



**2019 STATE
CHAMPIONSHIP INSTRUCTIONS**
FOR PARTICIPATING TEAMS



2019 Leachman Buick•GMC•Cadillac/KHSAA State Golf Championship Instructions

Table of Contents

Brief Welcome.....	3
KHSAA Contacts	3
Qualifying for Participation in Championships.....	3
Competition Dates and Schedule	3
Dates	3
Times	3
Practice Rounds	3
Pre-Event Logistics.....	3
Conference Call	3
Pre-Tournament On-Site Meeting	3
Team Packets	4
Venue and Address	4
Directions.....	4
Parking.....	4
Lodging.....	4
Bylaw 22 - Requirement to Accompany	4
Admission Into Venue	4
Team Entry.....	4
Tickets.....	4
Venue Logistics.....	5
Dressing/Locker Rooms.....	5
Team Areas	5
Balloons/Noisemakers.....	5
Rosters, Pairings, Format.....	5
Postseason Rosters	5
Substitutions.....	5
Pairings	5
Format	5
Cut	5
Tiebreaker	5
Rules Points of Emphasis/Clarifications	6
Required Ball	6
Course Specifications.....	6
Playing Rules	6
Pace of Play	6
Hard Card	6
Appropriate Dress	6
Carry/Cart Rule	6
State Event Officials.....	6
Course Administrators	6
Health Information	6
Athletic Trainers	6
Physical Exam Form	7
Venue Safety.....	7
Emergency Action Plan	7
Inclement Weather Procedures	7
Sportsmanship.....	7
Media And Intellectual Property Rights	8
School Media Credentials	8
Traditional Media Credentials.....	8
Media Rights Fee	8
Intellectual Property Rights.....	8
Broadcast/Telecast/Webcast.....	8
Filming.....	8
Event Merchandise.....	9
Post Event.....	9
Results.....	9
Trophies and Awards.....	9
Official KHSAA Championship Photos	9
Midway Award.....	9
NFHS Coach of the Year	9
Scholarship	9
Finances and Expenses	9
Important Website Links	10



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Administrative Support Specialist	Marsha Day
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[@KHSAA](https://twitter.com/KHSAA)



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



BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff for advancing to the 2019 Leachman Buick•GMC•Cadillac/KHSAA State Golf Championships.

Refer to this manual and the important website links included at the end of the document to guide you through preparation for your participation.

KHSAA CONTACTS

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.

Media inquiries should be directed to Mr. Angolia (jangolia@khsaa.org).

Questions may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff can refer you to the correct party.

QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIPS

Regional team champions and the top seven (7) individuals not on the winning team are eligible to enter the Leachman Buick•GMC•Cadillac/KHSAA Boys' and Girls' State Golf Championships.

COMPETITION DATES AND SCHEDULE

DATES

The Leachman Buick•GMC•Cadillac/KHSAA Girls' State Golf Championship will be Oct. 7-9.

The Leachman Buick•GMC•Cadillac/KHSAA Boys' State Golf Championship will be Oct. 10-12.

The first day of both championships is for the practice rounds only.

TIMES

Tee times for all rounds will begin at 7 a.m. CT.

PRACTICE ROUNDS

Official practice rounds are for state participants only (no coaches or parents may play) on Monday, Oct. 7 for the girls and Thursday, Oct. 10 for the boys. Practice will start at 7:30 a.m. CT on both days.

Coaches must accompany participants during the practice rounds.

Coaches can schedule their practice time by contacting the Bowling Green Country Club (270-842-4581) no sooner than 8 a.m. CT on Tuesday, Oct. 1 for the girls and Wednesday, Oct. 2 for the boys.

Provide the name of your school and participants when calling the country club.

Cart issuance during practice is at the discretion of golf course management.

PRE-EVENT LOGISTICS

CONFERENCE CALL

There will be a brief web conference for coaches and athletic directors prior to the event.

Participating schools will be sent additional instructions regarding the call via email once the field is set.

Participants can set up from any location to join the conference and are encouraged to join by computer to view pertinent information, maps, etc.



PRE-TOURNAMENT ON-SITE MEETING

There will be three (3) opportunities to participate in a pre-tournament, on-site meeting with KHSAA staff and KGA representatives.

Coaches and participants should schedule their practice round to be able to attend.

The meetings will be held at the Bowling Green Country Club at 11 a.m., 2:30 p.m. and 6:30 p.m. CT on the practice-round days.

TEAM PACKETS

Team packets may be picked up at the course during the practice-round day from 1-6 p.m. CT.

Packets include: first-round tee times, participant bag tags, and coaching credentials for giving advice.

VENUE AND ADDRESS

Bowling Green Country Club

251 Beech Bend Rd., Bowling Green, Ky.

Phone: (270) 842-0325

Fax: (270) 843-1232

PARKING

Parking is free at the country club in both the paved lot and overflow ground area.

Buses are advised to park in the overflow area.

LODGING

Lodging is not assigned for the state golf championships.

Schools are responsible for all travel expenses, including lodging, for participation in the event.

Have your school's or Board of Education's Sales Tax Exempt Number with you at check-in to avoid sales tax from being added to the hotel bill.

KHSAA staff will be headquartered at the Hilton Garden Inn (1020 Wilkinson Trace, Bowling Green, Ky., 42103).

BYLAW 22 - 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. A pertinent section of the bylaw is included below:

"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."

ADMISSION INTO VENUE

TEAM ENTRY

Golfers will check in daily with the starters prior to teeing off with their participant bag tags visible.

TICKETS

There is no charge for admission.

VENUE LOGISTICS

DRESSING/LOCKER ROOMS

Due to limited space, the locker rooms inside the Bowling Green Country Club will not be utilized.

Participants should arrive at the venue dressed and ready to compete.



TEAM AREAS

There are no designated team areas at the country club.

BALLOONS/NOISEMAKERS

Artificial noisemakers, portable sound systems and balloons are not permitted at the course.

ROSTERS, PAIRINGS, FORMAT

POSTSEASON ROSTERS

Team rosters are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season roster. Only athletes marked as a postseason participant in the online system as of the first date of the postseason are eligible to participate in any round.

No additional athletes may be added to the roster following that deadline, including those teams that advance to the state championships.

This postseason roster serves as the required eligibility listing for the team in the event of a permitted substitution.

SUBSTITUTIONS

Any golfer listed on the postseason roster may be a substitute on a qualifying team prior to the start of the first round of the state tournament, provided they meet all participation requirements.

There will be no substitutes for individual qualifiers.

If an individual withdraws, the golfer with the next lowest regional score not on the winning team may be substituted prior to the first-round pairings being set, a change that must be made and verified by the respective Region Manager.

Once first-round pairings are set, no further entry revisions may be made.

Schools must contact KHSAA Communications Director Joe Angolia (jangolia@khsaa.org) if there are any substitutions, which must all comply with the Competition Rules.

PAIRINGS

For the first round, golfers will be grouped in threesomes based on their regional team/individual scores.

Second-round pairings will be made at the close of the first 18 holes of tournament play based upon first round scores.

FORMAT

The championships utilize stroke play and are made up of 36 total holes with 18 played each day.

Team scores will be determined by taking the lowest four (4) scores of the five-player team for each round.

In the event of inclement weather, the format may be shortened to 18 holes by the Association.

CUT

All qualifying teams will participate in both rounds.

For individual participants, there will be a cut after the first round of each championship.

The lowest 42 individual participants not on a qualifying team, including ties, will advance to the second day.

TIEBREAKER

The procedure for breaking ties in both team and individual competition is outlined in the Competition Rules which are included as a link at the end of these instructions.



RULES POINTS OF EMPHASIS/CLARIFICATIONS

REQUIRED BALL

Option condition, as prescribed in Appendix I of the Hard Card, shall be in effect.

COURSE SPECIFICATIONS

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

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

Golf carts will be permitted for rules and tournament officials only.

Spectator carts shall be limited to only those with verified mobility impairments during competition days.

No personal coolers will be allowed on the course, including having coolers on golf carts that may be issued to handicapped spectators.

No pets will be allowed on the course.

PLAYING RULES

USGA Rules, with possible KHSAA modifications, will govern the competition.

The Tournament Committee will determine the conditions under which play will be held and any modifications will be discussed at the rules meetings.

PACE OF PLAY

A pace of play video series and tee time/pace of play charts have been published on the KHSAA website and are included as links at end of these instructions.

Rules officials will assess penalties accordingly for failure to adhere to the guidelines.

HARD CARD

Review the KHSAA Hard Card which is provided as a link at the end of these instructions.

The card contains the coaching advice rule, rules for distance measuring devices and restrictions in regard to communication devices, among other key items.

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.

STATE EVENT OFFICIALS

KGA Rules Officials will mark the course and be responsible for all rulings.

COURSE ADMINISTRATORS

Administrators attending the championships are encouraged to assist in assuring that their fans and spectators adhere to the 30-yard rule.

Should an issue arise, contact a member of the KHSAA staff or member of the KGA rules staff.

HEALTH INFORMATION

ATHLETIC TRAINERS

The Association will use the services of KORT in Bowling Green to provide trainers for the state golf championships.

Athletic training staff will be available beginning one (1) hour prior to the event in their tent near the clubhouse.



PHYSICAL EXAM FORM

Schools are reminded that they are responsible for ensuring parental permission to seek medical treatment is authorized for each participant.

- The Principal, Athletic Director or Head Coach can use a copy of KHSAA Form GE04 (Physical Exam Form) for this purpose.
- The form contains appropriate emergency treatment permission and should be brought for each athlete at the competition.

VENUE SAFETY

Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events.

Please advise KHSAA or venue personnel of any situation you encounter in which you or a team member feels should be addressed to minimize risk to all involved.

Any crowd control problems or acts of violence should be brought to the attention of the event staff, which will contact the appropriate authorities.

Attendance at events is a vital family and community based activity which is encouraged.

EMERGENCY ACTION PLAN

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan (EAP) for this event and the plan will be available upon arrival from the athletic training staff.

If an athlete or fan is in need of emergency medical attention, contact the nearest KHSAA staff member, official, KORT trainer or venue staff so emergency medical services can be reached.

An AED will be located at the KHSAA check-in desk inside the clubhouse.

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, it is the duty of the KHSAA, in consultation with the Bowling Green Country Club and KGA Rules Official, to make decisions in regard to postponement, rescheduling or cancelation, including getting proper notification to all teams, media outlets and schools.

Competition must be delayed at the first sight of lightning or sound of thunder and the site should be cleared of all persons immediately by event administration.

If it is anticipated that the storm will pass, the competition may be resumed no sooner than 30 minutes after the last sight of lightning or the last sound of thunder.

The Heat Index Program, as posted on the KHSAA website, will be followed by officials as well in conjunction with the certified athletic trainer hired to work the event in monitoring of the Heat Index.

Staff will utilize the KHSAA website and Twitter to provide updates as well as an emergency text notification system.

The safety of the public and participants will be the most important factor in any decision.

SPORTSMANSHIP

The KHSAA requires officials to enforce sportsmanship rules.

High school athletics emphasize positive values and all parties have worked hard to create a sense of teamwork, respect, responsibility and perspective. We encourage and appreciate your help in letting this competition reflect mutual respect among all participants and officials.

Unsportsmanlike conduct will not be tolerated. This includes abusive language, profanity, taunting, club throwing or misuse of club facilities. There shall be no consumption of alcohol, illicit drug use, smoking, use of electrical equipment or other use of tobacco products, gambling, or conduct deemed unsportsmanlike by the tournament officials. Golfers and/or coaches are subject to disqualification or multiple stroke penalties for conduct violations.



MEDIA AND INTELLECTUAL PROPERTY RIGHTS

SCHOOL MEDIA CREDENTIALS

Each school is permitted one (1) school media pass at KHSAA State Championship events, valid only for a student or full-time school employee, for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.

Outside entities such as professional photographers, videographers or parents may not utilize the school media pass.

This pass must be requested in advance of the start of the event through the online system using Form SI103 which is included as a link at the end of these instructions.

TRADITIONAL MEDIA CREDENTIALS

Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system.

Applications should be submitted by the editor or director at each organization.

Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid.

MEDIA RIGHTS FEE

Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system.

INTELLECTUAL PROPERTY RIGHTS

The intellectual property, corporate, broadcasting and media rights to all state championship rounds of the KHSAA postseason championships belong exclusively to the KHSAA, including titling agreements and sponsorships.

No member school may approve or sign an agreement that includes rights to state contests (delayed or live).

The Commissioner is the manager of all state championship play.

BROADCAST/TELECAST/WEBCAST

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA.

At the state level, all negotiations for rights to a delayed broadcast, as well as any live telecast, shall be initiated with the Communications Director, and shall be approved by the Commissioner of the KHSAA.

All rights to state events belong to the KHSAA, as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

The KHSAA, through its agreement with the NFHS Network, is the only entity permitted to produce live video from state championship events.

No other entity will be permitted to produce video, with the exception of approved media outlets solely recording highlights for news use.

No entity, including media members, may stream live video content during state level events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

FILMING

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.

Violators are subject to removal.



EVENT MERCHANDISE

KHSAA State Championship apparel will be available for sale at the event and online post event.

TeamIP is the exclusive vendor of championship apparel, please look for their display at the competition to purchase memorabilia.

No outside merchandise representative of the event may be produced by any other entity and sold or distributed at the championship venue.

POST EVENT

RESULTS

Live scoring (every three (3) holes) and final, official results for each round will be published on the KHSAA website.

TROPHIES AND AWARDS

The KHSAA will present the following awards:

- Team Awards
 - o Champion
 - o Runner-up
 - o Third place
 - o Fourth place
 - o The five individuals on each of the top four finishing teams will receive medals
 - o A tie in the team standings for first place will be broken according to the competition rules.
 - o A tie in the team standings for position in second place or below will not broken, and duplicate awards will be provided to the schools after the event as appropriate.
- Individual Awards
 - o A plaque will be provided for the first and second place golfer
 - o Medals will be provided for third through eighth place.
 - o A tie in the individual standings for first place will be broken according to the competition rules.
 - o A tie in the individual standings for position in second place or below will not broken, and duplicate awards will be provided to the individuals after the event as appropriate.

OFFICIAL KHSAA CHAMPIONSHIP PHOTOS

Official championship photos of the event will be available for purchase through the KHSAA's online photo gallery within 72 hours of the completion of the event.

Non-credentialed photographers must take all photos from the confines of the spectator areas, including during the awards ceremonies.

MIDWAY AWARD

Nominations were solicited for the Midway University/KHSAA Male and Female Student-Athlete of the Year award for the sport of golf.

These awards will be presented at the banquet hosted by Midway in June.

SCHOLARSHIP

The KHSAA, in sponsorship with Leachman Buick•GMC•Cadillac, will award a one-time \$500 scholarship to one senior participating in each championship.

FINANCES AND EXPENSES

There is no school travel reimbursement for this event.

Member schools are responsible for all expenses incurred for participation.

The KHSAA underwrites the expenses of facility rental, security, first aid, officials and event workers.



IMPORTANT WEBSITE LINKS

[KHSAA Golf Website](#)

[Competition Rules](#)

[Hard Card](#)

[SI103 \(Media Credential Request Form\)](#)

[School Media Credential Request Form](#)

[Official KHSAA Championship Photos](#)

[GE04 \(Physical Exam Form\)](#)

[Scholarship Application](#)

[Pace of Play Video Series](#)

[Day 1 - Tee Times and Pace of Play - Tee 1 \(Boys & Girls\)](#)

[Day 1 - Tee Times and Pace of Play - Tee 10 \(Boys & Girls\)](#)

[Day 2 - Tee Times and Pace of Play - Tee 1 \(Boys & Girls\)](#)

[Day 2 - Tee Times and Pace of Play - Tee 10 \(Boys & Girls\)](#)