



NORTH EASTERN ATHLETIC CONFERENCE

Golf Operating Codes

Updated: July 31, 2007

All NEAC member Colleges share the belief that a spirit of fair play and sportsmanship is the central component of sound athletic competition. The Conference expects all participants to exhibit good sportsmanship and show respect for fellow athletes, coaches and officials during all competitive events.

The *NEAC Sports Procedures Manual* consist of those policies, procedures, and practices unique or specific to the conduct and administration of each conference championship sport, and are intended as supplements to the NCAA Manual, NEAC Constitution and By Laws and the recognized playing rules of each sport, not as replacements for them.

I. Rules

A. Conference/National Rules

Coaches are expected to be knowledgeable of, and abide by, all NEAC and NCAA rules. When in question, coaches are expected to consult with their Director of Athletics, or NEAC Golf Chair, concerning application of a rule(s).

B. Contest Rules

All matches will be governed by USGA rules except where local rules require adjustments and as modified by the NCAA. For the conference championship tournament, the tournament committee will determine playing conditions.

C. Other Match Conduct Rules

1. It is absolutely contrary to NEAC policies to possess, serve, or consume alcoholic beverages at any function.
2. Appropriate dress (slacks and collared shirts) required with the exception that shorts may be worn with the prior approval of the host institution.
3. Examples of inappropriate, unacceptable, and subject to penalty behaviors:
 - a. Profanity
 - b. Club throwing
 - c. Causing destruction to the course
 - d. Slow play
 - e. Other conduct or behavior deemed inappropriate by the host institution or tournament committee.

Note: The above list is not intended to be all inclusive, but is for the purpose of requiring proper and appropriate behavior becoming of the sport of golf. Participant conduct unbecoming of a conference golf tournament may result in expulsion as determined by the rules committee.



II. Squad and Travel Squad Limitations

Squad size is unlimited during the season but may be limited for NEAC and National competitions. Teams must abide by travel squad sizes established by the sponsoring tournament organization (e.g., NEAC, USGA, NCAA).

III. Playing and Practice Season

- A. Length of Season/Contest Limitations
Refer to current NCAA Manual (Bylaw 17.12).
- B. The spring season is considered the official NEAC season.
- C. NEAC institutions are encouraged to offer and participate in two fall tournaments and two spring tournaments outside of the NEAC championship.
- D. Tournament registration forms should be filled out and returned to the host by the appropriate date.
- E. Results
All results of matches, both against conference and non-conference opponents, must be sent to the conference Commissioner/Sports Information Director as per the Sports Information Director's Guidelines.
- F. Athletic Training
All NEAC regular season tournaments must be covered by appropriate medical personnel and/or a first responder(s). Each school must bring their own kits. All trainers must arrive at least one hour before match time.
- G. Statistics
StatCrew is required for all collection and dissemination of conference statistics.

IV. Conference Championship

- A. Conference Champions/NCAA Automatic Qualifier
 - 1. The NEAC Conference Champion shall be the team that wins the NEAC Conference Tournament.
 - 2. The conference automatic qualifier to the NCAA Playoffs (beginning 2006-2007) shall be the team that wins the Conference Tournament.
 - 3. In the circumstance that the Conference Tournament is unexpectedly terminated (e.g., due to inclement weather), the automatic qualifier will be determined using the golf stat ranking to select a representative. If the #1 seed is ineligible to accept the NCAA Automatic Qualifier (AQ) (e.g. provisional institution), the AQ will be awarded to the next highest seed that is a NCAA full member.



B. Type of Tournament/Participants

1. All NEAC institutions sponsoring golf will participate in the conference tournament.
2. Each team will consist of a maximum of six (6) players, five of whom will be designated as the institution team for the entire championship tournament. All six players are eligible for individual medal honors.
3. Any institution who declares golf as a conference sport but who does not participate in the tournament will be assessed a \$400 penalty.

C. Conference Tournament Site

1. The tournament will be hosted by any institution interested in hosting provided a suitable 18-hole golf course is available for both days of the tournament. A bid process will be used if more than one institution is willing to host.
2. Site Administrator - The golf AD liaison will serve as site administrator at the NEAC conference tournament, working in conjunction with the host institution to deal with issues that arise which are not covered in the Golf Operating Code.
3. Tournament will take place on the last Friday and Saturday of April.

D. Conference Tournament Play

1. The players will play 36 holes of medal play (18 each day) unless weather conditions necessitate a reduction of holes played. A minimum of 13 holes must be completed in order to name a team champion.
2. Players will be arranged in foursomes or threesomes for each day of the tournament.
3. Pairings for the first day will be determined by the ranking provided by the coaches, prior to the championship, and made by the host school. Coaches will be asked to provide the rankings of their golfers prior to the championship tournament.
4. Pairings for the second day will be based on first round scores.
5. The extra players will go off last on the first day.

E. Conference Tournament Scoring

1. The scores of the low four players designated from the five team players from each day's play shall be counted toward the team's total.
2. The tournament championship winner will be the team with the lowest gross score as determined by the above procedures.
3. In the event of a team score that is tied, the following tie breaking procedures will be used:
 - a. The 5th golfer's score on all 36 holes from tied teams.
 - b. The three lowest scores on all 36 holes from tied teams.
 - c. The two lowest scores on all 36 holes from tied teams.
4. In the event two players are tied, the following criteria will be used to determine place finish as is reflected in the all-conference awards. Second day scores will be used.



- a. Total of back 9 holes.
- b. Total of last 6 holes (13-18).
- c. Total of last 3 holes (16-18).
- d. Total of front 9 holes.

F. Practice & Walk Through

1. Practice rounds are allowed before the tournament championship at the expense and arrangement of individual institutions.
2. Players and coaches may walk the course the day prior to the tournament if approved by the course manager.
3. Each coach is responsible for coordinating the time for a walk-through.

G. Tournament Playing Rules

1. Players must carry their own bags **or use non-motorized pull carts.**
2. Players may ride in carts for shuttle purposes only.
3. Coaches may petition the NCAA Division III Golf Committee for use of carts for extraordinary situations.
4. Local course rules sheet should be provided to all golfers at the NEAC tournament site.
5. Speed-up rules should be encouraged by host institution. PGA slow-play rules should be encouraged.
 - a. Two or more holes between groups should be used to encourage speed-up or penalty should be given.
 - b. Encourage playing a provisional ball on a possible lost or out-of-bounds ball.
 - c. Five-minute lost-ball rule.

H. Championship Tournament Committee Meeting

The conference will schedule a championship tournament meeting each spring at the site of the host institution. All NEAC member institutions will be invited to attend this meeting. This meeting will establish tournament committees that will be responsible to address issues that arise during the conference championship tournament which are not covered by the operating code.

I. Athletic Trainer

An N.A.T.A. certified athletic trainer must be present for the tournament.

V. Operational Procedures

A. Host Responsibilities

1. Select appropriate 18-hole golf course for tournament play.
2. Water and Ice for both teams.
3. Crowd Control – host institution must enforce as per NCAA guidelines.



- B. General Event Management
 - 1. The host institution shall provide parking information and directions to coaches at least one week prior to the contest date.
 - 2. The host institution shall provide hotel and restaurant information to coaches at least one month prior to the contest date.

VI. Conference Awards

- A. All-Conference Selections
 - 1. All-Conference First-Team – the first 6 finishers will be selected to the all-conference first team. Each member of the all-conference first team will receive a plaque.
 - 2. All-Conference Second Team – finishers 7 through 12 will be selected to the all-conference second team. Each member of the all-conference second team will receive a certificate.
 - 3. All-Conference Honorable Mention – finishers 13 through 18 will be selected to the all-conference honorable mention team. Each member of the all-conference honorable mention team will receive a certificate.
- B. Special Awards
 - 1. Conference Player of the Year – will be awarded to the tournament winner. The Conference Player of the Year will receive a plaque.
 - 2. Conference Coach of the Year – will be selected by the coaches by vote at the conclusion of the conference tournament. It will be the coach receiving the most votes during the selection process. The Conference Coach of the Year will receive a plaque.
- C. Tournament Champion and Runner-Up Teams
 - 1. Tournament Championship Team
 - a. Team will receive a trophy.
 - b. Each member will receive a medallion.
 - 2. Post-Season Tournament Runner-Up Team
 - a. Team will receive a trophy.
 - b. Each member will receive a certificate.
- D. It is requested that all participants remain for the awards presentation.

VII. Protest – Grievances

- A. Protest and Grievance Committee

The protest and grievance committee shall consist of the NEAC Executive Committee and the NEAC Golf Chair. If any member of this committee is representing one of the involved institutions, they shall recuse themselves of voting and decision making in the case. If the NEAC Golf Chair is representing one of the involved institutions, the vice-chair shall serve on the committee.



B. Procedure for Protest

1. Protest procedures shall follow NCAA rules.
2. A written statement shall be faxed or e-mailed to all members of the NEAC Executive Committee and the NEAC Golf Chair, no later than 72-hours after the protest occurred.
3. The protesting coach and director of athletics shall be notified of receipt of the protest.
4. The committee shall consult and reach a decision within one week of receipt of the protest.
5. Appeals shall be directed to the Appeals Sub-Committee of the NEAC President's Council, Director of Athletics Golf Liaison and Golf Chair within 24-hours of notification of the decision of the Protest and Grievance Committee. If any member of this committee is representing one of the involved institutions, they shall recuse themselves of voting and decision making the case. Their decision shall be final.

C. Procedure for Grievance

The procedure of B 2-5 above shall be followed. The Chairperson shall notify the Director of Athletics of the person or team against whom the grievance has been made within 48-hours.

VIII. Late Policy for Games

- A. If a team experiences transportation, weather, or traffic related problems en route to a match, contact should be made with the host school at least one hour before scheduled match time to inform them of a late arrival.
- B. If the arrival time is too late to get the match in, a no-contest will be declared and the match will have to be re-scheduled as soon as possible.
- C. If a team fails to consent, or cooperatively work toward the rescheduling of the no-contest game, they may not be eligible for post-season competition, which will be left to the discretion of the conference commissioner.

IX. Liaison, Chair and Vice Chair

A. Athletic Director Liaison

Responsibilities - Each sports-related committee shall be assisted by an athletics director assigned to that committee by the Board of Athletic Directors. The athletics director liaison serves an ex-officio member of each sport-related committee and shall represent the conference office at sports related committee meetings in which a representative of the conference office is not in attendance. The athletics directors' liaisons are expected to work closely with the chair of the sports related committee to which they are assigned and should be prepared to represent the views of the sports-related committee at the Board of Athletics Directors meetings.

B. Sport Chair



1. Term - The coaches shall elect a chair who will serve a term of two (2) years.
2. Responsibilities
 - a. Serves at the primary liaison between the sport coaches, the Executive Committee and the conference office.
 - b. Identifies and communicates to the Executive Committee and conference office pertinent issues and problems related to the sport.
 - c. Solicits items from the sport coaches, athletics administrators, faculty athletics representatives and others (i.e. sports information directors, athletic trainers, student athletes) for inclusion on meeting agendas.
 - d. Assisting the conference office and the athletics administrator assigned sports coverage responsibilities with the notification, preparation and conduct of the sport committee meetings.
 - e. Serves as the chair for the annual sports-related committee meeting(s) and special meetings. Assigns individual to record meeting minutes.
 - f. Serves as a member of the Tournament Committee and assists in the conducting of the conference championship(s) where appropriate.
 - g. Assumes responsibilities for maintaining current with national trends and issues related to the sport.
 - h. Assists in the overall evaluation of the sport season.
 - i. Consults with the development of sport master scheduling.
 - j. Assists in the promotion of the sport at the conference, regional and national levels.
 - k. Reviews and comprehend NEAC Constitution and operating by-laws.
 - l. Compiles and distributes coach's information and contact data.

C. Vice-Chair

1. Term - The coaches shall elect a vice-chair who will serve a term of two (2) years.
2. Responsibilities
 - a. To assist the chair in all responsibilities listed above.
 - b. To serve as chair when chair is unavailable.

X. Meetings

- A. Conference coaches will meet two times per year - one meeting prior to the start of the season and one at the conclusion of the season in the spring.
- B. Proceedings

All minutes of all meetings and all business conducted must be sent to the NEAC golf liaison, athletic directors, the NEAC commissioner, and all golf coaches.