

Dear Coach:

Congratulations on your selection to the 2008 NCAA Division III Men's Golf Championships. The Gwinnett County Convention and Visitors Bureau/Gwinnett Sports Commission and Emory University are extremely excited to host this great Championship and welcome you and your team to our area.

At the Chateau Elan Golf Club, you will compete and enjoy two great golf courses, Chateau and Woodlands. The Chateau Course is a beautiful 7,030 yard, par 71 course, with contoured fairways, three lakes and two creeks that opened in 1989. Designed by Denis Griffiths, the championship layout was instantly recognized as one of the top courses in Georgia. The Woodlands Course, also designed by Griffiths, opened in 1996. This stunning 6,735 yard, par 72 course has numerous elevations presenting memorable views of lakes and tree-lined holes.

Enclosed you will find detailed information on the tournament, the hotels, dining options, directions, medical information and the schedule of events among other items.

For starters, here are some key dates/times:

Tuesday, May 6	Conference Call 12:00 Noon EST 1-800-482-1732 Passcode 354839#
Saturday, May 10	Registration – Marriott Atlanta Gwinnett Place 3:00 p.m. – 7:00 p.m. Collect lineup cards and distribute gift bags
Sunday, May 11	Driving range, practice green, and courses open at 10:30 a.m.
Monday, May 12	NCAA Opening Banquet – Marriott Atlanta Gwinnett Place, 7:00 p.m. Banquet attire – coat and tie
Friday, May 16	GCAA Division III Awards Banquet – Marriott Atlanta Gwinnett Place, 7:00 p.m. Weather delays could move start time back. Banquet attire – casual (collared shirt)

Emory University and the Gwinnett County Convention and Visitor's Bureau look forward to your arrival to Gwinnett County, Georgia for the NCAA Division III Golf Championships. Should you have any questions or require any additional information, please feel free to contact us.

Sincerely,

Pete Sherrard
Tournament Manager
Gwinnett Sports Commission
(770) 814-6052

Tim Downes
Athletic Director
Emory University
(404) 727-6532

<http://www.gcvb.org/ncaagolf>

NCAA DIVISION III MEN'S GOLF CHAMPIONSHIPS
Hosted by Emory University & Gwinnett County Convention & Visitors Bureau

COACHES TO DO CHECKLIST

- _____ 1. Conference Call – Tuesday, May 6 at 12:00 Noon EST
1-800-482-1732 Passcode: 354839#

- _____ 2. GCAA Banquet
Contact Golf Coaches Association to confirm attendance by Friday, May 9

- _____ 3. Rush school and team information to Host Communications/IMG College
as outlined in packet.

All of the following forms are due by Wednesday, May 7 by 5:00 p.m. EST. Fax to Pete Sherrard at (770) 623-1667:

- _____ 4. Hotel Registration Form

- _____ 5. Credit Card Authorization (if you want to use for lunch at Chateau Elan)

- _____ 6. Dinner on Sunday, May 11th at Chateau Elan

- _____ 7. Official Registration Card

- _____ 8. Coaches Contact Form

- _____ 9. Lunch Reservation Form

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At Chateau Elan

Key Contact List

Hotels:

Andrew Plousis
(770) 935-3859 office
(770) 925-2340 fax
andrew.plousis@crestlinehotels.com

Atlanta Marriott Gwinnett Place
1775 Pleasant Hill Road
Duluth, GA 30096

Courtyard Marriott Gwinnett Mall
3550 Venture Parkway
Duluth, GA 30096

(Parents and fans rooms have been reserved at the Courtyard Marriott Gwinnett Mall. Parents and guests can contact Andrew Plousis for reservations.)

Tournament Manager:

Pete Sherrard
Gwinnett Sports Commission
6500 Sugarloaf Parkway, Suite 200
Duluth, GA 30097
Ph: (770) 814-6052 F: (770) 623-1667 C: (404) 931-6018
psherrard@gcvb.org

Tournament Host:

Tim Downes
Emory Director of Athletics and Recreation
600 Asbury Circle
Atlanta, GA 30322
Ph: (404) 727-6532 C: (404) 354-4562
tdownes@emory.edu

Tournament Host Head Coach:

Mike Phillips
Emory Head Golf Coach
Ph: (404) 727-4097 C: (404) 290-9033
michael.phillips@emory.edu

NCAA Division III Golf Committee:

Brad Bankston
Chair, NCAA Division III Men's Golf Championship
Commissioner, Old Dominion Athletic Conference
Ph: (540) 389-7373
brad@odaonline.com

Tournament Administrator:

Joyce Jaleel
Emory Assistant Athletic Director
Ph: (404) 727-6557 C: (404) 354-6078
jjaleel@emory.edu

<http://www.gcvb.org/ncaagolf>

Tournament Media Coordinator: John Farina
Emory Sports Information Director
Ph: (404) 727-6553 F: (404) 727-8047 C: (334) 707-0013
jfarina@emory.edu

Sports Medicine: John Dunham
Emory Athletic Trainer
Ph: (404) 727-5613 F: (404) 727-4989 C: (404) 934-4886
john.dunham@emory.edu

NCAA Staff Liaison: Donnie Wagner
Ph: (317) 917-6813 C: (317) 966-6447
dwagner@ncaa.org

Marriott Hotels: Andrew Plousis
Ph: (770) 935-3859 F: (770) 925-2340
andrew.plousis@crestlinehotels.com

Tournament Scoring: Golfstat - www.golfstat.com and www.ncaa.com

NCAA Division III Golf Committee: Brad Bankston, Old Dominion Athletic Conference, Chair
Denise Udelhofen, Loras College
Steve Campbell, Salem State College
Rich Danch, College of Wooster
Chris Gage, University of Texas at Dallas
Jim Tinkey, LaRoche College

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At Chateau Elan

SCHEDULE OF EVENTS

Saturday, May 10

3:00 pm – 7:00 pm Registration at Marriott Atlanta Gwinnett Place, Atlanta Board Room

Sunday, May 11

7:00 am – 11:00 am Breakfast at Marriott Atlanta Gwinnett Place and Courtyard Marriott

10:30 am Team Photos, near driving range

11:30 am Practice Round – Tee Times off #1 on Chateau and #1 on Woodlands,
playing in fivesomes

5:00-8:00 pm Dinner at Chateau Elan Pavilion

Monday, May 12

6:00 am – 9:30 am Breakfast at Marriott Atlanta Gwinnett Place and Courtyard Marriott

7:30am Practice Round – Tee times off #1 on Woodlands, playing in fivesomes

8:00 am Practice Round – Tee times off #1 and #10 on Chateau, playing in fivesomes

10:30 am – 2:30 pm Lunch available at Chateau Elan Pavilion

2:00 pm Coaches Par-3 Tournament

5:30 pm Coaches Meeting at Marriott Atlanta Gwinnett Place, Athens Room

7:00 pm NCAA Banquet at Marriott Atlanta Gwinnett Place, Georgia Ballroom

Tuesday, May 13

5:30 am – 10:00 am Breakfast at Marriott Atlanta Gwinnett Place and Courtyard Marriott

7:30 am 1st tee time at Chateau and Woodlands off #1 & #10

9:36 am Last tee time at each facility

10:30 am – 2:30 pm Lunch available at Chateau Elan Pavilion

Wednesday, May 14

5:30 am – 10:00 am Breakfast at Marriott Atlanta Gwinnett Place and Courtyard Marriott

7:30 am 1st tee time at Chateau and Woodlands off #1 & #10

9:36 am Last tee time at each facility

10:30 am – 2:30 pm Lunch available at Chateau Elan Pavilion

Thursday, May 15

5:30 am – 10:00 am Breakfast at Marriott Atlanta Gwinnett Place and Courtyard Marriott

7:30 am – 9:00 am Two tee start at Chateau Course for wave # 1 (Every 10 minutes)

10:30 am – 2:30 pm Lunch available at Chateau Elan Pavilion

12:00 pm – 1:30 pm Two tee start at Chateau Course for wave #2 (Every 10 minutes)

Friday, May 16

5:30 am – 10:00 am Breakfast at Marriott Atlanta Gwinnett Place and Courtyard Marriott

7:30 am – 9:00 am Two tee start at Chateau Course for wave #1 (Every 10 minutes)

10:30 am – 2:30 pm Lunch available at Chateau Elan Pavilion

12:00 pm – 1:30 pm Two tee start at Chateau Course for wave #2 (Every 10 minutes)

6:00 p.m. Awards ceremony at Chateau Elan

7:00 p.m. Golf Coaches Association Banquet at Marriott Atlanta Gwinnett Place
Independence Ballroom

Pairings and Results: One copy for each team will be available in the hotel lobby at the front desk as soon as possible after each round.

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Important Reminders for Coaches

Registration: Saturday, May 10, 3:00 p.m. – 7:00 p.m. at Atlanta Marriott Gwinnett Place

NCAA Banquet: Monday, May 12, 7:00 p.m. at the Marriott Atlanta Gwinnett Place

The NCAA will provide six tickets for each team. If you have additional institutional personnel (\$30/pp), please contact Joyce Jaleel at 404-727-6557 or jjaleel@emory.edu by Wednesday, May 8. The dress for the banquet will be coat and tie and seating will be limited.

GCAA Banquet: Friday, May 16, 7:00 p.m. at the Marriott Atlanta Gwinnett Place and seating will be limited.

The Golf Coaches Association of America Division III National Awards Banquet will be a Golf Casual event (no t-Shirts, jeans, shorts or tennis shoes). The event will take place at the Marriott Atlanta Gwinnett Place and present the following awards:

- 1 – The Cleveland Golf All America Scholars
- 2 – The Ping All American and All Region Team
- 3 – The Eaton Golf Pride Regional and National Coaches of the Year
- 4 – The Team Effort All Region Medalist and All Region Championship Team
- 5 – The Phil Mickelson Freshman of the Year and Freshman Team of the Year
- 6 – The Dillards/Hartmarx, Jack Nicklaus Player of the Year
- 7 – The Outback Steakhouse Arnold Palmer National Championship Medalist

For ticket information, contact Sharon Beery at (405) 329-4222 or Kay Hopkins at (405) 414-6697.

Breakfast:

Breakfast will be included as part of your hotel accommodations each morning beginning on Sunday, May 11 through Friday, May 16. Rate includes breakfast for two occupants; third occupant must pay for breakfast.

Practice Round Assignments/Announcements:

Practice rounds will be according to tee times and assigned by the committee. Please have your team/individual at the appropriate tee at their designated starting time for practice.

Lunch Buffet:

Chateau Elan will provide a lunch buffet Monday through Friday for teams, coaches, parents, spectators and tournament personnel at a cost of \$8.95 + tax. The buffet will be held in the Pavilion and open from 10:30 a.m. – 2:30 p.m. A la carte items will also be available.

Meetings:

The mandatory coaches' meeting will be held on Monday, May 12 at 5:30 p.m. at the Marriott Atlanta Gwinnett Place in the Athens Room. We will review the format, procedures and any other pertinent information at this meeting.

<http://www.gcvb.org/ncaagolf>

Media Services:

Posted scores and golf statistics, which will be coordinated by Emory University and the Tournament Committee, will be available throughout the tournament. Coaches, be available as soon as each competition day concludes for local members of the media.

Tournament Websites:

NCAA Web Site: www.ncaa.com

Emory University NCAA Golf Championship site: www.go.emory.edu.

Rules:

The Rules of the United States Golf Association govern play at the NCAA Golf Championships. Please note the following: Stroke Play (see Rule 6-6)

After each hole the marker should check the score with the competitor and record it. On the completion of the round the marker shall sign the card and hand it to the competitor. The competitor should check his score for each hole, and settle any doubtful points with the NCAA Rules Committee. The competitor shall ensure that the marker has signed the card, countersign the card himself and return it to the NCAA Rules Committee immediately.

Gwinnett County:

A complete list of hotels, restaurants, shopping and activities can be found at www.gcvb.org.

After your team is selected for the NCAA Tournament

HOTELS: Marriott Atlanta Gwinnett Place
 1775 Pleasant Hill Road
 Duluth, GA 30096
 <http://www.marriott.com/hotels/travel/atlgp-atlanta-marriott-gwinnett-place/>

 Courtyard Marriott Gwinnett Mall
 3550 Venture Parkway
 Duluth, GA 30096
 <http://www.marriott.com/hotels/travel/atlgm-courtyard-atlanta-gwinnett-mall/>

NCAA TRAVEL:

Please visit www.ncaa.org for information on travel to the 2008 NCAA Championship. On the home page click on the Media and Events hyperlink. Once on the NCAA Publications page under Sports Related information click on Championship Forms for golf. On the Men's and Women's Golf page under the heading All Divisions you will find:

- *The Championship Handbook
- *Championship Travel Policies and Reimbursement Forms
- *Things to know about NCAA Air Travel

CHAMPIONSHIP PORTAL

The NCAA and Short's Travel Management have been working to provide new technology to make championships travel as easy and efficient as possible. One of the initiatives is a Web site for teams to submit their travel parties and manifests, as well as preferred departure cities

<http://www.gcvb.org/ncaagolf>

and times, to Short's well before selections take place. It is our hope that by using these tools, teams can eliminate many of the initial phone calls and faxes, as well as extensive wait times, they have experienced in the past. Institutions have been assigned a username and password for the system that has been sent to their director of athletics. Before selections, and as early as mid-October, team administrators should go online to www.shortstravel.com/ncaachamps and submit a tentative travel party list. After the selection for the championship, travel options will be posted to the team's webpage in the portal. The team can then review the options and call Short's to discuss or confirm their travel plans.

AIRLINE RESERVATIONS AND TICKETS

All airline reservations must be made through Short's Travel in order to receive the NCAA guarantee for air travel. Airline reservations must match the name exactly as it appears on the photo identification. The Association pays for the tickets for official traveling party members and those individuals qualified to compete. Short's maintains a 24-hour toll-free telephone service to enable individuals to make or change reservations the number is (866) 655-9215.

VAN RENTAL:

Enterprise Rent-A-Car is excited to partner with you for your teams transportation needs. Whether it is a conference, regional or national championship, we look forward to providing vehicles for you and your team. After your team is selected to participate in the championships, please call Kelly Tully at 770 982-7913 at the Atlanta Hartsfield-Jackson Airport. Mention NCAA Division Golf Championship and/or Account number NA08S11. Please utilize their services.

HOST COMMUNICATIONS/IMG COLLEGE:

The Sports Information Director or Coach of your institution should rush information including: media guides if available, roster (including name, class, hometown, letters earned, etc.), and a team picture with names to:

Marianne Stoess
Host Communications, Inc.
904 N. Broadway
Lexington, KY 40505

Phone: (859) 226-4549
Fax: (859) 226-4575
E-mail: Marianne.stoess@hostcommunications.com

Also, please have your SID send a team logo to John Farina at jfarina@emory.edu upon selection.

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DIRECTIONS TO HOTELS FROM HARTSFIELD-JACKSON AIRPORT

To Marriott Atlanta Gwinnett Place:

North on Interstate 85 approximately 27 miles to exit 104 (Pleasant Hill Road).
Turn right. Hotel is .5 mile on the right.

To Courtyard Marriott Gwinnett Mall:

North on Interstate 85 approximately 27 miles to exit 104 (Pleasant Hill Road).
Turn left. Right on Venture Parkway. Hotel is on the right.

DIRECTIONS FROM HOTELS TO CHATEAU ELAN

Chateau Elan Golf Club (678) 425-6050
www.chateauelan.com

From Marriott Atlanta Gwinnett Place:

North on Interstate 85 approximately 24 miles to exit 126
Turn left and Chateau Elan Golf Club is approximately one mile on the left

From Courtyard Marriott Gwinnett Mall:

North on Interstate 85 approximately 24 miles to exit 126
Turn left and Chateau Elan Golf Club is approximately one mile on the left

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MEDICAL RESOURCES

Sports Medicine

A Certified Athletic Trainer will be on site and available to assist all participants for practice rounds and tournament play. The athletic training facility for the NCAA Championship will be located next to the driving range. It will be open and staffed a minimum of 45 minutes prior to the first tee time and remain open a minimum of 30 minutes following the completion of the last competitors' round. In addition, there will be an Athletic Trainer on the course(s). The medical staff can also be reached at the course by radio. Please alert tournament personnel to assist in this effort.

Any treatments requiring the use of therapeutic modalities require written documentation provided by the visiting team's certified athletic trainer. All requests should be forwarded to Emory University Assistant Athletic Trainer, John Dunham, MS, ATC at (404) 727-5613 or jdunham@emory.edu.

Nearest Hospital

Gwinnett Medical Center
3620 Howell Ferry Rd
Duluth, GA 30096
(678) 312-6800

24-Hour Pharmacies

CVS Pharmacy
815 Beaver Ruin Rd NW
Lilburn, GA 30047
(770) 564-8023

CVS Pharmacy
7395 Spout Springs Rd
Flowery Branch, GA 30542
(770) 965-1037

Publix Pharmacy
2095 Highway 211 NW
Braselton, GA 30517
(678) 425-6200

Other Pharmacies

Publix Pharmacy
1030 Old Peachtree Road
Lawrenceville, GA 30043
(678) 442-0831

Walgreens
2365 Buford Drive
Lawrenceville, GA 30043
(770) 339-4749

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PAIRINGS

The pairings are listed in Appendix F of the NCAA Division III Men's Golf Championships Handbook, which can be viewed in advance at the following link:

http://www.ncaa.org/library/handbooks/golf/2008/2008_d3_m_golf_champ_handbook.pdf

Detailed pairings will be distributed at registration on Saturday, May 11.

<http://www.gcvb.org/ncaagolf>

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GOLF COACHES ASSOCIATION BANQUET

The GCAA Division III Awards Banquet will be held at Atlanta Marriott Gwinnett Place beginning at 7:00 p.m. on Friday, May 16 (weather delays could move start time back). Dress will be casual (collared shirts required). GCAA member institutions planning to attend the banquet will be charged \$200 per team (\$40 per head). Individual players planning to attend will be charged \$40 per head. GCAA member head coaches and assistants will be complimentary. Coaches need to contact the GCAA national office (405) 329-4222 no later than **Friday, May 9** to make reservations. Credit cards will be needed but will not be debited until after the cut on Wednesday, May 14. **Credit cards for teams and individuals who miss the cut will not be charged and reservations will be cancelled.** If they want to reinstate your reservation(s) they must notify Kay Hopkins (405) 414-6697 no later than 12:00 Noon on Thursday, May 15.

Parents and friends wishing to attend the banquet will be charged \$50 per head and reservations must be made no later than **Friday, May 9**. They need to call Sharon Beery at (405) 329-4222 or Kay Hopkins (405) 414-6697 and be prepared to provide a credit card that will be debited at that time. If someone wishes to cancel their reservations they must call Kay Hopkins (405) 414-6697 no later than Thursday May 15 by 12:00 Noon. Their reservation(s) charge will be credited back to their credit card. Please be aware reservations made after Wednesday, May 16 will be on a space available basis only. Seating is very limited.

Team or individual participants, whose institutions are not members of the GCAA and wish to attend the GCAA, please contact the GCAA national office by Friday, May 9.

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Credit Card Authorization Form
For Lunch at Chateau Elan Pavilion

Institution: _____

Coach: _____

Office Phone: _____

Cell Phone: _____

E-mail: _____

Card Type: _____

Card #: _____

Expiration Date: _____

Name as it appears on card: _____

Fax by Wednesday, May 7 to: Pete Sherrard at (770) 623-1667

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REGISTRATION CARD

(INSTITUTION)

(HEAD COACH)

PLAYER #1 _____

#2 _____

#3 _____

#4 _____

#5 _____

Fax by Wednesday, May 7 to: Pete Sherrard at (770) 623-1667

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COACHES CONTACT INFORMATION SHEET

Institution: _____

Coaches Name: _____

Office phone: _____

Cell phone: _____

E-mail: _____

If known at this time, hotel you are staying: _____

Fax by Wednesday, May 7 to: Pete Sherrard at (770) 623-1667

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LUNCH RESERVATION FORM
Sunday – Friday, May 11-16, 2008

Chateau Elan Golf Club will provide a lunch buffet from 10:30 a.m. – 2:30 p.m. Dining facilities are limited near the course so we encourage you and your team, parents, and guests to take advantage of lunch at the Chateau Elan Pavilion.

To assist Chateau Elan with the preparation of the lunch each day, please estimate the number of people who may purchase lunch:

Sunday and Monday, May 11-12

Estimate # Team _____

Estimate # Family and Friends _____

Total _____

Tuesday – Friday, May 13-16

Estimate # Team _____

Estimate # Family and Friends _____

Total _____

Fax by Wednesday, May 7 to: Pete Sherrard at (770) 623-1667