



2017 Boys' and Girls' Golf Regional Tournament Instructions



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DUTIES SUMMARY STATEMENT

- Please refer to the Kentucky High School Athletic Association Handbook rules and regulations governing Golf tournaments
- You should familiarize yourself with these rules found in the KHSAA Competition Rules

REFERENCE TO TEAM ALIGNMENT

- If any team desires to enter competitors and that school is not listed on the current Golf alignment list of teams, contact the Association office prior to accepting the entry
- Only those schools on that list are eligible to enter unless approved by the KHSAA office

ALLOWABLE COMPETITION DATES

- The Boys' Regional Golf tournament date is Monday, September 25 (unless otherwise approved in advance by the KHSAA)
- Regional play may also be conducted as early as Saturday, September 23, provided all teams agree to participate
- The Girls' Regional Golf tournament date is Tuesday, September 26 (unless otherwise approved in advance by the KHSAA)
- Regional play may also be conducted as early as Saturday, September 23, provided all teams agree to participate

PRE TOURNAMENT MANAGERS RESPONSIBILITIES

- Contact all schools in your Region and inform them of your Regional tournament schedule, entry deadline and other pertinent information
- Remind all coaches to be familiar with the Competition Rules for KHSAA Golf tournaments that are available on the golf page of the KHSAA website as well as in the Handbook, which is also available online
- Remind coaches that all golf information and required forms are available on the KHSAA website, under the major category of KHSAA Sports (Golf)
- Remind them to send you a completed copy of the Regional Golf Entry Form (KHSAA Form GF101)
- Remind coaches that all participants must appear on the KHSAA Member School Online Roster system
- Discuss each item in this checklist to ensure consistent understanding by participants
- Designate a tournament committee per golf rules and regulations
- It is recommended that a meeting of all golfers and coaches be held prior to the start of regional play to discuss rules and procedures of play
- It is strongly recommended that the pace of play is emphasized during the rules briefing
- Give the State Entry Form (KHSAA Form GF102) to the coaches of contestants qualifying for the state tournament at the close of the Regional tournament
- Email or fax the Regional Results (KHSAA Form GF106) immediately following the event to the KHSAA (no later than 10 p.m. (ET) the day of your tournament)
- Email: golfresults@khsaa.org // fax: (859) 293-5999

INSTRUCTIONS FOR TOURNAMENT ENTRY

- All participants in the Regional tournament have to be entered by submitting to the Regional Manager a completed copy of the Regional Golf Entry Form (KHSAA Form GF101)

PROCEDURE FOR REVISIONS OF ENTRIES

- Team rosters must be maintained through the KHSAA member school website prior to the end of the regular season
- Only those players appearing on the school postseason roster as of the Monday of the first postseason week (freshmen, JV or varsity roster marked as postseason participants) are eligible to participate in the postseason in any round
- There may be no additional players added to the team roster following the first day of the first week of postseason, including those teams that advance to the finals
- This roster information is also used for advance preparations in case of a team qualifying for the state championship

PROCEDURES FOR FUTURE REGION SITES

- Any school wishing to host a region may make that request by submitting form GE59 (Application for Hosting Sanctioned Tournament) to the KHSAA

STATE TOURNAMENT 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-Cadillac/KHSAA Boys' State Golf Tournament on October 2-4 at Bowling Green Country Club
- 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-Cadillac/KHSAA Girls' State Golf Tournament on October 5-7 at Bowling Green Country Club

BYLAW 22 REMINDER

- You are reminded that KHSAA Bylaw 22 requires a member of the faculty of the school to be present along with any student-athlete who is representing a member school
- Please see Bylaw 22 in the KHSAA Handbook if you have any questions

POINTS OF EMPHASIS

TIE BREAKER

- The procedure for breaking ties is specifically outlined in the competition rules found in the appendix of these instructions

OTHER KEY RULES

- All coaches and competitors should:
 - Review the Carry/Cart Rule that is contained in the Competition Rules as an appendix to these instructions
 - Review the KHSAA Local Rules and Conditions for KHSAA Events (also known as the Hard Card) that is contained as an appendix to these instructions
 - Review the Coaching Advice Rule that is contained on the Hard Card as an appendix to these instructions
 - Review the Dress Requirements that are contained in the Competition Rules as an appendix to these instructions
 - Review the Rules regarding distance measuring devices that are contained on the Hard Card as an appendix to these instructions
 - Review the Rules and restrictions regarding communication devices that are contained on the Hard Card as an appendix to these instructions

COURSE SPECIFICATIONS

- The regional course must be set up for girls with no less than 5000 yards and no greater than 5700 yards
- The regional course must be set up for boys with no less than 6200 yards and no greater than 6800 yards

TOURNAMENT OFFICIALS

- Contact Chris Redle at the PGA Office by telephone at 800-254-2742 or 502-338-4388 to schedule a KGA Rules Official to mark the course and work the regional tournament
- This official shall be responsible for all rulings and is a requirement for the KHSAA Regional Golf tournament
- There is an approximate fee of \$165 for the official, which can be shared by the schools in the region

TROPHIES

- Regional trophies will be shipped directly to your school from Rihards.com
- Open trophy boxes immediately and inspect them, and report any breakage or missing items directly to the company (Rihards Medal and Trophy Company at 1-800-274-4373)
- Assume responsibility for the finances of the tournament to include the trophy and medal cost of awards
- The estimated cost can be calculated as \$155.66 per gender
- Trophies are to be paid for by the Tournament Manager on behalf of the tournament
- The trophy company will contact you with an option to purchase ribbons on behalf of your region (to add to the medals) and to purchase carry/storage boxes
- You are under no obligation to order these items
- Your package should consist of the following:
 - One first place team trophy
 - One second place team trophy
 - One individual first place gold medal
 - One individual second place silver medal
 - Six bronze medals for individual finishers 3-8

- Contact Darren Bilberry at the KHSAA should you encounter a situation with an unbreakable tie involving medals or trophies

SECURITY

- It is the responsibility of the tournament manager to secure adequate police protection, and other security precautions as necessary
- The KHSAA requires a game administrator, other than the coach, at the game site
- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties

MEDICAL PROVISIONS

ATHLETIC TRAINERS

- The host school is responsible for securing medical coverage for the event including athletic trainers and alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site
- It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per 160.445(3)(a) and the KHSAA Board of Control policies, page 18 of the document
- Any fees associated are to be taken from gate receipts

EMERGENCY ACTION PLAN

- Each tournament manager is expected to have and maintain an emergency action plan for the regional meet
- Emergency action plans shall be practiced and referred to prior to the meet

MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS

- The intellectual property, corporate, broadcasting and media rights to the postseason rounds prior to the state finals belong exclusively to the KHSAA, including titling agreements and sponsorships
- No member school can sign an exclusive agreement for a postseason round (district, region, sub-section, section) without agreement between the schools and approval of the KHSAA Office including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network
- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA
- In general, the management of those rights may be assigned to the manager at the host KHSAA member school for the district, regional and sectional (semi-state) competition
- At all levels of competition, including district, regional, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights
- Entities desiring to tape the contest for delayed rebroadcast shall have the permission of the event manager
- At the discretion of the event manager, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space, for the purpose of recording the contest
- Such broadcast may not be re-broadcast in any form including internet and social media
- If space is deemed to be available, the tournament manager has the right to designate a specific area for the purpose of taping, and allow taping only in that area
- It shall be solely the determination of the event manager as to space availability
- If the tournament manager deems that space is available, each participating school choosing to tape or film is required to sign a waiver indicating that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film

INCLEMENT WEATHER PROCEDURES

- Schools who are hosting regional tournaments should be especially sensitive to the postponement of tournaments
- It is imperative that the tournament managers adhere to the scheduled postseason dates
- It is the duty of the tournament manager in consultation with the officials, participating teams and the KHSAA, to make decisions with regards to re-start or re-scheduling in the event of stoppage or postponement and ensure that all teams, media outlets and schools are properly notified

NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level
- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network
- The fee schedule will be published annually by the Commissioner's office

REPORTING SCORES AND RESULTS

- Give the State Entry Form (KHSAA Form GF102) to the coaches of contestants qualifying for the Leachman Buick-GMC-Cadillac/KHSAA state tournament at the close of the Regional tournament
- Send the Regional tournament results (KHSAA Form GF106) to Joe Angolia via email (golfresults@khsaa.org) as soon as possible following completion of the event
- Ensure that the actual names of team members/participants are listed for each team
- If you are unable to email the form, the results may be faxed to 859-293-5999 but must include the specific names of team members
- Collect the State Entry Form (KHSAA Form GF102) from each coach with state qualifiers and send the information to KHSAA Communications Director Joe Angolia via email (golfresults@khsaa.org) or fax (859-293-5999) immediately following the conclusion of the tournament

INSTRUCTIONS FOR TEAMS ADVANCING

- Each school must contact Joe Angolia (jangolia@khsaa.org) at the KHSAA if there are any substitutions and all substitutions must comply with the competition rules
- Play during the state tournament practice round is for participants only (no coaches or parents may play)
- The Boys' practice round will be on October 2 at Bowling Green Country Club
- Tournament play is scheduled for October 3-4
- A rained-out practice round will not be rescheduled
- Coaches must supervise their participants throughout the practice round
- Coaches can contact Jeff McGill at the Bowling Green Country Club beginning Tuesday, September 26, 2017 after 8:00 a.m. CST to schedule a practice round time (270-842-4581)
- Players and coaches must be appropriately dressed during the practice and tournament rounds
- The Girls' practice round is scheduled for Thursday, October 5, with competition scheduled for October 6-7
- A rained-out practice round will not be rescheduled
- Coaches must supervise their participants throughout the practice round
- Coaches can contact Jeff McGill at the Bowling Green Country Club beginning Wednesday, September 27, 2017 after 8:00 a.m. CST to schedule a practice round time. (270-842-4581)
- Players and coaches MUST be appropriately dressed during the practice and tournament rounds
- Coaches and participants are required to attend the Rules Meeting at the Bowling Green Country Club (Girls-October 2; Boys-October 5)

FINANCES AND FINANCIAL REPORT

- All Regional Managers shall submit a financial report at the conclusion of the tournament by filling out the GE51 form (Regional Tournament Financial Report) and submitting it to the KHSAA office
- The form may be emailed to Darren Bilberry via dbilberry@khsaa.org or may be faxed to 859-293-5999
- As you plan for your event, be mindful of both the cost of officials and the cost of trophies and any related medals

IMPORTANT WEBSITE LINKS

- GE59 (Application for Hosting Sanctioned Tournament) – <https://goo.gl/Arfh72>
- GE51 (Regional Tournament Financial Report) – <https://goo.gl/Qdq5xq>
- GF101 (Regional Golf Entry Form) – <http://khsaa.org/forms/gf101.pdf>
- GF102 (State Entry Form) – <http://khsaa.org/forms/gf102.pdf>
- GF106 (Regional Tournament Results) – <http://khsaa.org/forms/gf106.pdf>
- KHSAA Competition Rules Governing Golf – <https://goo.gl/61U6px>
- KHSAA home page – <https://goo.gl/1q6NS>
- KHSAA Hard Card - <http://khsaa.org/golf/hardcard.pdf>