



2018
DIVISION II MEN'S
GOLF
CHAMPIONSHIPS
MUSCLE SHOALS, AL
University of North Alabama, Host

PARTICIPANT
2017-18 MANUAL

2018 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS
 FINALS – MUSCLE SHOALS, ALABAMA

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Section 1 - Introduction/Welcome

On behalf of the Division II Men's Golf Committee, thank you for being an important part of the 2018 NCAA Division II Men's Golf Championships.

Administration of the NCAA Division II Men's Golf Championships is under the direction of the Division II Men's Golf Committee. The hosts play an integral part in the successful administration of the championship.

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the NCAA Division II Men's Golf Championships. It is designed to use in conjunction with, not in place of, the NCAA Division II Men's Golf Pre-Championships Manual, which provides more general policies for the administration of the championship.

Section 2 - NCAA Mission Statement

The Core Purpose of the NCAA is to govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

Section 3 - NCAA Staff/Committee

NCAA Staff

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Will Fisher

Director of Golf
RTJ Golf Trail at the Shoals
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Championship Website

For more information about the Division II Men's Golf Championships please visit the following link:
<http://www.ncaa.com/sports/golf-men/d2>.

Section 5 - Checklist

PARTICIPATING INSTITUTION CHECKLIST

This checklist is arranged in chronological order to be of assistance to those individuals who have specific institutional responsibilities for regional competition.

3 p.m. ET, Thursday, May 10. Mandatory conference call for head coaches of participating teams and individuals. Conference call information is listed below:

Number: 866-590-5055

Passcode: 8704341

By 5 p.m. ET, Monday, May 14. Call Marriott Shoals to reserve rooms at 256-246-3614 and email rooming list to Tony Fowler (tony.fowler@marriottshoals.com).

By 5 p.m. ET, Monday, May 14. Email all media requests to Jeff Hodges at sportsinformation@una.edu.

By 5 p.m. ET, Wednesday, May 16. Email Travel Information/Team Roster Form to John Baldwin (jbaldwin@ncaa.org) and Jeff Hodges (sportsinformation@una.edu).

By 5 p.m. ET, Wednesday, May 16. Submit Elite 90 materials. All information and nomination forms can be obtained on the ncaa.org membership site or by clicking [Elite 90 forms](#).

By 5 p.m. ET, Wednesday, May 16. Return Lunch Order Form(s) to Shayla Hill via email (shill@rtjgolf.com) or fax (256-446-5222).

By 5 p.m. ET, Thursday, May 17. Email the Code of Conduct Form (Appendix A) to Nancy O'Hara, nohara@ncaa.org. (Resubmission is not necessary if Finals travel party is the same as Regionals).

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Section 6 - Schedule of Events

Saturday, May 19

All day Teams arrive.

Sunday, May 20

8 – 9:30 a.m. Team Registration (RTJ Clubhouse).
8 a.m. Practice facilities open.
10 a.m. Shotgun practice round.
11 a.m. – 1 p.m. Lunch available for teams at turn (TBD).
3 p.m. Mandatory players and coaches' rules meeting (RTJ Clubhouse).
3:45 p.m. NCAA Championship Welcome Barbeque (RTJ Clubhouse).
6:30 p.m. Practice facilities close.

Monday, May 21

6:30 a.m. Practice facilities open.
7:30 a.m. First round of competition.
7:30 p.m. or 30 min. following play Practice facilities close.

Tuesday, May 22

6:30 a.m. Practice facilities open.
7:30 a.m. Second round of competition.
7:30 p.m. or 30 min. following play Practice facilities close.

Wednesday, May 23

6:30 a.m. Practice facilities open.
7:30 a.m. Third round of competition.
Following Play Individual award presentations and team lineup selections for Head-to-Head Medal Play.
7:30 p.m. or 30 min. following play Practice facilities close.

Thursday, May 24

6:30 a.m. Practice facilities open.
7:30 a.m. Quarterfinal round of Head-to-Head Medal Play competition.
1:30 p.m. Semifinal round of Head-to-Head Medal Play competition.
6:30 p.m. Semifinalist awards ceremony.

Friday, May 25

8 a.m. Practice facilities open.
9 a.m. Final round of Head-to-Head Medal Play competition.
2 p.m. Awards ceremony.

Administrative Meeting

The games committee will conduct a meeting in the RTJ Clubhouse at 3 p.m. on Sunday afternoon, prior to the championship welcome barbeque. This meeting is required for all head coaches and competing student-athletes. The NCAA and the NCAA rules official(s) will use this time to cover all necessary rules and information. A monetary fine will be assessed for those institutions not in attendance. NCAA Committee Members and NCAA Rules Representatives will carry out the meeting's agenda.

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Practices

One 18-hole practice round will be scheduled for the day immediately preceding the championships finals. Ten days before the first practice round, participants and coaches will not be permitted to set foot on the golf course or use the practice facilities. This rule applies to all venues with shared practice facilities and/or clubhouses. No exceptions will be made; however, the host institution may apply for an exemption from this policy if the lack of an exemption creates an undue burden on the host institution. Violations of this policy may result in sanctions listed under NCAA misconduct provisions or disqualification for a team or an individual(s), with no substitution permitted.

In an effort to maintain the conditions of the course and speed of play, it is required that each individual play only one ball into the green during any practice round (“one practice-ball rule”). However, on Par 4s and Par 5s only, players may hit more than one tee shot. On Par 3s, players are permitted to hit only one tee shot. Players may chip or putt more than one ball on or around the green on all 18 holes.

Each participant must wear soft spikes and play from the designated tees. Violation of these policies will result in the player and/or team being removed from the golf course and may result in sanctions listed under the NCAA misconduct provisions or disqualification for a team or an individual(s), with no substitution permitted.

Teams are limited to five players during the practice round. Groups of six are not allowed, and coaches are not allowed to play during any practice round but may chip and putt provided that pace of play requirements are maintained.

Head coaches or designated official institutional representatives will be required to be with their teams during the entire practice round. Coaches will be provided time schedules and be responsible for monitoring pace of play, misconduct and the enforcement of the one practice-ball rule. Teams are required to keep pace with the group directly in front of them during the practice round. If a team fails to keep pace with the group in front of them, a warning will be issued. If pace of play is still not improved, the team will be forced to skip hole(s) in order to reestablish the proper position on the golf course.

Practice-round times at the regionals and championships will be a shotgun start with starting hole assignments determined by the NCAA golf committee. It is not required that institutions participate in the practice round.

In addition to the practice policies above, the following will be enforced for the regionals and championships:

1. Only credentialed, designated individuals may be allowed in the practice areas.
2. Teams may not start a practice round other than during its designated time or position.
3. Players may not go back on the course to practice after concluding each round.
4. Players and coaches are permitted on the course starting with the beginning of the first practice day and throughout the championships, as a spectator.

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5. The driving range and putting green will be open one hour before the first tee time each day and will remain open until 30 minutes after the completion of play for the day or 7 p.m. local time, whichever occurs later.

Weather Policy

The NCAA will provide a weather detection system for the championships and will make arrangements for the system to be on site. The games committee will do everything possible to complete 54 holes by the end of the third day of the championship, plus each match during the Head-to-Head Medal Play portion of the championships over the final two days of the event. The committee reserves the right to modify pairings, field size and format for weather. Only 18-hole stipulated rounds will be counted for scoring.

In the event of a weather emergency please follow the evacuation procedures as set forth in Section 8 of this manual.

Section 7- Championship Format

The format for the NCAA Division II Men's Golf Championships is determined by the NCAA Division II Men's Golf Committee, subject to the approval of the Division II Championships Committee.

The NCAA Division II Men's Golf Championships will consist of both team and individual competition conducted concurrently. Ten teams and the top four individuals not with a team will be selected from each region to compete in one of four 54-hole regional tournaments. The top three teams and the top two individuals not with a team from each regional (regardless of region) will advance to the finals, and the remaining eight berths will be allocated based on the regions represented in the prior year's Head-to-Head Medal Play portion of the championships. Tiebreakers and playoffs will be used to determine individual and team regional champions as well as advancement to the finals.

At the finals, all 20 teams and eight individuals will complete 54 holes of stroke play. Following 54 holes of stroke play, an individual champion will be declared along with finishers 2-10. The top eight teams after 54 holes of play will be placed into a bracket and seeded based on 54-hole scores. The pairings for the quarterfinals will be Seed #1 versus Seed #8, Seed #2 versus Seed #7, Seed #3 versus Seed #6 and Seed #4 versus Seed #5 competing in Head-to-Head Medal Play (stroke play over 18 holes and low score wins). Each team match will consist of five points with one point being awarded for each individual match. Winning teams will advance to the semifinals and subsequently the finals. Each individual match will be played to its completion and the first team to win three points within the team match will advance, or in the case of the final match be declared the national champion. In the event that a team match is tied after all five individual matches, the total strokes of the five players from each team will be calculated with the winning team having the fewest strokes. If still tied, a sudden death playoff will occur with all five scores counting from each team to determine the advancing team. Lineups, for pairing purposes, in the Head-to-Head Medal Play portion of the championship will be determined by the head coaches, using a "Presidents Cup" style to determine the lineups beginning with the higher seeded team, as determined through the 54-hole stroke play portion of the championship. More detail on lineup determination can be found in the later in this section.

Ties for eighth place will be broken by a sudden-death playoff; ties within the top eight will be broken using the non-sudden death tiebreaking procedures. More detail on tiebreaking procedures can be

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found later in this section of the manual. Pairings for both the stroke play and Head-to-Head Medal Play portion of the finals can be found at ncaa.org on the Division II Men's Golf page.

The men's golf committee may invoke an administrative cut after 36 holes of play to the top 15 teams and top six individuals not on those teams. The administrative cut will only occur after all other options to complete 54 holes of play by all 108 participants have been exhausted.

Championships Scorecard

CHAMPIONSHIP SCORECARD
 2018 NCAA Men's Golf National Championships
 Fighting Joe at Robert Trent Jones Golf Trail
 May 21-25

<u>HOLE</u>	<u>PAR</u>	<u>YARDAGE</u>
1	5	611
2	4	430
3	4	439
4	4	379
5	3	193
6	4	468
7	5	576
8	4	440
9	3	190
OUT	36	3,726
10	4	460
11	4	332
12	5	659
13	3	190
14	4	432
15	4	405
16	4	437
17	5	566
18	3	200
IN	36	3,681
TOTAL	72	7,407

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Lineups/Substitutes

During registration, the head coach must submit his or her lineup according to playing position. The five contestants from each institution must be determined by the conclusion of registration. A player may be substituted before the first tee time of his team of the first round of the championships, if the head coach notifies the games committee prior. The substitute must assume the position of the replaced player.

All coaches must be recognized institutional representatives. Neither of the two recognized coaches may be a current student-athlete nor a parent who is not also employed by the institution.

Tee Times/Pairings

**First-Round Pairings
 Monday, May 21**

Time	1st Tee		10th Tee
	S/SE #4, W/SC #4, MW/C #4		S/SE #5, W/SC #5, MW/C #5
7:20	5	7:31	5
7:31	4	7:42	4
7:42	3	7:53	3
7:53	2	8:04	2
8:04	1	8:15	1
	S/SE #6, S/SE #7, Individuals 1-5		
8:15	5	8:26	Individuals 6-8
8:26	4		
8:37	3		
8:48	2		
8:59	1		
	S/SE #1, W/SC #1, MW/C #1		E/A #1, S/SE #2, W/SC #2
12:00	5	12:00	5
12:11	4	12:11	4
12:22	3	12:22	3
12:33	2	12:33	2
12:44	1	12:44	1
	MW/C #2, E/A #2, S/SE #3		W/SC #3, MW/C #3, E/A #3
12:55	5	12:55	5
1:06	4	1:06	4
1:17	3	1:17	3
1:28	2	1:28	2
1:39	1	1:39	1

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Second-Round Pairings
Tuesday, May 22

Time	1st Tee		10th Tee
	E/A #1, S/SE #2, W/SC #2		S/SE #1, W/SC #1, MW/C #1
7:20	5	7:31	5
7:31	4	7:42	4
7:42	3	7:53	3
7:53	2	8:04	2
8:04	1	8:15	1
	W/SC #3, MW/C #3, E/A #3		MW/C #2, E/A #2, S/SE #3
8:15	5	8:26	5
8:26	4	8:37	4
8:37	3	8:48	3
8:48	2	8:59	2
8:59	1	9:10	1
	S/SE #5, W/SC #5, MW/C #5		S/SE #4, W/SC #4, MW/C #4
12:11	5	12:00	5
12:22	4	12:11	4
12:33	3	12:22	3
12:44	2	12:33	2
12:55	1	12:44	1
	Individuals 6-8		S/SE #6, S/SE #7, Individuals 1-5
1:06		12:55	5
		1:06	4
		1:17	3
		1:28	2
		1:39	1

Teams will be re-paired according to score after the second round.

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**Third-Round Pairings
 Wednesday, May 23**

Time	1st Tee		10th Tee
	Teams 18, 19, 20		
7:20	5		
7:31	4		
7:42	3	7:42	Individual 8, Teams 16, 17 (5)
7:53	2	7:53	Individual 8, Teams 16, 17 (4)
8:04	1	8:04	Individual 8, Teams 16, 17 (3)
	Teams 13, 14, 15		
8:15	5	8:15	Individual 8, Teams 16, 17 (2)
8:26	4	8:26	Individual 8, Teams 16, 17 (1)
8:37	3		
8:48	2		
8:59	1		
11:49	Individuals 1, 2, 3		
	Teams 4, 5, 6		Teams 7, 8, 9
12:00	5	12:00	5
12:11	4	12:11	4
12:22	3	12:22	3
12:33	2	12:33	2
12:44	1	12:44	1
	Teams 1, 2, 3		Teams 10, 11, 12
12:55	5	12:55	5
1:06	4	1:06	4
1:17	3	1:17	3
1:28	2	1:28	2
1:39	1	1:39	1

Players will be repositioned within their team by score after the second round.
 Individuals will be repositioned according to score following the second round.
 Teams will be re-paired according to score following the second round.

Key:
 A/E – Atlantic/East Region
 MW/C – Midwest/Central Region
 S/SE – South/Southeast Region
 W/SC – West/South Central Region

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Head-to-Head Medal Play Pairings
Thursday, May 24
Quarterfinals

Time	1st Tee		10th Tee
	Match 1 (Seed #1 vs. #8)		Match 2 (Seed #4 vs. #5)
7:20	Match 1	7:30	Match 1
7:30	Match 2	7:40	Match 2
7:40	Match 3	7:50	Match 3
7:50	Match 4	8:00	Match 4
8:00	Match 5	8:10	Match 5
	Match 3 (Seed #2 vs. #7)		Match 4 (Seed #3 vs. #6)
8:10	Match 1	8:20	Match 1
8:20	Match 2	8:30	Match 2
8:30	Match 3	8:40	Match 3
8:40	Match 4	8:50	Match 4
8:50	Match 5	9:00	Match 5

Head-to-Head Medal Play Pairings
Thursday, May 25
Semifinals

Time	1st Tee
	Semifinal 1 (Match 1 & 2 winners)
1:40	Match 1
1:50	Match 2
2:00	Match 3
2:10	Match 4
2:20	Match 5
	Semifinal 2 (Match 3 & 4 winners)
2:30	Match 1
2:40	Match 2
2:50	Match 3
3:00	Match 4
3:10	Match 5

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Head-to-Head Medal Play Pairings
Friday, May 25
Finals

Time	1st Tee Semifinal 1 & 2 winners
9:00	Match 1
9:10	Match 2
9:20	Match 3
9:30	Match 4
9:40	Match 5

Note 1: Seeds for Head-to-Head Medal Play are determined by 54-hole scores with ties within the top eight being broken by using the non-sudden death tiebreaking procedures outlined on page 15 of this manual. Ties for the eighth spot will be broken by a sudden death playoff, time permitting.

Note 2: For pairing purposes within a given team match, the higher seeded team (as determined through the 54-hole stroke play portion) "Team 1" will have the first choice of putting a player on the board for Match #1. The opposing team "Team 2" will then name its player for Match #1. Team #2 will then name its player for Match #2 and Team #1 will name its player for Match #2. The process will continue in an "S" curve until the players for all five matches are named. However, Team #1 may defer in the selection process and permit Team #2 to begin the overall selection process.

Note 3: Tee times may be altered by the games committee for weather.

Tiebreaker

Tiebreaking Procedures

Team ties shall be broken by a sudden-death playoff counting the low four scores relative to par on each hole. Play shall continue with new scoring on each successive hole until a winner is determined. The games committee will determine the starting holes. If a playoff involves more than two teams, a shotgun format shall be used. The team playoff will be conducted first, with the playoff for individual spots to follow immediately after the conclusion of the team playoff. Once the shotgun sudden-death format is started, that format shall be used until a winner is determined.

Sudden Death Playoff Procedures

Teams will draw for positions. For a two-team playoff, the winner of the draw shall have the option of the A or B positions set forth below. For a playoff involving more than two teams, the teams shall assume the drawn letter position (A, B, C, etc.) set forth below.

Two teams (A & B; tee off alternately)

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

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SHOTGUN FORMAT

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 tournament.

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

At Regional tournaments, team and individual playoffs will be conducted to determine team and individual champions, plus teams and individuals advancing to the finals.

At the Finals, team playoffs will be conducted to determine teams advancing to Head-to-Head Medal Play and as specified in Head-to-Head Medal Play tiebreaking procedures noted below.

At the Finals, a playoff will be conducted to determine the individual national champion. No other individual ties will be broken by a playoff.

Non Sudden-Death Tiebreaking Procedure

For the purposes of ranking teams for third round pairings, and for situations in which a sudden-death playoff cannot be completed, the following system shall be used to break ties, except as provided elsewhere when ties need not be broken at the championships:

Teams

1. Cumulative total of the non-counting scores.
2. Highest cumulative individual total.
3. Second highest cumulative individual total.
4. Third highest cumulative individual total.
5. Fourth highest cumulative individual total.
6. Fifth highest cumulative individual total.
7. Committee decision.

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Individuals

1. That round's score.
2. Score from previous round(s).
3. Coin toss.

When a tie exists within a team, the individual with the lowest team position will be given the later tee time.

The foregoing procedure will also be used if a cut becomes necessary at any time after the completion of the second round of play at the championships.

Head-to-Head Medal Play Tiebreaking Procedures

In the event that a team match is tied after all five individual matches, the total strokes of the five players from each team will be calculated with the winning team having the fewest strokes. If still tied, a sudden death playoff will occur with all five scores counting from each team to determine the advancing team.

Should a team compete with fewer than five participants, the tiebreaker will be awarded to the team posting the higher number of official scores.

Section 8 - Championship Operations

Emergency/Evacuation Plan

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

#1	Return to Clubhouse
#2	Return to Clubhouse
#3	Report to Vans near 12 th tee
#4	Report to Vans near 12 th tee
#5	Report to Vans located off 10 th fairway
#6	Report to Vans located off 10 th fairway
#7	Report to Vans located off 10 th fairway
#8	Report to Vans located off 10 th fairway
#9	Report to Vans located off 10 th fairway
#10	Report to Vans located off 10 th fairway
#11	Report to Vans near 12 th tee
#12	Report to Vans near 12 th tee
#13	Return to Clubhouse
#14	Return to Clubhouse
#15	Return to Clubhouse
#16	Return to Clubhouse
#17	Return to Clubhouse
#18	Return to Clubhouse

Please Note: Only players, coaches, scorers, officials and volunteers are allowed in the carts. Spectators should proceed to the clubhouse.

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Hospitality/Meals

The room rate for the Marriott Shoals Hotel includes vouchers for breakfast each morning of your stay.

There will be beverages, fruit and snacks available at the 1st and 10th tees for participants and coaches.

Robert Trent Jones will offer a boxed lunch each day, to be paid by each team, which we ask you to sign-up for in advance. Each team will have the opportunity to set-up an account for the duration of the tournament. Any person purchasing an item on the account will be required to sign for the purchase.

Officials

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

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

Post-Championship and Competition Site Evaluations

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

Registration

Registration will take place at the clubhouse from 8 – 9:30 a.m. Sunday, May 20. At this time, each coach will be given a packet including all pertinent information pertaining to the championship.

Scoring

Scorecards shall be kept in strict accordance with Rule 6-6 of the USGA's "Scoring in Stroke Play" The scorecard shall be deemed returned to the committee when the student-athlete leaves the scoring area.

A daily team score is computed by totaling the lowest scores of four of the five team members. The final team score is determined by totaling each daily score.

For the Head-to-Head Medal Play portion of the championship there will be a total of five points available in each team head-to-head match, with one point being awarded in each of the five individual head-to-head matches. The first team to win three points will advance to the next round or in the case of the final match be declared the national champion.

Every three holes, players will record their scores with scoring assistants, so results may be updated in real time at www.ncaa.com.

Videotaping

Institutions are permitted to videotape championship competitions by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for commercial purposes.



RTJ Golf Trail at The Shoals

The Robert Trent Jones Golf Trail at The Shoals is home to two 18-hole championship courses and lies between the Wheeler and Wilson dams on the Tennessee River. Wheeler Dam is named in honor of General Joseph "Fighting Joe" Wheeler - the only Confederate General to attain the same rank later in the United States Army.

The Fighting Joe course at The Shoals was the first Trail course to break 8,000 yards. *Travel + Leisure Golf* named Fighting Joe one of the top new courses in 2004. The second course, the Schoolmaster (named for President Woodrow Wilson who was responsible for getting Wilson Dam built and was also known as "The Schoolmaster" of politics), opened in the Summer of 2005.

FOR THE 2018 NCAA MEN'S GOLF CHAMPIONSHIPS:

Course Rating: 73.8 Course Slope: 142 Tournament Yardage: 7,407

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Lost and Found

Lost and found will be located in the Clubhouse Golf Shop.

Parking

As you enter Robert Trent Jones, there is off road parking available next to the 5th tee box and the 10th fairway. The main and suggested parking area is a large lot located between the Clubhouse and driving range.

Section 10 - Directions

From the hotel, teams will turn right on South Cox Creek Parkway. Cox Creek Parkway becomes Reservation Road upon crossing of the Tennessee River. You will then make a left on Highway 133 before making an immediate left on River Road. Follow River Road for 6 miles which brings you to a four-way stop at Lime Kiln Road. Make a left at this intersection and the course entrance will be 1 mile on your left.

Section 11 - Drug Testing

The NCAA is dedicated to fair and equitable competition throughout each round of championships and strongly supports the drug-testing program in order to safeguard the health and safety of the participating student-athletes.

Athlete Notification

Couriers will notify student-athletes selected for drug testing. Student-athletes will be instructed to read and sign the Individual Championship Student-Athlete Notification Form. Depending on the sport, student-athletes may need to report to drug testing within 60 minutes of notification, after their last event of the session, after their last event of the day or at the end of their participation in the championship.

Media Obligations

At individual/team championships, student-athletes who are selected for drug testing must fulfill all media obligation before reporting to the drug-testing area.

Participating Institution's Notification

While couriers will notify student-athletes of his/her selection for drug testing, it is the student-athlete's responsibility to advise their institution of his/her selection for drug testing.

Prolonged Test

If the student-athlete's team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA.

Testing Process

Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen

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immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

Section 12 - Equipment

The type of equipment (i.e., balls, clubs) to be used shall be determined by the individual team and must be acceptable under the Rules of Golf. The one-ball rule (brand) will be in effect. Golf bags must have the name or logo of the school on them.

Players and coaches will be required to use nonmetal spiked shoes during regional and championships competition.

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

Golf Carts

Golf carts will be provided for members of the games committee and selected tournament officials. One cart will be assigned to the designated coach(es) of each competing institution and individual.

A single cart will be provided to the designated coach(es) during the practice and competition rounds. The cart is to be utilized by the designated coach(es) only and should not be used to transport spectators, team personnel, athletics administrators, student-athletes, golf clubs or golf bags. Items for competitors such as rain or all-weather gear and refreshments are permissible for transport.

A designated coach may not use the cart to “drive around” the golf course prior to the start of the practice round or his/her team’s first starting time of each day. Prior to a team’s first starting time, the coach is considered a spectator.

Participants may not use caddies, golf carts or motorized pull carts during the championship rounds. Consistent with the Americans with Disabilities Act (ADA), a disabled player may be permitted to use a golf cart as an accommodation to his or her disability for those events where golf carts are not allowed. As required by the ADA, the men’s golf committee will evaluate such requests on a case-by-case basis.

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

Section 13 – General Public

Spectator Guidelines

Spectators must remain on cart paths or in the rough and approximately 15 yards from the players at all times (including all designated practice areas). There may be no communication between players and

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spectators that could be deemed as advice of any nature for the duration of the 18 holes. All institutional personnel, with the exception of the designated coach, are considered spectators. Ringers on electronic devices must be turned off. Carts will not be provided for spectators.

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

Violation/Penalties:

First – Warning

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

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

Disabled Spectators. Carts are not provided to fans watching the golf tournament. However, if spectators need the use of a cart, the individual must provide medical documentation from the individual's physician stating the use of a cart is medically necessary. A handicap placard alone does not qualify as proper documentation.

Information should be provided in advance, if possible, or on site to the NCAA site rep. If approved, spectators will be permitted to rent a cart. Based on availability, spectators who receive approval in advance of the championships will have priority for a spectator cart.

Section 14 - Lodging

Team Hotel

The Marriott Shoals Hotel and Spa will serve as the team hotel for the championships. A maximum of four rooms are available for each participating team and a maximum of two rooms is available for each participating individual. The contracted room rate is \$134 per night, inclusive of breakfast vouchers.

Reservations may be made by calling Thomas Sledge, Sales Manager, at 256-246-3614 or email at Thomas.sledge@marriottshoals.com.

Please also note that the forms in Appendix D of this manual must be returned to the Marriott Shoals Hotel.

The cut-off date for making reservations is 5 p.m. ET on Monday, May 14.

Participating institutions are responsible for the rooms reserved by the NCAA. If an institution prefers to stay in another hotel, the institution must:

1. Obtain a release of the rooms in writing from the hotel's general manager, or
2. Utilize the rooms for persons accompanying the official travel party

In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements for the use of rooms at the assigned hotel, it will be charged for those rooms.

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Additional Properties for families and fans are listed below:

Residence Inn by Marriott
1000 Sweetwater Ave.
Florence, AL 35630
Emily Hancock
256-764-9966

Comfort Suites
140 Matthew Paul Ct
Florence, AL 35630
Steve Patel
256-246-2300

Hampton Inn & Suites – Downtown
505 S Court Street
Florence, AL 35630
Cindy Atwood
256-767-8282

Section 15 - Media Services

Credentials – Photos, TV, Participant

Members of the media wishing to request credentials should contact Jeff Hodges (sportsinformation@una.edu) by 5 p.m. Eastern time, Monday, May 14.

Media Carts

Members of the media and Sports Information Directors that can demonstrate a need may be given a cart to assist with their needs, temporarily, at the discretion of the committee.

Media Materials Requested

Please forward any media materials to Jeff Hodges (sportsinformation@una.edu) by 5 p.m. Eastern time, Monday, May 14.

Webcast

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

Section 16 - Medical

Athletic Training

Josh Penny, North Alabama Head Athletic Trainer, will coordinate all athletic training needs at all times. He or one of his staff will be available at the course each day. There will be ice available as well as all first aid needs. Please contact Josh prior to arrival to arrange necessary treatment schedules. His contact information is listed on the contact information page of this manual. He also will be able to be contacted via radio at the golf course.

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Concussion Management

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

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

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

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

Hospitals and Emergency Services

ECM Hospital
541 West College Street
Florence, AL 35630
256-764-2482

Medical Examinations

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

Section 17 - Participant Expectations and Guidelines

Code of Conduct

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form (Appendix A) before the start of the first competition of the championships will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioners, university president, university athletics director, senior woman administrator, sports information director and compliance director.

Ethical Behavior by Coaches

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact in the field. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Therefore, coaches must:

1. Always place the safety and welfare of student-athletes above the value of a win and above any personal prestige or glory.
2. Ensure that the coaching staff and all others associated with the program treat the student-athletes under their control with fairness and respect.
3. Remember that they are on public display and that their conduct reflects upon the image of their respective institutions.
4. Teach their student-athletes strict adherence to the rules and regulations of the sport, the institution and other governing bodies to which they are responsible.
5. Firmly establish with their student-athletes the standards of acceptable conduct.
6. Treat opponents and assigned officials with respect and demand that student-athletes do the same, instilling in their student-athletes the importance of respect and sportsmanship over winning.
7. Ensure that student-athletes understand that taunting, intimidating and baiting opponents is unacceptable behavior and will not be tolerated.
8. Monitor their coaching staff and student-athletes to ensure that they do not use profane and vulgar language while representing the institution.

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9. Ensure, along with institutional administration, that fans are reminded of the expectations of sportsmanship and respect for officials and opponents and their supporters.

Misconduct

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.

Sportsmanship

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in behavior of players and bench personnel, in crowd control by game management and in the officials' proper enforcement of the rules governing related actions.

Sports Wagering

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

Unsportsmanlike Conduct

Unsportsmanlike Conduct includes, but is not limited to, the use of electronic devices (except where permitted by the NCAA and by the rules of golf), profanity, club throwing, acts of defacing the golf course, etc.

During the round, defined as from the time the player makes his first stroke until the score card is submitted in the box, at the first offense of any act of unsportsmanlike conduct during the championships (regionals and finals), the student-athlete and coach will be notified immediately on the golf course and provided a warning. The second offense of unsportsmanlike conduct will result in disqualification for that round and further unsportsmanlike conducts will result in disqualification from the championships. The offending institution's director of athletics will receive a letter from the NCAA, informing the institution that one of its student-athletes has been disqualified for unsportsmanlike conduct during the championships. Any unsportsmanlike conduct incurred at the regionals would be carried over to the finals. However, the committee shall have the right, without warning, to disqualify an individual for that round (or championships) for any flagrant act of unsportsmanlike conduct.

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Tobacco Ban

The use of tobacco products, including vaping, is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products, including vaping, during a practice or competition shall be disqualified for the remainder of that practice or competition.

Section 18 - Team Travel/Transportation

Airports

Huntsville International Airport
1000 Glenn Hearn Blvd SW
Huntsville, AL 35824

Northwest Alabama Regional Airport
1729 T Ed Campbell Dr
Muscle Shoals, AL 35661

Short's Travel Management

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

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

The NCAA has adopted the following policies with respect to the travel and expenses incurred by the competing institution:

1. Air Transportation. Participating institutions shall be required to make all air travel arrangements with the official travel agency for the approved travel party. The NCAA will pay the agency directly for such costs. Institutions who fail to use the official agency will not receive reimbursement for their travel. When reasonable commercial space for air travel is not available, chartered flights may be offered to the traveling institution. In this case, the cost of the chartered flight will be fully paid for by the NCAA, for the official traveling party. If reasonable commercial space is available but the institution chooses to travel by charter, the NCAA will only cover the cost of the commercial flight. The institution will be responsible for any additional cost for their chartered flight and will be billed by the official travel agency. In addition, the institution may choose to take additional travelers over the allowable travel party size. The cost for additional travelers must be paid by the institution. All charter arrangements must be made through the official travel agency. The NCAA travel department is responsible for making the determination of what should be considered reasonable options for the official traveling party.

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The NCAA, will reimburse fees for checked baggage charged by commercial airlines. While we encourage you to take as few bags as necessary, a maximum of two bags per person will be reimbursed. Fees for oversized or overweight bags will not be reimbursed.

The NCAA, will not reimburse fees charged by the airlines to pre-assign seats, choose premium seats, or receive priority check-in.

2. Hub Rule. If an institution is eligible to use air transportation to the site of the tournament game, and there is a major airport located within 150 miles of the tournament site, then the participating institution is required to fly into/out of that airport and utilize ground transport to and from the site of competition. This also applies if the originating airport is located within 150 miles of the participating institution's campus. This policy only applies when airfare is less expensive from the more distant airport. The NCAA travel staff may increase this mileage limit if circumstances warrant.
3. Ground Transportation. For individual-team sports, when teams are required to travel by ground transportation to the site of competition or are eligible for reimbursement at the site, reimbursement will be provided at a rate of 50 cents per mile, per participant, not the actual cost of ground transportation.

Local transportation is not reimbursable by the NCAA and must be paid by the institution. Transportation between the team's hotel and the competition or practice site is considered local transportation. Please see the NCAA travel policies for the applicable mileage limits.

At the end of each fiscal year, the Division II Planning and Finance committee will determine if there are any funds available to assist member institutions in offsetting local transportation costs. If funds are available, and the Presidents Council authorizes such use, the funds will be distributed to member institutions based on a formula approved by the Planning and Finance committee.

4. Per Diem. Per diem will be paid for the allowable travel party. The per diem rate and allowable days can be found in the NCAA travel policies.
5. Expense Reimbursement. Team expense reports should be filed online through the Travel Expense System (TES). The login information for the system is the same as that used for the Short's travel portal. The system can be accessed at:

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

All institutions, including hosts, must complete the online reimbursement process in order to receive the appropriate reimbursement.

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

Per Diem

Per diem will be provided for an official travel party of seven (7).

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Rental Cars

Enterprise Rent-A-Car
2321 Mall Rd
Florence, AL 35630
256-767-0292

Long Lewis
2800 Woodward Ave
Muscle Shoals, AL 35660
256-386-7800

Section 19 - Tickets

Ticket Prices

Admission is free for all five days of the championships.

Section 20 - Travel Party

Squad Size

Participating teams are limited to a squad size of five (5) eligible student-athletes.

Travel Party Size

Participating teams are limited to a travel party size of seven (7) individuals.

Section 21 - Uniforms

Contestants must wear uniforms of the same color during competition and practice. Walking or Bermuda shorts are permitted, provided they are team shorts and are of the same color. Slacks or shorts may be worn at the individual's discretion, provided they are of the same color and are considered the team uniform. If a student-athlete wears headgear during competition, it must display only an institutional, conference or NCAA logo, or no logo. If there is no logo, a coach's or team member's headgear must be of an institutional color. A manufacturer's logo may appear on the side or back of the item as long as it conforms to NCAA Bylaw 12.5.4. For television purposes, it is recommended that each institution attempt to wear a uniform that reflects its school colors during the final two rounds of the championships. Team members are not required to wear the same headgear. In the best interest of intercollegiate golf and the championships, participants must wear appropriate golf attire at the tournament site. Please refer to the host institution's pretournament mailing for the definition of appropriate attire at the golf course.

Logo Policy

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

The provisions of Bylaw 12.5.4 (Divisions I and II) or Bylaw 12.5.3 (Division III) indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts,

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wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, and parallelogram).

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

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

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

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

Section 22 - Host City Information

Dining Options

- 306 BBQ
- Blue Coast Burrito
- Bojangles'
- Buffalo Wild Wings
- Domino's Pizza
- Five Guys
- Jimmy John's
- Legend's Steakhouse
- Lenny's Sub Shop
- Olive Garden
- Ricatoni's
- Rosie's Cantina
- Sbarro Pizza in Mall
- Steak-N-Stuff
- Texas Roadhouse

Local Attractions

Please visit <http://www.visitflorenceal.com/> for all information on local attractions and events during the week.

Section 23 – Trophies and Awards

Additional Award Ordering

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

Elite 90

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

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

The submission deadline for nomination for **NCAA Division II Men's Golf** is **5 p.m. Eastern time, Wednesday, May 16**.

Locker Room Program

In addition to awards, the national championship winning team will receive national champion T-shirts and hats to commemorate their achievement.

Participation Award

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

NCAA DIVISION II CHAMPIONSHIPS CODE OF CONDUCT

Conduct Policy Statement

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education, and promotes civility; therefore championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletic participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution who fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championship, will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president, university athletics director, senior woman administrator, sports information director and compliance director.

Misconduct

The championship handbook and NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: **“... 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.”**

Expectations

Each games committee shall hold a pretournament meeting with the coaches of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet and delivered to all institutional representatives attending the championship events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (i.e., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other actions of misconduct shall be dealt with in a timely manner by the governing sports committee.

Expectations for Student-Athletes, Coaches and Administrators

- Submit an accurate and complete Division II Code of Conduct Form before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in a honest and timely manner with NCAA staff.

- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws, and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

Possible Penalties for Misconduct

In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one, or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the championship event. The penalties include, but are not limited to:

- a. Public or private reprimand of the individual;
- b. Disqualification of the individual from further participation in the NCAA championship involved;
- c. Banishment of the individual from participation in one or more future championships of the sport involved;
- d. Cancellation of payment to the institution of the Association's travel guarantee for the individual involved;
- e. Banishment of the institution from participation in one or more future championships in which its team in that sport otherwise would be eligible to participate;
- f. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
- g. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
- h. Financial or other penalties different from (a) through (g) above, but only if they have prior approval of the Championships Committee.

All correspondence regarding violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such. Again, congratulations to you and your team. We hope this year's championships experience is one that you will cherish for years to come.



CHAMPIONSHIPS

As a representative (i.e. student-athlete, administrator, coach, manager and/or other institutional personnel) of the institution below, I certify that all NCAA rules pertaining to the Division II Championships Code of Conduct have been read. I agree to abide by the expectations set forth and understand the possible penalties for misconduct.

Sport: _____

Institution: _____

NAME

SIGNATURE

NAME	SIGNATURE

Head Coach Signature Date

SAAC Team Representative's Signature Date

Sport Supervisor (Director of Athletics or Designee) Date

Forms should be e-mailed by the deadline to: _____
Submit multiple forms if additional signature space is needed.

TEAM TRAVEL INFORMATION AND TEAM ROSTER

Contact Information

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

Travel Logistics

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

Travel Party Roster

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

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

Please submit this form by 5 p.m. Wednesday, May 16 to
John Baldwin (jbaldwin@ncaa.org) and Jeff Hodges (sportsinformation@una.edu)



Please fill out the order form below for boxed lunches to be provided for teams during this week's competition. Boxed lunches may be picked up in the in the Grille daily between 11 a.m. and 1 p.m.

Teams are responsible for the payment of all boxed lunches ordered.

Team: _____

Coach: _____

Phone: _____

Email: _____

	Sandwich		Drinks			
Item	Turkey	Ham	Water	Coke	Diet Coke	Powerade
Quantity						

Boxed lunches are \$12.50 (includes gratuity) & will include a flat-bread sandwich, chips, drink and cookie.

We would like boxed lunches on the following days:

Sunday, May 20 (practice round)

Monday, May 21

Tuesday, May 22

Wednesday, May 23

Thursday May 24

Friday, May 25

Payment Information:

Credit Card Type: VISA MasterCard American Express Discover

Credit Card Number: _____ Exp. Date: _____

Name on Card: _____

To guarantee you box lunch order, all orders are to be turned into RTJ no later than 5 p.m. Central Time on Wednesday, May 16. Furthermore, I authorize RTJ of the Shoals to charge my credit card for the box lunch order listed above, and I understand I am responsible for payment for all lunches ordered.

Signature: _____

Printed Name: _____

Date: _____

Please return form to Shayla Hill at Robert Trent Jones Golf Trail at The Shoals:
(email) shill@rtjgol.com or (fax) 256-446-5222



Golf Tournament
Team Rooming List

Internal Use Only
Mkt Code: _____
MOP received: _____
Con #'s: _____

Please complete the information below with the names of coaches and players that will be in each room (Maximum of four people per room). Due to the limited amount of rooms reserved at this special rate they are **limited to coaches and players only**. All rooms requested by each school will be charged to one school account with one method of payment. You can secure your rooms by providing a credit card that will be charged at the end of your stay or you may secure your rooms by filling out a direct bill application and having the final bill sent to you at the end of the event. Please allow five business days for all final bills to be processed. **A method of payment must accompany your room request.**

School Name: _____	
Coaches Name: _____	Tournament: DII Men's Golf Championships
Coaches Phone # _____	Check in Date: _____
Coaches email: _____	Check out Date: _____
Marriott Rewards # _____	# of Rooms Requested: _____

Room #1 Names: _____	_____
_____	_____

Room #2 Names: _____	_____
_____	_____

Room #3 Names: _____	_____
_____	_____

Room #4 Names: _____	_____
_____	_____

Please return with credit card Information to Tony Fowler via fax or email. Fax Number 256-246-3691.
Email tony.fowler@marriottshoals.com **NOTE: Marriott Reward Points can be earned on up to 3 rooms only.**



Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application.

- We ask you to please sign and date the form before submission.
- Please fax the completed form during normal business hours (M-F, 8am – 5pm) to Tony Fowler at 256-246-3691. Please call number 256-246-3615 to inform Tony that fax is being sent so it can be retrieved in a timely manner.
- Do not send photocopy of the front or back of the credit card with this form, as this is against credit card company regulations.

Cardholder Information - Required

Name as it appears on the credit/debit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Personal Corporate | Company
Name: _____

Issuing Bank: _____ Phone #: _____

Account number: _____ Exp. Date: _____

Address: _____
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Rate Information and Approved Charges - Required

Room rate:* \$134 Taxes:* 11% **Total daily rate:*** \$148.74 Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

- All Charges Room & Tax Telephone (LD) Telephone (Local) Restaurant
- Room Service Valet (Laundry) Parking HS Internet Access Movies
- Banquets Other: _____

I certify that all information is complete and accurate. I hereby authorize Marriott Shoals Hotel & Spa to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit/debit card listed above.

The Marriott Shoals Hotel & Spa will obtain an authorization on your credit/debit card for the estimated amount of your charges 5 days prior to your first scheduled event.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____



A G E N D A

National Collegiate Athletic Association
Division II Men's Golf Championships
Participant Conference Call

Conference Call Number: 866-590-5055
Passcode: 8704341

May 10, 2018
3 p.m. ET

1. Welcome and introductions.
2. Championship structure.
3. Checklist items.
4. Schedule of events.
5. Lodging.
6. Pace of play.
7. Spectators/spectator carts.
8. Coaches/advice.
9. Questions.
10. Adjournment.



A G E N D A

National Collegiate Athletic Association
Division II Men's Golf Championships
Players and Coaches' Meeting

May 20, 2018

1. Welcome.
2. Introductions.
3. Championship structure.
4. Unsportsmanlike conduct.
5. Pace of play.
6. Weather warnings/evacuation plan.
7. Practice facility hours.
8. Spectators/spectator carts.
9. Official scores.
10. Coaches/advice.
11. Tiebreaking/playoff procedures.
12. Drug testing.
13. Rules review.
14. Questions.
15. Adjournment.