

**2018**

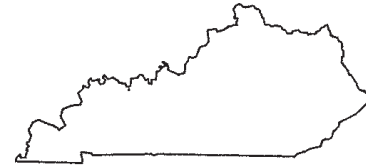


**GOLF REGION  
TOURNAMENT INSTRUCTIONS  
FOR MANAGERS AND  
PARTICIPATING TEAMS**



Table of Contents

Duties Summary Statement.....1
KHSAA Contact List.....1
Reference to Team Alignment .....1
Allowable Competition Dates .....1
Pre-Tournament Managers Responsibilities .....1-2
Instructions for Tournament Entry .....2
Roster Requirements and Substitutions .....2
Pre-Tournament Meeting and Model Agenda .....2
Procedures for Future Region Sites .....3
Procedures for Region Tournament Pairings.....3
Format of Event.....3
Course Specifications .....3
Tournament Official.....3
Admission of Participants/Team Party and Limitations .....3
Development of Info Document for Participants .....3
Points of Emphasis .....3-4
Tie Breaker .....3-4
Appropriate Dress .....4
Other Key Rules.....4
State Tournament Qualifiers.....4
Bylaw 22 Reminder .....4
Trademark, Media Rights and Use of Marks .....5
NFHS Network Information and Media Restrictions.....5
Post Event .....5
Event Merchandise.....5
Trophies .....5-6
Security .....6
Medical Provisions .....6
Inclement Weather Procedures.....6
Reporting Scores and Results.....7
Finances and Financial Report.....7
Electronic Procedures for Managers Reporting Results .....7
Procedures for Receiving Entries.....7
Procedures for Publishing Entries.....7
Important Website Links .....7



2280 Executive Drive | Lexington, Ky., 40505 | www.KHSAA.org

KHSAA Staff

- Commissioner ..... Julian Tackett
Associate Commissioner ..... Butch Cope
Assistant Commissioner..... Mike Barren
Assistant Commissioner.....Darren Bilberry
Assistant Commissioner..... Sarah Bridenbaugh
General Counsel..... Chad Collins
Communications Director..... Joe Angolia
Information Technology Director ..... Rob Catron
Event Management Specialist..... Dan White
Administrative Assistant/Office Manager.....Marilyn Mitchell
Administrative Assistant .....Kara Howard
Administrative Support Specialist .....Jeremy Ison
Administrative Support Specialist .....Jeanie Molloy
Administrative Support Specialist ..... Marsha Day
Administrative Support Specialist ..... Ginger Gilbert
Physical Plant Director ..... Roy Tatum





## DUTIES SUMMARY STATEMENT

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.

## KHSAA CONTACT LIST

The primary contact for golf is Associate Commissioner Butch Cope. If Mr. Cope is for some reason not available, Communications Director Joe Angolia is the backup contact.

## REFERENCE TO TEAM ALIGNMENT

### ALIGNMENT LIST

Girls' teams are aligned in 11 regions and boys' teams are aligned in 12 regions as detailed in the competition rules. If a team desires to enter competitors and that school is not on the current list of teams, contact the KHSAA. The current alignment is available on the KHSAA website by clicking on the golf page, and selecting General Information.

## ALLOWABLE COMPETITION DATES

- Sept. 22 Earliest Regional play date provided all teams agree to participate. Associate Commissioner Cope must approve in advance any request to play on this date, which shall be considered only with the consent of teams in the region.
- Sept. 24 Girls' Regional Golf Tournament (unless otherwise approved in advance by the KHSAA).
- Sept. 25 Boys' Regional Golf Tournament (unless otherwise approved in advance by the KHSAA).

## PRE-TOURNAMENT MANAGERS RESPONSIBILITIES

### CONTACT PARTICIPATING SCHOOLS

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

*DISCUSS EACH ITEM IN THE CHECKLIST BELOW TO ENSURE CONSISTENT UNDERSTANDING BY PARTICIPANTS*

### COMPETITION RULES

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.

### FORMS AND INFORMATION

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

- Also remind them to send you a completed copy of the Regional Golf Entry Form (KHSAA Form GF101).

### ONLINE ROSTER

Remind coaches that all participants must appear on the KHSAA Member School Online Roster system prior to the end of the regular season.

### TOURNAMENT COMMITTEE

Designate a tournament committee per golf rules and regulations.

### PRE-TOURNAMENT MEETING

It is recommended that a meeting of all golfers and coaches be held prior to the start of regional tournaments to discuss rules



and procedures of play.

- It is required to emphasize pace of play during the rules briefing.

### **INSTRUCTIONS FOR TOURNAMENT ENTRY**

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

### **REQUIREMENTS FOR POSTSEASON PLAY**

Beginning with the 2018 season, requirements for entry into a Region Tournament have changed.

Region entrants are no longer required to have competed in four (4) competitions prior to entering postseason play. The only requirement is having competed in at least one (1) 18-hole match representing the high school to be eligible for the postseason.

Coaches should be able to verify through match results that this requirement has been met in case of a challenge.

All other requirements for postseason entry in terms of match experience are coaching decisions at the local level.

### **ROSTER REQUIREMENTS AND SUBSTITUTIONS**

#### **POSTSEASON ROSTERS**

Only players appearing on the school's postseason roster as of the Monday of the first postseason week are eligible to participate in any round. Postseason participants can be marked on the freshmen, junior varsity or varsity rosters.

No additional players may be added to the roster following the Monday 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.

#### **SUBSTITUTIONS**

Each school must contact Associate Commissioner Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)) if there are any substitutions after Form GF101 (Regional Entry) has been submitted and they must all comply with the competition rules.

### **PRE-TOURNAMENT MEETING AND MODEL AGENDA**

Contact all schools in your region and inform them of your regional tournament schedule, entry deadline and other pertinent information.

- Designate someone to record minutes
- Call to order
- Remind schools to submit application to KHSAA if interested in hosting future year
- Discuss tournament expenses (majority vote)
- Security
- Medical/Emergency Action Plan
- Facility rules and other notes
- Competition rules review
- Designate a Tournament Committee per golf rules and regulations
- Entry form/pairings
- Report schedule to KHSAA and local media



## PROCEDURES FOR FUTURE REGION SITES

Schools/sites interested in hosting future Region Golf Tournaments should complete KHSAA Form GE59 (Application for Hosting) listed in the links section at the end of this document by May 1.

## PROCEDURES FOR REGION TOURNAMENT PAIRINGS

The initial entry report for contestants in the region tournament shall be submitted no later than four (4) days prior to the region tournament.

The Region Manager shall place the competitors into groups (threesomes/foursomes) based on average scores. No two players from one school shall play in the same group.

## FORMAT OF EVENT

Region tournaments are single day, 18-hole events. In the event of inclement weather, play will resume at the point of interruption.

## COURSE SPECIFICATIONS

### GIRLS' REGIONAL

The region course must be set up for girls with no less than 5,000 yards and no greater than 5,700 yards.

### BOYS' REGIONAL

The region course must be set up for boys with no less than 6,200 yards and no greater than 6,800 yards.

## TOURNAMENT OFFICIAL

Each Region Manager shall designate a KGA Rules Official and contact Chris Redle at the PGA Office at 800-254-2742 or 502-338-4388 for verification. If unable to identify one, Mr. Redle may be able to assist in the identification of an available official.

- 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.

## ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

In the event an admission fee is charged, a policy of team party and participants admission should be finalized at the region tournament meeting.

## DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Region Managers should develop an information document for participants to include the schedule of events, any on-site meeting information, site and direction information.

## POINTS OF EMPHASIS

### TIEBREAKER

#### Region and State Tournaments

- A. Ties for first place by a team or individual will be broken by a hole-by-hole, sudden-death playoff immediately upon completion of play.
- B. The best 4 of 5 individual scores with respect to par will determine the team playoff score.



- C. The individual playoff will precede the team playoff if both are required.
- D. The holes to be used will be designated by the Tournament Manager prior to the start of the first day of play.
- E. For a two-team tie, pairings will be as follows, with player numbered order determined by tournament scores:
- Group I: Team A (Players 3-4-5), Team B (Players 4-5)
  - Group II: Team A (Players 1-2), Team B (Players 1-2-3)
- F. For a tie with three or more teams, the tiebreaker will proceed as follows:
- Hole #1: Player #1 from each team
  - Hole #2: Player #2 from each team
  - Hole #3: Player #3 from each team
  - Hole #4: Player #4 from each team
  - Hole #5: Player #5 from each team

### **APPROPRIATE DRESS**

Participants and coaches **MUST** be appropriately dressed during the practice and tournament rounds.

### **OTHER KEY RULES**

All coaches and competitors should:

- Review the Carry/Cart Rule that is contained in the Competition Rules.
- Review the KHSAA Local Rules and Conditions for KHSAA Events (also known as the Hard Card).
- Review the Coaching Advice Rule that is contained on the Hard Card.
- Review the rules regarding distance measuring devices that are contained on the Hard Card.
- Review the rules and restrictions regarding communication devices that are contained on the Hard Card.

(All Competition Rules and the Hard Card are included as a link to these instructions)

## **STATE TOURNAMENT QUALIFIERS**

The winning and runner-up teams from each girls' region and the top four 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 Oct. 1-3 at the Bowling Green Country Club.

The winning and runner-up teams from each boys' region and the top three 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 Oct. 4-6 at the Bowling Green Country Club.

## **BYLAW 22 REMINDER**

### **REQUIREMENT TO ACCOMPANY**

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school.

### **BYLAW 22, SECTION 8**

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. His or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185."



## TRADEMARK, 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 from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within it.

Control of media access and location at all levels of postseason play is with the KHSAA. In general, management of those rights is assigned to the host KHSAA school's manager for district, regional and sectional (semi-state) competition.

At all levels of KHSAA sponsored postseason events, including district, regional, sectional and state competition, managers are encouraged to make allowances for television media to film the contests at no charge as long as the sole purpose is for newscast highlights.

Entities desiring to film the contest for delayed rebroadcast must have the permission of the tournament manager.

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the tournament manager. The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements. The film cannot be broadcast in any form, including internet and social media.

If space is deemed available, the tournament manager has the right to designate a specific area for filming. No filming will be allowed outside of that area.

The determination of space availability is solely with the tournament manager.

If filming space is deemed available, each participating school choosing to film is required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the filming, and that the school shall make no copies of the tape.

## NFHS NETWORK INFORMATION AND MEDIA RESTRICTIONS

The KHSAA 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.

- The sole exception is for schools participating in the School Broadcast Program of the NFHS Network.

The fee schedule will be published annually by the Commissioner's office.

## POST EVENT

It is a local region decision with regard to any trophies or awards in addition to those contracted by the KHSAA through Rihersd.com. Contracted trophies and costs are detailed later in this manual.

## EVENT MERCHANDISE

If desired by the tournament manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the regional tournament. Contact the KHSAA for more information or indicate accordingly on the Regional Manager Information form.

## TROPHIES

Region trophies will be shipped directly to your school from Rihersd.com.

- Open trophy boxes immediately and inspect them. Report any breakage or missing items directly to the company (Rihersd 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 \$161.24 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 Butch Cope at the KHSAA should you encounter a situation with an unbreakable tie involving medals or trophies.*

### **SECURITY**

#### **RESPONSIBILITY**

It is the responsibility of the Region Manager to secure adequate police protection and other security precautions as necessary.

#### **KHSAA REQUIREMENTS**

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 Region Manager is expected to have and maintain an emergency action plan for the region tournament.

- Emergency action plans shall be practiced and referred to prior to the meet.

### **INCLEMENT WEATHER PROCEDURES**

Please review the Heat Index Program posted on the KHSAA website. The manager should work in conjunction with the certified athletic trainer hired to work the event in monitoring of the Heat Index and be aware of the policies.

The Region Manager, working with the certified athletic trainer and facility staff shall monitor and adhere to the KHSAA Board adopted policy with regard to lightning and thunder. Play shall be suspended at the first sound of thunder or sight of lightning and shall be suspended a minimum of 30 minutes following any subsequent sound/sighting.





## REPORTING SCORES AND RESULTS

### REGIONAL RESULTS SUBMISSION

Complete the Regional Tournament Results Form (KHSAA Form GF106) as soon as possible following completion of the event. Results will be posted as received from the Regional Tournament Manager.

- Ensure that the actual names of participants are listed for each team.

### STATE ENTRY FORM

Complete the State Entry Form (KHSAA Form GF102) online for the coaches of contestants qualifying for the Leachman Buick GMC Cadillac/KHSAA State Tournament at the close of the regional tournament.

## FINANCES AND FINANCIAL REPORT

### REGION TOURNAMENT FINANCIAL REPORT

All Region Managers must submit a financial report at the conclusion of the tournament by filling out form GE51 (Regional Tournament Financial Report) and submitting it to the KHSAA office.

- The form may be emailed to Butch Cope (bcope@khsaa.org).

### TOURNAMENT COSTS

As you plan for your event, be mindful of the cost of officials, trophies and any related medals.

## ELECTRONIC PROCEDURES FOR MANAGERS REPORTING RESULTS

Managers should report results using KHSAA Form GF106.

## PROCEDURES FOR RECEIVING ENTRIES

State Tournament qualifying teams and individuals will be entered based upon the Form GF106 submission.

## PROCEDURES FOR PUBLISHING ENTRIES

State tournament pairings will be published once all regional results have been received and the pairings drawn.

## IMPORTANT WEBSITE LINKS

- [KHSAA Competition Rules](#)
- [KHSAA Hard Card](#)
- [GE59 \(Application for hosting sanctioned tournament\)](#)
- [GE51 \(Regional Tournament Financial Report\)](#)
- [GF101 \(Regional Golf Tournament Entry Form\)](#)
- [GF102 \(KHSAA State Golf Tournament Online Entry Form\)](#)
- [GF106 \(Regional Golf Tournament Online Results Form\)](#)