Men's & Women's Golf

Men's & Women's Golf

I. GENERAL ADMINISTRATION

A. The Golf National Championship, and all events related thereto, are under the control and supervision of the NCCAA Golf Coaches and are subject to standards developed by these respective coaches and subsequent approval by the NCCAA Board of Directors. These standards shall receive annual review and approval by the National Golf Committee at the National Coaches' Meeting in conjunction with the Golf National Championship.

B. National Committee for Golf
The National Committee shall oversee regular competition.
1. Composition and Term of Office
    a. The National Golf Committee shall consist of the National Men's Golf Chair and National Women's Golf Chair (who each serves as co-chair of the committee), the National Men's and Women's Golf Vice-Chairs, and each of the Regional Men's and Women's Golf Chairs. An NCCAA National Office representative shall serve as a non-voting member.
    b. The National Golf Chairs shall serve a three-year term of office and shall be succeeded by the National Golf Vice-Chairs.
2. Election
    a. Regional Coaches, in conjunction with the Regional Coordinator, shall conduct an election of the Regional Golf Chair to the National Golf Committee at an appropriate time. The term of office for the Regional Golf Chair shall be determined by each individual region.
    b. If a vacancy occurs on the National Golf Committee, the National Golf Chair shall, in coordination with the Regional Coordinator, upon approval of the remaining committee members, appoint a replacement or conduct an election.
3. Duties of the National Golf Committee (see Bylaws section)
    a. Represent the interests of coaches and student-athletes.
    b. Propose revisions of the National Championship operating policies and procedures to the Board of Directors.
    c. Assist in solicitation of bids for future championship sites.
4. Duties of the National Golf Chair (also see National Sport Chair Job Description in Forms & Procedures section)
    a. Initiate, direct, and control the work of the National Golf Committee.
    b. Communicate with the National Golf Committee on issues requiring their input.
    c. Conduct meetings of the coaches and the committee at the National Championship to provide opportunities for questions, suggestions, and recommendations regarding the conduct of the championships.
    d. Supervise and assist the Championship Director with planning and conducting the National Championship.
    e. Invite coaches of all NCCAA participating institutions to the coaches' meeting and request that agenda items and nominations for National Golf Committee vacancies be sent to the National Golf Chair.
    f. Submit proposed revisions of the operating procedures (Golf section of the NCCAA Handbook) to the NCCAA Director of Membership by the deadlines listed in the National Handbook Proposal Process.
    g. Assist Regional Coordinators in selecting Regional Sport Chairs as needed.

C. Golf National Championship Committee
The Golf National Championship Committee shall be appointed and approved annually at the Golf National Championship for the following year or via email. This committee shall have the responsibility to administer the NCCAA Golf National Championship.
1. Membership
    a. The committee shall be composed of the Tournament Director of the National Championship, the National Golf Chairs or his/her appointee(s) from the National Golf Committee, and the NCCAA Director of Championships or an NCCAA National Office representative.
    b. If a member of the Championship Committee is directly or indirectly involved in a protest submitted, this individual shall be replaced by an appointee of the National Golf Chair.
    c. Three members must be present for action to be taken.

2. Responsibilities
    a. Ethical Behavior
        1) Observe the behavior of the student-athletes, coaches, and other team personnel for the duration of the National Championship.
        2) Promote standards of ethical behavior during competitive events and throughout the championship. This can be accomplished by general reminders to individuals and teams during the championship and reinforced by more specific communication. If unacceptable behavior occurs, this committee has the right and obligation to act on the issue. This may include a reprimand with official notice to the institution in conjunction with and via the NCCAA Director of Membership.
    b. Write a report of all cases on which this committee acts.
    c. Make on-site decisions concerning extenuating circumstances that affect the conduct of the championship (e.g., extreme weather conditions).
    d. Make sure all teams follow the NCCAA #KingChasing Code of Ethics signed by coaches and the NCCAA #KingChasing Commitment by student-athletes (on file in the National Office).
3. Protests
    a. Ensure that protest procedures, as indicated in the National Collegiate Athletic Association (NCAA with NAIA modifications) Rule Book, have been followed.
    b. Act on all appropriate protests.

D. Officers
Men's Golf Chair: Ryan Bowen, Cedarville University
Men's Golf Vice-Chair: Brady Barrett, OUAZ
Women's Golf Chair: Chris Hess, Bethel University
Women's Golf Vice-Chair: Dennis Duncan, Grace College

E. Election of Sport Chair and Vice-Chair
A National Golf Chair and a Vice-Chair are elected to serve three-year terms. The Vice-Chair replaces the National Golf Chair after three years to serve as the National Golf Chair. Selection must be by more than 50% of the total number of coaches in the NCCAA and shall be conducted by email vote.

II. ELIGIBILITY

A. Institution Eligibility
Only teams that are in good standing with the NCCAA shall be eligible. Good standing shall include all dues paid in full and free from any sanctions imposed by the NCCAA restricting institutional eligibility.

B. Team Eligibility
All NCCAA member institutions must file a completed Declaration of Intent to Participate form by August 15 for all varsity sports with the National Office (see Forms & Procedures section).

C. Individual Eligibility
NCCAA-only member institutions must file an affidavit of eligibility (see Eligibility section) to the NCCAA Director of Membership no later than the date of their first contest (including scrimmage). Dual members with CCAA, NAIA, NCAA II, and NCAA III must confirm eligibility is being filed for all sports in compliance with their primary affiliation on the Membership Directory & Dues Form.

III. RULES AND REGULATIONS

A. Official Rule Book
The Rules of Golf by United States Golf Association (USGA) with NAIA-Golf Coaches Association approved modifications. To obtain rules, visit www.ncaapublications.com.

B. Adjusted Scoring Average:
1. All teams must report all fall scores via online form within 48 hours of each tournament and in compliance with the Score Reporting Policy. A link shall be emailed by the National Golf Chair to all coaches at the beginning of the season to use for reporting scores.
2. Every 18-hole tournament round a team plays on or before the regional competition deadline shall count toward its season's Adjusted Scoring Average. This is calculated by incorporating the official course rating for the course (and tees played) for the tournament round and adjusting the team score based on a "course rating par" of

288 (which is 4 times 72). The calculated average adjusted team score shall be used to rank the teams, accordingly, determine at-large bid selections, and used in some regions to rank each team in the region and determine the Regional Qualifier.

C. Score Reporting Policy
For institutions declared to participate, golf schedules are required to be uploaded to the NCCAA website by the Fall Sports deadline of August 1.

Complete and accurate fall scores must be submitted to the NCCAA using the reporting form listed on the NCCAA Member Help Center. Scores must be submitted to the NCCAA within 48 hours of each tournament. However, the mandatory deadline for weekly scores to be reported to the NCCAA is Tuesday at noon ET. On the Tuesday of the Regional Competition Deadline, scores for events played that Monday/Tuesday are required to be submitted immediately following the completion of the event. Any amount of missing scores in a week shall count as a missed report. Reported scores shall be monitored weekly by the Communications Coordinator and Golf National Chairs. Once reporting begins, missing or incomplete schedules may result in multiple penalties being issued at the discretion of the National Office.

The penalties for not reporting scores or for being late are:
1. 1st offense: email or letter of notice of the violation.
2. 2nd offense: email or letter of warning of the violation.
3. 3rd offense: $100 fine paid within 30 days of the date of the invoice or before the regional competition deadline, whichever comes first.
4. 4th offense: $250 fine paid within 30 days of the date of the invoice or before the regional competition deadline, whichever comes first, a loss of postseason awards for the applicable athletes and/or team, the team shall become ineligible for statistical reports and ratings for the remainder of the season, and any further penalties at the discretion of the Administration Committee (e.g., ineligible for postseason play).

It is the responsibility of each institution to contact the National Office regarding any technical problems experienced in submitting weekly scores. Proper communication can prevent team penalties.

D. Regional Competition Deadline Date
All Regional Tournament dates and other fall tournament dates for score submissions shall occur 20 days before the first tournament date of the National Championship. For example, if the first day of the NCCAA National Championship is October 18, then the Regional Deadline Date is September 28.

E. Frequency of Play and Practice Guidelines
Each sport in the NCCAA has 24 weeks between August 1 and May 15 to conduct practices and competitions. Each sport has a maximum and minimum number of contests in the regular season. Golf has a maximum of 12 matches/ tournaments. Each sport has a specified date to begin practice and to conduct their first contest. Golf's start date for practice is the second Monday in August. The first allowable contest is the fourth Monday in August. More details can be found in the Sport Policies and Procedures section of the NCCAA Handbook.

F. Rules Education
All coaches, new and returning, must complete an annual online rules education training program. For NCCAA-only members, this includes all paid and voluntary head, associate, assistant, and graduate assistant coaches. For dually affiliated members, this includes all head coaches. New coaches must complete the required training within the first 60 days of hire or prior to the coach's first competition, whichever is earlier. Returning coaches and staff members must complete the required training prior to the earliest start date for competition for any sport sponsored by the institution. More details can be found online at the NCCAA Member Help Center.

IV. NATIONAL CHAMPIONSHIP SELECTION OF TEAMS

A. Regional Playoff Guidelines
Dates and Sites if a tournament is played:
1. The regional match shall be played no later than the regional competition deadline prior to the National Championship.
2. The site is under the direction of the Regional Golf Chair in conjunction with the Regional Coordinator, taking into consideration:
    a. Seeded teams based on NCCAA Scoring Average.

b. Continuation of past plans of alternating sites among areas.

3. All regional hosts shall plan and schedule the regional Christian Service Project (CSP) and report the results to the National Office.
4. Each host shall send all information regarding dates, sites, schedule, etc. to the National Office prior to the Regional Championship.

B. National Championship Qualifications

1. The Championship field consists of nine teams for men's golf and six for women's golf.
2. Teams can earn a bid to the National Championship in the following ways:
   a. Regional Champion or Regional Qualifier (6 slots available):
      1) A Regional Championship shall be conducted, or a Regional Qualifier determined, by Adjusted Scoring Average in each region. A Regional Championship shall consist of at least 36 holes (course rating of par or higher), unless inclement weather reduces it to 18 holes. The Regional Champion or Regional Qualifier shall earn an automatic bid to the National Championship.
      2) Regional Representative:
      If a region has only one team available to participate in the Regional Championship or Regional Qualifier Process, that team must have an adjusted scoring average for ALL fall events (not best 36 holes) equal or better than ninth place finisher for men and sixth place finisher for women in the previous year's NCCAA National Championship.
   b. If a region does not have a Regional Champion, Regional Qualifier, or Regional Representative, then that region slot shall become an at-large bid.
   c. At-Large Bids:
      The at-large bid selection process shall utilize the following criteria:
      1) Only teams that meet their declaration and participate in their respective NCCAA Regional Championship or through the Regional Qualifier process shall be eligible for an at-large selection.
      2) Team scoring average for fall (to date): All teams must report all fall scores via online form within 48 hours of each tournament. A link shall be emailed by the National Golf Chair to all coaches at the beginning of the season to use for reporting scores.
      3) Strength of schedule and courses competed on.
      4) Current NAIA/NCAA national rankings (where applicable).
      5) Past performances in NCCAA Golf National Championships.
   d. Individual Entries:
      1) If a region is holding a tournament to determine a champion and has two or more teams meet their declaration, the top individual finisher at the Regional Championship not attached to the winning team shall qualify for the National Championship as a medalist competitor.
      2) If a region is using rankings (Adjusted Scoring Average) to determine a qualifier and has 2 or more teams meet their declaration:
         a. The top individual from a region shall also be determined from individual rankings. The individual with the best ranking not on the team ranking winner of the region shall represent the region at the National Championship. For an individual to be considered for ranking, he/she needs to be nominated by his/her coach through the nomination form with Athletics Director's approval. Coaches can nominate one player on the team for consideration and must submit an application that communicates the player's tournament scores from ALL fall tournaments along with the course rating of each course played.
         b. The Adjusted Scoring Average for the nominated player must be less than or equal to the top 50% of the entire field from the previous year's championship results.
      3) If a Region has one or no team meet its declaration:
         a. If the team meets its declaration, the Regional Representative criteria, and will accept a Regional Representative bid, an individual spot is not necessary.
         b. If the team does NOT meet the Regional Representative criteria or have enough student-athletes to field a team, one individual from the team may be nominated by his/her coach through the nomination form with Athletic Director approval. Coaches can nominate one player on the team for consideration and must submit an application that communicates the player's tournament scores from ALL fall tournaments along with the course rating of each course played. If multiple teams in the region fit this description and submit a nomination, the individual shall be determined via individual rankings.
         c. The Adjusted Scoring Average for the nominated player must be less than or equal to the top 50% of the entire field from the previous year's championship results.

4) For any region, if the individual region winner's team is selected for an at-large bid to the National Championship, the region shall be excluded from receiving an individual representative.

3. Method to Determine an At-Large Bid – Adjusted Scoring Average:
Adjusted scoring averages are used to select the teams for at-large and seed teams. Every 18-hole tournament round a team plays on or before the regional deadline date shall count toward its season's Adjusted Scoring Average. This is calculated by incorporating the official course rating for the course (and tees that it played) for the tournament round and adjusting the team score based on a "course rating par" of 288 (which is 4 times 72). The calculated average adjusted team score shall be used to rank the teams accordingly, determine at-large bid selections, and shall be used in some regions to rank each team in the region and determine the region representative.
EXAMPLES:
- A team that shoots 300 on a course that has a course rating of 73.0 for the tees that it plays shall have its score adjusted down to 296 because the course rating of 73 is "tougher" than a course with a course rating of 72. The course would be rated as 1 stroke tougher per person, so the team score would be adjusted down by 4 strokes. Formula: 300 - (4*73.0) + 288 = 296.
- A 290 team score on an easier course with a course rating of 71.0 shall have an adjusted team score of 294. Formula: 290 - (4*71) + 288 = 294.
- This formula also helps compare scores on courses with a different par than a 72 since the course rating is used instead of the par. For example, a team score of 300 on a par 71 course and a course rating of 73.5 shall still have its team score adjusted down to 294 because the course rating was a full 2.5 strokes above the par of 71. Formula: 300 - (4*73.5) + 288 = 294
  The course rating is extremely important and is used to calculate adjusted scoring averages (and ultimately the championship qualifier from each region). If the length of the course a team plays is different than the closest ladies' tees on the scorecard, the team must calculate the course rating. Please use the chart on the link provided to adjust the course rating appropriately. ALL fall scores must be submitted within 48 hours of completion.

EXAMPLE: Women's tees at 5,500 yards rated at 70.2. If a tournament is played at 5,850 yards, add 350 yards or 1.9 in USGA rating, making the tournament tees a 72.1 rating.

V. GENERAL GUIDELINES FOR THE CHAMPIONSHIP

A. Administration – Site and Date Selections
1. It is recommended that the site and date of the Golf National Championship be determined two years in advance. The first day of competition for the NCCAA Championship shall be the 4th Monday of October except when that date falls after October 24. In such cases, the first day of play shall be the 3rd Monday of October.
2. Both the site and date of the Golf National Championship shall be approved by vote of the National Golf Committee and the NCCAA National Office.
3. Site for the Golf National Championship must conform to all regulations outlined in the "Facility Criteria" section that follows.
4. Host institution shall receive an automatic bid.
5. Dates of the National Championship for the upcoming years are as follows:

Regionals Completed	National Championship	Site
September 29, 2026	October 19-21, 2026	Hammock Beach Resort*, Palm Coast, FL
September 28, 2027	October 18-20, 2027	Hammock Beach Resort*, Palm Coast, FL
October 3, 2028	October 23-25, 2028	TBA
October 2, 2029	October 22-24, 2029	TBA
October 1, 2030	October 21-23, 2030	TBA

*Both men and women shall play the Conservatory Course

B. Facility Criteria
1. Facility membership must not be discriminating on basis of race, gender, creed, or nationality.
2. Course slope rating should be a minimum of 120 or the course rating should be equal to or above the established par from championship tees.
3. "Use of Facility" should include restrooms, snack shop/restaurant, pro shop, scoreboard, driving range, putting green, and the 18-hole course.
4. Championship tee times or shotgun start shall not begin before 7:00 a.m. but shall be determined by course staff and Tournament Director of the National Championship. One practice round shall be available on the day

immediately before the first round. When the competitive rounds fall on Monday and Tuesday, practice rounds shall also be available on Saturday for participants who are not allowed to practice or compete on Sunday.

NOTE: The above list is a guide for course selection. The National Golf Committee reserves the right to use other criteria or factors when applicable. In such a case, all courses considered shall be notified.

C. Financial Considerations
1. Institutions serving as host to the Golf National Championship must ensure that every effort will be made to secure full or partial sponsorship to help reduce lodging, meals, and travel expenses.
2. The "Facility Criteria" guidelines for course fees must be adhered to and may only be exceeded with approval of the National Golf Committee.
3. When possible, a breakfast before the practice round or a team dinner following the practice round should be provided for all participants to allow time for fellowship of participants.

D. Advertising
The host sponsor of a Regional or National Championship shall not accept advertising or promote in any way the marketing or use of alcoholic beverages, tobacco, or illegal drugs in connection with the NCCAA Golf Program.

E. Meetings
A meeting of the coaches of the competing teams, host coach, and members of the National Golf Committee shall be held prior to the National Championship to review playing rules, interpretations, and any other administrative matters that may be necessary. Also, discussion and vote(s) shall take place on any guideline changes the golf coaches wish to recommend to the NCCAA Board of Directors.

VI. CONDUCT OF NATIONAL CHAMPIONSHIP

A. Squad and Travel Party Size
The official party is made up of participants, defined as student-athletes, coaches, managers, athletic trainers, and any staff member who travels with a competing team.

The official party for each team participating in NCCAA National Golf Championship competition is eight individuals, which includes five student-athletes in uniform and three additional personnel (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) to be used at the discretion of each participating institution. For individual qualifiers, the official party is three, which includes one student-athlete in uniform and two additional personnel as referenced above.

Coaches can start submitting rosters as soon as selected. However, the official roster must be submitted and finalized by 11:59 p.m. on the Tuesday prior to the start of the National Golf Championship.

When the roster is submitted to the NCCAA National Office, it shall serve as the Official Roster for the National Championship competition.
1. No changes to the official roster are allowed (including the order) after the submission date unless an emergency or special circumstance arises and is specifically approved by the Tournament Director of the National Championship.
2. Substitutions are not permitted at the Golf National Championship once play has begun.
3. Additional people (which can include coaches, managers, athletic trainers, sports information staff, additional student-athletes not in uniform, and/or other institutional personnel) must also be registered on the Official Roster to be permitted in the team only areas.
4. Any additional university personnel above the travel and roster numbers need to be outside of official championships areas (e.g., bench areas, batting cages, etc.), and the university shall assume any additional cost associated with additional numbers to the travel party.

Substitutions for medical casualties or extenuating circumstances shall be made at the discretion of the National Golf Committee.

B. Format of Competition
1. The Golf National Championship shall be a 54-hole (18 holes each day over 3 days) stroke play event with teams counting the top 4 of 5 scores.

2. In case of inclement weather, the National Golf Committee, in conjunction with the course liaison, shall determine adjustments to this format. No fewer than 18 holes shall constitute a completed event.
3. The final round pairings shall be based upon team standings from the first and second round with leaders teeing off last.
4. USGA rules shall govern all play except where local rules or conditions apply.

C. Golf Balls
Only golf balls on the current USGA List of Conforming Golf Balls may be used. It is the responsibility of each coach to review this list on the USGA website and ensure all participants are in compliance. The penalty for breach of this condition is disqualification. The "one ball rule" is not in effect.

D. Time of Starting
Start times shall be determined by the NCCAA Golf Championship Committee. When tee times are utilized, players should report to their assigned starting tee a minimum of 5 minutes before their time. Once a player arrives at his/her initial tee box, all usage of cell phones/PDA/communication devices is restricted to live scoring purposes only. Distance measuring devices are allowed; however, slope/wind features are not permissible for use. Breach of rule is disqualification.

E. Transportation
Players shall walk at all times during a stipulated round. Coaches, committee members, or rules officials may transport a player in cases of a ruling where no provisional was played, in case of emergency situations (restroom needed) or when an area is designated as a "Shuttle Route." Breach of rule is two strokes per incident.

F. Pace of Play
All players are required to keep pace with the group in front of them (no more than two strokes behind: Par 3 group on green and next group on or approaching tee box; Par 4 group on green then next group leaving tee box; Par 5 group on green and next group approaching second shots). A group that is deemed to be "Out of Position" shall be given a warning by a rules official and then shall be monitored. If the group fails to get themselves back into position within the next two holes, a one-stroke penalty may be assessed to each player. In cases where the slow play is clearly due to the actions of a single player, the penalty may be individually applied.

G. Discontinuance of Play
All participants must comply with any discontinuance of play signaled by the Golf Championship Committee. During any discontinuance, all practice areas shall be closed. Penalty for practicing during such a situation shall result in disqualification. Practice putting is not allowed between the play of any holes or on the putting green of a player's final hole. Breach of rule is disqualification.

H. Advice/Spectators
Each team must designate up to two individuals for the purpose of offering advice. Teammates are designated as outside agents in relation to any player. Breech of rule is disqualification.

Spectators are to remain on cart paths or, when no cart path is easily defined, a minimum of 20 yards from participants. Spectator's cell phones must be on vibrate or silent mode while on the golf course. First offense shall receive a warning. The second offense shall result in the individual being removed from the golf course.

I. Equipment
Clubs, umbrellas, rain gear, etc. may be given to coaches but shall not be given to or retrieved from spectators during play. Breach of rule is two strokes per incident.

J. Scorecard
All scorecards must be turned in at the scoreboard within five minutes following completion of the player's round. All scorecards are deemed to be official once the player has left the scoring area.

K. Tiebreaker Procedure
Medalist and Team champion tie(s) shall be broken with sudden victory on course playoff. For the team playoff, all five players (team) from each team shall participate. After each hole, the lowest team score (four out of five scores) for that hole shall be added together and compared to the other team(s). The lowest score wins the playoff. If still tied, the same format shall be used for subsequent holes until a winner is determined. All other team ties shall be via card playoff as follows:

1. Team total for 3rd round, then team total of 36 holes, and then team total for Round 1.
2. Non-counting score (3rd round), then non-counting score (2nd Round), and finally non-counting score (1st round).

L. Close of Competition
The competition is deemed to have closed when the trophy has been awarded to the winner or, in absence of an award ceremony, when all scores have been approved by the committee.

M. Conduct
The NCCAA expects all participants, coaches, and spectators to honor Christ in their conduct. A player may be removed from the competition at any time at the discretion of the committee for unbecoming conduct. This includes profanity, throwing clubs, damaging golf course property via striking or slamming club(s), and/or using tobacco or alcohol products. Penalties may range from a two-stroke penalty to disqualification from the round or the full event. Breach of rule is two strokes per incident with a maximum of four strokes applied during the championship. A third incident shall result in disqualification.

N. Inclement Weather
Should weather impact the event, the Championship Committee shall make every effort to ensure the event is completed in its entirety. In extenuating cases where that is not possible due to course conditions and travel/academic issues, the Championship Committee shall ensure that a minimum of 18 holes are completed. If 18 holes cannot be completed due to weather issues and/or course conditions, the event shall be deemed cancelled for that academic year.

O. National Championship Housing
All teams are required to lodge in the hotel(s) designated by the host institution or city for this championship. Lodging at an unapproved location shall be considered failure to comply with its Declaration of Intent to Participate and shall result in loss of eligibility for championship travel reimbursement in addition to a fine of $1,000.

P. Required Functions to Attend
Teams that advance to the Golf National Championship are required to attend and participate in the National Championship Banquet/Worship, the Christian Service Project, the Coaches Meeting, and Competition. Arriving late to the championship or not attending/participating in these required functions shall be considered failure to comply with its Declaration of Intent to Participate. The sanction for failure to comply with the Declaration of Intent to Participate is the sport being placed on Restrictive Probation for the following academic year with the potential for additional penalties up to all sports at that institution being placed on Restrictive Probation.

Q. National Championship Christian Service Project (CSP)
Each player and coach participating in the National Championship shall be asked to make a monetary/item donation or donate up to, but not more than, two hours of his/her time serving in a CSP. The Tournament Director of the National Championship, in concert with the NCCAA Director of Championships, is responsible to secure the sites and set up the times for the service.

VII. AWARDS

The NCCAA maintains a standardized awards program for all National Championships. Team, Medalist, All-Americans, and National Coach of the Year awards are ordered and paid for by the National Office.

A. Championship Awards - The National Championship team shall receive a championship banner, trophy, medallions, and t-shirts. Teams finishing second through fourth shall receive a plaque designating their finish.

B. Dan and Kelly Wood Award (see Appendix A)
1. This award is given to outstanding NCCAA men's golf and women's golf student-athlete (one each) who exemplifies the NCCAA Game Plan 4 LIFE character traits of Love, Integrity, Faith, and Excellence.
2. Student-athletes must be nominated by the head coach, Athletics Director, or Sports Information Director (SID). Only one nominee allowed per institution per gender.
3. Recipients of this award must:
   a. Have a clear Christian testimony both on and off the course, including Christian service activities.
   b. Be an excellent/highly skilled student-athlete.
   c. Be a junior, senior, or graduate student academically and a varsity team member.
   d. Demonstrate leadership ability.

e. Possess a cumulative GPA of 3.00 or higher on a 4.00 scale.

4. Final selection shall be made prior to the National Championship by a selection committee comprised of the National Chairs, National Vice-Chairs, Regional Sport Chairs, and the namesake of the award (if they so choose). It is the responsibility of each committee member to recuse themselves from the vote and find a replacement voter if they have a direct bias toward a nominee. If there are three or more nominees, voters shall rank their top three with points allocated to athletes from highest to lowest (e.g., top athlete receives three points, second two, third one). All ties in voting shall be broken by the National Chair (or National Vice-Chair or his/her appointee pending recusals).
5. The recipient shall be encouraged to be present at the banquet. The National Office shall contribute up to $250 toward travel expenses.
6. The recipient of the Dan and Kelly Wood award shall subsequently be a nominee for the year-end NCCAA GP4L Student-Athlete Character Award. It is encouraged that one letter of recommendation from an Athletic Director, opponent coach, or member of the institution faculty or staff be included with the nomination.

C. All-Regional Teams

All-Regional Awards are determined by the top finishers in a Regional Championship. Only teams participating in the Golf Regional Championship are eligible. If a region does not have a Regional Championship, there shall be no All-Regional Team. Golf may honor one All-Regional Team with the number of athletes recognized based on the number of teams competing in the Regional Championship as listed in the Sports Policies and Procedures section of the handbook.

D. All-American Team

The top 10 finishers for men and top eight finishers for women in the Golf National Championship shall be deemed NCCAA All-Americans and shall receive an award provided by the National Office denoting their accomplishment.

E. National Coach of the Year

The National Coach of the Year shall be named at the conclusion of the Golf National Championship. The coach of the championship team shall be designated as the Coach of the Year.

F. Scholar-Athlete Award

The purpose of the Scholar-Athlete Award is to recognize outstanding scholar-athletes among NCCAA member institutions, emphasize the place of academics in our national organization, and publicize and promote the NCCAA by recognizing institutions individually and collectively through this medium.

1. Criteria for nomination
   a. Be of junior, senior, or graduate student academic standing making normal progress toward a degree.
   b. Have completed at least one term (semester or quarter) at the nominating institution.
   c. Be a competing student-athlete in the sport for which nominated.
   d. Have maintained a minimum cumulative grade point average of 3.40 on a 4.00 scale at the nominating institution. Transfer students must have a cumulative grade point average of 3.40 on a 4.00 scale based on all grades at all institutions attended, regardless of whether a course grade is accepted at the nominating institution. GPA cannot be rounded up.
2. Procedure for nomination

   The nominating institution must submit a completed nomination form on Teamworks to the National Office four weeks prior to the National Championship. The institution's registrar's office or compliance officer must verify the nominee's GPA on the Teamworks form with a signature. Forms shall not be complete until signatures are acquired.

G. Scholar Team Award

The purpose of the Scholar Team Award is to honor NCCAA athletic teams that demonstrate academic success in the classroom, emphasize the importance of academics within our national organization, and promote individual student-athlete scholarship on the team.

1. Criteria for nomination
   a. An institution must be a current NCCAA member in good standing. The team must be a varsity team.
   b. Have a minimum grade point average (GPA) of 3.40 on a 4.00 scale. Please do NOT round up to 3.4 or 3.40.
   c. Fall teams use fall term(s) GPA's only and spring teams use spring term(s) GPA's only.
   d. Teams that overlap terms and have countable games or matches in each term must use GPA's from all terms in which the sport participates. (Note: tennis is a spring only sport, golf is a fall only sport.)
   e. Include all varsity student-athletes who competed in the sport with the institution for any portion of the academic year.

f. Meet the minimum number or greater on the team as the number of student-athletes required to field a team in the sport to be recognized. (Note: track and field minimum is eight student-athletes.)

2. Nomination and Selection process
   a. The NCCAA Scholar Team Award Nomination Form must be completed on Teamworks and sent to the NCCAA National Office by January 31 for all eligible fall sports and May 31 for all eligible winter/spring sports of each academic year.
   b. The institution's registrar's office or compliance officer must verify the nominee's GPA on the Teamworks form with a signature. Forms shall not be complete until signatures are acquired.

H. The NCCAA Student-Athlete of the Week award shall be given to one student-athlete in men's golf and women's golf during the regular season (Exception: NCCAA Regional Championships may be included), chosen from the list of nominees submitted by institutions. Only one student-athlete per school may be nominated. See the full procedures and instructions in the Forms & Procedures section of the handbook.

VIII. MISCELLANEOUS

A. NCCAA Certified Athletic Trainer Policy
Certified Athletic Trainers (ATC) are required at each hosted NCCAA Member home event, NCCAA Regional Championship, and National Championship. For hosted contests in cross country, and golf, institutions may have a trainer able to respond within three to five minutes. The ATC must be certified by the National Athletic Trainers' Association Board of Certification (NATABOC), or an equivalent affiliation, and maintain a current license in the state of practice. Please reference the policy in the Sports Policies and Procedures section.

B. Code of Conduct
Conduct in competition policy found in Infractions and Penalties section IV.A. shall be followed by all NCCAA-only institutions during regular season and postseason competition. It shall be followed by all NCCAA institutions for Regional and National Championship competition. Any coach or student-athlete ejected from play shall be subject to penalties found in this policy. It is the responsibility of the offending institution to provide a report to the NCCAA Director of Membership and its Regional Coordinator within 48 hours of the incident. Please see the Infractions and Penalties section noted above for more details related to the Conduct in Competition Policy.

C. Regional Golf Chair Job Profile
1. Function and Duties
   The Regional Golf Chair shall be responsible for:
   a. The NCCAA Regional Golf Championship Competition.
   b. Conduct regional coaches' meetings on issues of importance to the NCCAA Region and the NCCAA Regional and National Championships.
   c. Submit policy changes, procedures, and recommendations from the coaches' meetings to the NCCAA National Golf Chair.
   d. By the selected date, submit the regional playoffs format to the NCCAA National Golf Chair.
   e. Serve as a liaison between the NCCAA National Golf Chair and the golf coaches of the respective NCCAA Region.
2. Selection
   a. The Regional Golf Chair shall be nominated by an NCCAA Regional Coordinator.
   b. The coaches within the respective region shall vote on the nominees.
   c. The NCCAA National Men's Golf Chair shall confirm the elected Regional Golf Chair and shall communicate the results to the respective regional coaches.
   d. The Regional Golf Chair shall serve a three-year term. Re-elections are permitted. There is no limit to the number of terms one can serve, but one must be elected for each term by coaches within the respective region.
   e. Nominations, voting, and announcement of results must be completed by June 15.

D. National Handbook Proposal Process
Should changes to a sport specific section or the Sports Policies and Procedures section of the NCCAA Handbook be desired, the following process shall be followed:
1. The coaching group may propose changes to its sport handbook.
2. The coaching group votes to present proposal(s) to the appropriate committee within the National Administrative Council (NAC), if needed, or directly to the Administration Committee, as determined with the Director of Membership.

3. The appropriate committee within NAC votes whether to advance it to the Administration Committee who then votes to accept or reject the proposal.
4. Proposals for change may also come from regions and subcommittees of the Administration Committee, such as the National Administrative Council (Sports Information Committee, Competition Experience Committee, and Regional Experience Committee), Eligibility Committee, or Handbook Committee.
5. All proposals must come in written form and identify which section of the handbook is being addressed.
6. All proposals must have a vote of support.
7. All proposals must be submitted for consideration to the Administration Committee by May 1 for possible inclusion for the upcoming academic year. If the proposal requires a review of a committee within NAC, it must be submitted by March 15.

Appendix A
Men's Golf & Women's Golf Dan and Kelly Wood Award Nomination Form
Game Plan 4 LIFE Award Series

Student-Athlete's Name First _____ Last _____

Student-Athlete's Hometown and State _____ Year: ___JR ___SR ___G

Gender: ___M ___F Institution_____ Coach _____

Christian Character
Describe student-athlete's faith story and character on/off the course.

_____

_____

_____

_____

Christian Service
List student-athlete's specific activities in Christian service and outreach.

_____

_____

_____

_____

Current Season Lowest Tournament Score (Date_____)

_____	_____	_____	_____	_____
Score (to par)	# of Rnds	Finish (e.g., 1st)	Course Name	City/State

Current Season Lowest Single-Round Score (Date_____)

_____	_____	_____
Score (to par)	Course Name	City/State

Career Lowest Tournament Score (Date_____)

_____	_____	_____	_____	_____
Score (to par)	# of Rnds	Finish (e.g., 1st)	Course Name	City/State

Career Lowest Single-Round Score (Date_____)

_____	_____	_____
Score (to par)	Course Name	City/State

Other Results Notes (Medalist honors, top 5 finishes, career summary, etc.)

_____

_____

_____

continued

SAMPLE

Appendix A, Page Two
Men's Golf & Women's Golf Dan and Kelly Wood Award
Game Plan 4 LIFE Award Series

Athletic Honors Received (Individual and/or Team)
List athletic awards/honors from the institution, conference, regional, and national level)

_____

_____

_____

Academic Honors Received (Major _____ GPA _____)
List academic honors.

_____

_____

_____

Leadership
Describe student-athlete's leadership characteristics and qualities.

_____

_____

_____

Additional Comments
Share any other information on why student-athlete is deserving of this award.

_____

_____

_____

Required with Nomination Form
- High resolution headshot AND action photo of student-athlete

Nominee Eligibility Requirements
- Be a junior, senior, or graduate student academically and a varsity team member.
- Have a clear Christian testimony both on and off the course, including Christian service activities.
- Demonstrate leadership ability.
- Cumulative GPA must be 3.00 or higher on a 4.00 scale.
- Be an excellent/highly skilled student-athlete.

I attest that the nominee meets the eligibility requirements and nomination data is accurate.

_____ _____
Nominator Signature (Coach, SID, or AD) Date

Due by October 1 to jcampbell@thenccaa.org.

SAMPLE