



2017
DIVISION III WOMEN'S
GOLF
CHAMPIONSHIPS

PRE-CHAMPIONSHIPS
2016-17 MANUAL

NCAA General Administrative Guidelines

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Section 1 • Introduction

During the 2016-17 academic year, the Association will sponsor 90 national championships – 42 for men, 45 for women, and three for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Among the women's championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

The Pre-Championship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information, and Appendixes.

The first section applies to policies applicable to all 90 championships, while the other two sections are sport-specific

Section 1•1 Definitions

Pre-Championship Manual. Resource for institutions to prepare for the championship.

Administrative Meeting. Pre-championship meeting for coaches and administrators.

Appendixes. Any supplemental documents to be provided and distributed through the various resources.

Championship Administrator. The NCAA staff member responsible for the operational oversight of the championship.

Games Committee. The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA National Committee.

NCAA National Committee. The sport committee with direct oversight responsibilities for the championship.

Playing Rules. The rules under which the competition will be conducted.

Predetermined Sites. Those sites that are selected to host before the participant/team selections announcement.

Preliminary Rounds. The rounds of the championship before the final or championship round.

Regional Alignment. The geographic location of institutions or regional advisory committees.

Schedule of Events. Official event schedule – includes all required activities (e.g., practices, banquets, etc.).

Selection Criteria. Policies and procedures in place to guide the selection process.

Site Selection. Policies and procedures in place to guide the site selection process.

Squad Size. Number of student-athletes per team allowed to dress in uniform and participate at the championship.

Tournament Physician. The physician designated by the host institution/conference to serve as the chief medical advisor for the championship.

Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

Ensuring student-athletes' optimal experience.

Executing championship events reflecting appropriate quality and values to/for stakeholders – student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.

Coordinating all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.

Integrating championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.

Assuring effective management of the business aspects of the operation.

Enhancing the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries, etc.).

Section 3 • Concussion Management

[Reference: Concussion Management in Constitution 3.2.4.18 in the NCAA Division I Manual, Constitution 3.3.4.16 in the NCAA Division II Manual, and Constitution 3.2.4.16 in the NCAA Division III Manual.]

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

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance. Within the rules of the sport and policies established for the championship, medical staff should have access to the injured student-athlete without interference (e.g., coach).

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having more severe and/or long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details, please refer to the NCAA Sports Medicine Handbook for additional guidance on concussions online at: <http://www.ncaapublications.com/p-4374-2014-15-ncaa-sports-medicine-handbook.aspx>.

Section 4 • Conduct

Section 4•1 Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in Constitution 3.2.4 and Bylaws 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I, Manuals Constitution 3.3.4 in the NCAA Division II Manual and Bylaws 31.2.2 and 31.2.1.5 in the NCAA Division III Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal

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shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sports committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

Section 4•2 Drug Testing

[Reference: Bylaws 18.4.1.4 and 31.2.3 in the NCAA Division I Manual and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division II, and III Manuals.]

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 (Division I); 18.4.1.5 (Divisions II and III) and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Section 4•3 Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Section 4•4 Misconduct/Failure to Adhere to Policies

MISCONDUCT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition. [Click here](#) to see the full misconduct/failure to adhere policy and procedure and fines.

Section 4•5 Sports Wagering Policy

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner, etc.) in exchange for the possibility of gaining another item of value.

STUDENT-ATHLETES

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.

POSTSEASON

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.

HOSTING OPPORTUNITIES

No predetermined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

Section 4•6 Student-Athlete Experience Survey

After each championship, student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators will be copied on the email and asked to ensure participation from all student-athletes and coaches.

Section 5 • Elite 90 Award

The Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative GPA of all student-athletes on all teams competing at the finals site. 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. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. To receive more information or access the online form and submit a nomination, go to NCAA.org.

Section 6 • Fan Travel

NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athletes and team(s) as they participate in NCAA championships competition. Travel arrangements completed through NCAA Travel help support NCAA student-athletes. Please direct your fans to NCAA.com/travel to search and book online hotel, car and air travel, all in one easy transaction.

Section 7 • Logo Policy

[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 12.5.4 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics

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equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
2. The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2¼ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Section 8 • Research

It is essential that all research efforts be coordinated by a single entity within the national office structure in order to ensure maximum efficiency and quality, avoid unnecessary duplication of effort on the part of staff and membership, allow the NCAA to prioritize research efforts given the limited time and resources of our members and adhere to federal guidelines on the responsibilities of researchers to properly protect research participants from harm.

For the purpose of this policy, "research" is defined as any systematic collection of data for the purpose of drawing generalized conclusions.

Any proposal to conduct research must be submitted to the NCAA research staff for review at least six weeks before the project begins. Research to be conducted during NCAA championships or related events, and which involves competing student-athletes or attendees, is also subject to review. This includes all research, including that conducted by or under the direction of any employee, contractor or paid consultant of the NCAA. It also includes any research conducted by other persons, but funded totally or in part by the NCAA. Any research that detracts from the student-athlete experience or requires physical activity may not be permitted at the championships (preliminary and finals sites). The NCAA retains sole discretion as to whether to allow such research.

Examples of activities considered research include: Conducting surveys of athletics administrators, college presidents, faculty, coaches and student-athletes; leading an organized focus group; funding an outside study under the auspices of the NCAA; conducting market research at championship events; secondary analysis of data originally collected by the NCAA

from people for other purposes; any systematic collection of data from the membership or other entities; etc.

Section 9 • Division III

Section 9•1 Division III Philosophy

The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time; to emphasize regional competition in regular-season scheduling; and to provide representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams, realizing that this may be done at the expense of leaving out some championship-caliber teams.

Section 9•2 Commencement Conflicts

If an institution's commencement conflicts with participation in the championship, it shall inform the NCAA championship administrator in writing one week before the selection date for the governing sports committee to consider an accommodation and a change to the championship schedule.

The following guidelines apply to commencement requests:

- Applies to team sports only.
- The governing sports committee, in consultation with participating institutions, may reschedule the game on the nearest possible date.
- Does not apply to predetermined finals sites.
- The governing sports committee shall make a good-faith effort to accommodate participating institutions in non-predetermined preliminary-round contests with multiple teams participating at the same site.

Section 9•3 Religious Conflicts

Institutional Policy. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office before May 1 of the preceding academic year to be excused from competing on that day. The notification shall be valid for a period of two years. The championship schedule shall be adjusted to accommodate that institution, and such adjustment shall not require its team or an individual competitor to compete before the time originally scheduled.

Individual Championships. In individual championships, a student-athlete must compete according to the institution's policy regarding Sunday competition (if the institution has no policy against Sunday competition, the student-athlete shall compete on Sunday if required by the schedule).

Division III Women's Golf

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Section 1 • General Administration

Section 1•1 NCAA Tournament Operations Staff Contact Information

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For information about reporting results and tournament registration, contact:

Mark Laesch

Golfstat
P.O. Box 129
Noblesville, Indiana 46061-0129
Office Phone: 309-828-6430
Home Phone: 317-770-7049
Fax: 309-829-4792

Section 1•2 National Committee

[Reference: Administration and Management in the Division III General Section, and Bylaws 31.1.1. and 31.1.2 in the NCAA Division III Manual.]

The NCAA Division III Women’s Golf Championships are under the control, direction and supervision of the NCAA Division III Women’s Golf Committee. Current members of the committee are:

Jerry Bergsma

Calvin College

Eric Sieger

Carleton College

Brad Duckworth

University of Wisconsin-Stevens Point

Deb Steward, chair

William Smith College

Skip Molitor

Whitman College

Section 1•3 Regional Advisory Committees

CENTRAL REGION

Brad Duckworth, chair	University of Wisconsin-Stevens Point
Louis Groce	Midwest Conference
Ellen Port	Washington University in St. Louis
Howie Samb	University of Wisconsin-Stout
Tye Thompson	North Central College
Justin Wyeth	Aurora University

EAST REGION

Deb Steward, chair	William Smith College
Tomas Adalsteinsson	Williams College
Jason Badecki	Eastern University
Rachel Brown	Thomas More College
Wes Hollis	Ursinus College
Sherry Makerney	Wellesley College
Bill Mannino	Hollins University
Bob Simms	St. John Fishers College

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GREAT LAKES REGION

Jerry Bergsma, chair	Calvin College
Brian Booher	Otterbein University
Jeff Groff	Allegheny College
Kim Moore	Saint Mary's College (Indiana)
Kevin Robinson	Rose-Hulman Institute of Technology
Cindy Vaios	Oglethorpe University

MIDWEST REGION

Eric Sieger, chair	Carleton College
Bill Aune	University of Northwestern-St. Paul
Joe Christianson	Concordia College, Moorhead
Eric Karius	Luther College

WEST REGION

Skip Molitor, chair	Whitman College
Bart Craig	Hardin-Simmons University
Emily Guthrie	Whitworth University
Bernard Walker	Pomona-Pitzer Colleges
TBD	TBD

Section 1•4 Important Dates

Saturday, Oct. 1	Deadline for tournaments and team rosters to be registered with Golfstat.
Thursday, Nov. 17	Regional Ranking.
Thursday, April 13	Regional Ranking.
Thursday, April 27	Regional Ranking.
Friday, April 28	Deadline to contact the NCAA championship manager if individual or team is not available for participation in the championships.
Sunday, April 30	Results from spring competition due to Golfstat.
Monday, May 1	Selections at 3 p.m. Eastern time; selected teams and individuals posted online by 8 p.m. Eastern time. Regional Ranking.

CHAMPIONSHIP DATES

May 9-12	Bay Oaks Country Club, Houston; University of Mary Hardin-Baylor and Harris Country-Houston Sports Authority, hosts.
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DATE FORMULA

Second Tuesday in May (Tuesday-Friday).

FUTURE DATES

May 8-11, 2018	Mission Inn Resort & Club, Howey-in-the-Hills, Florida; Oglethorpe University and Central Florida Sports Commission, hosts
May 14-17, 2019	TBD
May 12-15, 2020	TBD
May 11-14, 2021	TBD

Section 1•5 Equipment

The type of equipment (i.e., balls, clubs) to be used shall be determined by the individual team and must be acceptable under USGA rules. 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 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., cellphones, two-way radios) may only be used 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 utilized to measure distance only. Devices measuring other variables may be utilized during the practice rounds.**

Section 1•6 Rules

Per NCAA Bylaw 17.30, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

The Rules of Golf shall be followed, with the conditions listed below, along with the Division III Women's Golf hard card and any Local Rules the games committee deems necessary. Rules officials will be available for interpretations of the rules and other decisions governing the competition. For additional rules information, please see the Division III Women's Golf [hard card](#). Decisions regarding the Rules of Golf shall be final and cannot be appealed.

The following rules apply to championships competition.

Advice. In addition to the provisions of Rule 8-1, the Note under Rule 8 of the Rules of Golf will be in effect. (Notes, tees and/or any other items left behind by teammates and/or coaches are prohibited.)

- Only one designated coach is appointed to give advice to or ask advice from members of that team at any time during the stipulated rounds. A designated coach is 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.
- Immediately before each stipulated round, the designated coach must be identified to the Division III Women's Golf 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.
- 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 which 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).
- 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.

Misconduct. In addition to the following policies, 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.

- 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 disqualification from the championships.
- Use of a nonconforming range finder shall result in disqualification for that round.

Pace of Play. Rule 6-7 states, in part, “The player shall play without undue delay” and thereafter prescribes penalties for slow play. In order to prevent any such penalty, it is suggested that the following guidelines be carefully reviewed.

- “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.
- Following groups — Any following group will be considered out of position if it:
 - is taking more than the allotted time to play, and
 - reaches the tee of a par-3 hole and the hole is clear; fails to clear the tee of a par-4 hole before the preceding group clears the putting green; or arrives at the teeing ground of a par-5 hole when the preceding group is on the putting green. Note: Both must apply for a group to be out of position.
- Group Out of Position — 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 rules official.
 - Immediately after all players have left the teeing ground, but before any subsequent strokes have been played, the designated rules officials will inform any group that is out of position that it will be monitored and timed.
- 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 and will be disqualified for the third violation under Rule 6-7.
- 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.
- Timing — The timing of a player’s stroke will begin when the player has had a reasonable opportunity to reach her 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 her ball, it is her turn to play and there are no distractions, timing will begin after she 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 her ball mark and other ball marks on the line of the putt, and remove loose impediments on the line of the putt.
 - Rulings or Other Incidents — If a ruling or some other legitimate delay occurs that causes the group in question to lose its position, that group is expected to regain its position within a reasonable time.

Section 1•7 Uniforms

Contestants must wear uniforms of the same color during practice and competition. Walking or Bermuda shorts are permitted, provided they are team shorts and are of similar color. The inseam of the shorts must be at least four inches in length. Players may wear slacks or shorts at the individual’s discretion, provided they are of similar color and are considered the team uniform. Institutions should make every effort to order uniforms with sizes adequate for all team members.

In the best interest of intercollegiate golf and the championships, participants must wear appropriate golf attire at all times at the tournament site. Denim is not considered appropriate attire.

LOGOS

Refer to [General Administrative Guidelines, Section 7](#).

For golf, please note, shoes, golf gloves, towels, backpacks, sling bags, rain caps, rainsuits, outerwear and umbrellas are considered athletics equipment and are subject to equipment logo guidelines. Socks, headbands, T-shirts, wristbands, belts, belt buckles and visors or hats are considered uniforms and apparel and are subject to uniform and apparel logo guidelines.

Section 2 • Determination of Championship Participation

Section 2•1 Championships Format

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. The tournament is 72 holes. All participants will complete 54 holes of competition. After 54 holes of competition, the field will be cut to the top 15 teams and top six 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 [Appendix B](#). 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 116. 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.

SCHEDULE OF EVENTS

Tuesday, May 2	Conference call with selected teams and individuals at noon Eastern time.
Sunday, May 7	Course walk-through.
Monday, May 8	Practice day (shotgun start).
Tuesday, May 9 – Friday, May 12	Championships finals.

Participants and coaches will not be permitted to walk, ride or play the golf course or use the practice facilities 10 days before the practice round. The host institution is exempt from this policy, provided the championships are conducted on the institution's home course. If an individual or team does play or practice on the course, they will be disqualified.

PAIRINGS AND TEE TIMES

Walk-through, practice, pairings and tee times will be determined following selections.

SQUAD SIZE

An institution must begin competition with four or five student-athletes. A team must finish with four players in order to place in the team standings. Please refer to the NCAA Travel policies for all information regarding travel party size, transportation and per diem expenses. Travel policies can be found online at www.ncaa.org.

Section 2•2 Results

GOLFSTAT

The NCAA Division III Women's Golf Committee will use Golfstat to assist with a computerized score-reporting system. As a result, it will not be necessary for institutions to submit season results forms to the committee or the NCAA national office. However, it will be necessary for institutions to submit a team roster to Golfstat and register regular-season tournaments, according to the following procedures:

1. Institutions and forms were sent in August 2016 from Golfstat to all institutions that sponsor Division III women's golf. All tournaments must be registered with Golfstat no later than Oct. 1, 2016. **Institutions that fail to meet the deadline will be assessed a \$200 fine.**
2. For any tournament results to be considered for selection purposes, the tournament host must submit results from their tournament into Golfstat by no later than 5 p.m. (Eastern time), two days following the conclusion of the event. For example, if a tournament ends on Tuesday, the host institution will be required to submit its results into Golfstat by no later than 5 p.m. (Eastern time), on Thursday. Results for tournaments conducted April 29-30 should be faxed to Golfstat (309-829-4792) by 6 p.m. Eastern time, Sunday, April 30.

REGISTERED TOURNAMENT STANDARDS

All tournaments and competition must meet specified minimum standards and be registered with Golfstat. The host coach is responsible for ensuring these standards are upheld. These standards include:

1. A golf course used for a tournament must have a minimum length of 5,800 yards.
2. The Rules of Golf, the Division III Women's Golf hard card, any Local Rules the games committee deems necessary, and Pace of Play Policy will be followed. All reported scores must be actual. No stroke limits are allowed.
3. The low four scores per 18-hole round from the designated five-player teams shall be used for team scoring. Players may participate as individuals.
4. Match play is an approved format for regular-season events and those results will be used for selections. Match play will report as a win, loss or tie for teams and individuals. In medal match play, all criteria will be reported in Golfstat. Please communicate with Golfstat personnel to report match play formats.
5. Disqualification for breach of the rules of golf applies only to that round.
6. If, due to injury or illness, a player is unable to start or finish a round, that player is eligible to play in subsequent rounds with the approval of the games committee.
7. Players must carry their own bags or use nonmotorized pull carts. 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 Division III Women's Golf Committee for a waiver of this rule, and the committee has approved the use of a golf cart.
8. For junior varsity contests, the respective school must inform the host institution that its junior varsity program will participate and that its team score should not appear on the tournament results form; however, individual scores must be reported.
9. For any tournament results to be considered for selection purposes, the tournament host must register the event with Golfstat before the start of competition.

Results must be reported in one of the following three methods:

1. Complete the forms provided by Golfstat;
2. Use Golfstat's RESULTS software (free of charge); or
3. Use Golfstat's LEADERBOARD RESULTS software (several options are available).

For information about reporting results and tournament registration, contact:

Mark Laesch
Golfstat
PO Box 129
Noblesville, IN 46061-0129
Office Phone: 309-828-6430
Home Phone: 317-770-7049
Fax: 309-829-4792

MATCH PLAY

Five-Player Format

- One point for each Individual match (tiebreak not mandatory on individual matches)
- Two-, four-, eight- or 16-Team event
- Team tiebreak should be determined as indicated below

Tiebreak for Medal-Match

1. Total score of all five players.
2. Winner of #1 players match (followed by #2 through #5).
3. Hole-by-hole score starting with hole 18 on #1 players and proceeding backward by hole (17-1). Then #2 players and so on.
4. Coin flip.

Tiebreak for Match-Match

1. Total holes up by team. In other words, if Team A wins matches by 4&2 and 3&2 and Team B wins matches by 3&2 and 2&1, and the fifth match is tied: Team A would win with 4+3 being better than 3+2.
2. Total holes left. In previous example, if Team B's winning matches were 4&3 and 3&2, then Team B would tie Team A at 4+3 under first tiebreak. However, 2+2 is less than 3+2 (right-side totals after &), so Team B won one match a hole earlier and would win under the second tiebreak.
3. Match between #1 players followed by #2 through #5, if necessary.
4. Only needed if all five matches were ties: Same as tiebreak #3 in Medal-Match.
5. Coin flip.
 - Hole or Medal-Match format allowed.
 - No stroke or hole differentials reported. Only win-loss-tie Individually and win-loss Team reported.
 - Only have wins-losses-and/or-ties against opponent you actually played Team or Individually.

Section 2•3 Selections Information

The Division III Women's Golf Committee is responsible for the selection of all participants in the Division III Women's Golf Championships. Regional advisory committees assist in the evaluation of the teams and individuals and provide recommendations to the national committee. Coaches' polls and/or any other polls or outside rankings are not used by the Women's Golf Committee for selection purposes.

The Women's Golf Committee will meet via conference call on Monday, May 1, to select the participants for the 2016 championships. All regional advisory committee chairs (or their replacements) will participate on the call. Before the national call (completed no later than 1 p.m. Eastern time, Monday, May 1), the chairs will conduct a call with their respective regional advisory committee to determine recommendations.

ALLOCATION OF BERTHS

1. Pool A is reserved for the automatic qualifiers of conferences that meet the requirements for automatic qualification per NCAA Bylaw 31.3.2. Each conference eligible for automatic qualification is allocated one Pool A berth. After the determination of the Pool A berths, the committee will determine the Pool B selections followed by the Pool C selections.
2. Pool B is reserved for independent institutions and institutions that are members of conferences that do not meet the requirements for automatic qualification.
3. Pool C is reserved for institutions from automatic-qualifying conferences that are not their conference champion and the remaining teams in Pool B.
4. Berths from Pools B and C will be selected on a national basis, using regional selection criteria. There will be no predetermined regional allocations for Pools B and C.
5. There will be no maximum or minimum number of berths from one region.

SELECTION OF BERTHS

To be considered during the selection process either as an automatic berth (Pool A) or an at-large berth (Pool B and Pool C), an institution must play at least 25 percent of its competition against Division III in-region opponents, unless a waiver has been approved by the Division III Championships Committee. Competition rounds must be 18 holes on a course at least 5,800 yards.

The national committee will select 116 participants for the championships. Twenty-two teams and six individuals will be selected. Institutions must meet minimum sport sponsorship requirements as indicated in Bylaw 20.11.3.8 in order to be selected for the championships.

SPORT SPONSORSHIP

(Field size is calculated using sponsorship data from the previous academic year 2015-16)

Division III institutions sponsoring women's golf: 169

Provisional institutions sponsoring women's golf: 2

DIVISION III WOMEN'S GOLF

Institutions declaring NAIA (not eligible for the championships): 0
Institutions reclassifying to Division II (not eligible for the championships): 0
Institutions reclassifying to Division III (not eligible for the championships): 0
Institutions eligible for the NCAA Division III championships: 167
Conferences meeting automatic qualifying requirements: 19*
Eligible teams in automatic-qualifying conferences: 159
At-large access ratio (eligible teams in AQ conferences/# of AQ conferences); 1:8.36
Pool B teams: $51/8.36 = 6$ (reduced to 1 to ensure 2 Pool C teams)
Pool C teams: 2

Based on the sponsorship data, the following allocations will be implemented for the 2017 championships:

Bracket	22	# of eligible institutions/7
Pool A	19* Teams	Automatic Qualifiers
Pool B	1 Teams	# Pool B teams/access ratio
Pool C	2 Teams	Field size - Pool A - Pool B. (minimum of 2 teams)
Individuals	6 Individuals	Individuals not on teams selected for the championships

* Final pool numbers (AQs and at large) will be determined based on the sport sponsorship information available at the time of championships selections.

AUTOMATIC QUALIFIERS

The 19 conferences granted automatic qualification* for the 2016 championships from Pool A are:

American Southwest Conference	Northern Athletics Collegiate Conference
Centennial Conference	Northwest Conference
College Conference of Illinois and Wisconsin	Ohio Athletic Conference
Heartland Collegiate Athletic Conference	Old Dominion Athletic Conference
Iowa Intercollegiate Athletic Conference	Presidents' Athletic Conference
Liberty League	Southern Athletic Association
Michigan Intercollegiate Athletic Association	Southern California Intercollegiate Athletic Conference
Middle Atlantic Conference	Upper Midwest Athletic Conference
Minnesota Intercollegiate Athletic Conference	Wisconsin Intercollegiate Athletic Conference
North Coast Athletic Conference	

* Final determination of qualifying conferences will be based on sport sponsorship information available at the time of championships selections.

TRAVEL INFORMATION

Please refer to the NCAA Travel policies for all information regarding travel party size, transportation and per diem expenses. Travel policies can be found online at www.ncaa.org.

Section 2•4 Selection Criteria

The following criteria will be used to select 22 teams and six individuals to the championships.

1. Teams and individuals must register with Golfstat by Oct. 1, 2016, in order to be considered for selection to the championships.
2. A team or individual desiring to participate in the championships must complete all tournaments by April 30, 2017.
3. A team may compete with four or five players.

4. For competition to count, rounds must be 18 holes on a course at least 5,800 yards.
5. To be eligible for at-large berths to the championships, all teams and individuals must play 12 18-hole rounds, including three rounds in the spring. Teams receiving automatic qualification berths (Pool A) must meet minimum sport sponsorship requirements but otherwise will be determined as dictated by the conference (e.g., do NOT need to meet the minimum requirement of 12 18-hole rounds, three rounds in the spring). Teams or individuals unable to meet eligibility requirements due to weather or other extenuating circumstances may submit a written request to the NCAA championships manager before the selection call for consideration by the women's golf committee.

Primary:

- Won-lost percentage against Division III opponents;
- Division III head-to-head competition;
- Results versus common Division III opponents;
- Adjusted scoring average;
- Score versus par;
- Strength of schedule in Division III;
- Record versus top 25 teams;
- Place finish in contests;
- Average drop score;
- Late-season performance.

Secondary:

- Won-lost percentage against non-Division III opponents;
- Results versus common non-Division III opponents;
- Strength of schedule against non-Division III opponents;
- Record versus top 25 non-Division III opponents.

Appendixes

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Appendix A • Sport Sponsorship

CENTRAL REGION

College Conference of Illinois and Wisconsin (8)

Augustana College (Illinois)
 Carroll University (Wisconsin)
 Carthage College
 Elmhurst College

Illinois Wesleyan University
 Millikin University
 North Central College
 Wheaton College (Illinois)

Northern Athletics Collegiate Conference (8)

Alverno College
 Aurora University
 Benedictine University (Illinois)
 Concordia University Wisconsin

Edgewood College
 Lakeland College
 Marian University (Wisconsin)
 Wisconsin Lutheran College

Wisconsin Intercollegiate Athletic Conference (7)

University of Wisconsin-Eau Claire
 University of Wisconsin-Oshkosh
 University of Wisconsin-Platteville
 University of Wisconsin-River Falls

University of Wisconsin-Stevens Point
 University of Wisconsin-Stout
 University of Wisconsin-Whitewater

Pool B Teams (13 +1 prov.)

Midwest Conference (7)

Fontbonne University (affiliate member)
 Grinnell College
 Illinois College
 Knox College
 Lake Forest College
 Monmouth College (Illinois)
 St. Norbert College

Mount Mary University

St. Louis Intercollegiate Athletic Conference (4 +1 prov.)

Greenville College
 *Iowa Wesleyan College (active 2018-19)
 MacMurray College
 Spalding University
 Westminster College (Missouri)

University Athletic Association (1)

Washington University in St. Louis (Missouri)

*Not eligible for NCAA championship competition.

EAST REGION

Centennial Conference (7)

Dickinson College
 Franklin & Marshall College
 Gettysburg College
 McDaniel College

Muhlenberg College
 Susquehanna University
 Ursinus University

Liberty League (7)

Mount Holyoke College (affiliate member)
 New York University (affiliate member)
 St. Lawrence University
 Union College (New York)

Vassar College
 Wellesley College (affiliate member)
 William Smith College

DIVISION III WOMEN'S GOLF

Middle Atlantic Conferences (12)

Albright College
Alvernia University
Arcadia University
Delaware Valley University
Eastern University
Fairleigh Dickinson University, Florham

Hood College
Lebanon Valley College
Manhattanville College
Misericordia University
Stevenson University
Wilkes University

Old Dominion Athletic Conference (7)

Bridgewater College (Virginia)
Eastern Mennonite University
Hollins University
Randolph-Macon College

Shenandoah University
Sweet Briar College
Washington and Lee University

Presidents' Athletic Conference (8)

Bethany College (West Virginia)
Grove City College
Saint Vincent College
Thiel College

Thomas More College
Washington and Jefferson College
Waynesburg University
Westminster College (Pennsylvania)

Pool B Teams (30)

Allegheny Mountain Collegiate (2)

Mount Aloysius College
Pennsylvania State Univ. Erie, the Behrend College

Capital Athletic Conference Inc. (1)

Marymount University Virginia

Colonial States Athletic Conference (2)

Marywood University
Neuman University

Empire 8 (5)

Elmira College
Ithaca College
Nazareth College
St. John Fisher College
Utica College

Great Northeast Athletic Conference (1)

Johnson & Wales University (Rhode Island)

Little East Conference (1)

Rhode Island College

Massachusetts State Collegiate Athletic Conference (1)

Westfield State University

New England Small College Athletic Conference (6)

Amherst College
Bates College
Bowdoin College
Hamilton College
Middlebury College
Williams College

North Atlantic Conference (2)

Castleton University
Husson University

North Eastern Athletic Conference (2)

State University of New York at Cobleskill
Keuka College

State University of New York Athletic Conference (1)

State University College at Cortland

University Athletic Association (1)

Carnegie Mellon University

USA South Athletic Conference (5)

Greensboro College
Huntingdon College
Maryville College (Tennessee)
Methodist University
Piedmont College

GREAT LAKES REGION

Heartland Collegiate Athletic Conference (8)

Anderson University (Indiana)
 Defiance College
 Franklin College
 Hanover College

Manchester University
 Mount St. Joseph University
 Rose-Hulman Institute of Technology
 Transylvania University

Michigan Intercollegiate Athletic Association (9)

Adrian College
 Albion College
 Alma College
 Calvin College
 Hope College

Kalamazoo College
 Olivet College
 Saint Mary's College (Indiana)
 Trine University

North Coast Athletic Conference (7)

Allegheny College
 Denison University
 DePauw University
 Hiram College

Ohio Wesleyan University
 Wittenberg University
 The College of Wooster

Southern Athletic Association (8)

Berry College
 Birmingham-Southern College
 Centre College
 Hendrix College

Millsaps College
 Oglethorpe University
 Rhodes College
 University of the South

MIDWEST REGION

Iowa Intercollegiate Athletic Conference (9)

Buena Vista University
 Central College (Iowa)
 Coe College
 University of Dubuque
 Loras College

Luther College
 Nebraska Wesleyan University
 Simpson College
 Wartburg College

Minnesota Intercollegiate Athletic Conference (10)

Augsburg College
 Bethel University (Minnesota)
 Carleton College
 Concordia College, Moorhead
 Gustavus Adolphus College

Macalester College
 St. John's University (Minnesota)
 Saint Mary's University of Minnesota
 St. Olaf College
 University of St. Thomas (Minnesota)

Upper Midwest Athletic Conference (9)

Bethany Lutheran College
 Crown College (Minnesota)
 Martin Luther College
 University of Minnesota, Morris
 North Central University

Northland College
 University of Northwestern-St. Paul
 The College of St. Scholastica
 University of Wisconsin-Superior

WEST REGION

American Southwest Conference (9 + 1 prov.)

University of California, Santa Cruz (affiliate member)
 Concordia University Texas
 Hardin-Simmons University
 Howard Payne University
 LeTourneau University

Louisiana College
 University of Mary Hardin-Baylor
 *McMurry University (active 2018-19)
 University of Texas at Dallas
 The University of Texas at Tyler

Northwest Conference (9)

George Fox University
 Lewis & Clark College
 Linfield College
 Pacific Lutheran University
 Pacific University (Oregon)

University of Puget Sound
 Whitman College
 Whitworth University
 Willamette University

Southern California Intercollegiate Athletic Conference (8)

California Lutheran University
 Chapman University
 Claremont McKenna-Harvey Mudd-Scripps Colleges
 University of La Verne

Occidental College
 Pomona-Pitzer Colleges
 University of Redlands
 Whittier College

Pool B Teams (7)

Southern Collegiate Athletic Conference (7)

Austin College
 Centenary College (Louisiana)
 University of Dallas
 Schreiner University

Southwestern University (Texas)
 Texas Lutheran University
 Trinity University (Texas)

- Pool A 19* Berths (Automatic qualifiers)**
- Pool B 1* Berth (Independents)**
- Pool C 2* Berths (Non-selects from Pool A and B)**

*Pool numbers will be determined based on the sport sponsorship information available at the time championship selections.

Appendix B • Tiebreaking Procedure

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.

Team tiebreakers (teams will draw for positions):

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

Tee Time	Team A	Team B
1 st	#5	#5
2 nd	#4	#4
3 rd	#3	#3
4 th	#2	#2
5 th	#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

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

Four teams

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

Five teams

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

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

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.

The committee reserves the right to adjust the pairings and format if needed.