



**2018  
DIVISION III WOMEN'S  
GOLF  
CHAMPIONSHIPS**

**PRE-CHAMPIONSHIPS  
2017-18 MANUAL**

# NCAA General Administrative Guidelines

## Contents

<b>Section 1 • Introduction</b>	<b>2</b>
Section 1•1 Definitions	2
<b>Section 2 • Championship Core Statement</b>	<b>2</b>
<b>Section 3 • Concussion Management</b>	<b>3</b>
<b>Section 4 • Conduct</b>	<b>3</b>
Section 4•1 Certification of Eligibility/Availability	3
Section 4•2 Drug Testing	4
Section 4•3 Honesty and Sportsmanship	4
Section 4•4 Misconduct/Failure to Adhere to Policies	4
Section 4•5 Sports Wagering Policy	4
Section 4•6 Student-Athlete Experience Survey	5
<b>Section 5 • Elite 90 Award</b>	<b>5</b>
<b>Section 6 • Fan Travel</b>	<b>5</b>
<b>Section 7 • Logo Policy</b>	<b>5</b>
<b>Section 8 • Research</b>	<b>6</b>
<b>Section 9 • Division III</b>	<b>6</b>
Section 9•1 Division III Philosophy	6
Section 9•2 Commencement Conflicts	6
Section 9•3 Religious Conflicts	7

### THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

P.O. Box 6222  
Indianapolis, Indiana 46206-6222  
317-917-6222  
www.ncaa.org  
October 2017

NCAA, NCAA logo and NATIONAL COLLEGIATE ATHLETIC ASSOCIATION are registered marks of the Association and use in any manner is prohibited unless prior approval is obtained from the Association.

# Section 1 • Introduction

During the 2017-18 academic year, the Association will sponsor 90 national championships — 42 for men, 45 for women, and three for both men and women. Of 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. Of the women's championships, five are National Collegiate Championships, 13 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/or administrators.

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

**Championship Manager(s).** The NCAA staff member(s) 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.

**Non-predetermined Sites.** Those sites that are selected to host at the time of the participant/team selections announcement.

**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 team and/or individual 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 Sport Science Institute website](#) for additional guidance.

## 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 Manual, 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 shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of

## GENERAL ADMINISTRATIVE GUIDELINES

---

the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport 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 Divisions 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 to policies and procedures.

### 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 in which 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 in which 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, institutional administrators, coaches and student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to ensure participation from all student-athletes.

## 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 grade-point average 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](http://ncaa.org).

## Section 6 • Fan Travel

NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athlete(s) 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](http://ncaa.com/travel) to search and book online.

## 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

## GENERAL ADMINISTRATIVE GUIDELINES

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, head bands, T-shirts, wrist bands, 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 rounds 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 manager in writing one week before the selection date for the governing sport 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 sport committee, in consultation with participating institutions, may reschedule the game on the nearest possible date.
- Does not apply to predetermined finals sites.
- The governing sport 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

## Contents

<b>Section 1 • General Administration</b> .....	<b>9</b>
Section 1•1 NCAA Tournament Operations Staff Contact Information .....	9
Section 1•2 National Committee .....	9
Section 1•3 Regional Advisory Committees.....	9
Section 1•4 Important Dates.....	10
Section 1•5 Equipment.....	11
Section 1•6 Rules.....	11
Section 1•7 Uniforms .....	12
<b>Section 2 • Determination of Championship Participation</b> .....	<b>13</b>
Section 2•1 Championships Format .....	13
Section 2•2 Results.....	13
Section 2•3 Selections Information .....	15
Section 2•4 Selection Criteria .....	16
<b>Appendix A • Sport Sponsorship</b> .....	<b>19</b>
<b>Appendix B • Tiebreaking Procedure</b> .....	<b>23</b>

# Section 1 • General Administration

## Section 1•1 NCAA Tournament Operations Staff Contact Information

### Nancy O'Hara

NCAA Championships and Alliances  
P.O. Box 6222 / Indianapolis, Indiana 46206-6222  
317-917-6162 / [nohara@ncaa.org](mailto:nohara@ncaa.org)

### For information about reporting results and tournament registration, contact:

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, chair**  
Calvin College

**Brad Duckworth**  
University of Wisconsin-Stevens Point

**Peter Gyscek**  
Washington and Lee University

**Skip Molitor**  
Whitman College

**Eric Sieger**  
Carleton College

## Section 1•3 Regional Advisory Committees

### CENTRAL REGION

Brad Duckworth, chair	University of Wisconsin-Stevens Point
Patrick Freeman	Illinois Wesleyan University
Louis Groce	Midwest Conference
Ellen Port	Washington University in St. Louis
Liza Ruetten	University of Wisconsin-Oshkosh
Justin Wyeth	Aurora University

### EAST REGION

Peter Gyscek, chair	Washington and Lee University
Tomas Adalsteinsson	Williams College
Rachel Brown	Thomas More College
Wes Hollis	Ursinus College
Sherry Makerney	Wellesley College
Bill Mannino	Hollins University
Chris Merce	Arcadia University
TBD	TBD

## DIVISION III WOMEN'S GOLF

### GREAT LAKES REGION

Jerry Bergsma, chair	Calvin College
Brian Booher	Otterbein University
Russell Kramer	North Coast Athletic Conference
Kim Moore	Saint Mary's College (Indiana)
Kevin Robinson	Rose-Hulman Institute of Technology
TBD	TBD

### 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
Emily Guthrie	Whitworth University
Jackie Ralston	University of Mary Hardin-Baylor
Jack Stewart	University of Redlands
TBD	TBD

## Section 1•4 Important Dates

<b>Sunday, Oct. 1</b>	Deadline for tournaments and team rosters to be registered with Golfstat.
<b>Thursday, Nov. 2</b>	Regional Ranking.
<b>Thursday, April 12</b>	Regional Ranking.
<b>Thursday, April 26</b>	Regional Ranking.
<b>Friday, April 27</b>	Deadline to contact the NCAA championships manager if individual or team is not available for participation in the championships.
<b>Sunday, April 29</b>	Results from spring competition due to Golfstat.
<b>Monday, April 30</b>	Selections at 3 p.m. Eastern time; selected teams and individuals posted online by 8 p.m. Eastern time. Regional Ranking.

### CHAMPIONSHIPS DATES

<b>May 8-11, 2018</b>	Mission Inn Resort & Club, Howey-in-the-Hills, Florida; Oglethorpe University and Central Florida Sports Commission, hosts.
-----------------------	---

### DATE FORMULA

**Second Tuesday in May (Tuesday-Friday).**

### FUTURE DATES

<b>May 14-17, 2019</b>	Bay Oaks Country Club, Houston; University of Mary Hardin-Baylor and Harris County-Houston Sports Authority, hosts
<b>May 12-15, 2020</b>	PGA National Resort, Palm Beach Gardens, Florida; Emory University and Palm Beach County Sports Commission, hosts.
<b>May 11-14, 2021</b>	Forest Akers Golf Courses, Lansing, Michigan; Olivet College and Greater Lansing Sports Authority, hosts.
<b>May 10-13, 2022</b>	The Woodlands Country Club, The Woodlands, Texas; University of Mary Hardin-Baylor and the City of Shenandoah, hosts.

## 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 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 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 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).
- 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 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.

### SCHEDULE OF EVENTS

<b>Tuesday, May 1</b>	Conference call with selected teams and individuals at noon Eastern time.
<b>Sunday, May 6</b>	Course walk-through.
<b>Monday, May 7</b>	Practice day (shotgun start).
<b>Tuesday, May 8 – Friday, May 11</b>	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](http://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. Instructions and forms were sent in August 2017 from Golfstat to all institutions that sponsor Division III women's golf. All tournaments must be registered with Golfstat not later than Oct. 1, 2017. **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 28 and 29 should be faxed to Golfstat (309-829-4792) by 6 p.m. Eastern time, Sunday, April 29.

### 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:**

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 No. 1 players match (followed by No. 2 through No. 5).
3. Hole-by-hole score starting with hole 18 on No. 1 players and proceeding backward by hole (17-1). Then, No. 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 the 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 the 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 No. 1 players followed by No. 2 through No. 5, if necessary.
4. Only needed if all five matches were ties: Same as tiebreak No. 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, April 30, to select the participants for the 2018 championships. All regional advisory committee chairs (or their replacements) will participate on the call. Before the national call (completed not later than 1 p.m. Eastern time, Monday, April 30), 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 131 participants for the championships. Twenty-five 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 2016-17)

Division III institutions sponsoring women's golf: 175

Provisional institutions sponsoring women's golf: 1



## 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): 1

Institutions eligible (2016-17): 173

[Pool allocations (Bs and Cs) are calculated using current year sponsorship data (2017-18)]

Conferences meeting automatic qualifying requirements: 19\*

Eligible teams in automatic-qualifying conferences: 166

At-large access ratio (eligible teams in AQ conferences/# of AQ conferences); 1:8.74

Pool B teams:  $58/8.74 = 6$  (reduced to 4 to ensure 2 Pool C teams)

Pool C teams: 2

Based on the sponsorship data, the following allocations will be implemented for the 2018 championships:

Bracket	25	No. of eligible institutions/7
Pool A	19 Teams*	Automatic Qualifiers
Pool B	4 Teams*	No. of 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 2018 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 Conferences	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](http://www.ncaa.org).

## Section 2•4 Selection Criteria

The following criteria will be used to select 25 teams and six individuals to the championships.

1. Teams and individuals must register with Golfstat by Oct. 1, 2017, 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 29, 2018.
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

## Contents

Appendix A • Sport Sponsorship.....	19
Appendix B • Tiebreaking Procedure.....	23

## 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 University  
 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.)

Mount Mary University

#### Midwest Conference (6)

Grinnell College  
 Illinois College  
 Knox College  
 Lake Forest College  
 Monmouth College (Illinois)  
 St. Norbert College

#### St. Louis Intercollegiate Athletic Conference (5 + 1 prov.)

Eureka College  
 Fontbonne University  
 \*Iowa Wesleyan College (active 2018-19)  
 MacMurray College  
 Spalding University  
 Westminster College (Missouri)

#### University Athletic Association (1)

Washington University in St. Louis

\*Not eligible for NCAA championships competition.

### EAST REGION

#### Centennial Conference (8)

Dickinson College  
 Franklin & Marshall College  
 Gettysburg College  
 Marymount University (Virginia) (affiliate member)

McDaniel College  
 Muhlenberg College  
 Neumann University (affiliate member)  
 Ursinus College

#### Liberty League (8)

Ithaca College  
 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 (13)

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  
Widener University  
Wilkes University

### Old Dominion Athletic Conference (9)

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

Shenandoah University  
Sweet Briar College  
Virginia Wesleyan University  
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 (38)

#### Allegheny Mountain Collegiate (2)

Mount Aloysius College  
Pennsylvania State University Erie, the Behrend College

#### Capital Athletic Conference (5)

Christopher Newport University  
University of Mary Washington  
Penn State Harrisburg  
Southern Virginia University  
York College (Pennsylvania)

#### Colonial States Athletic Conference (1)

Cabrini University

#### Empire 8 (12)

State University of New York at Canton (affiliate member)  
State University of New York at Cortland (affiliate member)  
Elmira College  
Husson University (affiliate member)  
Johnson & Wales University (Rhode Island) (affiliate member)  
Keuka College  
Nazareth College  
Rhode Island College (affiliate member)  
St. John Fisher College  
Suffolk University (affiliate member)  
Utica College  
Westfield State University (affiliate member)

#### Landmark Conference (5)

Elizabethtown College  
Goucher College  
Marywood University (affiliate member)  
University of Scranton  
Susquehanna University

#### New England Small College Athletic Conference (6)

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

#### North Eastern Athletic Conference (1)

State University of New York at Cobleskill

#### 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 (9)**

Bluffton University  
 Defiance College  
 Earlham 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

**Ohio Athletic Conference (9)**

Baldwin Wallace University  
 Capital University  
 Heidelberg University  
 John Carroll University  
 Marietta College

University of Mount Union  
 Muskingum University  
 Ohio Northern University  
 Otterbein University

**Southern Athletic Association (8)**

Berry College  
 Birmingham-Southern College  
 Centre College  
 Hendrix College

Millsaps College  
 Oglethorpe University  
 Rhodes College  
 University of the South

**Pool B Team (1)**

Finlandia University

**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 (11)**

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

Macalester College  
 College of Saint Benedict  
 St. Catherine University  
 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 reclass.)**

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 (6)**

**Southern Collegiate Athletic Conference (6)**

Centenary College (Louisiana)  
 University of Dallas  
 Schreiner University

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

\*Not eligible for NCAA championships competition.

- Pool A**      **19\* Berths (Automatic qualifiers)**
- Pool B**      **4\* Berths (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 championships 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 <sup>st</sup>	#5	#5
2 <sup>nd</sup>	#4	#4
3 <sup>rd</sup>	#3	#3
4 <sup>th</sup>	#2	#2
5 <sup>th</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

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.