



BEST PRACTICES GUIDE



Presented by the
Women's Golf Coaches Association

This document is intended to ensure that regular season events are consistently conducted according to the policies and required standards adopted by the NCAA Women's Golf Oversight Committee in the administration of our National Championship Tournaments (Regionals & Finals).

Regular season tournaments and matches must meet these standards and be played adhering to the **USGA Rules of Golf, NCAA Hard Card and NCAA Pre-championships Manual**. For results to be considered for our official national rankings they must be sent to *Scoreboard powered by Clipd*.

By providing a clear and uniform set of expectations, and implementing the WGCA best practices for event operations, the WGCA aims to support host sites, promote competitive integrity, and enhance the overall experience for student-athletes and coaches throughout the regular season.



WOMEN'S
GOLF



NCAA HARD
CARD



NCAA
MANUAL



CHAMPIONSHIP
MANUAL

Coming in April

REGULAR SEASON TOURNAMENT HOST REQUIREMENTS

TOURNAMENT REGISTRATION

- Tournaments must be registered with *Scoreboard by Clippd*, the official national ranking system of NCAA DI Women's Golf
 - **Deadline for registration is September 1**
 - At the time of registration, you are declaring the dates and format of your tournament (actual dates of competition & stroke/match play or individual event).
 - If you miss the deadline – you must contact Mark Bedics, mbedics@ncaa.org

If you are having difficulty registering with Scoreboard, please contact them directly:
support@clippd.com

- Any changes to team schedules, tournament participants, tournament dates or format require approval from the Women's Golf Oversight Committee - Contact Mark Bedics, mbedics@ncaa.org
- Tournament hosts must report changes in their tournament participants (after September 1) to the Women's Golf Oversight Committee - Contact Mark Bedics, mbedics@ncaa.org
- [NCAA 2026 Schedule Memo](#) See more details about schedules in the memo from the Women's Golf Oversight Committee

Additional information:

- [2026 NCAA Pre-Championships Manual: Section 2-4 Selection Criteria](#)

TOURNAMENT RESULTS SUBMISSION

- All tournament/match results must be submitted to *Scoreboard by Clippd* no later than 48 hours after the event concludes.
 - Any difficulty with submitting results should be reported to *Scoreboard by Clippd* immediately (support@clippd.com).
 - If you miss the results submission deadline, you must contact Mark Bedics, mbedics@ncaa.org, immediately.
 - Failure to submit results on time can result in financial penalties.
 - Please refer to the [2026 NCAA Pre-Championships Manual: Section 2-4 Selection Criteria](#) & [NCAA 2026 Schedule Memo](#) for more information on all requirements for result submissions and penalties.

NCAA BYLAWS AND WOMEN'S GOLF OVERSIGHT COMMITTEE POLICIES GOVERNING REGULAR AND POST SEASON PLAY

PLAYING & PRACTICE SEASON

- ☐ [Division I Women's Golf Playing & Practice Season Bylaw 17.4](#)
- ☐ [General Playing Season Regulations ByLaw 17.1](#)
- ☐ [Roster Limitations ByLaw 17.2](#)

Dates of Competition

- ☐ Maximum 24 dates of competition
 - Exemptions: East Lake Cup, Hawaii/Alaska events, Japan events
 - Teams entering 4 or more players in an event triggers a team date of competition
 - [NCAA Bylaw 20.10.6 Sport Sponsorship](#)
- ☐ Practice & Playing Season
 - First day of practice or competition is September 1 or 5 days before the institution's classes start, whichever is earlier
 - 144-day playing and practice season (divided into two segments)

DESIGNATED INSTITUTIONAL COACHES

[NCAA WOMEN'S GOLF 2025 PARTICIPANTS MANUAL](#) (TEAM CREDENTIALS SECTION)

- ☐ The NCAA Bylaws permits up to three designated coaches per institution. Institutions are required to designate their coaches on their *Staff Declaration Forms* with the institution's compliance office in advance of the team's first competition, and coaches must be approved by the athletics director on the declaration form.
- ☐ *Designated coaches must be individuals designated by the institution, in accordance with [NCAA Bylaw 11.7.1.1](#) (designation of coaching category), as a head coach or assistant coach under Bylaw 11.01.2 (coach, head or assistant), a student assistant coach under Bylaw 11.01.4 (student assistant coach) or volunteer coach under Bylaw 11.01.5 (volunteer coach). A current, eligible student-athlete not participating in the tournament (i.e., sixth person) cannot be designated as the second coach. Furthermore, it is important to note that only an institutional coach who is credentialed may participate in coaching activities during a practice round or at the designated practice areas.*

SPORTSMANSHIP & CONDUCT

RESOURCES:

- ☐ [NCAA Misconduct Policy](#)
- ☐ [NCAA Hard Card](#)
- ☐ [2026 NCAA Pre-Championships Manual](#)
- ☐ [NCAA Women's Golf 2025 Participants Manual: Team Credentials Section](#)

Tournaments should be conducted with sportsmanship standards consistent with the NCAA Championships. The Tournament Games Committee is responsible for assessing penalties for breach of sportsmanship policies or other misconduct as outlined in the NCAA Pre-Championships Manual, USGA *Rules of Golf*, NCAA Hard Card, or other [NCAA Misconduct Policy](#).

- ☐ [NCAA Hard Card](#) enforces Misconduct. In addition to the following policies, coaches, administrators, and student-athletes should understand the misconduct policies described in the NCAA Pre-Championships Manual. Unsporting conduct - a player (coach - if coach violation) will be notified immediately on the golf course and provided a warning for unsporting conduct (e.g., willful acts of defacing the golf course, misuse of electronic devices including iPods, cellular phones, etc., club throwing or breaking, abusive language or violation of the tobacco policy).
 - First occurrence is a notice of the violation and a warning
 - Second occurrence on the same day - the player (or coach, if coach violation) will be disqualified for that round.
 - Third occurrence in the championships - will result in disqualification from the championships.
- ☐ In addition to the unsportsmanlike conduct policies, coaches, administrators, and student-athletes shall be subject to the misconduct policies and penalties in NCAA Bylaw 31.1.10.
- ☐ The NCAA Women' Golf Oversight Committee may also impose other penalties deemed appropriate.

COACH TRANSPORTATION

- Each team will be assigned one coach cart. The coaches' cart occupants are restricted to ONLY the two designated coaches (advice givers) during the round. ONLY the two coaches assigned to coach will be able to ride in and/or move the cart during all post season play.
- Other staff members are considered spectators and should not be in the coaches' cart (e.g. institution's third coach, substitute player, administrator, etc. should not be in the coaches' cart or engaging with the competing SA's in any manner different than being a "spectator").
- **AVAILABLE IN APRIL** [NCAA Division I Women's Golf Participant Manual 2026:](#)

PLAYER TRANSPORTATION

- ☐ Players must carry bags or may use non-motorized carts during competition except: [NCAA Pre-Championships Manual 2026: Registered Tournament Standards](#)
 - If golf cart use is deemed necessary for the entire tournament field is by the tournament games committee (there is no waiver needed)
 - Players may accept a ride from a rules official/coach for stroke & distance penalties, rides to the restroom
 - Players may use designated player shuttles between holes for pace of play purposes
 - Student-athletes seeking to use a golf cart in compliance with ADA Laws need to submit a waiver request.
- ☐ [Request Form for Accommodations for Student-Athletes with Disabilities](#)

PLAYER ELIGIBILITY DURING EVENT

- ☐ Team line-ups are official 10 minutes prior to the start of the player's assigned tee time in the first round.
 - Lineup changes prior to the start of the first round must be made with tournament games committee a minimum of 10 minutes prior to the player's start time
 - Players must make their assigned tee time
 - Injured/ill players may play in subsequent rounds
 - Disqualification of a player applies only to that round, except in the case of a misconduct violation

STANDARD TOURNAMENT REQUIREMENTS FOR RESULTS TO BE USED FOR NATIONAL RANKINGS

COURSE SET UP

- ☐ Minimum Competition Requirements
 - Minimum Yardage: 5,800 yards for 18-hole competition
 - Minimum of 18 holes completed
 - Additional scoring allowed in 9-hole increments (all competitors must have recorded scores on the same 9 holes)
 - The USGA *Rules of Golf* and any *Local Rules* deemed necessary by the tournament games committee must be followed

APPROVED FORMATS FOR TEAM REGULAR SEASON EVENTS

- ☐ Stroke Play (5 count 4, 6 count 4, or 6 count 5)
 - Teams can be paired with other teams in groups of 2, 3, or 4
 - 5 players from the same team playing together has been approved for regular season play
- ☐ Match Play (Team Match Play or Team Medal Match Play)
 - Match Play results can be submitted as a win, loss, or tie
 - Matches must have a minimum of five individual matches and a maximum of nine individual matches
 - Team Match Play is one player from opposing teams playing each other in straight match play
 - Each team can field five to nine matches
 - Team Medal Match Play is one player from opposing teams playing each other in stroke play, with the lower 18-hole score winning
 - Each team can field five to nine players
- ☐ Prohibited Formats
 - No JV or individual matches that are not part of team play can be counted
 - No partner formats (e.g. best ball, alternate shot, scramble, etc.)

STANDARD TOURNAMENT REQUIREMENTS FOR RESULTS TO BE USED FOR NATIONAL RANKINGS CONT.

- Schools must designate A team / B team (B team not counted for team rankings) if competing in two events on the same day or fielding split squads in the same event.
- Schools entering three or fewer players may compete as individuals
- Individual-Only Tournaments
- Must be clearly designated as individual-only events during tournament registration process
- Results must be submitted to *Scoreboard by Clippd*
- Results will count for individual rankings but not team rankings

TIE-BREAKING FRAMEWORK

- Tournament Games Committee establishes sudden-victory playoff procedures for regular season events
- Tournament games committee establishes tiebreaker if playoff is not possible
- All ties at the conclusion of regular play will remain ties in the *Scoreboard by Clippd* rankings regardless of tie-breaker outcomes and the team/players tied will be awarded the same points in the rankings
- [NCAA Post Season Playoff Procedures \(Appendix A\)](#)

ELECTRONIC COMMUNICATION

- ☐ Governed by USGA *Rules of Golf*, Local Rules, and adopted Model Local Rules
 - [Memo on Electronic Communication and Advice Giving](#)
- ☐ Defining “Team” and “Individual” Participation
- ☐ Teams entering 4 or more players must compete as a team
 - [NCAA Bylaw 20.10.6 Sport Sponsorship](#)
 - [NCAA Pre-Championships Manual 2026](#)

GOVERNING RULES OF PLAY FOR DIVISION I WOMEN'S GOLF

The following rules apply to both regular season and championship competitions.

USGA RULES OF GOLF

All tournaments must be played following these rules of play:

[USGA Rules of Golf](#)

[NCAA Hard Card](#) – current edition (released in January each year)

Local Rules published on the Notice to Competitors specific to tournament

[NCAA Pace of Play Policy](#) 2025 - 2026

Model Local Rules used in Division I Women's Golf

- Model Local Rule G-8 Electronic Communication
- Model Local Rule H-2 Advice Allowed in Team Competition
- [Memo on Electronic Communication and Advice Giving](#)
- [Model Local Rule G-6](#) regarding a player accepting transportation on a non-designated shuttle, may be exercised by the tournament games committee.

CONFIRMATION ON ALLOWED EQUIPMENT FOR DIVISION I WOMEN'S GOLF

- Distance measuring devices [Rule 4.3.a.1](#)
 - Green reading materials that conform with [Rule 4.3a/1 Clarification](#)
 - Submitting Scorecard – correcting error [Rule 3.3b\(2\)](#)
- ☐ For the purpose of applying [Rule 3.3b\(2\)](#), a player's scorecard is treated as returned 15 minutes after the scorecard has been accepted by the Tournament games committee and the player has left the scoring area.
- Exception: A player's scorecard is returned if any of the following four events occur, even if it occurs before the 15-minute time limit has expired:
 - Starting times have been released after a cut has been made -
 - The player begins their next round.
 - Any player has made a stroke to begin a playoff.
 - The competition has closed.

Note: Student-athletes may consult with designated coaches without undue delay until they submit their scorecard.

RULES OF PLAY FOR DIVISION I WOMEN'S GOLF CONT.

ADVICE IN TEAM/INDIVIDUAL COMPETITIONS FOR DIVISION I WOMEN'S GOLF

- Advice Allowed in Team Competition. In accordance with Rule 24.4a, Model Local Rule H-2 has been adopted.
- Each team may designate two advice givers. [Model Local Rule H-2 & NCAA Pre-Championships Manual 2026: Section 1-5 Rules](#)
 - The advice is given in a private manner that does not disrupt play.
 - A designated coach is defined as a member of the institution's coaching staff or an employee of the institution.
 - Two designated coaches may be appointed to give advice to members of their team at any time.
 - Two designated coaches per institution may be appointed to give advice to qualifying individuals, not on a participating team.
 - Before the day's play, the designated coaches must be identified to the tournament games committee by signing in at the first assigned tee and if provided, always wearing the appropriate wristband (designated coach credential) at all times.

Coaches are not caddies and are only granted the ability to give advice to players per the *Rules of Golf* definition of advice. The following actions are prohibited:

- Electronic communication between teammates, notes, tees, and/or any other items left behind by teammates for the purpose of giving advice are prohibited.
- The coach does not give advice to or ask for advice from another team's player or coaches.
- Advice givers may not seek advice from others
- Violations of Advice-Giving Rule may result in revocation of advice giver privileges for the round
- Player responsibility and subsequent penalties for breach of rule applies if:
 - Advice giver breaches rule at player's request
 - If player fails to prevent known rule breach by advice giver

OTHER RECOMMENDATIONS TO STANDARDIZE EVENTS

Establishing a Tournament Games Committee

- The committee should consist of 3-5 people including the Official in Charge
- The [committee is responsible for decisions regarding the tournament](#)

Rules Officials

Tournaments should use Certified Rules Officials onsite (officials having attended a USGA/PGA/AGA Rules of Golf Workshop and achieved a score of Advanced or Expert on a USGA/PGA Rules of Golf exam, including USGA Committee members, PGA of America Rules of Golf Committee members, AGA staff, AGA Committee members).

Please contact your local/regional/state golf association or PGA Section to create a Rules Officiating Team and appoint an Official in Charge for the tournament.

Lift, Clean & Place - Preferred Lies **MLR E-3**

- Only permitted if declared in Local Rules by Tournament games committee
- Suggested distance for Lift, Clean & Place: One Grip Length in the general area cut to fairway height or less

For NCAA Women's Golf policy questions during a tournament:

NCAA Division I Women's Golf Liaison:

Mark Bedics
Director
Championships & Alliances
Email: mbedics@ncca.org
M: 317-966-6762
W: 317-917-6541

Questions about Scoreboard by Clipd:

Marcus El
General Manager
Email: support@clipd.com

To Contact a member of the Division I Women's Golf Committee
[NCAA Women's Golf Oversight Committee](#)

REGULAR SEASON EVENT GUIDELINES AND BEST PRACTICES

Purpose:

Hosting a college golf tournament is a big undertaking, and we want to make it as smooth and successful as possible for everyone involved. This checklist was created to provide hosts with clear, consistent guidance on the most important elements of tournament setup, safety, rules compliance, and communication. Our goal is to support our host institutions, protect the student-athlete experience, and ensure that every event reflects the high standards of collegiate women's golf.

Pre-Championships Manual spells out many of the questions that arise:

[2026 NCAA DI Women's Golf Pre-Championships Manual](#)

Course Setup & Safety

- ☐ Tournament tee markers set; unused markers removed
- ☐ Hole locations approved and distributed daily, and can also be emailed the evening before each round
- ☐ Designate the farthest teeing area with a white line or back tee marker
- ☐ Evacuation plan posted and included in *Notice to Competitors*
- ☐ Weather monitoring assigned to staff member onsite

Officials & Committees

- ☐ Pre-tournament officials contact made
- ☐ Tournament Games Committee established (recommended 3-5 members)
- ☐ Designate Official in Charge (OIC) 9-12 months in advance if possible.
- ☐ Officials provided lodging and schedule details

Medical & Safety

- ☐ Athletic trainer onsite (practice round + tournament days)
- ☐ Medical station clearly identified
- ☐ Emergency contact info available for coaches
- ☐

Registration & Communication

- ☐ Participant manual distributed in advance
- ☐ Provide coach's packet via email or at registration
- ☐ Lineups confirmed at registration
- ☐ Group communication established (text/app)
- ☐ Host checklist sent 2 weeks prior

REGULAR SEASON EVENT GUIDELINES AND BEST PRACTICES

Scoring & Results

- ☐ Approved scoring platform set up and tested
- ☐ Live scoring functioning prior to first tee time
- ☐ Results posted daily and emailed to teams
- ☐ Host submits results to Scoreboard

Equipment & Infrastructure

- ☐ Starter tents at No. 1 and No. 10
- ☐ Designate and define scoring areas. Can be outdoors or indoors.
- ☐ Tables, chairs, wastebaskets in all tents
- ☐ Clocks at practice areas and tees (synchronized daily)
- ☐ Radios with earpieces for officials
- ☐ Air horn for each official
- ☐ Ropes and stakes around practice areas

Starter Boxes stocked with:

- ☐ Tees
- ☐ Pencils
- ☐ Ball markers
- ☐ Hole location sheets
- ☐ *Notice to Competitors* - created with OIC
- ☐ [NCAA Hard Card](#)
- ☐ Evacuation plan
- ☐ Coaches Sign In sheet to designate coaches and advice givers
- ☐ Spectator policies

Player Services

- ☐ Water, sports drinks, and snacks at No. 1 and No. 10 and every 3 holes (coolers or bottles)
- ☐ Comfort station locations communicated
- ☐ Driving range capacity for approx. 30 players

Housing & Hospitality

- ☐ Adequate hotel rooms reserved
- ☐ Lodging details communicated early
- ☐ Meals or banquet coordinated if applicable

WGCA EVENT PLANNING TIMELINE

1 Year Out

- ☐ Secure course and dates and send invitations
- ☐ Reserve hotel block(s)
- ☐ Establish budget and entry fee
- ☐ Contact State/Regional Golf Association for Rules Officiating Team & designate the Official In Charge (OIC)
- ☐ Send out a List of confirmed teams to everyone shortly after initial invitation

9 Months Out

- ☐ Confirm field
- ☐ Send information sheet (hotels, airports, practice rounds)

4 Months Out

- ☐ Coordinate sports medicine
- ☐ Order awards and tee prizes
- ☐ Confirm scoring provider
- ☐ Plan tents and meals

2 Months Out

- ☐ Send full team information packet
- ☐ Meet with appropriate parties, including Agronomy staff, Host Golf Professional and staff, Head Rules Official (OIC), Volunteer Coordinator and Tournament Director

1 Month Out

- ☐ Order scorecards
- ☐ Confirm officials
- ☐ Order beverages and snacks

4 Days Prior

- ☐ Walk course
- ☐ Create *Notice to Competitors* and confirm course is marked correctly with OIC
- ☐ Finalize hole and tee locations-confirming they are fair and fit for play
- ☐ Coaches' packets prepared

WGCA EVENT PLANNING TIMELINE

Practice Round Day

- ☐ Registration set up
- ☐ Create Group Text, inclusive of OIC
- ☐ Coaches' packets Distributed
- ☐ Rope off practice facilities
- ☐ Hold coaches meeting if needed
- ☐ Finalize *Notice to Competitors*

Tournament Days

- ☐ Pre-round checks completed
- ☐ Tee markers set, hole locations confirmed, double check course conditions
- ☐ If considering preferred lies, decision is made prior to round beginning and communicated clearly
- ☐ Coaches' sign in sheet on starting tees or in clubhouse
- ☐ Live scoring activated
- ☐ Results posted and shared
- ☐ Prepare next round materials
- ☐ Send next day hole location sheets

Post-Event

- ☐ Final results submitted to Scoreboard
- ☐ Results distributed to all teams

Helpful References: Refer to Clickables on Page 1