



GOLF

**2019 REGIONAL
TOURNAMENT INSTRUCTIONS
FOR MANAGERS AND PARTICIPATING TEAMS**



2019 Golf Region Tournament Instructions

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KHSAA Staff

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General Counsel.....	Chad Collins
Communications Director.....	Joe Angolia
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Administrative Assistant/Office Manager.....	Marilyn Mitchell
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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



[@KHSAA](https://twitter.com/KHSAA)



[@KHSAAEvents](https://twitter.com/KHSAAEvents)



DUTIES SUMMARY STATEMENT

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing golf tournaments, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

KHSAA CONTACT LIST

The primary contact for golf is Associate Commissioner Butch Cope (bcope@khsaa.org). If Mr. Cope is for some reason not available, Communications Director Joe Angolia (jangolia@khsaa.org) is the backup contact.

REFERENCE TO TEAM ALIGNMENT

Teams are aligned in 12 regions as detailed in the Competition Rules.

The current alignment is available on the golf page of the KHSAA website and included as a link at the end of these instructions.

Only schools on the list of aligned teams are eligible to enter a regional tournament.

If a team that isn't listed in the alignment desires to enter, contact the KHSAA office prior to accepting the entry.

ALLOWABLE COMPETITION DATES

- Sept. 30 Girls' Regional Golf Tournament (unless otherwise approved in advance by the KHSAA).
- Oct. 1 Boys' Regional Golf Tournament (unless otherwise approved in advance by the KHSAA).

PROCEDURES FOR FUTURE REGION SITES

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

PRE-TOURNAMENT MANAGER RESPONSIBILITIES

COMPLETE FORM GE56

Complete the Regional Tournament Manager's Form, included as a link at the end of these instructions, to provide general information about your event. Keep KHSAA staff informed of any changes to the form after it has been submitted.

PRE-TOURNAMENT MEETING

It is recommended that a meeting of all golfers and coaches be held prior to the start of the tournament to discuss rules and procedures to help ensure a smooth event.

CONTACT PARTICIPATING SCHOOLS

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

ADMISSION OF PARTICIPANTS/TEAM PARTY AND LIMITATIONS

In the event an admission fee will be charged, a policy of team party and participant admission should be finalized at the pre-tournament meeting.

DEVELOPMENT OF INFO DOCUMENT FOR PARTICIPANTS

Develop an information document for participants including the schedule of events, any on-site meeting information and directions to the course.

COMPETITION RULES

Remind all coaches to be familiar with the KHSAA Competition Rules for golf tournaments and the Hard Card information that is available on the sport specific page of the KHSAA website.



TOURNAMENT COMMITTEE

Designate a tournament committee per golf rules and regulations.

HOST SITE COMMITTEE

The KHSAA requires a tournament administrator, other than the coach, at the host site.

Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.

PRE-TOURNAMENT MEETING AND MODEL AGENDA

- Designate someone to record minutes
- Call to order
- Provide a detailed tournament schedule and report it to the KHSAA and media
- Discuss inclement weather policy and plans
- Discuss future sites and remind interested schools to submit Form GE59 (Application for Hosting)
- Team party and participant admission (if fee is being charged)
- Discuss tournament expenses (majority vote required if distribution to schools is to be made)
- Discuss security and emergency action plan
- Discuss medical needs/trainer
- Facility rules and other notes
- Competition rules review
- Emphasize pace of play during the rules briefing
- Introduce the Tournament Committee or designate one if not done prior to event
- Discuss entry form/pairings
- Review sportsmanship expectations for competitors, coaches and fans

ROSTERS, ENTRIES, PAIRINGS, SCORING

POSTSEASON ROSTER

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. No additional players may be added to the roster following that deadline.

Postseason participants can be marked on the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

This roster information is used for advance preparations for state qualifying teams or individuals.

REQUIREMENTS FOR ENTRY

Region entrants are to have competed in at least one (1) 18-hole match representing the high school during the regular season.

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.

INSTRUCTIONS FOR TOURNAMENT ENTRY

All initial entries for the regional tournament must be submitted using Form GF101 (Regional Golf Entry Form) no later than 9 p.m., four (4) days prior to the event.

By 9 p.m., three (3) days prior to the regional tournament, the region manager shall distribute a list of entrants to all competing schools.

By 9 p.m., two (2) days prior to the regional tournament, all coaches desiring to challenge the validity of an entry shall have notified the regional manager as to the objection. The region manager shall thereafter make a final determination.

From that point forward, all entries are considered final.



SUBSTITUTIONS

Any school desiring to make a substitution following the submission of Form GF101 must contact Associate Commissioner Cope (bcope@khsaa.org). All substitution requests must comply with the competition rules.

PROCEDURE FOR REGIONAL TOURNAMENT PAIRINGS

When the initial entry report is submitted by 9 p.m., four (4) days prior to the regional tournament, the Region Manager shall place the competitors into groups (threesomes/foursomes) based on average scores.

No two (2) golfers from the same school shall play in the same group.

SCORING SYSTEM

The team champion of each regional tournament is the four (4) or five (5) person team with the lowest aggregate score for four (4) golfers playing 18 holes.

The individual champion at the regional tournament is the golfer with the lowest score.

TIEBREAKER

Team ties for first place or individual ties for the seven (7) at-large spots at state will be broken by a hole-by-hole, sudden-death playoff immediately upon completion of play.

A team playoff will precede an individual playoff if both are required.

The best 4 of 5 individual scores with respect to par will determine a team's playoff score.

The holes to be used shall be predetermined by the Region Manager prior to the tournament beginning.

- For a two-team tie, pairings will be as follows, with player numbered order determined by tournament scores:
 - o Group I: Team A (Players 3-4-5), Team B (Players 4-5)
 - o Group II: Team A (Players 1-2), Team B (Players 1-2-3)
- For a tie with three (3) or more teams, the tiebreaker will proceed as follows:
 - o Hole #1: Player #1 from each team
 - o Hole #2: Player #2 from each team
 - o Hole #3: Player #3 from each team
 - o Hole #4: Player #4 from each team
 - o Hole #5: Player #5 from each team

POINTS OF EMPHASIS

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

The regional course distance must be set up for girls with no less than 5,000 yards and no greater than 5,700 yards. For boys, it shall be set up with no less than 6,200 yards and no greater than 6,800 yards.

APPROPRIATE DRESS

Participants and coaches MUST be appropriately dressed during the practice and tournament rounds per the guidelines in the Competition Rules.

CARRY/CART RULE

Each golfer shall carry his/her own clubs or pull a cart.

The use of motorized carts by coaches is a local tournament committee decision.

HARD CARD

Review the Local Rules and Conditions of Competition for KHSAA Events, also known as the Hard Card, which is included as an



link at the end of these instructions.

Points of emphasis on the card include: the coaching advice rule, rules regarding distance measuring devices and the rules and restrictions regarding communication devices.

PROCEDURE FOR GETTING OFFICIALS AND FEES

Each Region Manager shall designate a KGA Rules Official and contact Brent Paladino (bpaladino@kygolf.org), Golf House of Kentucky Executive Director, at 800-254-2742 or 502-243-8295 for verification. If unable to identify one, Mr. Paladino may be able to assist finding an available official.

This official shall be responsible for all rulings and is a requirement for KHSAA Regional Golf Tournaments.

There is an approximate fee of \$165 for the official, which can be shared by the schools in the region.

BYLAW 22 REMINDER

REQUIREMENT TO ACCOMPANY TEAM MEMBERS

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. A pertinent section of the bylaw is included below.

BYLAW 22, SECTION 8

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests and 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."

SECURITY

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

While many schools have adequate measures in place regarding safety and security at athletic contests, all members are reminded of the importance of this provision.

The National Federation continues to remind all state associations of the importance of member schools understanding the necessity for adequate security.

Crowd control is important and we ask schools to take every precaution to protect the athletes, fans and general public at contests.

While acknowledging the expense of security, it is noted that this should be an integral part of your planning process and is a KHSAA requirement at postseason contests.

MEDICAL PROVISIONS

The host school is responsible for securing medical coverage for the event, including athletic trainers and alerting local ambulance service.

A physician and/or ambulance should be in place in the event of an emergency, as well as an emergency plan for the transportation of injured athletes.

It is strongly recommended that you provide a health care professional on site during the tournament to help with first response situations.

This information should be communicated to all competing schools.

Any fees associated are to be taken from gate receipts.

- 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.

EMERGENCY ACTION PLAN

Each Region Manager is expected to have and maintain an emergency action plan for their tournament.

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



INCLEMENT WEATHER PROCEDURES

HEAT INDEX PROGRAM

Please review the Heat Index Program posted on the KHSAA website and included as a link at the end of these instructions. The manager should work in conjunction with the certified athletic trainer hired to work the event in monitoring the Heat Index and be aware of the policies.

LIGHTNING/THUNDER POLICY

The Region Manager, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy in 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.

STOPPAGE/POSTPONEMENT

It's the duty of the Region Manager, in consultation with the officials, participating teams and the KHSAA, to make decisions regarding re-start or re-scheduling.

In the event of stoppage or postponement, all parties must work together to ensure that all teams, media outlets and schools are properly notified.

While it's imperative that Region Managers adhere to the scheduled postseason dates, the safety of all parties involved is always the top priority.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

MEDIA RIGHTS/INTELLECTUAL PROPERTY

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.

FILMING

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, and pay the requisite rights fee.

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/WEB STREAMING

The KHSAA Commissioner is the manager of all rounds of 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 fee schedule will be published annually by the Commissioner's office.

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

MUSIC COPYRIGHT

KHSAA schools are reminded to adhere to all music copyright laws.

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.

POST EVENT

REGIONAL RESULTS SUBMISSION

Complete KHSAA Form GF106 (Regional Tournament Results) as soon as possible following completion of the event.

Results will be posted as received from the Region Manager.

Ensure that the actual names of participants are listed for each team as this will be how state tournament qualifiers are entered.

STATE TOURNAMENT QUALIFIERS

The winning team from each girls' region and the top seven (7) individuals with the lowest score that are not on the winning team, will qualify for the Leachman Buick•GMC•Cadillac/KHSAA Girls' State Golf Tournament on Oct. 7-9 at the Bowling Green Country Club.

The winning team from each boys' region and the top seven (7) individuals with the lowest score that are not on the winning team, will qualify for the Leachman Buick•GMC•Cadillac/KHSAA Boys' State Golf Tournament on Oct. 10-12 at the Bowling Green Country Club.

STATE ENTRY FORM

Coaches of contestants qualifying for the Leachman Buick•GMC•Cadillac/KHSAA State Tournaments must complete KHSAA Form GF102 (State Entry Form) online at the close of the regional tournaments.

STATE PAIRINGS

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

TROPHIES

The KHSAA Board of Control has contracted with Rihards.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2019-20 tournaments.

The cost of trophies and awards are the responsibility of the regional tournament.

You will receive email notification on the shipping, please select the button within that email to confirm receipt.

Immediately open and inspect trophies and medals.

Contact Rihard's Trophy if damaged (1-800-274-4373) between the hours of 9:30 a.m. and 4:30 p.m. (CT) or email Rihards at



khsaa@riherds.com.

Do not disregard any billing information that may be enclosed in the packaging.

The total cost for regional items is \$163.72 per gender, not including shipping.

Your package, shipped directly to your school from Riherds.com, should consist of the following:

- One (1) first place team trophy
- One (1) second place team trophy
- One (1) individual first place gold medal
- One (1) individual second place silver medal
- Six (6) bronze medals for individual finishers 3-8
 - o The trophy company will contact you with an option to purchase ribbons to add to the medals on behalf of your region and to purchase carry/storage boxes. You are under no obligation to order these items.

FINANCES

REGIONAL TOURNAMENT FINANCIAL REPORT

All Region Managers must submit a financial report at the conclusion of the tournament by filling out KHSAA Form GE51 (Regional Tournament Financial Report) and submitting it to Mr. Cope (bcope@khsaa.org).

TOURNAMENT COSTS

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

IMPORTANT WEBSITE LINKS

- [KHSAA Competition Rules](#)
- [KHSAA Hard Card](#)
- [Boys' and Girls' Golf Alignment](#)
- [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 \(Regional Golf Tournament Online Results Form\)](#)