



2018
DIVISION II MEN'S
GOLF
CHAMPIONSHIPS
AMARILLO, TX

PARTICIPANT
2017-18 MANUAL

Regionals

2018 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS
WEST/SOUTH CENTRAL REGIONAL – AMARILLO, TEXAS

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- Appendix A – Division II Code of Conduct Form**
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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 championships.

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

John Baldwin
Director, Championships & Alliances
Phone: 317-917-6442
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Email: jbaldwin@ncaa.org

NCAA Division II Men's Golf Committee Chair

Peter Coughlin
Head Men's Golf Coach
California University of Pennsylvania
Phone: 724-938-4920
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Section 4 - Host Personnel

Kent Johnson: Tournament Director

Associate Director of Athletics
West Texas A&M University
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Cell: 806-290-4535
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Craig Stnesgaard: Site Representative

Head Men's and Women's Golf Coach/Asst. AD
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Kit Strief: Sports Information

Assistant Athletic Director for Media Relations
West Texas A&M University
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Luke Kasper: Head Athletic Trainer

West Texas A&M University
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Alan Coe: Facility Director

Director of Golf
Tascosa Golf Club
Phone: 806-342-3051
Cell: 806-679-6562
Email: alan@tascosagolfclub.com

Michael McBroom: Director of Athletics

West Texas A&M University
Phone: 806-651-4402
Cell: 806-676-6975
Email: mmcbroom@wtamu.edu

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.

- By 5 p.m. ET, Tuesday, May 1.** Call the hotel to reserve rooms. **Fairfield Inn & Suites Amarillo West Medical Center** (806) 351-0172 for South Central Region teams and Individuals; **Holiday Inn Amarillo West Medical Center** (806) 322-4777 for West Region teams and individuals

- By 5 p.m. ET, Wednesday, May 2.** Email your rooming list to your respective hotel.

- By 5 p.m. ET, Thursday, May 3.** Email all media requests and latest team/individual stats to: Kit Strief (kstrief@wtamu.edu)

By 5 p.m. ET, Thursday, May 3. Email the Division II Championships Code of Conduct form (Appendix A) to nohara@ncaa.org.

- By 5 p.m. ET, Thursday, May 3.** Email Travel Party/Lineup form (Appendix B) to Eric Moore, emoore@wtamu.edu

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Section 6 - Schedule of Events

2018 NCAA Division II Men's Golf Regional
Tascosa Golf Club – La Paloma Course
May 7-9, 2018
(Central Time)

<u>Date/Time</u>	<u>Event</u>	<u>Site</u>
<u>SATURDAY, MAY 5</u>		
After 4 p.m.	Hotel Check-In	Fairfield Inn & Suites Amarillo West Medical Center Holiday Inn Amarillo West Medical Center
<u>SUNDAY, MAY 6</u>		
7 – 10:30 a.m.	Breakfast	Hotel
10 a.m. – noon	Team Registration	Clubhouse Formal Room
11:30 a.m.	Practice Facilities Open	La Paloma
11:30 a.m.	Athletic Trainer Available	Clubhouse Garden Level Room
1:00 p.m.	Practice Round – Shotgun Start	La Paloma
6:45 p.m.	Coaches Meeting	La Paloma Dining Room
<u>MONDAY, MAY 7</u>		
6 – 10:30 a.m.	Breakfast	Hotel
6:30 a.m.	Athletic Trainer Available	Clubhouse Garden Level Room
6:30 a.m.	Practice Facilities Open	La Paloma
7:30 a.m.	First Round Begins	La Paloma
7:30 p.m. or 30 min. following play	Practice Facilities Close	La Paloma
<u>TUESDAY, MAY 8</u>		
6 – 10:30 a.m.	Breakfast	Hotel
6:30 a.m.	Athletic Trainer Available	Clubhouse Garden Level Room
6:30 a.m.	Practice Facilities Open	La Paloma
7:30 a.m.	Second Round Begins	La Paloma
7:30 p.m. or 30 min. following play	Practice Facilities Close	La Paloma
<u>WEDNESDAY, MAY 9</u>		
6 – 10:30 a.m.	Breakfast	Hotel
6:30 a.m.	Athletic Trainer Available	Clubhouse Garden Level Room
6:30 a.m.	Practice Facilities Open	La Paloma
7:30 a.m.	Third Round Begins	La Paloma

La Paloma Golf Course will offer drinks/snacks at various tee boxes. The club house dining room will be available to teams to dine.

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Administrative Meeting

The games committee for the regional championships will conduct a meeting in the dining room at the La Paloma Course at 6:45 p.m., May 6. This meeting is required for all head coaches. The NCAA and the NCAA rules official(s) will use this time to cover all necessary rules and information. A monetary fine will be assessed for those institutions not in attendance. The NCAA committee member representative and the NCAA rules representative will carry out the meeting's agenda.

Practices

One 18-hole practice round will be scheduled for Sunday, May 6. The practice round will be a shotgun start beginning at 1:00 p.m. local time. Starting holes will be determined by the NCAA men's golf committee.

Ten days prior to the practice round, participants and coaches will not be permitted to set foot on the golf course or use the practice facilities. 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.

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.

Teams are limited to five players during practice rounds. Groups of six are not allowed and coaches are not permitted to play during any practice round; however, coaches 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 and individuals and be responsible for monitoring pace of play, misconduct and enforcement of the one practice ball rule. There will be no practicing, including putting and chipping, prior to Sunday, May 6.

Weather Policy

The NCAA will provide a weather detection system for the championships and will make arrangements for the system to be on site. The games committee will do everything possible to complete 54 holes of play by Wednesday, May 9. Only stipulated rounds of 18 holes will be used to determine team scores and advancement. If a minimum of 36 holes cannot be completed, the games committee will select the regional representatives to the finals taking into consideration 18-hole scores and other selection criteria.

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

Section 7- Championship Format

The format for the NCAA Division II 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. Tiebreakers and playoffs will be used to determine advancement to the finals.

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For additional information on the remaining eight berths to the finals, please see the section titled "Regional Advancement to the Finals."

Championships Scorecard

CHAMPIONSHIP SCORECARD
 2018 NCAA Division II Regional
 Tascosa Golf Club – La Paloma Course
 May 7-9

<u>HOLE</u>	<u>PAR</u>	<u>YARDAGE</u>
1	4	405
2	5	512
3	3	172
4	4	415
5	4	332
6	5	551
7	3	200
8	4	380
9	4	405
OUT	36	3372
10	4	431
11	4	434
12	4	380
13	3	228
14	4	403
15	4	440
16	3	186
17	5	508
18	4	423
IN	35	3433
TOTAL	71	6805

Lineups/Substitutes

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

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Regional Advancement to the Finals

Three teams from each regional will advance to the finals and the remaining eight berths will be allocated based on the regions represented in the prior year's match/medal portion of the championships. The maximum number of teams from each region will be capped at seven. If that were to occur, the next highest finisher not from that region will receive that spot for their region. Allocations will return to five per region every four years with the reset aligning with the current schedule of the Division II National Championships Festival. Any berth earned for a region based on an institution's finish the prior year will follow that institution should it be realigned into a new region.

For the 2018 Championships, regional allocations to the finals are as follows:

South/Southeast: 7 berths
West/South Central: 5 berths
Midwest/Central: 5 berths
Atlantic/East: 3 berths

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Tee Times/Pairings

**First-Round Pairings
 Monday, May 7**

Time	1st Tee	10th Tee
	South Central #7, West #7, South Central #8	West #8, South Central #9, West #9
7:30	5	5
7:40	4	4
7:50	3	3
8:00	2	2
8:10	1	1
	South Central #10, West #10, Individuals 1-5	Individuals 6-8
8:20	5	
8:30	4	
8:40	3	
8:50	2	
9:00	1	
	South Central #1, West #1, South Central #2	West #2, South Central #3, West #3
12:00	5	5
12:10	4	4
12:20	3	3
12:30	2	2
12:40	1	1
	South Central #4, West #4, South Central #5	West #5, South Central #6, West #6
12:50	5	5
1:00	4	4
1:10	3	3
1:20	2	2
1:30	1	1

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Second-Round Pairings
Tuesday, May 8

Time	1st Tee	10th Tee
	West #2, South Central #3, West #3	South Central #1, West #1, South Central #2
7:30	5	5
7:40	4	4
7:50	3	3
8:00	2	2
8:10	1	1
	West #5, South Central #6, West #6	West #4, South Central #4, West #5
8:20	5	5
8:30	4	4
8:40	3	3
8:50	2	2
9:00	1	1
	West #8, South Central #9, West #9	South Central #7, West #7, South Central #8
12:00	5	5
12:10	4	4
12:20	3	3
12:30	2	2
12:40	1	1
	Individuals 6-8	South Central #10, West #10, Individuals 1-5
12:50		5
1:00		4
1:10		3
1:20		2
1:30		1

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

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Third-Round Pairings
Wednesday, May 9

Time	1st Tee	10th Tee
	Teams 18, 19, 20	
7:30	5	
7:40	4	
7:50	3	
8:00	2	Individual 8, Teams 16, 17 (5)
8:10	1	Individual 7, Teams 16, 17 (4)
	Teams 13, 14, 15	
8:20	5	Individual 6, Teams 16, 17 (3)
8:30	4	Individual 5, Teams 16, 17 (2)
8:40	3	Individual 4, Teams 16, 17 (1)
8:50	2	
9:00	1	
11:50	Individuals 1, 2, 3	
	Teams 4, 5, 6	Teams 7, 8, 9
12:00	5	5
12:10	4	4
12:20	3	3
12:30	2	2
12:40	1	1
	Teams 1, 2, 3	Teams 10, 11, 12
12:50	5	5
1:00	4	4
1:10	3	3
1:20	2	2
1:30	1	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.

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

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.

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 noncounting 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.

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.

Section 8 - Championship Operations

Emergency/Evacuation Plan

If it becomes necessary to evacuate the course, one long horn blast will be sounded. Vans will be placed around the course to facilitate moving competitors and officials back to the La Paloma clubhouse.

Only players, coaches, scorers, officials and volunteers are allowed in the vans/carts. Spectators should proceed to the clubhouse or nearest shelter.

EVACUATION PLAN

FRONT NINE

#4 Tee Van to cover holes 3, 4 and 5

#6 Green Van located on Pine Valley Street,
will cover holes 6 and 7

BACK NINE

#13 Green Van stationed behind green, covers holes 12, 13 and 14

Holes 10, 11, 15 16, 17 and 18 Report to Clubhouse

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Hospitality/Meals

There will be Dasani Water and snacks available at the 1st and 10th tee for participants and coaches. The room rate for both the **Fairfield Inn & Suites Amarillo West Medical Center** and the **Holiday Inn Amarillo West Medical Center** includes breakfast each morning.

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 & Competition Site Evaluations

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

Registration

Registration will take place in the Formal Room of the La Paloma Clubhouse on Sunday, May 6 from 10 a.m. - noon, prior to the practice round. 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 it is placed by the player or coach in the box located in the scoring area.

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

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.

Section 9 - Competition Site

TASCOSA GOLF CLUB – LA PALOMA COURSE, AMARILLO, TEXAS

Tascosa Country Club (“TCC”) was founded in the 1950’s on land once part of the historic “Frying Pan Ranch”. Barbed wire, which is now featured in Tascosa Golf Club’s logo, was invented on the Frying Pan Ranch. La Paloma Golf Club was founded in 1998 on 250 acres across Fairway Dr. to the North of Tascosa Country Club. La Paloma included an 18 hole, links style golf course, clubhouse and swimming pool. The La Paloma Estates features 250 home sites, many of which are adjacent to the La Paloma golf course.

In May of 2010, La Paloma purchased TCC’s assets and merged the two clubs, forming Tascosa Golf Club. In the fall of 2010, TCC’s 45,000 square foot clubhouse was demolished. A family friendly swimming pool and athletic complex was constructed on the former location of the clubhouse. The new facility was an immediate “hit” and, along with the outstanding, diverse 36-holes of golf offered by the club, created rapid membership growth.

Tascosa Golf Club proudly offers the only residential golf community in the Amarillo market. The club’s ownership is dedicated to providing its members and residents with the best lifestyle in the Texas panhandle and has demonstrated this dedication through constant investment in the club’s assets and development of new club programs for the members.

This links style course features dramatic elevation changes, natural rock outcroppings, native rough and several lakes. La Paloma is totally unique to the Texas panhandle in its natural beauty and architectural style. A wide variety of tees enable golfers of all skill level to enjoy La Paloma!

Lost and Found

Lost and Found will be located in the pro shop.

Parking

Teams, NCAA and school officials are to park in the lower parking lot on the east side of La Paloma Golf Course.

Section 10 - Directions

From I-40, take exit 67 (S. Western). Proceed North on S. Western approximately 4.2 miles to Fairway Drive (it will be on your left). Turn left and La Paloma Golf Course is approximately 0.5 miles on your right.

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 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 select tournament officials.

A single cart will be provided to the designated head coach of each competing institution and individual during the regionals and finals for practice and competition rounds. The cart is to be utilized by the designated coach 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 coach may also transport student-athletes on designated shuttle holes.

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 teams first starting time of each day. Prior to a team’s first starting time, the coach is considered a spectator.

Participants may not use caddies, golf carts or motorized pull carts during 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 should remain on the cart paths or in the rough approximately 15 yards from the players. There may be no communication between players and spectators that could be deemed advice of any nature for the duration of the 18 holes. All institutional personnel, with the exception of the designated coach, are considered spectators. Ringers on electronic devices such as cell phones or pagers must be turned off. Spectators are asked to refrain from smoking near the players.

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 requesting the use of a cart. 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, provided a cart is available to accommodate this request.

Section 14 - Lodging

Headquarters Hotel

Holiday Inn Amarillo West Medical Center

8231 W Amarillo Blvd

Amarillo, TX 79124

Phone: (806) 322-4777

Contact: Lina Alasalli, lina.lassali@onelodging.com

Team Hotels

SOUTH CENTRAL REGION TEAMS AND INDIVIDUALS

Fairfield Inn & Suites Amarillo West Medical Center

6600 I-40 Frontage Rd

Amarillo, TX 79106

Phone: (806) 351-0172

Contact: Gina Doss, gina.doss@tmihospitality.com

WEST REGION TEAMS AND INDIVIDUALS

Holiday Inn Amarillo West Medical Center

8231 W Amarillo Blvd

Amarillo, TX 79124

Phone: (806) 322-4777

Contact: Lina Alasalli, lina.lassali@onelodging.com

The **Fairfield Inn & Suites Amarillo West Medical Center** will serve as the team hotel for **South Central Region teams and Individuals**, while the **Holiday Inn Amarillo West Medical Center** will serve as the team hotel for **West Region teams and Individuals**. Team Reservations should be made via form provided. For reservation questions please contact Debra Carter 806-651-4423 or dcarter@wtamu.edu.

The cutoff date for making reservations is 5 pm Central Time on Wednesday, May 2, 2018.

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

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

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

Section 15 -Media Services

Credentials – Photos, TV, Participant

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Members of the media wishing to request credentials should contact Kit Strief, kstrief@wtamu.edu, (515-490-4627-cell) by 5 p.m. Central time, Thursday, May 3, 2018.

Media Materials Requested

Please forward any media materials to Kit Strief, (kstrief@wtamu.edu) by 5 p.m. Central time, Thursday, May 3, 2018.

Section 16 - Medical

Athletic Training

Luke Kasper, West Texas A&M University 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 in the Garden Level Room, located on the lower level of the La Paloma Clubhouse. There will be ice available as well as all first aid needs. Please contact Kasper prior to arrival to arrange necessary treatment schedules. His contact information is listed on the contact information page of this manual.

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

BSA Health System Hospital
1600 Wallace Blvd.

BSA Urgent Care
4510 Bell Street

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Amarillo, TX 79106 806-212-2000	Amarillo, TX 79109 (806) 212-4835
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Medical Examinations/Skin Checks

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.

Physician

Dr. James Parker, MD
7000 SW 9th Ave
Amarillo, TX 79106
806) 350-2663

Section 17 - Participant Expectations & Guidelines

Code of Conduct

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

Any institution that fails to submit a complete and accurate Division II Code of Conduct form (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.

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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.
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

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gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

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

Tobacco Ban

The use of tobacco products, 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

Amarillo Rick Husband International Airport
10801 Airport Blvd.
Amarillo, TX 79111
806-335-1671

Lubbock Preston Smith International Airport (located 110 miles South of Amarillo)
5401 N. Martin Luther King Blvd.
Lubbock, TX 79403
806-775-2035

Expense Reimbursement

Participating institutions shall be completely responsible for making its own travel reservations. The NCAA will pay 4.5 days of per diem for all eligible travelers, but travel costs to/from the Regionals is at the expense of the institution.

Team expense reports should be filed online through the Travel Expense System (TES). All institutions, including hosts, must complete the online reimbursement process in order to receive the appropriate per diem reimbursement. The system can be accessed at:

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

If you need assistance or experience any technical difficulties, please contact the travel department at 317-917-6757 or by email at travel@ncaa.org.

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Teams and/or individuals should provide themselves sufficient money to meet all expenses throughout the tournament, including ground transportation, lodging and meal expenses, and other miscellaneous expenses.

Per Diem

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

Rental Cars

Avis, Budget, Enterprise and Hertz rental car agencies are located at Amarillo Rick Husband International Airport.

Section 19 - Tickets

Ticket Prices

Admission is free to the three-day event.

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.

Logo Policy*

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

The provisions of Bylaw 12.5.4 (Divisions I and II) or Bylaw 12.5.3 (Division III) indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a

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single manufacturer's or distributor's normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

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

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

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

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

Section 22 - Host City Information

Amarillo Dining Options

BURGERS

Blue Sky, 4201 I-40, Amarillo, TX 79106 (806) 355-8100

Fuddruckers, 8518 W I-40, Amarillo, TX 79106 (806) 358-3450

MEXICAN

Joe Taco, 7312 Wallace Blvd, Amarillo, TX 79106 (806) 331-8226

Leal's, 1619 South Kentucky, Amarillo, TX 79102 (806) 359-5959

On the Border, 2401 S. Soncy Rd, Amarillo, TX 79124 (806) 553-3900

Plaza Restaurant, 2101 S Soncy Rd, Amarillo, TX 79124 (806) 358-4897

Torchy's Tacos, 3562 S. Soncy Rd Suite 101, Amarillo, TX 79119 (806) 398-1111

STEAK

Outback Steakhouse, 7101 W I-40, Amarillo, TX 79106 (806) 352-4032

Hoffbrau Steakhouse, 7203 W I-40, Amarillo, TX 79106 (806) 358-6595

Red River Steakhouse, 4332 SW 45th Ave, Amarillo, TX 79109 (806) 367-9732

BBQ

Dyer's BBQ, 1619 S. Kentucky St. E #526, Amarillo, TX 79102 (806) 358-7104

Rib Crib, 5050 S. Coulter, Amarillo, TX 79119 (806) 803-9360

Rudy's BBQ, 3751 I-40, Amarillo, TX 79109 (806) 677-7452

ITALIAN

Napoli's, 700 S Taylor St, Amarillo, TX 79101 (806) 220-2588

Olive Garden, 4121 W. I-40, Amarillo, TX 79109 (806) 355-9973

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CHICKEN

Raising Canes, 4700 S Coulter St, Amarillo, TX 79119 (806) 356-7403

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.

RETURN BY: _____



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

_____ 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. Central, Thursday, May 3 to
Eric Moore, emoore@wtamu.edu