 3 personnel. Tiers 1 & 2 will be part of the tested community, while Tier 3 are identified as having a working function but not part of the tested community.

#### **Tier 1 Personnel**

Tier 1 Personnel - This is the highest exposure tier and consists of individuals whom physical distancing and face coverings are not possible or effective during athletic training or competition. Examples of relevant individuals include student-athletes, coaches, athletic trainers and medical staff, Tier 1 personnel will **be tested every other day**.

#### **Tier 2 Personnel**

Tier 2 Personnel - This is a moderate exposure tier and consists of individuals who come into close contact with Tier 1 individuals but can reasonably maintain physical distance and use face coverings. Examples of relevant individuals include NCAA committee members and officials along with certain operational staff.

#### **Tier 3 Personnel**

Tier 3 Personnel – This is the lowest exposure tier and includes individuals who provide event services but do not come into close contact with Tier 1 individuals (and should this occur, would be reclassified into Tier 2). Examples of relevant individuals include certain operational staff (for example, housekeeping, catering, sanitation and transportation), volunteers and media or broadcast workers.

#### **Tier 1, 2 and 3 Personnel**

Tier 1 and 2 individuals are prohibited from interaction outside of the venue with individuals that are not a part of the tested community. This includes interaction for dining or socializing purposes outside of the venue for all Tier 1, 2 and 3 personnel. Meals should be limited to room service and outdoor dining. All Tier 1, 2, and 3 individuals are asked to strictly adhere to guidelines in an effort to reduce any possible exposure to the best of their abilities. Physical distancing and face coverings should always be practiced when outside of the venue.

### **Mask Wearing**

All members of the travel party must wear a properly fitted multi-layered mask – completely covering the nose and mouth -- at all times outside their hotel room. The only exception will be for the student-athletes on the course during competition (or for the student-athletes who are on the course at any one time during a practice). Coaches and other team personnel must wear a mask at all times – practice and competition– and are prohibited from uncovering their nose/mouth at any time.

### **Pre-Championship COVID-19 Testing**

All Tier 1 travel party participants who are not within 90 days of having a confirmed COVID-19 infection will be required to undergo and document negative COVID-19 tests prior to arrival.

#### **Coronavirus Testing Policy for 90-Day Positive Test.**

All teams under consideration for the championship, automatic qualifiers and those who may be at-large selections, also will submit information on previous COVID-19 positive test results within 90 days of the championship for all members of the official travel party.

Any individuals in the travel party who are at least two weeks post-infection and within 90 days of the first known date of infection, COVID-19 testing and contact tracing will not be required. However, masking and physical distancing at all times will still be required. This policy will be in effect for any individuals in Tier 1, 2 or 3, no matter the role (student-athlete, coach, administrator or other).

Positive test results need to be submitted as part of the pre-arrival information package. Documentation is either a PCR test, or antigen test with supporting medical record documenting COVID-19 infection.

### **Coronavirus Testing**

Through NCAA's testing partner, the NCAA will provide testing for all Tier 1 and 2 participants at the championship testing center at the Henry Center Atrium on Sunday, May 9. After taking the initial COVID test on Sunday and awaiting results, participants will be in waiting area for result. If a Tier 1 participant's test receives a "NOT CLEAR" response, a confirmatory PCR test will be administered.

### **Hotel Check-In**

Upon check-in at the hotel, the following will occur:

#### **Use of Hotel Elevators.**

For the entirety of the team's time, student-athletes, coaches, and all other members of the travel party must not share an elevator with individuals of another team's travel party. All individuals are encouraged, whenever possible, to take elevators on a staggered basis (without crowding or congregating while waiting) to maintain sufficient distance in the elevator, or, if staying on a lower floor, to take the stairs.

#### **Physical Distancing.**

Individuals must not cluster or congregate and must maintain appropriate distance during the check-in process and always.

### **Health Monitoring**

#### **Daily Health Screening.**

All members of the team travel party will be required to complete the NCAA COVID survey on a daily basis. Any and all travel party members must immediately report to the team's health officer if they are feeling

sick or have had any symptoms associated with COVID-19 at present or recently. In addition to notifying the team, anyone experiencing such symptoms may not participate in any team activities and must self-quarantine until cleared to do so by Diamond Health.

#### **Data Collection.**

The tracing data will only be accessed if an individual received a “NOT CLEAR” COVID-19 test result or is determined to be a close contact of someone with a confirmed case of COVID-19. The Team COVID Health Officer also will be notified of instances when an individual has been in close contact (within 6-feet) of another individual for a period of time defined in “Close Contacts”. Those that have been in close contact who have been vaccinated will be eliminated from contact tracing but still need to be tested as part of the health and safety protocols.

### **Hygiene**

#### **Hand Hygiene.**

All persons must continue to clean their hands with soap and water or hydroalcoholic gel frequently. This includes immediately after arriving, and at least once every hour (unless the individual is on course), before and after each workout, treatment, or meal, after removing gloves (if applicable), and upon returning to their rooms.

#### **Personal Hygiene.**

In order to eliminate behaviors that could increase the risk of transmission of COVID-19, student-athletes and team staff are prohibited from sharing any personal items, including cups, food, towels and clothing.

#### **Individual Use of Linens/Personal Items.**

Student-athletes must continue to refrain from sharing towels, clothing, hygiene products (e.g., deodorant), or any other personal items.

#### **Showers.**

Individuals should plan to shower in their hotel rooms as showers will not be available at course.

#### **Masks/Face Coverings**

All individuals (including student-athletes, team staff, and coaches) must wear face coverings or masks except when:

- on the course while practicing or during competition.
- in their individual rooms.

Face coverings shall completely cover the mouth and nose, fit snugly against the sides of the face, and shall be secured under the chin.

### **Teammates**

Student-athletes may interact with their teammates without being required to maintain physical distancing. At all other times, student-athletes and other travel team members must refrain from unnecessary physical contact (e.g. high fives, handshakes, fist bumps, hugs, etc.) and maintain at least six feet distance from each other.

**Student-athletes and Team Staff.** Only a coach or a member of a team’s health staff may come within 6-feet of a student-athlete during team workouts and games. When close contact is not required, all staff



members must maintain as much distance as possible from student-athletes and wear a properly fitted multi-layered face mask or face covering.

**Non-Team Personnel.** Student-athletes and team staff must maintain as much distance as possible, but no less than 6-feet, from individuals not affiliated with their team, including officials, NCAA staff and committee members. In such limited situations where closer contact may be necessary to carry out his or her work, contact should be limited to solely the amount of time required to complete that job.

#### **Hotel Staff Members and other guests**

Hotel staff members and other guests who do not need to be in the same room at the same time as a student-athlete or team staff member or NCAA staff/committee member or any other Tier 1 individual to do his or her job, should stay avoid close contact from those rooms when a student-athlete/team staff member or NCAA/committee member or Tier 1 staff member occupy the room.

Hotel staff may be in the same room at the same time as the individuals listed above only with NCAA permission (e.g., housekeeping staff member responding to a plumbing emergency). In such instances, the hotel staff worker will do so only after permission has been received and will wear face masks or face coverings and maintain as much distance as possible, but no less than 6-feet.

#### **Food/Beverages**

Student-athletes and staff must continue to refrain from sharing food or beverages.

**Labeling.** To the extent possible, the team should label each individual item (e.g., bottled beverage) to avoid inadvertent use by another person.

**Receptacles.** In any such low- or no-touch space, receptacles shall be provided allowing a student-athlete/staff member to discard used items in a low- or no-touch manner.

**Meals.** Food will not be left out for general consumption.

**Hydration.** Each team will be provided with various DASANI, Coke and Powerade single use products to accommodate all hydration needs. Hydration products will also be provided on the courses for practice and competition use.

All Tier 1 and 2 individuals are prohibited from interaction outside of the venue with individuals that are not a part of the tested community. This includes interaction for dining or socializing purposes outside of the venue for all Tier 1, 2 and 3 personnel. Meals should be limited to room service and outdoor dining. All Tier 1, 2, and 3 individuals are asked to strictly adhere to guidelines in an effort to reduce any possible exposure to the best of their abilities. Physical distancing and face coverings should always be practiced when outside of the venue.

#### **Credential**

The credential program provides access to the building and within the building via pass gate lists, credentials (worn around the neck), credential pins (worn on the lapel), wristbands and armbands. **CREDENTIALS WILL BE REQUIRED TO BE WORN. If a credential is not displayed, an individual will be delayed and/or unable to be admitted.**