



# ***PARTICIPANT 2024-25 MANUAL***



Welcome!

On behalf of Las Vegas, I am pleased to welcome you to the Sports and Entertainment Capital of the World for the 2025 NCAA DII Women's Golf Championship. We are thrilled to be partnering with UNLV to host this event for the first time in one of the world's most attractive destinations for golf. A short drive from the heart of Las Vegas, Boulder Creek Golf Club joins the roster of dozens of signature courses throughout Southern Nevada, and we hope you'll take your swing on a few during your visit.

We are delighted to welcome student-athletes, coaches, administrators, families, and friends as you gather to enjoy action both on and off the course. In addition to sunshine and a great tournament, Vegas offers exhilarating entertainment and world-class dining, shopping, and spas.

Las Vegas has a remarkable sports history, which has grown and diversified tremendously in recent years, and NCAA sports has been a meaningful part of our evolution as a sports destination.

We look forward to welcoming you back for future NCAA events. Enjoy the tournament and take some time to explore all that Las Vegas has to offer.

Sincerely,

A handwritten signature in blue ink, reading "Steve Hill".

Steve Hill  
CEO and President  
Las Vegas Convention and Visitors Authority

2025 NCAA DIVISION II WOMEN'S GOLF CHAMPIONSHIPS  
 FINALS – BOULDER CREEK GOLF CLUB – BOULDER CITY, NEVADA

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**Section 1 - Introduction**

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

Administration of the NCAA Division II Women's Golf Championships is under the direction of the Division II Women'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 Women's Golf Championships. It is designed to use in conjunction with, not in place of, the NCAA Division II Women's Golf Pre-Championships Manual, which provides more general policies for the administration of the championship. Additional information regarding the championship is available on [ncaa.com](http://ncaa.com) and on [ncaa.org](http://ncaa.org) (ncaa.org, Division II, Championships, Division II Women's Golf Championships).

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**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.

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**Section 3 - NCAA Staff/Committee**

**NCAA Staff**

Mariah Martin  
Coordinator, Championships and Alliances  
Phone: 317-917-6223  
Cell: 317-287-9078  
Email: [msmartin@ncaa.org](mailto:msmartin@ncaa.org)

**NCAA Division II Women's Golf Committee**

<b>Michael Bond, Chair</b> <i>Head Women's Golf Coach</i> University Central Oklahoma <b>Cell:</b> 405-924-0034 <b>Email:</b> <a href="mailto:mbond3@uco.edu">mbond3@uco.edu</a>	<b>Dominic Guarnieri</b> <i>Head Men's and Women's Golf Coach</i> University of Findlay <b>Cell:</b> 419-434-4522 <b>Email:</b> <a href="mailto:guarnieri@findlay.edu">guarnieri@findlay.edu</a>
<b>Ben Greenberg</b> <i>Director of Sports Communication</i> Colorado State University, Pueblo <b>Cell:</b> 501-366-1203 <b>Email:</b> <a href="mailto:ben.greenberg@csupueblo.edu">ben.greenberg@csupueblo.edu</a>	<b>Suzanne Strudwick</b> <i>Associate Athletic Director for Compliance and Internal Operations/Senior Woman Administrator</i> Carson-Newman University <b>Cell:</b> 865-471-4983 <b>Email:</b> <a href="mailto:sstrudwick@cn.edu">sstrudwick@cn.edu</a>

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**Section 4 - Host Personnel**

**Tournament Director**

Abriana Buffolino  
Las Vegas Convention and Visitors Authority  
Cell: 702-927-2695  
Email: [abuffolino@lvcva.com](mailto:abuffolino@lvcva.com)

**Head Athletic Trainer**

Beren Shah  
Limitless Therapy Services  
Cell: 702-448-3360  
Email: [beren.shah@limitlesstherapyservices.com](mailto:beren.shah@limitlesstherapyservices.com)

**Associate Tournament Director**

Spencer Schaff  
Las Vegas Convention and Visitors Authority  
Cell: 308-672-4018  
Email: [sschaff@lvcva.com](mailto:sschaff@lvcva.com)

**Golf Course Director**

Karl Larcom  
Director of Golf Boulder Creek Golf Club  
Cell: 702-470-9532  
Email: [klarcom@bouldercreekgc.com](mailto:klarcom@bouldercreekgc.com)

**Sports Information**

Andy Grossman  
Senior Assoc. AD., Media Relations  
UNLV  
Cell: 702-630-3949  
Email: [andy.grossman@unlv.edu](mailto:andy.grossman@unlv.edu)

**Championship Website**

For more information about the Division II Women's Golf Championships please visit the following link: [DII Women's College Golf - Home | NCAA.com](https://www.ncaa.com/dii-womens-college-golf).

**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.

Done	Action	Deadline
<input type="checkbox"/>	<b>Elite 90 Submission.</b> Submit Elite 90 Information. - <a href="https://www.ncaa.org/elite90">Elite 90 Academic Recognition Award Program - NCAA.org</a>   <a href="https://go.planningpoint.net/Registration/ELITE902425">https://go.planningpoint.net/Registration/ELITE902425</a>	5 p.m. (EST), Thursday, May 8
<input type="checkbox"/>	<b>Travel Roster Form.</b> Submit your team travel party in the attached SPORT NAME TEMPLATE. This excel spreadsheet is also located in the <b>Championship Shared folder – NATIONAL CHAMPIONSHIP QUALIFIERS (folder) – ACTION ITEMS (folder)</b> .  The form must be submitted as an Excel file as it will be used for administrator credentials and signage, so please double check spelling	5 p.m. (EST), Thursday, May 8

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	for accuracy.	
<input type="checkbox"/>	<b>Travel Arrangements.</b> Make travel arrangements with Short's Travel (866-655-9215).	12 p.m. (EST), Friday, May 9
<input type="checkbox"/>	<b>Conference Call.</b> A conference call will be conducted at <b>1 p.m. Eastern on Friday, May 9</b> , with the participating teams/individuals as well as representatives from the NCAA, Host Group, and Golf Course. Participating teams must be represented by their head coach or an administrator.  The conference call will be conducted via Microsoft Teams – Join the meeting using <a href="#">this link</a> .  An agenda for this call is included as <b>Appendix A</b> of this manual.	1 p.m. (EST), Friday, May 9
<input type="checkbox"/>	<b>Book hotel rooms.</b> Info was sent via email and can also be found on the shared site located in the <b><u>National Championship Qualifiers</u></b> folder under <b><u>Hotel Information</u></b> .  Please send rooming list form and submit via email to <a href="mailto:BrandGroupReservations@StationCasinos.com">BrandGroupReservations@StationCasinos.com</a> . Include team name and main contact information in the body of the email.	5 p.m. (EST), Friday, May 9
<input type="checkbox"/>	<b>Complete Code of Conduct Form</b> – ONLY if travel party is different from Regionals <a href="https://forms.office.com/r/PDt945Hfyc">https://forms.office.com/r/PDt945Hfyc</a>	5 p.m. (EST), Friday, May 9
<input type="checkbox"/>	<b>Official Tournament Form.</b> Please fill out the official tournament form that will ask for the information below from each school. If you have any questions, please reach out to Abriana Buffolino at <a href="mailto:abuffolino@lvcva.com">abuffolino@lvcva.com</a> .  <b>Form link:</b> <a href="https://forms.gle/PXTYHNsQtgemxLdp7">https://forms.gle/PXTYHNsQtgemxLdp7</a> <ul style="list-style-type: none"> <li>• Official Player Lineup</li> <li>• Travel Party Information</li> <li>• Coach and SID contact information</li> <li>• Social Media</li> <li>• Team / Individual Stats</li> <li>• Team / Individual Pictures</li> <li>• School Logos</li> <li>• Pronunciation Guide</li> </ul>	5 p.m. (EST), Friday, May 9

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<input type="checkbox"/>	<p><b>Box Lunches Form.</b></p> <p>Box lunches can be preordered for student-athletes, coaches and staff for the PRACTICE ROUND and TOURNAMENT ROUNDS.</p> <p>Orders (<b>Appendix B</b>) must be received by 5 p.m. PST, Friday, May 9. For additional questions or assistance, please contact Karl Larcom at <a href="mailto:klarcom@bouldercreekgc.com">klarcom@bouldercreekgc.com</a>.</p>	<p>5 p.m. (PST), Friday, May 9</p>
<input type="checkbox"/>	<p><b>Media Information.</b></p> <p>Send your media guide and/or latest team and individual stats along with logos, team photos, and pronunciation guide, which is another double check from the <a href="#">Official Tournament Form</a> to:</p> <p>Andy Grossman        UNLV, Sports Information Director        Phone: 702-630-3949        Email: <a href="mailto:andy.grossman@unlv.edu">andy.grossman@unlv.edu</a></p>	<p>5 p.m. (EST), Friday, May 9</p>
<input type="checkbox"/>	<p><b>Team Safety and Security Information.</b></p> <p>In an effort to help the NCAA understand and prepare for the safety and security needs at the championships, participating schools are encouraged to complete a brief safety and security form. The focus of this form is to determine whether there is any safety and security information we should be aware of, and whether participating schools are traveling with any security. You may access the survey by using this <a href="#">link</a>.</p>	

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**Section 6 - Schedule of Events**

All Times Pacific

**Sunday, May 11**

All Day	Team Arrival (Sunset Station Hotel and Casino)
12 p.m.	Team Registration Opens (Boulder Creek Golf Club)
12:30 p.m. – 2:30 p.m.	Driving and Putting Range Available (Boulder Creek Golf Club)
2:30 p.m.	Team Registration Closes
2:30 p.m. – 3:30 p.m.	Coaches Meeting (Boulder Creek Golf Club – Pavilion)
3:30 p.m.	Team Registration Opens
3:30 p.m. – 5:30 p.m.	Driving and Putting Range Available (Boulder Creek Golf Club)
5:30 p.m.	Team Registration Closes

**Monday, May 12**

5:30 a.m. – 8:00 a.m.	Breakfast (Sunset Station – The Brass Fork)
6:30 a.m.	Practice facilities open
6:30 a.m.	Athletic Trainer Available (Boulder Creek Golf Clubhouse)
9:00 a.m.	Practice round of competition (Shotgun Start)
2:00 p.m. – 3:00 p.m.	Special Olympics Putting Contest
5:00 p.m. or 30 min. following play	Driving and putting range closes
5:00 p.m. – 7:30 p.m.	Student-Athlete Block Party (Boulder Creek Golf Club) – Elite 90 Award at 5:45 p.m.

**Tuesday, May 13**

5:30 a.m. – 10:00 a.m.	Breakfast (Sunset Station – The Brass Fork)
6:30 a.m.	Practice facilities open
6:30 a.m.	Athletic Trainer Available (Boulder Creek Golf Clubhouse)
7:30 a.m.	First round of competition (Single Tee)
7:00 p.m. or 30 min. following play	Practice facilities close

**Wednesday, May 14**

5:30 a.m. – 10:00 a.m.	Breakfast (Sunset Station – The Brass Fork)
6:30 a.m.	Practice facilities open
6:30 a.m.	Athletic Trainer Available (Boulder Creek Golf Clubhouse)
7:30 a.m.	Second round of competition (Single Tee)
	Folds of Honor Day
7:00 p.m. or 30 min. following play	Practice facilities close

**Thursday, May 15**

5:30 a.m. - 10:00 a.m.	Breakfast (Sunset Station – The Brass Fork)
6:30 a.m.	Practice facilities open
6:30 a.m.	Athletic Trainer Available (Boulder Creek Golf Clubhouse)
7:30 a.m.	Third round of competition (Single Tee)



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6:45 p.m. or 15 min. following play Individual Award Ceremony, WGCA Awards and Pairings Party for Friday, 5/16 AM wave

**Friday, May 16**

5:00 a.m. – 7:00 a.m. Breakfast (Sunset Station – The Brass Fork)  
6:00 a.m. Practice facilities open  
6:00 a.m. Athletic Trainer Available (Boulder Creek Golf Clubhouse)  
7:00 a.m. Quarterfinal round of Head-to-Head Medal Match Play competition (Two Tee)  
1:00 p.m. or 15 min. following AM wave Pairings Party for Semis Head-to-Head Medal Match Play competition  
45-50 min. following Pairings Party Semis Head-to-Head Medal Match Play competition (One Tee)  
7:00 p.m. or 15 min. following PM wave Pairings Party for Final Head-to-Head Medal Match Play  
Dusk Practice facilities close

**Saturday, May 17**

6:00 a.m. – 8:30 a.m. Breakfast (Sunset Station – The Brass Fork)  
8 a.m. Practice facilities open  
8 a.m. Athletic Trainer Available (Boulder Creek Golf Clubhouse)  
9 a.m. Final round of Head-to-Head Medal Play competition  
1:30 p.m. or 15 min. following play Awards presentation to both teams

**Student-Athlete Block Party**

The NCAA will host a block party for the NCAA Travel Party. The event will be held on Monday, May 12, at Boulder Creek Golf Club from 5:00 p.m.-7:30 p.m. The presentation of the Elite 90 Award ceremony will begin at 5:45 p.m. Come for a night of fun and celebration of all your hard work this season. This party is open to only the official NCAA travel party. Attire is golf casual.

If you have any questions regarding the event, please contact Spencer Schaff: [sschaff@lvcva.com](mailto:sschaff@lvcva.com) or (308) 672-4018.

**Administrative/Coaches Meeting**

There will be a mandatory administrative conference call for head coaches of advancing teams on **Friday May 9, 1 p.m. Eastern time**. The call should last no more than an hour. If you are unable to be on this call due to travelling home from regionals, please make arrangements for someone from your institution to represent you on the call. An agenda for this call is included as **Appendix A** of this manual. **Institutions failing to have representation at the meeting may be fined.**

An additional onsite coaches meeting will be held at **2:30 p.m. local time, Sunday, May 11, at the Boulder Creek Golf Club – Pavilion** to review championship format/policies, official policies, course points of emphasis and other items addressed by the Division II Women's Golf Committee and head rules official. **Institutions failing to have representation at the meeting may be fined.**

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**Community Engagement**

All Division II championships will provide community engagement experience for participating student-athletes and coaches. As a key part of Division II's strategic position, community engagement emphasizes the relationship of athletics in strengthening communities.

Division II's unique approach to community not only connects athletics with outreach opportunities, but also brings communities inside the division's championship experience. Division II is committed to developing student-athletes and communities by actively engaging in shared experiences. The objective of community engagement is to build relationships by bringing communities to experience Division II events.

In an effort to expose the core value of community engagement within NCAA Division II and the sport of women's golf, each participating team will have the opportunity to volunteer to take part in honoring a fallen soldier through the organization Folds of Honor on Wednesday, May 14. In addition, we will have a few athletes from Nevada Special Olympics join us on Monday, May 12, for a putting contest from 2:00 p.m.-3:00 p.m. We would like to have some of our athletes interact with the participants at the course.

We sincerely appreciate your assistance with the NCAA Division II Community Engagement Event. For more information or if you have any questions, contact Jill Willson at [jwillson@ncaa.org](mailto:jwillson@ncaa.org) or call 717-360-3556.

**Locker Rooms**

Locker rooms will not be available for team use during the championship. However, there are restrooms located in the clubhouse for teams to use.

**Practices**

One 18-hole practice round will be scheduled for the day immediately preceding the championships finals. Ten days before the first practice round, participants and coaches will not be permitted to set foot on the golf course. The practice facilities are available to use, dependent upon availability. 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 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"). A player may hit a second tee shot from a par-three tee to the green only if the first tee shot did not land on the green. 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, provided that each group maintains the pace of play.

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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.

The time allotted for each hole is sixteen (16) minutes and the practice round is allotted a total of four hours and forty-eight minutes (4:48).

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.

As guests of the golf course, remember to repair all ball marks, replace divots, smooth bunkers and maintain excellent course conditions.

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 day and will remain open until 30 minutes after the completion of play for the day or 7:30 p.m. local time, whichever occurs later.

<b>Weather Policy</b>
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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
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Head-to-Head Medal Play aka Medal Match Play 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 Women's Golf Championship is determined by the NCAA Division II Women's Golf Committee, subject to the approval of the Division II Championships Committee.

The NCAA Division II Women's Golf Championship will consist of both team and individual competition conducted concurrently. Eighteen (18) teams and eight (8) individuals (not on one of those teams) will compete for team and individual championships over 54 holes and championship Head-to-Head Medal Match Play format. Following 54 holes of stroke play, an individual champion will be declared along with finishers 2-10.

Ties to determine the top eight teams and NCAA individual champion will be broken by a sudden-victory playoff or, if necessary, by the established non-sudden-death tiebreaking procedures. Ties for teams must be determined prior to ties for Individual medalist.

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).

Specific to Head-to-Head Medal Match Play: Each team match will consist of five points with one point being awarded for each individual match, or in the case of an individual match being tied a half point will be awarded. 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 6 within the team match will advance, or in the case of the final match be declared the national champion. During quarterfinal and semifinals: if 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. If still tied, the tied match(es) will play a sudden-victory playoff hole to determine the advancing team. If still tied after sudden-victory, the match(es) will continue play until a winner is determined. For the championship match, if tied all five players will play a sudden victory playoff hole with the low four scores counting to determine the winner. If still tied after sudden-victory, the match(es) will continue play until a winner is determined.

Medal Play aka Medal Match Play Format:

#### Quarterfinals

No. 1 vs. No. 8, No. 2 vs. No. 7, No. 3 vs. No. 6, and No. 4 vs. No.5

#### Semifinals

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Winner of No. 1 vs No. 8 versus Winner of No. 4 vs. No. 5

Winner of No. 2 vs. No. 7 versus Winner of No. 3 vs. No. 6

Championship Final

Winner of each semifinal match

**Championships Scorecard**

**CHAMPIONSHIP SCORECARD**  
 2025 NCAA Division II Championships  
 BOULDER CREEK (5 Tees)  
 May 13-17

	Hole	Par	Maximum & Practice Round	Stroke Play			Medal Play		
				R1	R2	R3	Qtrs/Semis	Finals	
D e s e r t  H a w k	1	4	378	378	378	378	378	378	D e s e r t  H a w k
	2	5	541	475	541	508	541	508	
	3	4	375	375	353	353	353	375	
	4	3	169	145	111	169	145	111	
	5	5	508	508	443	476	476	508	
	6	4	375	340	375	340	375	340	
	7	4	377	345	345	377	345	377	
	8	3	168	168	147	127	168	147	
	9	4	377	377	377	377	377	377	
	<b>Out</b>	<b>36</b>	<b>3268</b>	<b>3111</b>	<b>3070</b>	<b>3105</b>	<b>3158</b>	<b>3121</b>	
C o y o t e  R u n	10	4	358	358	338	358	338	358	C o y o t e  R u n
	11	4	380	352	352	380	352	380	
	12	3	164	121	164	145	121	164	
	13	5	531	502	502	531	502	531	
	14	4	384	384	352	352	352	384	
	15	4	373	350	373	264	350	264	
	16	5	540	469	540	508	540	469	
	17	3	142	142	123	114	114	123	
	18	4	375	375	347	375	347	375	
	<b>In</b>	<b>36</b>	<b>3247</b>	<b>3053</b>	<b>3091</b>	<b>3027</b>	<b>3016</b>	<b>3048</b>	
	<b>Total</b>	<b>72</b>	<b>6515</b>	<b>6164</b>	<b>6161</b>	<b>6132</b>	<b>6174</b>	<b>6169</b>	

The yardages listed above are the likely distances at which a hole will be played. Weather, course conditions and other considerations may require adjustments to distances used during the tournament. Distance will not be longer than the maximum. If conditions warrant, hole(s) may be played shorter than the specified distance.

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**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. **The team lineup can be submitted via [Official Tournament Form](#).**

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 games committee 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 for match play, that player may use the practice facilities during the women's championships and is allowed to participate in the team's practice round.

The sixth player will be treated as a spectator and must follow spectator guidelines for the rest of that round. The sixth player may also use practice facilities during the rounds if they are not out on the course.

**Tee Times/Pairings**

The 1st tee will be used as the starting hole for stroke play, semifinal and final matches. For quarterfinal matches only, the 1st and 10th tees will be used. However, the committee reserves the right to adjust, if necessary. Tee times will not be altered to accommodate travel schedules.

The committee will pair teams in groups of three based on regional seed for the first round. Teams and individuals will be re-paired according to score for the second and third round.

For purposes of ranking teams for third round pairings, ties will be broken by using the procedures outlined in this manual. For purposes of ranking individuals for first and second rounds, the individuals with the higher ranking will maintain their pairing position. For purposes of ranking individuals for the third rounds, the individuals with the lowest total score will maintain their pairing position. When a tie exists between individuals on the same team, the individual with the lowest numerical position will be given the later tee time.

Tee times for individuals from same team will be adjusted so that they are not competing with their teammates.

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**Practice Round Pairings**  
**9:00 a.m., Monday, May 12**

<b>Tee</b>	<b>Team and Individuals</b>
1	#1 West
2	#1 South
3	#1 Central
4	#1 East
5	#2 West
6	#2 South
7	#2 Central
8	#2 East
9	#3 West
9B	Individuals (#1 west, #1 south, #1 central and #1 east)
10	#3 South
11	#3 Central
12	#3 East
13	#4 West
14	#4 South
15	#4 Central
16	#4 East
17	#5 West
18	#5 East
18B	Individuals (2 west, #2 south, #2 central and #2 east)

**First-Round Pairings**  
**Tuesday, May 13**

<b>Pairing</b>	<b>Start Time</b>	<b>Player #1</b>	<b>Player #2</b>	<b>Player #3</b>
1	7:30 a.m.	East #2	Central #2	
2	7:40 a.m.	Central #1	West #2	South #2
3	7:50 a.m.	West #1	South #1	East #1
3	8:00 a.m.	West #1, Player #5	South #1, Player #5	East #1, Player #5
4	8:10 a.m.	West #1, Player #4	South #1, Player #4	East #1, Player #4
5	8:20 a.m.	West #1, Player #3	South #1, Player #3	East #1, Player #3
6	8:30 a.m.	West #1, Player #2	South #1, Player #2	East #1, Player #2
7	8:40 a.m.	West #1, Player #1	South #1, Player #1	East #1, Player #1
8	8:50 a.m.	Central #1, Player #5	West #2, Player #5	East #2, Player #5
9	9:00 a.m.	Central #1, Player #4	West #2, Player #4	East #2, Player #4
10	9:10 a.m.	Central #1, Player #3	West #2, Player #3	East #2, Player #3
11	9:20 a.m.	Central #1, Player #2	West #2, Player #2	East #2, Player #2
12	9:30 a.m.	Central #1, Player #1	West #2, Player #1	East #2, Player #1
13	9:40 a.m.	South #2, Player #5	Central #2, Player #5	East #3, Player #5
14	9:50 a.m.	South #2, Player #4	Central #2, Player #4	East #3, Player #4
15	10:00 a.m.	South #2, Player #3	Central #2, Player #3	East #3, Player #3
16	10:10 a.m.	South #2, Player #2	Central #2, Player #2	East #3, Player #2
17	10:20 a.m.	South #2, Player #1	Central #2, Player #1	East #3, Player #1
18	10:30 a.m.	South #3, Player #5	West #3, Player #5	Central #3, Player #5

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19	10:40 a.m.	South #3, Player #4	West #3, Player #4	Central #3, Player #4
20	10:50 a.m.	South #3, Player #3	West #3, Player #3	Central #3, Player #3
21	11:00 a.m.	South #3, Player #2	West #3, Player #2	Central #3, Player #2
22	11:10 a.m.	South #3, Player #1	West #3, Player #1	Central #3, Player #1
23	11:20 a.m.	East #4, Player #5	South #4, Player #5	West #4, Player #5
24	11:30 a.m.	East #4, Player #4	South #4, Player #4	West #4, Player #4
25	11:40 a.m.	East #4, Player #3	South #4, Player #3	West #4, Player #3
26	11:50 a.m.	East #4, Player #2	South #4, Player #2	West #4, Player #2
27	12:00 p.m.	East #4, Player #1	South #4, Player #1	West #4, Player #1
28	12:10 p.m.	Central #4, Player #5	East #5, Player #5	West #5, Player #5
29	12:20 p.m.	Central #4, Player #4	East #5, Player #4	West #5, Player #4
30	12:30 p.m.	Central #4, Player #3	East #5, Player #3	West #5, Player #3
31	12:40 p.m.	Central #4, Player #2	East #5, Player #2	West #5, Player #2
32	12:50 p.m.	Central #4, Player #1	East #5, Player #1	West #5, Player #1

**Second-Round Pairings**  
**Wednesday, May 14**

Pairing	Start Time	Player #1	Player #2	Player #3
1	7:30 a.m.	South #3, Player #5	West #3, Player #5	Central #3, Player #5
2	7:40 a.m.	South #3, Player #4	West #3, Player #4	Central #3, Player #4
3	7:50 a.m.	South #3, Player #3	West #3, Player #3	Central #3, Player #3
3	8:00 a.m.	South #3, Player #2	West #3, Player #2	Central #3, Player #2
4	8:10 a.m.	South #3, Player #1	West #3, Player #1	Central #3, Player #1
5	8:20 a.m.	East #4, Player #5	South #4, Player #5	West #4, Player #5
6	8:30 a.m.	East #4, Player #4	South #4, Player #4	West #4, Player #4
7	8:40 a.m.	East #4, Player #3	South #4, Player #3	West #4, Player #3
8	8:50 a.m.	East #4, Player #2	South #4, Player #2	West #4, Player #2
9	9:00 a.m.	East #4, Player #1	South #4, Player #1	West #4, Player #1
10	9:10 a.m.	Central #4, Player #5	East #5, Player #5	West #5, Player #5
11	9:20 a.m.	Central #4, Player #4	East #5, Player #4	West #5, Player #4
12	9:30 a.m.	Central #4, Player #3	East #5, Player #3	West #5, Player #3
13	9:40 a.m.	Central #4, Player #2	East #5, Player #2	West #5, Player #2
14	9:50 a.m.	Central #4, Player #1	East #5, Player #1	West #5, Player #1
15	10:00 a.m.	West #1 Player #5	South #1, Player #5	East #1, Player #5
16	10:10 a.m.	West #1, Player #4	South #1, Player #4	East #1, Player #4
17	10:20 a.m.	West #1, Player #3	South #1, Player #3	East #1, Player #3
18	10:30 a.m.	West #1, Player #2	South #1, Player #2	East #1, Player #2
19	10:40 a.m.	West #1, Player #1	South #1 Player #1	East #1, Player #1
20	10:50 a.m.	Central #1, Player #5	West #2, Player #5	East #2, Player #5
21	11:00 a.m.	Central #1, Player #4	West #2, Player #4	East #2, Player #4
22	11:10 a.m.	Central #1, Player #3	West #2, Player #3	East #2, Player #3
23	11:20 a.m.	Central #1, Player #2	West #2, Player #2	East #2, Player #2
24	11:30 a.m.	Central #1, Player #1	West #2, Player #1	East #2, Player #1
25	11:40 a.m.	South #2, Player #5	Central #2, Player #5	East #3, Player #5
26	11:50 a.m.	South #2, Player #4	Central #2, Player #4	East #3, Player #4
27	12:00 p.m.	South #2, Player #3	Central #2, Player #3	East #3, Player #3
28	12:10 p.m.	South #2, Player #2	Central #2, Player #2	East #3, Player #2
29	12:20 p.m.	South #2, Player #1	Central #2, Player #1	East #3, Player #1
30	12:30 p.m.	East #2	Central #2	
31	12:40 p.m.	Central #1	West #2	South #2
32	12:50 p.m.	West #1	South #1	East #1

Teams and individuals will be re-paired according to cumulative score from Rounds 1 and 2 for Round 3.



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**Head-to-Head Stroke Play Pairings**  
**Thursday, May 15**

For Round 3 teams are listed by cumulative score from Rounds 1 and 2.

Pairing	Start Time	Player #1	Player #2	Player #3
1	7:30 a.m.	Team #16, Player #5	Team #17, Player #5	Team #18, Player #5
2	7:40 a.m.	Team #16, Player #4	Team #17, Player #4	Team #18, Player #4
3	7:50 a.m.	Team #16, Player #3	Team #17, Player #3	Team #18, Player #3
4	8:00 a.m.	Team #16, Player #2	Team #17, Player #2	Team #18, Player #2
5	8:10 a.m.	Team #16, Player #1	Team #17, Player #1	Team #18, Player #1
6	8:20 a.m.	Team #13, Player #5	Team #14, Player #5	Team #15, Player #5
7	8:30 a.m.	Team #13, Player #4	Team #14, Player #4	Team #15, Player #4
8	8:40 a.m.	Team #13, Player #3	Team #14, Player #3	Team #15, Player #3
9	8:50 a.m.	Team #13, Player #2	Team #14, Player #2	Team #15, Player #2
10	9:00 a.m.	Team #13, Player #1	Team #14, Player #1	Team #15, Player #1
11	9:10 a.m.	Team #10, Player #5	Team #11, Player #5	Team #12, Player #5
12	9:20 a.m.	Team #10, Player #4	Team #11, Player #4	Team #12, Player #4
13	9:30 a.m.	Team #10, Player #3	Team #11, Player #3	Team #12, Player #3
14	9:40 a.m.	Team #10, Player #2	Team #11, Player #2	Team #12, Player #2
15	9:50 a.m.	Team #10, Player #1	Team #11, Player #1	Team #12, Player #1
16	10:00 a.m.	Individual #8	Individual #7	
17	10:10 a.m.	Individual #6	Individual #5	Individual #4
18	10:20 a.m.	Individual #3	Individual #2	Individual #1
19	10:30 a.m.	Team #7, Player #5	Team #8, Player #5	Team #9, Player #5
20	10:40 a.m.	Team #7, Player #4	Team #8, Player #4	Team #9, Player #4
21	10:50 a.m.	Team #7, Player #3	Team #8, Player #3	Team #9, Player #3
22	11:00 a.m.	Team #7, Player #2	Team #8, Player #2	Team #9, Player #2
23	11:10 a.m.	Team #7, Player #1	Team #8, Player #1	Team #9, Player #1
24	11:20 a.m.	Team #4, Player #5	Team #5, Player #5	Team #6, Player #5
25	11:30 a.m.	Team #4, Player #4	Team #5, Player #4	Team #6, Player #4
26	11:40 a.m.	Team #4, Player #3	Team #5, Player #3	Team #6, Player #3
27	11:50 a.m.	Team #4, Player #2	Team #5, Player #2	Team #6, Player #2
28	12:00 p.m.	Team #4, Player #1	Team #5, Player #1	Team #6, Player #1
29	12:10 p.m.	Team #1, Player #5	Team #2, Player #5	Team #3, Player #5
30	12:20 p.m.	Team #1, Player #4	Team #2, Player #4	Team #3, Player #4
31	12:30 p.m.	Team #1, Player #3	Team #2, Player #3	Team #3, Player #3
31	12:40 p.m.	Team #1, Player #2	Team #2, Player #2	Team #3, Player #2
32	12:50 p.m.	Team #1, Player #1	Team #2, Player #1	Team #3, Player #1

**Head-to-Head Match Play Pairings**  
**Friday, May 16**  
*Quarterfinals and Semifinals*

**Note 1:** Seeds for Head-to-Head Match Play are determined by 54-hole scores with ties within the top eight being broken by using the non-sudden death tiebreaking procedures.

**Note 2:** Quarterfinal time and tee choice for #1 Seed. The #1 seed team will get to select their preferred starting time and tee. After the #1 vs. #8 and #4 vs. #5 matches are set, the #2 seed will get to select their preferred starting tee.

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

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**QUARTERFINALS**

Quarterfinals	Semifinals
#1 seed vs. #8 seed	Winner of #1/#8 vs. Winner of #4/#5
#4 seed vs. #5 seed	
#2 seed vs. #7 seed	Winner of #2/#7 vs. Winner of #3/#6
#3 seed vs. #6 seed	

Time	1 <sup>st</sup> Tee	Time	10 <sup>th</sup> Tee
	<b>Match 1 -</b>		<b>Match 2 -</b>
7:00	5	7:04	5
7:08	4	7:12	4
7:16	3	7:20	3
7:24	2	7:28	2
7:32	1	7:36	1
	<b>Match 3 -</b>		<b>Match 4 -</b>
7:40	5	7:44	5
7:48	4	7:52	4
7:56	3	8:00	3
8:04	2	8:08	2
8:12	1	8:16	1

**SEMIFINALS**

**Semifinals – Head-to-Head Match Play – 45-minutes after conclusion of quarterfinals**

Time	1 <sup>st</sup> Tee
	<b>Winners of Quarterfinals Matches</b>
	5
	4
	3
	2
	1
	<b>Winners of Quarterfinals Matches</b>
	5
	4
	3
	2
	1

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**Head-to-Head Match Play**  
**Saturday, May 17**  
*Championship*

Time	1 <sup>st</sup> Tee
	<b>Winners of Semifinal Matches</b>
<b>9:00</b>	5
<b>9:10</b>	4
<b>9:20</b>	3
<b>9:30</b>	2
<b>9:40</b>	1

**Tiebreaker**

**Tiebreaking Procedures**

**(TEAMS MUST BE DETERMINED BEFORE INDIVIDUALS)**

If conditions and time permit, ties shall be broken during a sudden-victory playoff counting the low four scores (relative to par). The committee will determine the sequence of holes. Time limitations may dictate a shotgun start as determined by the committee. The team playoff will be conducted first. If a shotgun start is necessary, the following procedure will be used:

Best four scores against par on each hole until a winner is determined.

Team tiebreakers (teams will draw for positions):

<b>Two teams (A &amp; B; tee off alternately)</b>				
#5A	#5B	#4A	#4B	#3A
#3B	#2A	#2B,	#1A	#1B

<b>Three teams</b>				
#5A	#5B	#5C	#4A	#4B
#4C	#3A	#3B	#3C	#2A
#2B,	#2C,	#1A,	#1B,	#1C

**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

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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

At regionals, ties will be broken for purposes of advancement and for regional team trophy champions.

At the finals site, ties will be broken for purposes of advancement to medal play aka medal match play, and/or to determine the individual national champion.

**During medal play aka medal match play in the quarterfinals and semifinals, ties will be determined by the following:**

1. Cumulative total of all five players, with the lowest cumulative team score advancing.
2. Sudden-victory playoff holes for the match(es) that are still tied, then if still tied after first playoff hole, move to a second playoff hole, etc. Continued play until a winner is determined. Holes to be assigned by the committee.

**During medal play aka medal match play in the championship match, ties will be determined by the following:**

Sudden-victory playoff holes for all five (5) players; counting the low four scores. All five players will play one hole, in two groups, following the Two Team A & B tie breaker guideline. The hole(s) to be played will be assigned by the committee with play continuing for as many holes as required until a winner is determined.

**Individual and Team Tiebreaking Procedures**

If conditions and time do not allow for a playoff, the following procedure will be used to break ties:

Teams

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

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Individuals

1. Lowest third-round score.
2. Lowest second-round score.
3. Lowest first-round score.
4. Committee decision.

**Tiebreaking Procedures for Pairing Purposes**

Teams

1. Cumulative total of all five players' scores from all previous rounds.
2. Highest individual cumulative total.
3. Second-highest individual cumulative total.
4. Third-highest individual cumulative total.
5. Fourth-highest individual cumulative total.
6. Lowest cumulative total.
7. Committee decision.

Individuals (within a team)

1. When a tie exists within a team, the individual with the lowest team position will be given the later tee time.
2. That round's score.
3. Score from previous round(s).
4. Pairing that day will be used.

Individuals (within a team)

1. Low score of most recent round.
2. Low scores next previous round.
3. Pairings that day.
4. Most recent scorecard backwards.

**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 – Boulder Creek Golf Club

#1 – Tee, Fairway & Green-Return to Clubhouse Desert Hawk #1

#2 – Tee, Fairway & Green Return to Clubhouse Desert Hawk #2

#3 – Tee, Fairway & Green Maintenance Facility Desert Hawk #3

#4 – Tee & Green Maintenance Facility Desert Hawk #4

#5 – Tee & Fairway & Green Maintenance Facility Desert Hawk #5

#6 – Tee Maintenance Facility Desert Hawk #6

#6 – Fairway & Green Return to Clubhouse Desert Hawk #6

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- #7 – Tee, Fairway & Green Return to Clubhouse Desert Hawk #7
- #8 – Tee, Fairway & Green Return to Clubhouse Desert Hawk #8
- #9 – Tee, Fairway & Green Return to Clubhouse Desert Hawk #9
- #10 – Tee, Fairway & Green Return to Clubhouse Coyote Run #1
- #11 – Tee Return to Clubhouse Coyote Run #2
- #11 – Fairway & Green Maintenance Facility Coyote Run #2
- #12 – Tee & Green Maintenance Facility Coyote Run #3
- #13 – Tee, Fairway & Green Maintenance Facility Coyote Run #4
- #14 – Tee, Fairway & Green Maintenance Facility Coyote Run #5
- #15 – Tee Maintenance Facility Coyote Run #6
- #15 – Fairway & Green Return to Clubhouse Coyote Run #6
- #16 – Tee, Fairway & Green Return to Clubhouse Coyote Run #7
- #17 – Tee, Fairway & Green Return to Clubhouse Coyote Run #8
- #18 – Tee, Fairway & Green Return to Clubhouse Coyote Run #9

Please Note: Only players, coaches, scorers, officials and volunteers are allowed in the carts. Spectators should proceed to the clubhouse or nearest shelter. For Emergency Vehicle Access Map, see **Appendix C**.

#### Hospitality/Meals

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

The room rate at Sunset Station includes breakfast, which will be available at the Brass Fork each day according to the daily schedule on Page 5.

Box lunches can be preordered for student-athletes, coaches and staff for the PRACTICE ROUND and TOURNAMENT ROUNDS. Orders (**Appendix B**) must be received by 5 p.m. (pst) Friday, May 9. Cost is \$16 per lunch inclusive of taxes and gratuities. Box lunches will be available for pick-up between 11:00 a.m. and 1:00 p.m. in The Boulder Creek Grille for each day that orders are placed. For additional questions or assistance, please contact Karl Larcom: [klarcom@bouldercreekgc.com](mailto:klarcom@bouldercreekgc.com) | 702-294-6534.

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### Officials

Members of the NCAA Division II Women'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 volunteer officials from across the country. Arrangements have been made for Clippd to provide the computerized scoring system for the championships.

### Post-Championship and Competition Site Evaluations

During the NCAA championships, the student-athlete experience is paramount. NCAA staff and hosts dedicate themselves to planning the best experiences for all involved. As part of our commitment to getting better, following the championship, participants will receive a survey to provide feedback on their experience and input on how championships can be improved for future NCAA student-athletes.

Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to forward the survey to student-athletes. Additionally, this survey will be accessible via QR code found on the back of the participant credentials.

### Registration

Registration will take place in the clubhouse at The Boulder Creek Golf Club from **noon-5:30 p.m. on Sunday, May 11**. 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 USGA's "Scoring in Stroke Play". The scorecard shall be deemed returned to the committee when it is placed by the player or coach in the box located in the scoring area or handled to the official in the scoring tent and the player has left the scoring area.

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.

Should the number of volunteers allow, a scoring volunteer will be stationed at each hole. Scores will be posted hole by hole so results can be updated in real time at [www.ncaa.com](http://www.ncaa.com).

### 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. Videos may not be used during the round for coaching purposes.

Section 9 - Competition Site

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Boulder Creek Golf Club features two distinct 9-hole experiences that blend natural beauty with strategic play. Desert Hawk winds through rolling terrain with a mix of oasis and desert landscapes, generous fairways, and dramatic water features—inviting golfers to use every club in the bag. Coyote Run offers wide, lush fairways, subtle elevation changes, and scenic arroyos that enhance both the challenge and the view. Together, they deliver a memorable round for players of all levels.

*Boulder Creek Championship Course Rating: 75.7 Course Slope: 123 Tournament Yardage: 7,551*

**Boulder Creek Golf Club**

1501 Veterans Memorial Dr, Boulder City, NV 89005

Golf Contact:

Karl Larcom

Director of Golf Boulder Creek Golf Club

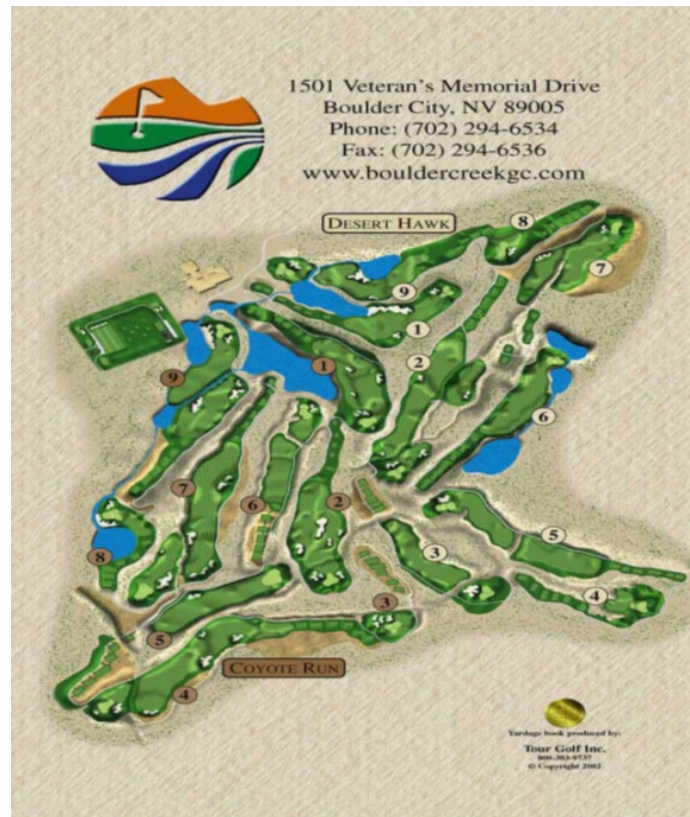
Cell: 702-470-9532

Email: [klarcom@bouldercreekgc.com](mailto:klarcom@bouldercreekgc.com)



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Desert Hawk 1-9 to Coyote Run 10-18



### Merchandise

All Championships merchandise will be available in the pro shop at Boulder Creek Golf Club starting Monday, May 12 through Saturday, May 17.

### Concessions

Concessions will be available for purchase outside of the clubhouse:

- Monday May 12 – Saturday May 17, from 9:00am-5:00pm (time subject to change).

### Lost and Found

Lost and found will be located inside the Golf Pro Shop.

### Parking

#### Team Vehicles

Designated parking spots will be available for all university vans in the parking lot. Spots will be denoted by specific signage.

#### Spectator

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

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**Section 10 - Directions**

**GPS Address:** Boulder Creek Golf Club, 1501 Veterans Memorial Dr, Boulder City, NV 89005

**From Harry Reid Intl Airport:** Get on I-515 S/US-93 S/US-95 S in Henderson from E Russell Rd --Take I-11 S to Boulder City Pkwy. Take exit 15B from I-11 S--Turn right onto Veterans Memorial Dr (signs for Veterans Cemetery).

**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. This includes practice rounds. Penalty for breach of this condition of this condition is two strokes per hole with a maximum of four strokes. As soon as a breach has been discovered, the player must immediately make the appropriate changes to conform to the policy.

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 particular 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.

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**Section 13 – General Public**

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**Spectator Guidelines**

Spectators should remain on cart paths or in the rough and approximately 15 yards from the players (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 such as cell phones or pagers must be turned off. Spectators are asked to refrain from smoking near the players. No Pets are allowed on the grounds the entire tournament.

The Women's Golf Committee recognizes the unique circumstances surrounding spectators who may require special assistance in order to watch the championships and strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. There will be no spectator cart sales.

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 **5 p.m. Eastern time, Friday, May 9**. Requests should be directed to Abriana Buffolino, Tournament Director, via email at [abuffolino@lvcva.com](mailto:abuffolino@lvcva.com).
2. Only one authorized member of the party will be allowed to drive, and additional members of the party will be required to walk the course.
3. Use of the cart will also require a \$25 (+tax) per day fee to be paid on arrival at the course paid directly to the Pro Shop.

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Section 14 - Lodging

**Headquarter Property**

**Holiday Inn Express & Suites Henderson South – Boulder City**  
1530 Railroad Pass Casino Road  
Henderson, Nevada 89002

**Team Hotel**

**Sunset Station Hotel and Casino**  
1301 W. Sunset Road  
Henderson, Nevada 89014



Hotel Contact: Darlene Fitzgerald, CMP / Assistant Director, Sales  
Phone: 702-221-6557  
Email: Darlene.fitzgerald@stationcasinos.com

Teams will be staying at Sunset Station Hotel and Casino in Henderson, Nevada, listed above. **To book your team's accommodations, please email [BrandGroupReservations@StationCasinos.com](mailto:BrandGroupReservations@StationCasinos.com) with "2025 NCAA DII Golf" in the subject line and attach rooming list form.** Teams should include school names and main contact information in the body of the email. The Sunset Station team will contact you shortly after to confirm your reservation. The deadline to make reservations in the team hotel block is **Friday, May 9 by 5:00 p.m. Eastern time.**

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 assistant director, 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.

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**Meeting Space Requests**

Additional meeting and study spaces are available to teams by reservation. To reserve a meeting room, please email Ramanda Morgan, Catering Manager, [Ramanda.Morgan@StationCasinos.com](mailto:Ramanda.Morgan@StationCasinos.com), Joseph Mutzhaus, [joseph.mutzhaus@stationcasinos.com](mailto:joseph.mutzhaus@stationcasinos.com) and CC: Darlene Fitzgerald, [Darlene.fitzgerald@stationcasinos.com](mailto:Darlene.fitzgerald@stationcasinos.com), with “2025 NCAA DII Golf Meeting Space” in the subject line. The deadline for making a reservation is **Friday, May 9, by 5:00 p.m. Eastern time.**

**Golf Club Storage**

For your convenience and safety of all guests, golf club storage will be available in the Fiesta Room during breakfast hours. The Fiesta Room is located behind Starbucks which is a few steps from the Brass Fork Café.

<b>Family &amp; Friends Reservations</b>
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Las Vegas Convention & Visitors Authority wants your team's family, friends, and fans to witness and cheer your team on, during the 2025 NCAA Division II Women's Golf Championship! To make that easy, they have put together the following list of hotels that are in close proximity to the championship:

**Comfort Inn & Suites Henderson - Las Vegas**

Address: 475 Marks St, Henderson, NV 89014

Phone: (702) 387-6500

**Hilton Garden Inn Las Vegas/Henderson**

Address: 1340 W Warm Springs Rd, Henderson, NV 89014

Phone: (702) 322-9000

**Hampton Inn & Suites Las Vegas-Henderson**

Address: 421 Astaire Dr, Henderson, NV 89014

Phone: (702) 992-9292

**Holiday Inn Express & Suites Henderson**

Address: 441 Astaire Dr, Henderson, NV 89014

Phone: (702) 990-2323

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**Team Dining Options**

*Sunset Station Hotel and Casino campus features several incredible restaurants and quick eats on site providing a wide variety of options for the very best in dining and a variety of relaxing atmospheres. Please see the property map below or click the link to see additional options.*

<https://www.sunsetstation.com/eat-and-drink/>

**Team Breakfast Buffet Included at Sunset Station – Brass Fork**

A complimentary breakfast buffet will be served daily in the Brass Fork Café. Two breakfast vouchers will be provided per room per day to access the restaurant. Anticipated breakfast times: Monday through Thursday – 5:30 a.m., Friday 5:00 a.m. and Saturday at 6:00 a.m.



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**Section 15 - Media Services**

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**Working Media Facilities**

The media will have available working space at the Pavilion.

**Credentials – Photos, TV, Participant**

Members of the media wishing to request credentials should contact Andy Grossman ([andy.grossman@unlv.edu](mailto:andy.grossman@unlv.edu)) by 5 p.m. Eastern time, Friday, May 9

**Media Materials Requested**

Please forward any media materials to Andy Grossman ([andy.grossman@unlv.edu](mailto:andy.grossman@unlv.edu)) by 5 p.m. Eastern time, Friday, May 9

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**Section 16 - Medical**

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**Athletic Training**

Athletic trainers will be available located inside the pro-shop and will be available 1-hour before each round and 1 hour after the last play has finished. 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.

During competition, the trainer may be reached via radio. If a situation arises, please alert tournament personnel (rules official, tournament staff, etc.) to assist. Also, the trainer will be staying on-site and will be available after hours in the event of an emergency.

**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



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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](http://www.NCAA.org/health-safety).

### **Hospitals and Emergency Services**

Boulder City Hospital (near Boulder Creek Golf Course)  
901 Adams Blvd,  
Boulder City, NV 89005  
702-293-4111  
(1.1 miles, 3 minutes from Boulder Creek)

Henderson Hospital (near Sunset Station Casino & Hotel)  
1050 W. Galleria Dr.,  
Henderson, NV 89011  
702-963-7000  
(1.7 miles, 7 minutes from Sunset Station)

### **Pharmacies**

CVS (near Boulder Creek Golf Club)  
1017 Nevada Way, Boulder City, NV 89005  
Phone: 702-293-6705  
Store Hours: 8am-10pm daily  
Pharmacy Hours: 8am-9pm (Mon-Fri), 10am-6pm (Sat-Sun)

CVS (near Sunset Station Hotel)  
1551 W Sunset Rd, Henderson, NV 89014  
Phone: 702-433-6536  
Store Hours: 7am-Midnight daily  
Pharmacy Hours: 8am-8pm (Mon-Fri), 10am-6pm (Sat-Sun)

## **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

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administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution whose travel party has changed since the Regional Round and fails to a 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.

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Each games committee shall hold an administrative meeting with the representatives of participating institutions to review policies relates to misconduct. 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.

### **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**

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering activities designed to influence the outcome or integrity of an intercollegiate contest or in an effort to affect win-loss margins (“point shaving”), participates in sports wagering activity involve the student-athletes institution, or who knowingly provides information to individuals involved in or associated with any type of sports wagering activities permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves another collegiate institution will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

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

### **Unsportsmanlike Conduct**

In addition to the following policies, coaches, administrators and student-athletes should understand the misconduct policies described in Section 1.4 and NCAA Bylaws 18.02.4. Unsportsmanlike conduct – a player (or coach, if coach violation) will be notified immediately on the golf course and provided a warning for unsporting conduct (e.g., willful acts of defacing the golf course; misuse of electronic devices, including MP3 players and cellphones, etc.; club throwing or breaking; abusive language; or violation of the tobacco policy).

The NCAA Division II Women's Golf Committee is responsible for assessing all penalties.

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- Second occurrence in the same day – the player (or coach, if coach violation) will be disqualified for that round.
- Third occurrence during the championships – will result in disqualification from the championships.

#### **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**

#### **Airport**

Harry Reid International Airport (LAS) – Services all major airlines. Travel time to Sunset Station Hotel and Casino is approximately 15 minutes (6.2 miles) and approximately 25 minutes (20 miles) to Boulder Creek Golf Club.

#### **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](http://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

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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 50 cents per mile, per participant, 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 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

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making any travel arrangements. The travel group can be reached at 317-917-6757, or by e-mail at [travel@ncaa.org](mailto: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, including the practice round.

**Section 20 - Travel Party**

**Squad Size/Travel Party**

Participating teams are limited to a travel party size of eight (8) individuals. Six (6) student-athletes and two (2) coaches. For individual participants, the travel party size is two (2), one (1) student-athlete and one (1) coach.

**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 12.5.4. 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 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.

**Patches**

Patches will be in the team packet provided at registration at Boulder Creek Golf Club. This is a memento and should not be worn.

**Logo Policy**

*[Reference: Bylaw 12.5.4 in the NCAA Division I Manual, Bylaw 12.5 in the NCAA Division II Manual, and Bylaw 12.5.3 in the NCAA Division III Manual.]*

The provisions of Bylaw 17.1.10 (Division II) 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.,

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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.

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.

[Reference to General Administrative Guidelines, Section 7, Page 16 of the [Prechampionship Manual](#).]

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.

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## Section 22 – Trophies and Awards

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### **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.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. For more information or to access the online form, please go to NCAA website at: <http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program> | <https://go.planningpoint.net/Registration/ELITE902425>.

2025 NCAA DIVISION II WOMEN'S GOLF CHAMPIONSHIPS  
FINALS – BOULDER CREEK GOLF CLUB – BOULDER CITY, NEVADA

The submission deadline for nomination for **NCAA Division II Women's Golf** is **5 p.m. Eastern time, Thursday May 8**.

For any questions, please contact Olivia Baumhoer at [obaumhoer@ncaa.org](mailto:obaumhoer@ncaa.org).

#### **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 in NCAA championship competition. 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.

#### **LULU VIBES GIFT SET**



#### **Participation Medallion**

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





## A G E N D A

### National Collegiate Athletic Association Division II Women's Golf Championships Administrative Meeting

[Join the meeting now](#)

May 9, 2025  
1 p.m. Eastern time

1. Welcome and congratulations. (Mariah Martin)
2. Roll call. (Martin)
3. Welcome and introductions. (Martin)
  - a. Games committee. (Michael Bond/Brad Wiesley)
  - b. Host introductions. (Abriana Buffolino/Spencer Schaff/Karl Larcom)
4. Final site information. (Buffolino)
  - a. Schedule of events. (Buffolino)
  - b. Parking. (Buffolino)
  - c. Hospitality/meals. (Buffolino)
  - d. Community engagement. (Martin)
  - e. Travel. (Martin)
  - f. Hotel accommodations. (Martin)
5. Championship structure and procedures. (Martin/Bond)
  - a. Championship format. (Bond)
  - b. Lineups and substitution policy. (Martin)
  - c. Advice givers. (Bond)
6. NCAA policies. (Martin/Bond)
  - a. Uniforms (practice and competition). (Martin)

- b. Logo policy. (Martin)
  - c. Drug testing policy. (Bond)
  - d. Misconduct policy. (Bond)
  - e. Code of conduct attestation form. (Martin)
7. Rules officials. (Martin)
- Official roster. (Martin/Wiesley)
8. Administrative items. (Martin)
- a. Coaches meeting.
  - b. Media coverage.
  - c. Accessible carts.
  - d. Communication/GroupMe.
  - e. Awards.
9. Reminders. (Martin)
- a. Checklist items.
  - b. Clippd live scoring.
10. Questions. (Martin)
11. Adjournment. (Martin)

## APPENDIX B

### 2025 NATIONAL CHAMPIONSHIP TEAM LUNCH SCHEDULE

School Name: \_\_\_\_\_

**Price: \$16 per lunch**

Coach: \_\_\_\_\_

Select for entire week. Only responsible for days playing.

Contact Number: \_\_\_\_\_

#### Monday Box Lunch

Club Croissant- Oven Roasted Turkey, Bacon, Lettuce & Tomato  
Chips, Fresh Fruit & Granola Bar

QUANTITY

Special Dietary Needs: \_\_\_\_\_

\_\_\_\_\_

#### Tuesday Box Lunch

Chicken Caesar Wrap- Grilled Chicken and Crisp Romain tossed in Zesty Caesar Dressing  
Wrapped in a Flour Tortilla served with Chips, Fresh Fruit & Granola Bar

QUANTITY

Special Dietary Needs: \_\_\_\_\_

\_\_\_\_\_

#### Wednesday Box Lunch

Italian Hoagie- Salami, Ham, Pepperoni & Provolone drizzled with Italian Dressing  
Served with Chips, Fruit Snacks & Cookies

QUANTITY

Special Dietary Needs: \_\_\_\_\_

\_\_\_\_\_

#### Thursday Box Lunch

Club Croissant- Oven Roasted Turkey, Bacon, Lettuce & Tomato  
Chips, Fresh Fruit & Granola Bar

QUANTITY

Special Dietary Needs: \_\_\_\_\_

\_\_\_\_\_

#### Friday Box Lunch

Chicken Caesar Wrap- Grilled Chicken and Crisp Romain tossed in Zesty Caesar Dressing  
Wrapped in a Flour Tortilla served with Chips, Fresh Fruit & Granola Bar

QUANTITY

Special Dietary Needs: \_\_\_\_\_

\_\_\_\_\_

#### Saturday Box Lunch

Club Croissant- Oven Roasted Turkey, Bacon, Lettuce & Tomato  
Chips, Fresh Fruit & Granola Bar

QUANTITY

Special Dietary Needs: \_\_\_\_\_

\_\_\_\_\_

**Credit Card Authorization Form**

**BOULDER CREEK GRILL  
1501 Veterans Memorial Dr.  
Boulder City, NV 89005  
702-294.6534**

**This letter serves as authorization to process payment.**

**I, \_\_\_\_\_ give Schaper Golf Corporation/ Boulder Creek Grill permission to charge my credit for box lunches in the NCAA D-II National Championships @ \$16 per lunch per # of requested days (excludes any orders placed after the cut is made if team did not qualify). I understand changes to the number in my daily order need to happen at least 48-hours in advance.**

**Circle One; Master Card – Visa – Discover – American Express**

**Name on Card** \_\_\_\_\_

**Card Number** \_\_\_\_\_

**Exp. Date** \_\_\_\_\_

**CVC #** \_\_\_\_\_

**Billing Address of Credit Card Used**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ANY CHECKS MAILED IN ADVANCE NEED TO BE MADE OUT TO THE  
BOULDER CREEK GRILL**

**RETURN CC AUTH FORM TO KLARCOM@BOULDERCREEKGC.COM**



# EMERGENCY ACTION PLAN-BOULDER CREEK GOLF CLUB

## 911 TEAM

EMPLOYEE 1: Pro Shop/Grill

- CALL 911
- EXPLAIN EMERGENCY SITUATION
- PROVIDE DETAILED LOCATION

EMS ACCESS POINT:

Boulder Creek Golf Club  
1501 Veterans Memorial Drive  
Boulder City, Nevada 89005

INTERSECTION: Veterans Memorial Drive  
and Adams Blvd.

MAIN ENTRANCE/BAG DROP

EMPLOYEE 2: Begin First Aid care/CPR

OUTSIDE SERVICES: Meet Ambulance at  
EMS Access Point-TAKE TO VICTIM

CALL CONTACTS—PROVIDE EMERGENCY  
SITUATION DETAILS, LOCATION AND  
VICTIMS NAME

David Enyeart: 702-523-6487

Andy Schaper: 702-506-3471

## CPR/AED TEAM

START CPR/FIRST AIDE CARE

1. Make sure area is safe.
2. Send for AED
3. Position person on back
4. Put one hand on top of the other  
on middle of person's chest.  
Keeping arms straight, push hard  
and fast, 100 presses per minute.  
Let chest completely recoil after  
each compression.

WHEN AED ARRIVES, TURN IT ON AND  
FOLLOW VOICE PROMPTS

1. Remove clothing from, chest
2. Attach electrode pads as directed  
by voice prompts.
3. Stand clear while AED analyzes.
4. Follow device prompts for further  
action.
5. REMAIN WITH VICTIM UNTIL EMS  
ARRIVES.

## AED TEAM

## LOCATION TEAM

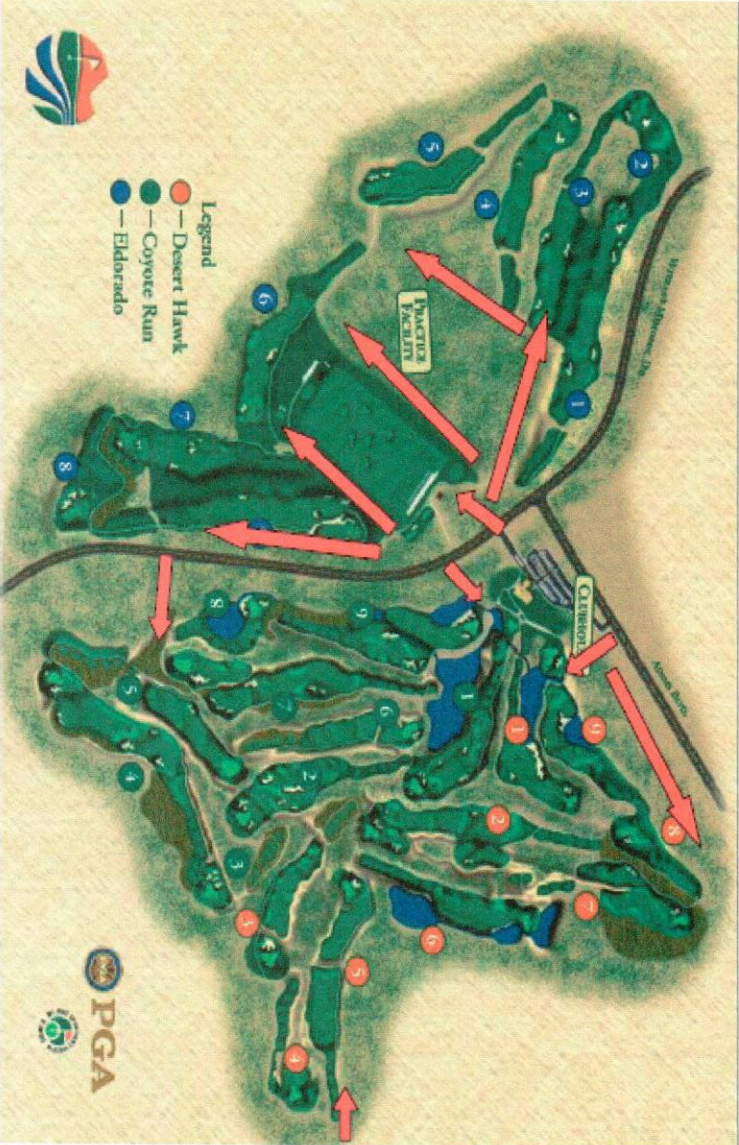
OUTSIDE SERVICES

Closest AED: On column in grill  
area

Deliver ASAP to Emergency  
Location

BOULDER CREEK GOLF CLUB

1501 VETERANS MEMORIAL DRIVE  
BOULDER CITY, NEVADA 89005  
702-294-6534



Boulder Creek Emergency Vehicle Access Map



# 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](mailto:morgan@yiworks.com)