

**2009
BOYS' AND GIRLS' GOLF**



**REGIONAL MANAGER
INSTRUCTIONS & CHECKLIST**

Golf Regional Manager Instructions & Checklist 2009



Thank you for managing a 2009 Regional Golf Tournament.

Following you will find Regional and preliminary information for the State Golf Tournaments. Detailed State information is also posted on the Association website at www.khsaa.org. It is recommended that a meeting of all golfers and coaches be held prior to the start of regional play to discuss rules, future regional tournament sites & rotation plans and the procedures for play.

BOYS' COMPETITION DATE

The Boys' Regional Golf Tournament date is Monday, Sept. 28 (unless otherwise approved in advance by the KHSAA). Regional play may also be conducted as early as Saturday, September 26, provided all teams agree to participate.

GIRLS' COMEPTITION DATE

The Girls' Regional Golf Tournament date is Tuesday, Sept. 29 (unless otherwise approved in advance by the KHSAA). Regional play may also be conducted as early as Saturday, September 26, provided all teams agree to participate.

BOYS' STATE QUALIFIERS

The winning and runner-up teams from each region, and the top three (3) individuals with the lowest score that are not on the winning or runner-up team, will qualify for the Leachman Buick & GMC/KHSAA Boys' State Golf Tournament on October 5-7 at Bowling Green Country Club.

GIRLS' STATE QUALIFIERS

The winning and runner-up teams from each region, and the top four (4) individuals with the lowest score that are not on the winning or runner-up team, will qualify for the Leachman Buick & GMC/KHSAA Girls' State Golf Tournament on October 8-10 at Bowling Green Country Club.

REGIONAL TROPHIES

Regional Trophies will be shipped directly to you or your school and are paid for by the KHSAA. Open trophy boxes immediately and inspect them and report breakage directly to the company (Conference Medal and Trophy Company at 508-563-3600).

TIE-BREAKER

The local committee shall agree upon a formula for breaking necessary ties PRIOR TO the beginning of the tournament and share the procedure with all coaches.

COACHING ADVICE

For the postseason, the KHSAA coaching advice rule is as follows:

Note to USGA Rule 8: The *Committee* may, in the conditions of a team competition (Rule 33-1), permit each team to appoint one person, the high school coach, who may give *advice* to members of that team. The *Committee* may lay down conditions relating to the appointment and permitted conduct of such person, who must be identified to the *Committee* before giving *advice*.

Golf Regional Manager Instructions & Checklist 2009



Advice: A player may accept verbal advice from their institution's designated high school head coach only. All other institutional representatives, including assistant coaches, are considered spectators. Spectators must observe the 30 yard rule in the fairways.

A designated coach is deemed to be part of the team and not an outside agency. Before each day's play, the coach giving advice shall be identified to the Rules Committee by signing in and shall receive and wear the appropriate credential (to be returned to the Committee upon the completion of each round).

- Advice must be given in a private manner that will not disrupt play. Coaches may not give to or receive advice from another team's players or coaches.

- Coaches may give advice prior to the beginning of any stipulated round, the time between the end of one hole and the start of the next (before the ball is put in play from the teeing ground) and between rounds if more than one round is to be played on the same day. Once the player's ball is in play (the first stroke from the teeing ground), coaches may not give advice and should remain a minimum of 20 yards from the player (unless assisting the player to look for a ball), until the hole has been completed.

- If a coach is found to be in violation of the advice rule (e.g., disruption of play or use of more than one designated coach), a two-stroke penalty against the team score will be assessed for each violation.

If a player(s) is found in violation of the advice rule, the player(s) and/or team will be assessed a two-stroke penalty.

Players may not give to or receive advice from another team's players or coaches. If a coach is found to be in violation of the advice rule (e.g. disruption of play or use of more than one designated coach) a two stroke penalty will be assessed against each individual player receiving the illegal advice. Each additional violation against a coach will also result in an additional two stroke penalty against the overall team score.

A coach, player or team disqualification can result from coaching advice rule violations. Spectators should be no closer than 30 yards from a player at any time and at no time be on the green, tee, in a fairway, bunker, or hazard, nor should they ever stand behind a player during his/her swing.

NOTE: The high school head coach signing in at the annually required KHSAA Golf Rules Clinics (and as noted on the KHSAA Rules Clinic Sign-In Book) will be the individual identified for all levels of post season play as the only coach allowable, under the "Advice Rule", to converse with players from that high school team. Any change in the identity of that individual MUST come through official notification from the high school Principal or Athletic Director. One way that notification can occur is by having school authorized personnel update their KHSAA "Member Schools Only" page on the KHSAA website (www.khsaa.org). Any designated head coach must meet the KHSAA coaching qualification requirements (KHSAA Bylaw 27).

Near the Regional Tournament date, a packet will be sent to you or your school with an updated listing, by school, of the head coaches who are allowed to give coaching advice (per KHSAA Coaching Advice Rule as discussed in the 2009 KHSAA Rules Clinics) during regional tournament play. NO ONE other than the name appearing on this list is allowed to give coaching advice to participants.

Just prior to your Regional Tournament please access the KHSAA Website (www.khsaa.org), find the major category of "KHSAA Sports" and pull down the arrow and click on the sport of Golf. Print out your gender listing of coaches for yourself just in case a last minute change has

Golf Regional Manager Instructions & Checklist 2009



been made by the school and take that updated list with you to the Regional Tournament for up-to-the-minute verification of who (coach) is eligible to give participants advice.

DRESS

Appropriate dress is required. Both boys and girls must wear shirts with collars or course permissible turtle (or mock) neck shirts. Girls, but not boys, may wear sleeveless shirts. Plain Bermuda shorts are permissible. Jams and cut-offs are not permissible. Short shorts are not acceptable. Girl's short's inseam must be at least five (5) inches. Hemmed cargo shorts are permissible. No blue jeans or shorts made of denim material are allowed. Appropriate golf or tennis shoes are required. Spikes, if worn, must be Soft Spikes. Coaches and players are expected to observe the dress code during practice and competitive play rounds at the State Tournament.

Golf Regional Manager Instructions & Checklist 2009



CHECKLIST OF DUTIES REGIONAL GOLF MANAGERS

In an effort to streamline your workload as **Regional Golf Manager**, the following is a brief description of your responsibilities as manager:

Submit to the KHSAA Form GF115 – Region Site Information Form to the KHSAA by Wednesday, Sept. 2. <http://www.khsaa.org/forms/gf115.pdf>

Contact all schools in your Region and inform them of your Regional Tournament schedule, entry deadline and other pertinent information.

Remind coaches that all golf information and required forms are on the KHSAA website, www.khsaa.org under the major category of KHSAA Sports (Golf).

Form a tournament committee.

Contact Aaron Kincade at the KGA Office (Telephone 800-254-2742) (502-243-8295) to coordinate a KGA Rules Official to work the regional tournament. There is an approximate \$165 fee for the official, which can be shared by the schools in the region. This official shall be responsible for all rulings and is a requirement for the KHSAA Regional Golf Tournament.

Give the State Entry Form (KHSAA Form GF102) to the coaches of contestants qualifying for the Leachman Buick & GMC/KHSAA Girls' State Golf Tournament at the close of the Regional Tournament. <http://www.khsaa.org/forms/gf102.pdf>

Collect the State Entry Form (KHSAA Form GF102) from each coach with state qualifiers and mail it to Butch Cope at the KHSAA Office, 2280 Executive Drive, Lexington, KY 40505, immediately after the Regional Tournament.

Email/Fax the Regional Results Form (KHSAA Form GF106) immediately to the KHSAA (no later than 10:00 a.m. (ET) the day following your tournament). <http://www.khsaa.org/forms/gf106.pdf>
E-mail: bcope@khsaa.org
Phone: (859)299-5472
Fax: (859)293-5999

Send to the KHSAA the Participation Lists (KHSAA Forms GF103), of the schools who actually participated in your Regional Tournament. Make sure the actual number of team members/participants is also listed for the team. It is critically important that this accurate listing be FAXED (859-293-5999). <http://www.khsaa.org/forms/gf103.pdf>

Remind schools that play during the Leachman Buick & GMC/KHSAA Girls' State Golf Tournament practice round is for participants only (no coaches or parents may play). The boys' practice round will be on October 5 at Bowling Green Country Club. Tournament play is scheduled for Oct. 6-7. The Girls' practice round is scheduled for Thursday, Oct. 8, with competition scheduled for Oct. 9-10. Coaches

Golf Regional Manager Instructions & Checklist 2009



must supervise their State Tournament participants throughout the practice round. Players and coaches **MUST** be appropriately dressed during the practice and tournament rounds. Coaches and participants are required to attend the 6:30 p.m. Rules Clinic and Banquet at Bowling Green Country Club (boys-Oct. 5; girls-Oct. 8).

POSTSEASON TOURNAMENT RULES – KHSAA HANDBOOK

II) Dates and Sites for Tournaments

The Commissioner with the approval of the Board of Control shall determine the dates and sites of the regional and state tournaments. All tournaments will be held within the dates indicated on the Memorandum Calendar unless otherwise approved in writing by the Commissioner.

Schools interested in hosting a regional tournament shall submit their request to the KHSAA or a designated representative of the Association in writing prior to June 1 of the tournament year. The applicant shall supply information relating to course layout and parking facilities and such other information as may be requested by the Commissioner. Application forms for hosting tournaments in all sports are provided to each member school by the Association.

The Board of Control shall determine the site of the state tournaments after receiving the Commissioner's recommendation, and shall be guided by necessary hotel facilities, playing facilities, and community/area support.

III) Tournament Managers

The Commissioner will appoint a manager for each of the regional tournaments and shall serve as the manager for the state tournament. The Commissioner may appoint as many assistant managers as deemed necessary to manage the event. It is the duty of each tournament manager to notify the regional schools of the time and place of the tournament, to supply the proper entry blanks, to invite the participation of all of the schools, and to make all arrangements for the tournament. It is an explicit duty of each tournament manager to inform the association **IMMEDIATELY** as to the bracket / pairings / entries / results when requested by KHSAA staff and according to the time deadlines provided including the actual site of the tournament if it is not held at the school. The Board of Control has approved the policy that the receipts of a tournament can be assessed (a fine levied against the manager) for failure to comply with these provisions.

IV) Eligibility to Enter Tournament Play

To be eligible to compete in the regional or state tournament, a contestant shall have competed in at least four matches on a team or as an individual representing a member school during the regular season. Coaches should maintain and have available copies of all results for the regional manager to verify in case of a challenge to the required participation minimums by any athlete.

For team competition, a school may enter four or five players in the regional tournament. A school with less than four entrants may enter not more than three players who can compete as individuals in the regional tournament. If a school enters five players, only the four lowest scorers will be counted in both regional and state tournament play. A school entering four or five players into the regional tournament may not enter players in addition to a team.

All entrants from a school entering four or five players accumulate team points toward the team championship in accordance with the provisions under part VII, Champion.

V) Contestants

A school may list an unlimited number of entrants on an Eligibility List (KHSAA Form GE15) which is to be submitted to the manager of the regional tournament not later than one week prior to the start of the tournament.

At the discretion of the Association, an entry form may substitute for KHSAA Form GE15. This list shall include

Golf Regional Manager Instructions & Checklist 2009



all names of anyone who is to be eligible to participate in the postseason as additions to the list are not allowed, with the exception of a documented clerical error as referred to in Bylaw 14. Each manager is responsible for the forwarding of the list to future rounds of tournament play.

A school may enter a maximum of five (5) players in the regional tournament that shall be players who appeared on the entry or eligibility list submitted originally. Any player whose name is on the entry or eligibility list may be substituted on a team prior to the time of play for both the regional and state tournaments.

The winning and runner-up teams (4 or 5 players) from the regional tournaments will advance to the state tournament. In addition, the four lowest girls' scorers, and the three lowest boys' scorers, not on the regional winning or runner-up team, will advance. The coach shall secure the proper entry blank for the state tournament prior to leaving the site of the regional tournament.

VI) Rules and Style of Play

The tournament manager and rules official shall establish a committee and determine the conditions of play. For the regional tournaments stroke play for 18 holes shall be used. Players shall be placed in groups (threesomes/foursomes) based on average scores with no two players from one school in the same group. A KGA/PGA golf rules official will be assigned for regional play. A player whose name is on the school's participation list and is eligible to participate may be substituted on the team prior to the start of play.

KGA/PGA personnel will also assist at the State Tournament. For the State Tournament, stroke play for 36 holes shall be used. Any player whose name is on the school's participation list may be substituted on the team prior to the start of play. There will be no substitutes for individual qualifiers. In this case, the individual player with the next lowest regional score may be substituted prior to the pairings being set.

For the first round of the state tournament, the manager will arrange the players in groups (threesomes), based regional tournament scores. Second round pairings will be made at the close of the first 18 holes. In the state tournament, there will be a cut after the first day of play. During play, the contestants may receive advice from the designated high school coach in accordance with the KHSAA Golf Coaching Advice Rule. Each player shall carry his/her own clubs or pull a cart (motorized carts are not permitted for coaches or participants). United States Golf Association Rules shall apply unless modified by the KHSAA.

VII) Champion

The team champion of each regional tournament is the four or five-person team with the lowest aggregate score for four golfers playing 18 holes. The individual champion at the regional tournament is the golfer with the lowest score. The team champion of the state tournament shall be the four or five-person team with the lowest aggregate score for four golfers playing 36 holes, and the champion is the individual with the lowest score for 36 holes. The champion (team and individual) will be determined after 18 holes if the second round is canceled or not entirely completed. The tournament committee may cancel the tournament if they deem it advisable because of conditions beyond their control.

A tie for first place by a team or individual will be broken by a hole-by-hole sudden-death playoff immediately

VIII) Trophies and Awards

A) Region.

- 1) Trophies will be given to the team winner and runner-up .
- 2) Awards will be given to each team winner and runner-up team member.
- 3) Awards will be given to the individual winner and runner-up.
- 4) The Association will bear the costs of all trophies and medals at the state tournament.

B) State.

- 1) Trophies will be awarded to the teams finishing first, second, third and fourth at the state tournament.
- 2) The five individuals on the teams finishing first, second, third and fourth will receive awards at the state tournament,

Golf Regional Manager Instructions & Checklist 2009



- 3) Awards will be given to the individuals finishing first, second, third and fourth.
- 4) The Association will bear the costs of all trophies and medals at the state tournament.

IX) Finances

A) Region

- 1) The finances of the regional meet will be managed at the regional level.
- 2) The regional competing schools shall decide any distribution of net profit/loss, which shall be shared.

B) State

- 1) The Association will finance the state tournament.
- 2) Schools are responsible for the expenses of competitors participating in the state meet.

X) Special Tournament and Regular Season Rules

A) Specifications for Golf Courses

The specifications for recommended and required standards for golf courses to be used in tournament play may be developed by Association staff and Advisory Committees and approved by the Board of Control. The Association may enter into a contract to restrict the use of a ball in tournament play to a specific brand or model.

B) Additional Rules for Contests

Additional rules otherwise developed by the Association may be implemented in contests played in Kentucky and will be distributed to the membership when relevant. Detailed and binding instructions, both for managers and participating teams, shall be published on the KHSAA web site.

X) School Personnel to Accompany Team

In accordance with Bylaw 20, each school having participants in a KHSAA event shall send a school designee to accompany the team. This person should be designated in writing by the Principal and approved by the local Board of Education. (Case situations related to this sport appear following the Tournament Rules section)