



PARTICIPANT 2024-25 MANUAL

2025 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS
FINALS – Palm Beach Gardens, FL

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Section 1 - Introduction

On behalf of the Division II Men's Golf Committee, thank you for being an important part of the 2025 NCAA Division II Men's Golf Championships.

Administration of the NCAA Division II Men's Golf Championships is under the direction of the Division II Men's Golf Committee. The hosts play an integral part in the successful administration of the championship.

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the NCAA Division II Men's Golf Championships. It is designed to use in conjunction with, not in place of, the NCAA Division II Men's Golf Pre-Championships Manual, which provides more general policies for the administration of the championship.

Section 2 - NCAA Mission Statement

The Core Purpose of the NCAA is to govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

Section 3 - NCAA Staff/Committee

NCAA Division II Men's Golf Committee

Jeremy Benoit, Chair
Director of Athletics
Goldey-Beacom College
Phone: 302-225-6213
Email: benoit@ gbc.edu

Chris Deibel
Head Men's & Women's Golf Coach
Ohio Dominican University
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Nova Southeastern University
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David Lynn
Athletic Director/Head Men's Golf Coach
Oklahoma Christian University
Phone: 405-425-5358
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NCAA Staff

Antonio Cannavaro
Coordinator, Championships and Alliances
Phone: 317-917-6956
Cell: 463-237-0178
Email: acannavaro@ ncaa.org

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Section 4 - Host Personnel

Tournament Director

Jared Fleet
Director of Event Operations
Palm Beach County Sports Commission
Cell: 352-219-1497
Email: jfleet@palmbeachsports.com

Head Athletic Trainer

Sean Cunningham
Director of Student-Athlete Wellness
Palm Beach Atlantic University
Cell: 305-609-8449
Email: sean_cunningham@pba.edu

Associate Tournament Director

T.J. Budd
Senior Associate A.D. for Administration
Palm Beach Atlantic University
Cell: 859-537-7703
Email: tj_budd@pba.edu

Tournament Coordinator

Paul Gallo
Director of Tournament Operations
PGA National Resort
Cell: 978-821-2379
Email: paul.gallo@pgaresort.com

Sports Information

Cole Helman
Assistant A.D. for Communications
Palm Beach Atlantic University
Cell: 240-382-5910
Email: cole_helman@pba.edu

Championship Website

For more information about the Division II Men's Golf Championships please visit the following link:
<http://www.ncaa.com/sports/golf-men/d2>.

Section 5 - Checklist

PARTICIPATING INSTITUTION CHECKLIST

This checklist is arranged in chronological order to be of assistance to those individuals who have specific institutional responsibilities for regional competition.

- ☐ Immediately Following Regional Play. Please verify your school logo is correct within this folder: <https://ncaaenterprise.box.com/s/w3g565hy16ylrkh2fvcvnuem1zhtgz4i> (please find your logo within your regional folder) Once you have reviewed your logo please confirm you have done so via this [form](#): If the logo is not correct please send your correct logo to Antonio by 3 p.m. ET Sunday May 11th.
- ☐ 1 p.m. ET, Monday, May 12. Mandatory conference call for head coaches of participating teams and individuals. Conference call information is listed below:

Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

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Meeting ID: 234 031 737 892

Passcode: Td6o2mH7

Dial by Phone: 317-550-5692 and after one ring than 700786771#

- ☐ By 5 p.m. ET, Monday, May 12. Submit your traveling student-athlete spreadsheet to Antonio Cannavaro (acannavaro@ncaa.org). This excel spreadsheet is located in the **National Championship Qualifiers folder** on the share site within the Pairings Party Signage folder. The form must be submitted as an Excel file as it will be used for signage.
- ☐ By 5 p.m. ET, Monday, May 12. Submit Team Travel Party Information Form (Appendix A) to Antonio Cannavaro (acannavaro@ncaa.org) and Jared Fleet (jfleet@palmbeachsports.com)
- ☐ By 5 p.m. ET, Wednesday, May 14. Call Donnalee Blake Henry at the Palm Beach Gardens Marriott - 561-630-1327 - donnalee.blakehenry@marriott.com – Request “NCAA Golf” to reserve rooms.
- ☐ By 5 p.m. ET, Wednesday, May 14. Submit Hotel Team Rooming List and Payment information to Donnalee Blake Henry - 561-630-1327 - donnalee.blakehenry@marriott.com
- ☐ By 5 p.m. ET, Wednesday, May 14. Email all media requests to Cole Helman at cole_helman@pba.edu
- ☐ By 5 p.m. ET, Wednesday, May 14. Forward any media materials to Cole Helman at cole_helman@pba.edu
- ☐ By 5 p.m. ET, Wednesday, May 14. Submit Elite 90 materials. All information and nomination forms can be obtained on the ncaa.org membership site or by clicking [Elite 90 forms](#).
- ☐ By 5 p.m. ET, Thursday, May 15. Head coach and Administrator must complete the [electronic attestation form](#) acknowledging they have completed the Code of Conduct form prior to arrival on-site. (Resubmission is not necessary if Finals travel party is the same as Regionals).

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Section 6 - Schedule of Events

Saturday, May 17

All day	Teams arrive
5:00 p.m. – 7:00 p.m.	Team Registration (Bella Lago, PGA National Resort)

Sunday, May 18

8:00 a.m.	Athletic Trainer Available (Vista 1)
8:00 a.m.	Practice facilities open
8:00 a.m. – 9:00 a.m.	Team Registration (Bella Lago)
9:30 a.m.	Mandatory Coaches Meeting (Bella Lago)
10 a.m.	Practice Round begins (shotgun start)
3:30 p.m.	Practice Facilities Closes
5:00 p.m. – 7:00 p.m.	Student-Athlete Opening Celebration (National Polo Center)

Monday, May 19

6:30 a.m.	Practice facilities open
6:30 a.m.	Athletic Trainer Available (Vista 1)
7:30 a.m.	First round of competition
6:30 p.m.	Driving Range Closes (Putting Green remains open until dark)

Tuesday, May 20

6:30 a.m.	Practice facilities open
6:30 a.m.	Athletic Trainer Available (Vista 1)
7:30 a.m.	Second round of competition.
6:30 p.m.	Driving Range Closes (Putting Green remains open until dark)

Wednesday, May 21

6:30 a.m.	Practice facilities open
6:30 a.m.	Athletic Trainer Available (Vista 1)
7:30 a.m.	Third round of competition
Following Play (Est. 6:45 p.m.)	Individual award presentations and team lineup selections for Head-to-Head Medal Play
6:30 p.m.	Driving Range Closes (Putting Green remains open until dark or 30 minutes following play)

Thursday, May 22

6:30 a.m.	Practice facilities open
6:30 a.m.	Athletic Trainer Available (Vista 1)
7:30 a.m.	Quarterfinal round of Head-to-Head Medal Play competition
1:30 p.m.	Semifinal round of Head-to-Head Medal Play competition
6:30 p.m.	Semifinalist awards ceremony

Friday, May 23

8 a.m.	Practice facilities open
8 a.m.	Athletic Trainer Available (Vista 1)

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9 a.m. Final round of Head-to-Head Medal Play competition
1:30 p.m. Awards ceremony

Student-Athlete Reception (Sunday, May 18)

There will be a reception for everyone in each travel party at the National Polo Center in Wellington beginning at 5:00 p.m. on Sunday, May 18. The event will take place in the Pavilion, which is your first left after entering the facility. There will be a buffet meal and polo demonstration. The Elite 90 Award also will be presented.

National Polo Center
3667 120th Avenue S
Wellington, FL 33414

Administrative Meeting

There will be a mandatory conference call for head coaches of advancing teams on Monday, May 12 at 1 p.m. ET. The call should last no more than an hour. If you are unable to be on this call due to travel home from regionals, please make arrangements for someone from your institution to represent you on the call. A monetary fine may be assessed for those institutions not in attendance. An agenda for this call is included as Appendix B of this manual.

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 234 031 737 892

Passcode: Td6o2mH7

Dial by Phone: 317-550-5692 and after one ring than 700786771#

Coaches Meeting

There will be a mandatory coaches rules meeting for coaches of each participant on Sunday, May 18 at 9:30 a.m. in the Bella Lago room. The meeting should last no more than 30 minutes. All head coaches or their institutional designee are required to attend to hear important rules information specific to the championships and the facility. A monetary fine may be assessed for those institutions not in attendance.

Practices

One 18-hole practice round will be scheduled for the day immediately preceding the championships finals. Ten days before the practice round, participants and coaches will not be permitted to practice or walk onto the championship course. If the hosting facility has availability, starting on the day before the practice round participants and coaches will be allowed to use practice facilities such as putting areas, chipping areas, and the driving range. Prior to the day before the practice round, participants and coaches shall not be allowed to use any practice facilities within the 10 day period before the practice round. This rule applies to all venues with shared practice facilities and/or clubhouses. No exceptions will be made; however, the host institution may apply for an exemption from this policy if the lack of an exemption

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creates an undue burden on the host institution. Violations of this policy may result in sanctions listed under NCAA misconduct provisions or disqualification for a team or an individual(s), with no substitution permitted.

In an effort to maintain the conditions of the course and speed of play, it is required that each individual play only one ball into the green during any practice round (“one practice-ball rule”). However, on Par 4s and Par 5s only, players may hit more than one tee shot. On Par 3s, players are permitted to hit only one tee shot. Players may chip or putt more than one ball on or around the green on all 18 holes.

Each participant must wear soft spikes and play from the designated tees. Violation of these policies will result in the player and/or team being removed from the golf course and may result in sanctions listed under the NCAA misconduct provisions or disqualification for a team or an individual(s), with no substitution permitted.

Teams are limited to six players during the practice round, but only if a team is bringing a sixth player for substitution. Coaches are not permitted to play during the practice round. If no sixth player is present, teams are limited to five players during the practice round.

Head coaches or designated official institutional representatives will be required to be with their teams during the entire practice round. Coaches will be provided time schedules and be responsible for monitoring pace of play, misconduct and the enforcement of the one practice-ball rule. Teams are required to keep pace with the group directly in front of them during the practice round. If a team fails to keep pace with the group in front of them, a warning will be issued. If pace of play is still not improved, the team will be forced to skip hole(s) in order to reestablish the proper position on the golf course.

Practice-round times at the regionals and championships will be a shotgun start with starting hole assignments determined by the NCAA golf committee. It is not required that institutions participate in the practice round.

In addition to the practice policies above, the following will be enforced for the regionals and championships:

1. Only credentialed, designated individuals may be allowed in the practice areas.
2. Teams may not start a practice round other than during its designated time or position.
3. Players may not go back on the course to practice after concluding each round.
4. Players and coaches are permitted on the course starting with the beginning of the first practice day and throughout the championships, as a spectator.
5. The driving range and putting green will be open one hour before the first tee time each competition day and will remain open until 6:30 p.m. The putting green will be open until dark on Monday and Tuesday and 30 minutes following play or dark (whatever is earlier) on Wednesday.

Weather Policy

The NCAA will provide a weather detection system for the championships and will make arrangements for the system to be on site. The games committee will do everything possible to complete 54 holes by the end of the third day of the championship, plus each match during the Head-to-Head Medal Play

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portion of the championships over the final two days of the event. The committee reserves the right to modify pairings, field size and format for weather. Only 18-hole stipulated rounds will be counted for scoring.

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

Section 7- Championship Format

The format for the NCAA Division II Men's Golf Championships is determined by the NCAA Division II Men's Golf Committee, subject to the approval of the Division II Championships Committee.

The NCAA Division II Men's Golf Championships will consist of both team and individual competition conducted concurrently. Ten teams and the top four individuals not with a team will be selected from each region to compete in one of four 54-hole regional tournaments. The top three teams and the top two individuals not with a team from each regional (regardless of region) will advance to the finals, and the remaining eight berths will be allocated based on the regions represented in the prior year's Head-to-Head Medal Play portion of the championships. Tiebreakers and playoffs will be used to determine individual and team regional champions as well as advancement to the finals.

At the finals, all 20 teams and eight individuals will complete 54 holes of stroke play. Following 54 holes of stroke play, an individual champion will be declared along with finishers 2-10. The top eight teams after 54 holes of play will be placed into a bracket and seeded based on 54-hole scores. The pairings for the quarterfinals will be Seed #1 versus Seed #8, Seed #2 versus Seed #7, Seed #3 versus Seed #6 and Seed #4 versus Seed #5 competing in Head-to-Head Medal Play (stroke play over 18 holes and low score wins). Each team match will consist of five points with one point being awarded for each individual match. Winning teams will advance to the semifinals and subsequently the finals. Each individual match will be played to its completion and the first team to win three points within the team match will advance, or in the case of the final match be declared the national champion. In the event that a team match is tied after all five individual matches, the total strokes of the five players from each team will be calculated with the winning team having the fewest strokes. Lineups, for pairing purposes, in the Head-to-Head Medal Play portion of the championship will be determined by the head coaches, using a "Presidents Cup" style to determine the lineups beginning with the higher seeded team, as determined through the 54-hole stroke play portion of the championship. More detail on lineup determination can be found later in this section.

Ties for eighth place will be broken by a sudden-death playoff; ties within the top eight will be broken using the non-sudden death tiebreaking procedures. More detail on tiebreaking procedures can be found later in this section of the manual. Pairings for both the stroke play and Head-to-Head Medal Play portion of the finals can be found at ncaa.org on the Division II Men's Golf page.

The men's golf committee may invoke an administrative cut after 36 holes of play to the top 15 teams and top six individuals not on those teams. The administrative cut will only occur after all other options to complete 54 holes of play by all 108 participants have been exhausted.

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Championships Scorecard

CHAMPIONSHIP SCORECARD
2025 NCAA Division II Men's National Championships
PGA NATIONAL RESORT - CHAMPION
May 19-23

<u>HOLE</u>	<u>PAR</u>	<u>YARDAGE</u>
1	4	365
2	4	437
3	5	538
4	4	376
5	3	171
6	5	488
7	3	226
8	4	427
9	4	430
OUT	36	3,458
10	5	545
11	4	450
12	4	427
13	4	388
14	4	465
15	3	179
16	4	434
17	3	172
18	5	556
IN	36	3,616
TOTAL	72	7,074

Lineups/Substitutes

During registration, the head coach must submit his or her lineup according to playing position. The five participants from each institution must be determined by the conclusion of registration.

Prior to a stroke or match play round during Regionals or Finals, a team may substitute a sixth player for any member of the team provided that:

- The NCAA Golf Committee or the NCAA Rules Committee is notified of the substitution at least 10 minutes prior to the lineup selection for the respective round.
- The sixth player is an eligible member of the institution's team.

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Note 1: When a team has substituted a sixth player, no further substitutions may be made by the team for that round.

Note 2: Unless a team chooses to substitute a sixth player prior to a match play draw, the team's five players that played in the previous round will be used for the draw.

Should institutions bring a sixth player as a substitute for match play, that player may use the practice facilities during the men's championships and is allowed to participate in the team's practice round.

Sixth player will act a spectator and must follow spectator guideline for the rest of that round.

Sixth player may also use practice facilities during the rounds if they are not out on the course.

Tee Times/Pairings

Practice Round Pairings

Sunday, May 18

Hole	Hole
1 Inds. - C/MW, SC/W	10 Inds. – S/SE, A/E
1 Central/Midwest – 1	11 South Central/West – 1
2 Central/Midwest – 2	12 South Central/West – 2
3 Central/Midwest- 3	13 South Central/West – 3
4 Central/Midwest – 4	14 South Central/West- 4
5 South/Southeast – 1	15 South Central/West – 5
6 South/Southeast - 2	16 South Central/West – 6
7 South/Southeast – 3	17 Atlantic/East – 1
8 South/Southeast – 4	18 Atlantic/East – 2
9 South/Southeast – 5	18 Atlantic/East – 3
9 South/Southeast – 6	
10 South/Southeast – 7	

First-Round Pairings

Monday, May 19

Time	1st Tee		
	C/MW #4, S/SE #4, SC/W #4		A/E #1, C/MW #2, S/SE #2
7:30	5	11:21	5
7:41	4	11:32	4
7:52	3	11:43	3
8:03	2	11:54	2
8:14	1	12:05	1

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	S/SE #5, SC/W #5, S/SE #6		SC/W #2, A/E #2, C/MW #3
8:25	5	12:16	5
8:36	4	12:27	4
8:47	3	12:38	3
8:58	2	12:49	2
9:09	1	1:00	1

	SC/W #6, S/SE #7, Individ. (SC/W #2, S/SE #2, C/MW #2, A/E #2, SC/W #1)		S/SE #3, SC/W #3, A/E #3
9:20	5 and Individ. (SC/W #2)	1:11	5
9:31	4 and Individ. (S/SE #2)	1:22	4
9:42	3 and Individ. (C/MW #2)	1:33	3
9:53	2 and Individ. (A/E #2)	1:44	2
10:04	1 and Individ. (SC/W #1)	1:55	1
10:15	Individuals (S/SE #1, C/MW #1, A/E #1)		

	C/MW #1, S/SE #1, SC/W #1
10:26	5
10:37	4
10:48	3
10:59	2
11:10	1

Second-Round Pairings
Tuesday, May 20

Time	1st Tee		
	C/MW #1, S/SE #1, SC/W #1		C/MW #4, S/SE #4, SC/W #4
7:30	5	11:10	5
7:41	4	11:21	4
7:52	3	11:32	3
8:03	2	11:43	2
8:14	1	11:54	1
	A/E #1, C/MW #2, S/SE #2		S/SE #5, SC/W #5, S/SE #6
8:25	5	12:05	5
8:36	4	12:16	4
8:47	3	12:27	3
8:58	2	12:38	2
9:09	1	12:49	1

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SC/W #2, A/E #2, C/MW #3		SC/W #6, S/SE #7, Individ. (SC/W #2, S/SE #2, C/MW #2, A/E#2, SC/W #1)	
9:20	5	1:00	5 and Individ. (SC/W#2)
9:31	4	1:11	4 and Individ. (S/SE #2)
9:42	3	1:22	3 and Individ. (C/MW #2)
9:53	2	1:33	2 and Individ. (A/E #2)
10:04	1	1:44	1 and Individ. (SC/W #1)
		1:55	Individuals (S/SE #1, C/MW #1, A/E #1)

S/SE #3, SC/W #3, A/E #3

10:15	5
10:26	4
10:37	3
10:48	2
10:59	1

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

Players will be repositioned within their team by score after the second round.
 Individuals will be repositioned according to score following the second round.
 Teams will be re-paired according to score following the second round.

Key:

A/E – Atlantic/East Region
 C/MW – Central/Midwest Region
 S/SE – South/Southeast Region
 SC/W – South Central/West Region

**Third-Round Pairings
 Wednesday, May 21**

Time	1st Tee		
	Teams 18, 19, 20		Teams 7, 8, 9
7:30	5	11:10	5
7:41	4	11:21	4
7:52	3	11:32	3
8:03	2	11:43	2
8:14	1	11:54	1
		12:05	Individuals 1, 2, 3
	Teams 16, 17, Individuals 4-8		Teams 4, 5, 6
8:25	5, individual 8	12:16	5
8:36	4, individual 7	12:27	4
8:47	3, individual 6	12:38	3
8:58	2, individual 5	12:49	2

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9:09	1, individual 4	1:00	1
	Teams 13, 14, 15		Teams 1, 2, 3
9:20	5	1:11	5
9:31	4	1:22	4
9:42	3	1:33	3
9:53	2	1:44	2
10:04	1	1:55	1
	Teams 10, 11, 12		
10:15		5	
10:26		4	
10:37		3	
10:48		2	
10:59		1	

Head-to-Head Medal Play Pairings
Thursday, May 22
Quarterfinals

Time	1st Tee		10th Tee
	Quarterfinal #1		Quarterfinal #2
7:30	Match 1	7:30	Match 1
7:40	Match 2	7:40	Match 2
7:50	Match 3	7:50	Match 3
8:00	Match 4	8:00	Match 4
8:10	Match 5	8:10	Match 5
	Quarterfinal #3		Quarterfinal #4
8:20	Match 1	8:20	Match 1
8:30	Match 2	8:30	Match 2
8:40	Match 3	8:40	Match 3
8:50	Match 4	8:50	Match 4
9:00	Match 5	9:00	Match 5

Head-to-Head Medal Play Pairings
Thursday, May 22
Semifinals

Time	1st Tee
	Semifinal #1 (Quarterfinal 1 & 2 winners)
1:40	Match 1
1:50	Match 2

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2:00	Match 3
2:10	Match 4
2:20	Match 5

Semifinal #2 (Quarterfinal 3 & 4 winners)

2:30	Match 1
2:40	Match 2
2:50	Match 3
3:00	Match 4
3:10	Match 5

Head-to-Head Medal Play Pairings
Friday, May 23
Finals

	1st Tee
Time	Semifinal 1 & 2 winners
9:00	Match 1
9:10	Match 2
9:20	Match 3
9:30	Match 4
9:40	Match 5

Note 1: Seeds for Head-to-Head Medal Play are determined by 54-hole scores with ties within the top eight being broken by using the non-sudden death tiebreaking procedures outlined on page 13-14 of this manual. Ties for the eighth spot will be broken by a sudden death playoff, time permitting.

QUARTERFINAL TIME AND TEE CHOICE FOR #1 SEED

Note 2: For pairing purposes within a given team match, the higher seeded team (as determined through the 54-hole stroke play portion) "Team 1" will have the first choice of putting a player on the board for Match #1. The opposing team "Team 2" will then name its player for Match #1. Team #2 will then name its player for Match #2 and Team #1 will name its player for Match #2. The process will continue in an "S" curve until the players for all five matches are named. However, Team #1 may defer in the selection process and permit Team #2 to begin the overall selection process.

Note 3: Tee times may be altered by the games committee for weather.

Tiebreaker

Tiebreaking Procedures

Team ties for 8th place shall be broken by a sudden-death playoff counting the low four scores relative to par on each hole. Play shall continue with new scoring on each successive hole until a winner is determined. The games committee will determine the starting holes. If a playoff involves more than two

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teams, a shotgun format shall be used. The team playoff will be conducted first, with the playoff for individual spots to follow immediately after the conclusion of the team playoff. Once the shotgun sudden-death format is started, that format shall be used until a winner is determined.

Sudden Death Playoff Procedures

Teams will draw for positions. For a two-team playoff, the winner of the draw shall have the option of the A or B positions set forth below. For a playoff involving more than two teams, the teams shall assume the drawn letter position (A, B, C, etc.) set forth below.

Two teams (A & B; tee off alternately)

#5A,	#5B,	#4A,	#4B,	#3A	playoff hole #1
#3B,	#2A,	#2B,	#1A,	#1B	playoff hole #1

SHOTGUN FORMAT

Three Teams

A #5	B #5	C #5	playoff hole 5
A #4	B #4	C #4	playoff hole 4
A #3	B #3	C #3	playoff hole 3
A #2	B #2	C #2	playoff hole 2
A #1	B #1	C #1	playoff hole 1

Four Teams

A #5	B #5	C #5	D #5	playoff hole 5
A #4	B #4	C #4	D #4	playoff hole 4
A #3	B #3	C #3	D #3	playoff hole 3
A #2	B #2	C #2	D #2	playoff hole 2
A #1	B #1	C #1	D #1	playoff hole 1

Five Teams

A #5	B #5	C #5	D #5	E #5	playoff hole 5
A #4	B #4	C #4	D #4	E #4	playoff hole 4
A #3	B #3	C #3	D #3	E #3	playoff hole 3
A #2	B #2	C #2	D #2	E #2	playoff hole 2
A #1	B #1	C #1	D #1	E #1	playoff hole 1

Players will play the numbered position they held at the start of the tournament.

The format in pairings for a playoff of six teams or more shall be consistent with the foregoing format as determined by the games committee.

At Regional tournaments, team and individual playoffs will be conducted to determine team and individual champions, plus teams and individuals advancing to the finals.

At the Finals, team playoffs will be conducted to determine teams advancing to Head-to-Head Medal Play and as specified in Head-to-Head Medal Play tiebreaking procedures noted below.

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At the Finals, a playoff will be conducted to determine the individual national champion. No other individual ties will be broken by a playoff.

Non Sudden-Death Tiebreaking Procedure

For the purposes of ranking teams for third round pairings, and for situations in which a sudden-death playoff cannot be completed, the following system shall be used to break ties, except as provided elsewhere when ties need not be broken at the championships:

Teams

1. Cumulative total of the non-counting scores.
2. Best cumulative individual total.
3. Second-best cumulative individual total.
4. Third-best cumulative individual total.
5. Fourth-best cumulative individual total.
6. Fifth-best cumulative individual total.
7. Committee Decision

Individuals

1. Final round Total.
2. Score from previous round(s).
3. Gross score from last nine holes
4. Gross score from last six holes
5. Gross score from last three holes
6. Gross score for 18th hole, 17th hole, etc.

When a tie exists within a team, the individual with the lowest team position will be given the later tee time.

The foregoing procedure will also be used if a cut becomes necessary at any time after the completion of the second round of play at the championships.

Head-to-Head Medal Play Tiebreaking Procedures

In the event that a team match is tied after all five individual matches, the total strokes of the five players from each team will be calculated with the winning team having the fewest strokes. For quarterfinals or semifinal matches, the tiebreaker below will be used. Should a team compete with fewer than five participants, the tiebreaker will be awarded to the team posting the higher number of official scores.

Tiebreak for Head-to-Head Medal Play (for quarterfinal and semifinal matches)

1. Total score of all five players.
2. Total score of top four players.
3. Total score of top three players.
4. Total score of top two players.
5. Total score of top player.
6. Hole-by-hole score starting with the cumulative team total of their 18th hole backward by hole (17-1).

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Tiebreak for Head-to-Head Medal Play (for National Championship Match)

If a tie exists at the completion of the national championship match, a sudden-death playoff will be held. In the event a sudden-death playoff cannot be completed, the following criteria will be followed:

1. Total score of all five players.
2. Total score of top four players.
3. Total score of top three players.
4. Total score of top two players.
5. Total score of top player.
6. Hole-by-hole score starting with the cumulative team total of their 18th hole backward by hole (17-1).

Section 8 - Championship Operations

Emergency/Evacuation Plan

If it becomes necessary to evacuate the course, one long horn blast will be sounded.

Course Evacuation Plan – PGA National Resort (Champion Course)

Hole #1	*Tee to green	Return to Clubhouse
Hole #2	*Tee to green	Return to Clubhouse
Hole #3	*Tee to green	Shelter at #3 Green/#4 Tee
Hole #4	*Tee to green	Shelter at #3 Green/#4 Tee
Hole #5	*Tee to green	Shelter at #3 Green/#4 Tee
Hole #6	*Tee to green	Shelter at #3 Green/#4 Tee
Hole #7	*Tee to green	Shelter at #3 Green/#4 Tee
Hole #8	*Tee to green	Shelter at #3 Green/#4 Tee
Hole #9	*Tee	Shelter at #3 Green/#4 Tee
Hole #9	*Fairway to green	Return to Clubhouse
Hole #10	*Tee to green	Return to Clubhouse
Hole #11	*Tee to green	Return to Clubhouse
Hole #12	*Tee	Return to Clubhouse
Hole #12	*Fairway to green	Shelter at #12 green/#16 tee
Hole #13	*Tee to green	Shelter at #12 green/#16 tee
Hole #14	*Tee to green	Shelter at #12 green/#16 tee
Hole #15	*Tee to green	Shelter at #12 green/#16 tee
Hole #16	*Tee	Shelter at #12 green/#16 tee
Hole #16	*Fairway to green	Return to Clubhouse
Hole #17	*Tee to green	Return to Clubhouse
Hole #18	*Tee to green	Return to Clubhouse

Hospitality/Meals

There will be PowerAde, Dasani Water, and snacks available at the 1st and 10th Tee (and other selected locations) for student-athletes, coaches, and tournament staff ONLY!

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The room rate the Palm Beach Gardens Marriott includes breakfast. Details on location/time for breakfast will be provided at check-in when you receive your vouchers.

Officials

Members of the NCAA Division II Men's Golf Committee, NCAA Rules Officials, and other designated individuals will serve as the officials and will make decisions pertaining to the conduct of the championship, such as pairings, rulings, protests, etc.

The rules officials will be represented by officials from across the country. Arrangements have been made for Scoreboard by Clippd to provide the computerized scoring system for the championships.

Post-Championship and Competition Site Evaluations

All evaluations will be sent from the NCAA following the conclusion of the championships.

Registration

Registration will take place in Bella Lago at PGA National Resort from 5 p.m-7 p.m. on Sat. May 17 and 8 a.m.-9 a.m. on Sun., May 18. At this time, each coach will be given a packet including all pertinent information pertaining to the championships that has not been previously provided.

Scoring

Scorecards shall be kept in strict accordance with Rule 3-3b of the Rules of Golf.

Returning Scorecard: 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 Committee and the player has left the scoring area. The scoring area for #18 is defined by the tent, the stakes, roping and white lines. The white lines are the outermost definition of the scoring area, and players are treated as having left the scoring area when crossing that line.

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.

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

For the Head-to-Head Medal Play portion of the championship, there will be a total of five points available in each team head-to-head match, with one point being awarded in each of the five individual head-to-head matches. The first team to win three points will advance to the next round or in the case of the final match be declared the national champion.

Every three holes, players will record their scores with scoring assistants, so results may be updated in real-time at www.ncaa.com.

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Videotaping

Institutions are permitted to videotape championship competitions by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for commercial purposes.

Section 9 - Competition Site



PGA National Resort has long been a place of legendary moments. Here at this Palm Beach County destination, luxury is always the standard, golf is never considered just a game and together the two create an enviable lifestyle in a setting that embraces the best Florida has to offer. Anchored by five championship golf courses, and renowned throughout the world as home to the PGA Tour's Cognizant Classic in The Palm Beaches and the legendary Bear Trap, PGA National also boasts a world-class destination spa, a private state-of-the-art sports & racquet club and an exclusive private membership club at the heart of this luxurious resort lifestyle community.

Originally designed by Tom and George Fazio for major tournament play, The Champion course at PGA National Resort was redesigned by Jack Nicklaus in 2014 and hosts the Cognizant Classic in The Palm Beaches each spring on the PGA TOUR. Although The Champion has generous landing areas and spacious and accepting TifEagle greens, golfers are presented with course management challenges throughout the round. This South Florida golf resort course has five sets of tees to make the course more playable for golfers of all levels. A must-play on any avid golfer's list, The Champion features the [Bear Trap](#), which spans three demanding holes designed by Jack Nicklaus – [listen to the designer describe it in his own words](#). Considered one of Florida's most notable golf challenges, on what is unquestionably one of the best golf courses in Florida, *USA Today* calls the [Bear Trap](#) “one of the toughest stretches in golf.”

PGA National Champion Course Rating: 75.4 | Course Slope: 144 | Tournament Yardage: 7,081

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Lost and Found

Lost and Found will be located inside the Vista 2 Ballroom.

Parking

Team Vehicles

Team parking will be available in the resort parking lot. Please advise during the participant call if your team will be traveling on a bus and parking instructions will be provided.

Spectator

Spectators will be able to park in the resort parking lot. Parking for spectators will be free.

Merchandise

Merchandise will be available to purchase outside the Pro Shop each day from 10:00 a.m.-4:00 p.m.

Concessions

Concessions will be available to purchase at:

- Birdie's Diner 7:00 a.m. - 11:00 a.m. (breakfast) and 11:30 a.m. – 4:00 p.m. (lunch) daily
- The MKT (Resort Lobby) 6:00 a.m. – 7:00 p.m.

Section 10 - Directions

GPS Address: PGA National Resort, 400 Avenue of the Champions, Palm Beach Gardens, FL 33418

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PGA National Resort is in Palm Beach Gardens, FL, roughly 20 minutes north of West Palm Beach, FL, and 25 minutes north from Palm Beach International Airport.

Section 11 - Drug Testing

The NCAA is dedicated to fair and equitable competition throughout each round of championships and strongly supports the drug-testing program in order to safeguard the health and safety of the participating student-athletes.

Athlete Notification

Couriers will notify student-athletes selected for drug testing. Student-athletes will be instructed to read and sign the Individual Championship Student-Athlete Notification Form. Depending on the sport, student-athletes may need to report to drug testing within 60 minutes of notification, after their last event of the session, after their last event of the day or at the end of their participation in the championship.

Media Obligations

At individual/team championships, student-athletes who are selected for drug testing must fulfill all media obligation before reporting to the drug-testing area.

Participating Institution's Notification

While couriers will notify student-athletes of his/her selection for drug testing, it is the student-athlete's responsibility to advise their institution of his/her selection for drug testing.

Prolonged Test

If the student-athlete's team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must remain with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus, etc.), the institution may request reimbursement from the NCAA.

Testing Process

Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

Section 12 - Equipment

The type of equipment (i.e., balls, clubs) to be used shall be determined by the individual team and must be acceptable under the Rules of Golf. The one-ball rule (brand) will be in effect. Golf bags must have the name or logo of the school on them.

Players and coaches will be required to use nonmetal spiked shoes during regional and championships competition.

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Electronic measuring devices calculating distance only are permitted for use during both the practice rounds and the competition rounds. Devices that measure other variables (e.g. slope) may be used, but only if the features are turned off.

Golf Carts

Golf carts will be provided for members of the games committee and selected tournament officials. One cart will be assigned to the designated coach(es) of each competing institution and individual.

A single cart will be provided to the designated coach(es) during the practice and competition rounds. The cart is to be utilized by the designated coach(es) only and should not be used to transport spectators, team personnel, athletics administrators, student-athletes, golf clubs or golf bags. Items for competitors such as rain or all-weather gear and refreshments are permissible for transport.

A designated coach may not use the cart to “drive around” the golf course prior to the start of the practice round or his/her team’s first starting time of each day. Prior to a team’s first starting time, the coach is considered a spectator.

Participants may not use caddies, golf carts or motorized pull carts during the championship rounds. Consistent with the Americans with Disabilities Act (ADA), a disabled player may be permitted to use a golf cart as an accommodation to his or her disability for those events where golf carts are not allowed. As required by the ADA, the men’s golf committee will evaluate such requests on a case-by-case basis.

In order for the committee to properly evaluate the merits of such requests, while maintaining the fundamental fairness of the golf competition, it is necessary for players requesting this accommodation to submit medical documentation to facilitate that analysis. The documentation provided must demonstrate: (1) a player’s disability as defined by the ADA (temporary conditions may not be covered); (2) the medical need for the golf cart that results from that disability; and (3) that by providing a golf cart to a player in that particular circumstances, the committee would not be fundamentally altering the fairness of the competition by providing a player with an advantage over other players.

Section 13 – General Public

Spectator Guidelines

Spectators must remain on cart paths or in the rough and approximately 15 yards from the players at all times (including all designated practice areas). There may be no communication between players and spectators that could be deemed as advice of any nature for the duration of the 18 holes. All institutional personnel, with the exception of the designated coach, are considered spectators. Ringers on electronic devices must be turned off. Carts will not be provided for spectators.

Since all NCAA championships are considered smoke-free, spectators will be asked to refrain from smoking except in designated areas. Failure to adhere to these policies could result in removal from the course.

Violation/Penalties:

First – Warning

Second – Spectator will be removed from the course for the remainder of the day

Third – Spectators will be removed from course for the remainder of the competition

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Disabled Spectators.

The DII Men's Golf Committee recognizes the unique circumstances surrounding spectators who may require special assistance in order to watch the championships, striving to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully.

For spectators with accessibility issues, the following protocol has been established with respect to the use of golf carts:

1. The head coach should request, in writing, special assistance from the tournament director no later than Friday, May 16, 2025. Requests should be directed to the tournament director, Jared Fleet, via email: jfleet@palmbeachsports.com
2. If use of a cart is approved, it is strongly preferred that a companion drive the cart for the spectator requiring special assistance. We additionally request that the individual with accessibility issues remain in the cart as much as possible while on the golf course. Only one companion to an individual requiring special assistance will be allowed to be in the golf cart (preferably as driver). All others will be required to walk the course.
3. Use of the cart will also require a fee of \$40/day plus tax to be paid at the Pro Shop.

Section 14 - Lodging

Headquarter Property

Hilton Garden Inn Palm Beach Gardens

3505 Kyoto Gardens Dr.
Palm Beach Gardens, FL 33410

Bridget Adlen
561-694-5833, ext. 4004
Bridget.adlen@hilton.com

Team Hotel

Palm Beach Gardens Marriott

4000 RCA Blvd.
Palm Beach Gardens, FL 33410

Donnalee Blake Henry
561-630-1327
donnalee.blakehenry@marriott.com

The cut-off date for making reservations is **5 p.m. ET on Wednesday, May 14**. Please contact Donnalee Blake Henry at 561-630-1327 (Request "NCAA Golf") or donnalee.blakehenry@marriott.com to make a reservation by May 14th.

A room block with 4 double/double bed rooms has been reserved for each team. Each individual qualifier has a double/double and king room reserved. The nightly rate is \$175 (+tax) and includes a hot breakfast.

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

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

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

Friends & Family Reservations

The Palm Beaches wants your teams' family, friends, and fans to witness and cheer your team on, during the 2025 NCAA Division II Men's Golf Championship! To make that easy, they have put together the following list of hotels that are in close proximity to the championship:

PGA National Resort

400 Avenue of the Champions, Palm Beach Gardens, FL 33418
Phone: (800) 863-2819

Palm Beach Gardens Marriott

4000 RCA Boulevard, Palm Beach Gardens, FL 33410
Phone: (800) 228-9290

DoubleTree Palm Beach Gardens

4431 PGA Boulevard, Palm Beach Gardens, FL 33410
Phone: (561) 622-2260

Embassy Suites Palm Beach Gardens

4350 PGA Boulevard, Palm Beach Gardens, FL 33410
Phone: (561) 622-1000

Team Dining Options

Team Breakfast Buffet Included at Palm Beach Gardens Marriott

The Palm Beach Gardens Marriott wants your team to start their day with a hearty hot breakfast, which is being provided within the daily room cost for all members of each travel party. Breakfast will be available each day according to the time schedule and location provided at check-in.

PGA National Resort features multiple incredible restaurants on site providing a wide variety of options for the very best in dining and a variety of relaxing atmospheres.

Birdie's Diner

This slice of mid-century Americana takes you back to simpler times, with classic diner favorites served right at the first hole. Choose from "Sweet Start" options and "Eggs & More" off the breakfast menu, or

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enjoy all-day dining with “Main Drivers” ranging from Local Fish Tacos to an All-American Wagyu Cheeseburger.

Honeybelle

Led by esteemed chef, “Top Chef” alum and three-time James Beard Foundation award nominee for “Best Chef: South,” Lindsay Autry, Honeybelle is a seasonal American restaurant serving approachable cuisine that highlights Florida’s freshest ingredients. A breezy retreat perfect for any time of day, Honeybelle invites guests to dine in an airy, light-filled space with indoor and outdoor seating, perfect for soaking in the Palm Beach sunshine.

The Butcher’s Club

Stylish and modern elegance awaits you at The Butcher’s Club, with succulent cuts served in a timeless atmosphere of warm gold and 1950s swanky sophistication. Expect unforgettable culinary experiences at this modern Palm Beach shared-style steakhouse restaurant from celebrity chef, Florida native Jeremy Ford, James Beard Award nominee, and winner of *Top Chef Season 13*.

Sushi by Bou

Sushi by Bou PGA National Resort will exude 1920s speakeasy opulence from the moment guests walk through the door. The ambiance is heightened with layers of rich color palettes, while patterned wallpaper, fringed lamps, feathered pampas, and crystal chandeliers create a luxuriously layered experience. The cocktail bar features a lush green banquette, a richly paneled bar, and a captivating back bar display. The 12-seat sushi bar, awash in deep blue tones, is adorned with crystal chandeliers and a striking bejeweled fish centerpiece. Sweetheart lounges flank the bar, with plush velvet chairs suitable for lounging with a craft cocktail.

The Pool Bar

Soak up the sun and indulge in a classic poolside menu curated by Chef Lindsay Autry paired with a signature PGA cocktail.

The Lobby Bar

Sip classic cocktails while planning your next adventure in the stylish and sophisticated Lobby Bar.

The MKT

The MKT offers a fast-casual option for the guest on the go, featuring light bites and beverages.

Section 15 - Media Services

Credentials – Photos, TV, Participant

Members of the media wishing to request credentials should contact Cole Helman (cole_helman@pba.edu) by 5 p.m. Eastern time, Wednesday, May 14.

Media Materials Requested

Please forward any media materials to Cole Helman (cole_helman@pba.edu) by 5 p.m. Eastern time, Wednesday, May 14.

Section 16 - Medical

Athletic Training

A certified athletic trainer will be on-site for the practice round and through all rounds of tournament play. The athletic training facility for the championships will be located in Vista 1. It will be open and staffed a minimum of one hour prior to the first tee time each day and remain open a minimum of one hour following the completion of the last competitors' round. The trainer will be available to assist all participants, provided prior arrangements have been made, and all necessary supplies (outside of the standard expected items) are provided by the teams.

Any treatments requiring the use of therapeutic modalities will require written permission and treatment protocol provided by the team's athletic trainer. Send all requests to Sean Cunningham | sean_cunningham@pba.edu | 305-609-8449.

During competition, the trainer may be reached via radio. If a situation arises, please alert tournament personnel (rules official, tournament staff, etc.) to assist.

Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at www.NCAA.org/health-safety

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Hospitals and Emergency Services

Palm Beach Gardens Medical Center	3360 Burns Rd	Palm Beach Gardens	FL	33410	561-622-1411
Jupiter Medical Center	1210 S Old Dixie Hwy	Jupiter	FL	33458	561-263-2234
St. Mary's Medical Center	901 45 th St	West Palm Beach	FL	33407	561-844-6300
Good Samaritan Medical Center	1309 N Flagler Dr	West Palm Beach	FL	33401	561-655-5511

Medical Examinations

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. For all other instances, the student-athlete's on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified. In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify him or her if the student-athlete's injury, illness or medical condition poses a potentially life-threatening risk to himself or herself. The chair of the governing sports committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

Pharmacies

Walgreens	6297 PGA Boulevard	Palm Beach Gardens	FL	33418	561-627-2505
Publix	6251 Ave of the PGA	Palm Beach Gardens	FL	33418	561-624-0234
CVS	11000 N Military Trl	Palm Beach Gardens	FL	33410	516-626-7542

Section 17 - Participant Expectations and Guidelines

Code of Conduct

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

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Any institution whose travel party has changed since the Regional Round and fails to complete an accurate Division II Code of Conduct form and submit the attestation that the Code of Conduct form has been completed before the start of the first competition of the championships will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioners, university president, university athletics director, senior woman administrator, sports information director and compliance director.

Ethical Behavior by Coaches

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact in the field. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Therefore, coaches must:

1. Always place the safety and welfare of student-athletes above the value of a win and above any personal prestige or glory.
2. Ensure that the coaching staff and all others associated with the program treat the student-athletes under their control with fairness and respect.
3. Remember that they are on public display and that their conduct reflects upon the image of their respective institutions.
4. Teach their student-athletes strict adherence to the rules and regulations of the sport, the institution and other governing bodies to which they are responsible.
5. Firmly establish with their student-athletes the standards of acceptable conduct.
6. Treat opponents and assigned officials with respect and demand that student-athletes do the same, instilling in their student-athletes the importance of respect and sportsmanship over winning.
7. Ensure that student-athletes understand that taunting, intimidating and baiting opponents is unacceptable behavior and will not be tolerated.
8. Monitor their coaching staff and student-athletes to ensure that they do not use profane and vulgar language while representing the institution.
9. Ensure, along with institutional administration, that fans are reminded of the expectations of sportsmanship and respect for officials and opponents and their supporters.

Misconduct

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.

In accordance with Bylaw 18.02.4, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice.

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Sportsmanship

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in behavior of players and bench personnel, in crowd control by game management and in the officials' proper enforcement of the rules governing related actions.

Sports Wagering

Please refer to the [Division II Men's Golf Pre-Championships Manual](#).

Unsportsmanlike Conduct

Unsportsmanlike Conduct includes, but is not limited to, the use of electronic devices (except where permitted by the NCAA and by the rules of golf), profanity, club throwing, acts of defacing the golf course, etc.

During the round, defined as from the time the player makes his first stroke until the score card is submitted in the box, at the first offense of any act of unsportsmanlike conduct during the championships (regionals and finals), the student-athlete and coach will be notified immediately on the golf course and provided a warning. The second offense of unsportsmanlike conduct may result in disqualification for that round and further unsportsmanlike conducts will result in disqualification from the championships. The offending institution's director of athletics will receive a letter from the NCAA, informing the institution that one of its student-athletes has been disqualified for unsportsmanlike conduct during the championships. Any unsportsmanlike conduct incurred at the regionals would be carried over to the finals. However, the committee shall have the right, without warning, to disqualify an individual for that round (or championships) for any flagrant act of unsportsmanlike conduct.

Tobacco Ban

The use of tobacco products, including vaping, is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products, including vaping, during a practice or competition shall be disqualified for the remainder of that practice or competition.

Section 18 - Team Travel/Transportation

Airports

Palm Beach International Airport (PBI)

Serves all major airlines. Travel time to PGA National Resort is approximately 25 minutes.

Fort Lauderdale – Hollywood International Airport (FLL)

Serves all major airlines. Travel time to PGA National Resort is approximately 60 minutes.

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Short's Travel Management

The participating institutions shall be completely responsible for making its own travel reservations in accordance with the following:

The NCAA's official travel agency for the tournament is Short's Travel Management, which can be reached at 866-655-9215. Institutions can also enter travel manifest and other travel party information through the travel portal at www.shortstravel.com/ncaachamps.

The NCAA has adopted the following policies with respect to the travel and expenses incurred by the competing institution:

1. **Air Transportation.** Participating institutions shall be required to make all air travel arrangements with the official travel agency for the approved travel party. The NCAA will pay the agency directly for such costs. Institutions who fail to use the official agency will not receive reimbursement for their travel. When reasonable commercial space for air travel is not available, chartered flights may be offered to the traveling institution. In this case, the cost of the chartered flight will be fully paid for by the NCAA, for the official traveling party. If reasonable commercial space is available but the institution chooses to travel by charter, the NCAA will only cover the cost of the commercial flight. The institution will be responsible for any additional cost for their chartered flight and will be billed by the official travel agency. In addition, the institution may choose to take additional travelers over the allowable travel party size. The cost for additional travelers must be paid by the institution. All charter arrangements must be made through the official travel agency. The NCAA travel department is responsible for making the determination of what should be considered reasonable options for the official traveling party.

The NCAA, will reimburse fees for checked baggage charged by commercial airlines. While we encourage you to take as few bags as necessary, a maximum of two bags per person will be reimbursed. Fees for oversized or overweight bags will not be reimbursed. The NCAA, will not reimburse fees charged by the airlines to pre-assign seats, choose premium seats, or receive priority check-in.

2. **Hub Rule.** If an institution is eligible to use air transportation to the site of the tournament game, and there is a major airport located within 150 miles of the tournament site, then the participating institution is required to fly into/out of that airport and utilize ground transport to and from the site of competition. This also applies if the originating airport is located within 150 miles of the participating institution's campus. This policy only applies when airfare is less expensive from the more distant airport. The NCAA travel staff may increase this mileage limit if circumstances warrant.

3. **Ground Transportation.** For individual-team sports, when teams are required to travel by ground transportation to the site of competition or are eligible for reimbursement at the site, reimbursement will be provided at a rate of 70 cents per mile, per eligible traveler, not the actual cost of ground transportation.

Local transportation is not reimbursable by the NCAA and must be paid by the institution. Transportation between the team's hotel and the competition or practice site is considered local transportation. Please see the NCAA travel policies for the applicable mileage limits.

At the end of each fiscal year, the Division II Planning and Finance committee will determine if there are any funds available to assist member institutions in offsetting local transportation costs. If funds are

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available, and the Presidents Council authorizes such use, the funds will be distributed to member institutions based on a formula approved by the Planning and Finance committee.

4. Per Diem. Per diem will be paid for the allowable travel party. The per diem rate and allowable days can be found in the [NCAA travel policies](#).

5. Expense Reimbursement. Team expense reports should be filed online through the Travel Expense System (TES). The login information for the system is the same as that used for the Short's travel portal. The system can be accessed at:

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

All institutions, including hosts, must complete the online reimbursement process in order to receive the appropriate reimbursement.

6. Travel Exceptions. Be advised that if extraordinary circumstances may warrant an exception to the travel policies, you must contact the NCAA travel department for approval PRIOR TO making any travel arrangements. The travel group can be reached at 317/917-6757, or by e-mail at travel@ncaa.org.

Per Diem

Per diem will be provided for an official travel party of eight (8).

Section 19 - Tickets

Ticket Prices

Admission is free for all five days of the championships.

Section 20 - Travel Party

Squad Size

Participating teams are limited to a squad size of six (6) eligible student-athletes.

Travel Party Size

Participating teams are limited to a travel party size of eight (8) individuals.

Section 21 - Uniforms

Contestants must wear uniforms of the same color during competition and practice. Walking or Bermuda shorts are permitted, provided they are team shorts and are of the same color. Slacks or shorts may be worn at the individual's discretion, provided they are of the same color and are considered the team uniform. If a student-athlete wears headgear during competition, it must display only an institutional, conference or NCAA logo, or no logo. If there is no logo, a coach's or team member's headgear must be of an institutional color. A manufacturer's logo may appear on the side or back of the item as long as it conforms to NCAA Bylaw 17.1.10. For television purposes, it is recommended that each institution attempt to wear a uniform that reflects its school colors during the final two rounds of the championships. Team members are not required to wear the same headgear. In the best interest of intercollegiate golf

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and the championships, participants must wear appropriate golf attire at the tournament site. Please refer to the host institution's pretournament mailing for the definition of appropriate attire at the golf course.

Logo Policy

[Reference: Bylaw 17.1.10 in the NCAA Division II Manual]

The provisions of Bylaw 17.1.10 indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, and parallelogram).

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

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

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

As authorized by the institution or conference, an additional commemorative or memorial patch (e.g., names, mascots, nicknames, logos, and marks intended to celebrate or memorialize persons, events or other causes) to be worn by a team is allowed as long as no safety hazard is created. The patch shall be contained within a four-sided geometrical space (i.e., rectangle) with an area that does not exceed 4 square inches and must be placed on the front or sleeve of the jersey and may not interfere with any required markings. While not all team members are required to wear the patch, the patch must be identical for those who choose to wear the patch.

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

Section 22 – Trophies and Awards

Awards

NCAA Championship Awards

Awards will be given to the top 10 individuals. Only the medalist trophy will be awarded on site, places two through 10 will be sent by the NCAA following the competition. Team awards include – two semifinalist trophies (and 16 mini semifinalist trophies), 1 Runner-Up trophy (with 8 mini runner-up trophies), and 1 National Champion trophy (with 8 national champion mini trophies and watches). Also, all student-athletes in the travel party will receive a

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participant medallion.

Elite 90 Awards

For information on the Elite 90 awards, please see the Elite 90 section of this manual.

Student-Athlete Participation Awards

For information on the student-athlete participation awards, please see the Participation Medallion section of this manual.

Additional Award Ordering

To purchase additional awards please use the below link:

<https://services.mtmrecognition.com/NCAA/>

Elite 90

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the final site for each of the 90 NCAA championships. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. All ties are broken by number of credits completed.

For more information regarding this program, please contact Olivia Baumhoer; 317-917-6222; (obaumhoer@ncaa.org). All documents, including deadlines and nomination forms, can be obtained at [Elite 90 forms](#).

The submission deadline for nomination for **NCAA Division II Men's Golf** is **5 p.m. Eastern time, Wednesday, May 14**.

Locker Room Program

In addition to awards, the national championship winning team will receive national champion T-shirts and hats to commemorate their achievement

Participation Award

The NCAA will provide a student-athlete memento for participants. These mementos will be provided onsite at the championship for the members of the official travel party. If a team would like to purchase additional student-athlete mementos for their team, information is provided in the Appendix D of this manual.

Participation Medallion

Each student-athlete, team and individual, at the final site will receive a participant medal to commemorate their achievement.

TRAVEL PARTY/LINEUP FORM

Contact Information

Institution				
Title	Name	Cell Phone**	Email	Traveling?
Head Coach				<input type="checkbox"/>
Assistant Coach				<input type="checkbox"/>
Sports Information Director				<input type="checkbox"/>
Athletic Trainer				<input type="checkbox"/>
Administrator				<input type="checkbox"/>
President/Chancellor				<input type="checkbox"/>

** Cell Phone number is required for Head Coach and Assistant Coach for communication during the tournament.

Travel Logistics

Driving?	<input type="checkbox"/>	Arrival Date and Time		Number of vehicles	
Flying?	<input type="checkbox"/>	Flight Number		Departure Airport	

Travel Party Roster

Please list each individual from your institution's travel party. **Please list your student-athletes in playing order by rank.**

	Student-Athletes (in playing order, by rank)	
1.		
2.		
3.		
4.		
5.		
6.		
	Coaches	
1.		
2.		
	Other Institutional Staff Traveling	Title (AD, SID, Athletic Trainer, etc.)
1.		
2.		
3.		

Please submit this form by **5 p.m. Eastern, Monday, May 12** to
Antonio Cannavaro (acannavaro@ncaa.org) and Jared Fleet (jfleet@palmbeachsports.com)



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Terms of the Competition-Substitution

During registration, the head coach must submit his or her lineup according to playing position. The five participants from each institution must be determined by the conclusion of registration.

Prior to a stroke or match play round during Regionals or Finals, a team may substitute a sixth player for any member of the team provided that:

- a. The Site representative is notified of the substitution at least 10 minutes prior to that team member's starting time.
- b. The sixth player is an eligible member of the institution's team.

***Note 1:** When a team has substituted a sixth player, no further substitutions may be made by the team for that round.

***Note 2:** Unless a team chooses to substitute a sixth player prior to a match play draw, the team's five players that played in the previous round will be used for the draw.

Should institutions bring a sixth player as a substitute, that player may use the practice facilities during the men's championships and is allowed to participate in the team's practice round.

Sixth player will act a spectator and must follow spectator guideline for the rest of that round.

Sixth player may also use practice facilities during the rounds if they are not out on the course.



A G E N D A

National Collegiate Athletic Association
Division II Men's Golf
Final Site Participating Team Video Conference

Microsoft Teams Meeting

Audio Only: 317-550-5692, 700786771#

May. 12, 2025
1 p.m. Eastern time

1. Welcome. (Jeremy Benoit)
2. Travel and per diem. (Antonio Cannavaro)
3. Championships Shared Folder. (Cannavaro)
4. Registration. (Benoit)
5. Daily Breakfast. (Benoit)
6. Parking (hotel and venue). (Benoit)
7. Student-Athlete Reception. (Benoit)
8. Community Engagement. (Cannavaro)
9. Code of conduct forms. (Cannavaro)
10. Coaches Meeting. (Benoit)
11. Spectator/Spectator Carts. (Cannavaro)
12. Championship Structure. (Benoit)
13. Substitutions. (Cannavaro)
14. Schedule of Events. (Jared Fleet)
15. Practice Schedule/Facility Hours. (Fleet)
16. Athletic Training. (Fleet)
17. Meals. (Fleet)
18. Uniform Requirements/logo policy. (Cannavaro)

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19. Travel party. (Cannavaro)
20. Awards. (Benoit)
21. Checklist Items. (Cannavaro)
22. Pace of Play. (Paul Lucien)
23. Weather Warnings/Evacuation Plan. (Mike Peluso)
24. Official Scores. (Peluso)
25. Coaches/Advice. (Peluso)
26. Tiebreaking/Playoff Procedures. (Peluso)
27. Rules Review. (Peluso)
28. Resources. (Benoit)
29. Misconduct. (Cannavaro)
30. Drug Testing (Cannavaro)
31. Questions (Benoit)
32. Adjournment.

CONGRATULATIONS ON YOUR TEAMS' SUCCESS!

APPENDIX D

We are excited to share that all Student-Athlete Mementos will be given out ON-SITE at the Championship!



HOW TO PURCHASE ADDITIONAL STUDENT-ATHLETE MEMENTOS FOR YOUR TEAM

The number of Student-Athlete Mementos you receive will match the NCAA-prescribed travel party size. To purchase additional mementos beyond your travel party allotment, follow the steps below:

1. Navigate to <https://ncaa-champ-mementos.myshopify.com/> OR scan the QR code on this page.
2. Enter the password: **DIIGIFT25**
3. Select your Championship Logo.
4. Choose the quantity of additional gifts you'd like and add them to your cart.
5. At checkout, provide your contact information and the shipping address for delivery.
6. Enter your payment information (all gifts must be paid for at checkout).
7. Submit your order.



Please note that the site will close 2 weeks after the championship.

Questions?

Reach out to Morgan England at morgan@yiworks.com