



GOLF

2022 REGION TOURNAMENT INSTRUCTIONS





2022 Golf Regional Tournament Instructions

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KHSAA Sites

Watch Events	KHSAA.tv
Listen to Events.....	KHSAA.net
Buy Photos.....	KHSAAphotos.org
Buy Tickets	KHSAAtickets.org
Order TeamIP Gear	KHSAA.teamip.com

Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.

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

KHSAA Staff

Commissioner	Julian Tackett
Associate Commissioner	Butch Cope
Assistant Commissioner	Darren Bilberry
Assistant Commissioner	Sarah Bridenbaugh
Assistant Commissioner	Joe Angolia
General Counsel.....	Chad Collins
Information Technology Director	Rob Catron
Media Relations and Publications Director	Connor Link
Event Services and Social Media Director	Jenny Elder
Administrative Assistant/Office Manager	Kara Howard
Administrative Support Specialist	Jeremy Ison
Administrative Support Specialist	Jeanie Molloy
Physical Plant Director	Roy Tatum



@KHSAA



@KHSAAEvents



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KHSAA CONTACT LIST

The primary contacts for golf are Associate Commissioner Butch Cope (bcope@khsaa.org) and Assistant Commissioner Joe Angolia (jangolia@khsaa.org).

COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic" document can be found at the following link: <https://bit.ly/3zwQOeD>

In addition to specific guidance, this document includes guidance for all sports, officials and media. The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a district or regional tournament.

REMINDER - Anyone attending or participating in a KHSAA regular season or postseason event should review their symptoms before arriving. Those that are ill or displaying any symptoms of COVID-19 should stay home.

Some differences in the guidance are necessitated by the differences in sports, facilities and geographic areas, which are pronounced during normal years and magnified this school year.

MASKS/FACE COVERINGS

Masks/Face coverings for non-competitors and the requirements surrounding these items are a matter of local jurisdiction.

At minimum, any local or specific mask-requiring ordinance should also include a requirement for managers to post signage and make regular announcements.

COMPETITORS

Due to safety concerns, competitors who are considered to be aerobically exercising should not be required to wear masks during competition.

WATER - COVID-19 GUIDANCE

Coaches and athletes are reminded to bring their own water bottles as no community dispensers can be used.

PUBLIC HEALTH PROTOCOLS

Each member school and event host is expected to adhere to public health standards regarding isolation and quarantine as well as the adopted Return to Play Protocol in the event of a positive test in a participant or team staff member.

The host is responsible for adherence to COVID-19 guidelines in accordance with normal home site procedures.

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.

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

Boys'/Coed and Girls' Regional Golf Tournaments may be played Sept. 19-21 provided both genders from the same region are not scheduled on the same day.



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PROCEDURES FOR FUTURE REGION SITES

Schools/sites interested in hosting future Regional Golf Tournaments should be included on a completed KHSAA Form GE58 listed in the important links section at the end of this document and returned by the Regional manager.

PRE-TOURNAMENT MANAGER RESPONSIBILITIES

Complete the GE56 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.

The use of a virtual meeting is permitted.

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

- Call to order
- Designate someone to record minutes
- Discuss the "Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic" document can be found at the following link: <https://bit.ly/3zwQOeD>
- Provide a detailed tournament schedule and report it to the KHSAA and media
- Discuss inclement weather policy and plans
- Discuss future sites the manager should submit Form GE58.
- 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



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- 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

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which 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 varsity roster.

Only participants appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round.

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

The online, postseason roster may be printed from the KHSAA website as the valid listing of available participants.

This roster information is also 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 GF101Boys (Boys Regional Golf Entry Form) or GF101Girls (Girls Regional Golf Entry Form) no later than 9 p.m., four (4) days prior to the event. Both forms are listed in the important links at the end of this document.

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 GF101Boys or GF101Girls must contact Associate Commissioner Cope (bcope@khsaa.org) or Assistant Commissioner Joe Angolia (jangolia@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.



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

TIEBREAKER

Ties for first and second team and the 10th at large spot advancing to State First Round will be broken by a hole-by-hole, sudden-death playoff immediately upon completion of play.

Individual scoring (including playoffs) should include a single individual placing 11th in both genders.

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 American Junior Golf Association guidelines.

COACHING ADVICE

Coaching advice may be given by individuals that meet Bylaw 25 KHSAA Coaching requirements.

No more than one coach may coach an individual player at any one time following the parameters within the KHSAA Hard Card.

- For Example: Full team of five enters the tournament the program has three (3) coaches that meet requirements.
- Any one of those three may give advice, but a player can receive advice from only one at a time).
- Coaching advice may not hinder pace of play as determined by the officials.

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 a 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.



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PROCEDURE FOR GETTING OFFICIALS AND FEES

Each Region Manager shall designate a KGA Rules Official and contact Michael Vick (mvick@kygolf.org), Golf House of Kentucky Director of Junior Golf, at 502-805-5813 for verification.

If unable to identify one, Mr. Vick 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.

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. There is no requirement that an ambulance be on site for all play, however the local administering agency shall be notified in advance and placed "on call" if an ambulance is not available on 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 10 of the document.

Any fees associated with providing medical coverage should be taken from gate receipts prior to any distribution.

The KHSAA has long recommended, and continues to recommend, that medical coverage be present at all athletic practices and contests.

Due to the unique skill set of Certified/Licensed Athletic Trainers it is recommended that one of these individuals be present at all practices and contests.

It is also strongly recommended that the member schools utilize only Certified/Licensed Athletic Trainers per the Kentucky Board of Medical Licensure, and not members of any other vocation making this claim but without this legal designation.

While acknowledging the expense of providing a Certified/Licensed Athletic Trainer, it is nonetheless noted that this shall be an integral part of your contest planning process.

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.



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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 course 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.

If there is a change in schedule, notify the KHSAA accordingly.

MEDIA AND INTELLECTUAL PROPERTY RIGHTS

GENERAL MEDIA RIGHTS

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

In general, management of the execution of those duties is assigned to the host KHSAA school's event manager.

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

No member school can sign an exclusive agreement for a postseason round (district, region, section, semi-state, quarterfinal) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within that network.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers shall make allowances for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers are encouraged to make allowances for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the tournament manager and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and 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 video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the tournament manager and shall be equitable for all teams.

A freelance/commercial photographer is any person, including a school employee, not representing an established media outlet or a person who will capture images from the event, including team members, the families or the general public.

RADIO BROADCASTS

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online)



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or outlet (radio or online) broadcasting the event.

This fee is to be included in the gross revenue prior to distribution and is payable to the host school.

TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only those outlets paying such fee in advance shall be permitted to originate a telecast or webcast. The mandated, minimum fee will be published on the KHSAA website.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than 24 hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No host manager or school may approve live webcast or telecast of a contest, such requests shall be referred to the Communications Director of the KHSAA.

No entity, including media members, may stream live video content during postseason events including the use of social media products such as Facebook® Live.

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

MUSIC COPYRIGHT

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

EVENT MERCHANDISE

If desired by the Region Manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about ordering event merchandise to be sold 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) immediately following completion of the event.

- Note, a fine may be assessed for late submissions of results.

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 top two finishing teams from each girls' region and the top ten (10) individuals with the lowest score that are not on the those two teams, will qualify for the Leachman Buick•GMC•Cadillac/KHSAA Girls' First Round State Golf Tournament on Sept. 26-28 at one of the three locations, determined by region.



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- Site #1, Regions 1-4, Owensboro Country Club;
- Site #2, Regions 5-8, Heritage Hill Golf Course; or
- Site #3, Regions 9-12, Winchester Country Club.

The top two finishing teams from each boys' region and the top ten (10) individuals with the lowest score that are not on those two teams, will qualify for the Leachman Buick•GMC•Cadillac/KHSAA Boys' First Round State Golf Tournament on Sept. 26-28 at one of the three locations, determined by region.

- Site #1, Regions 1-4, Owensboro Country Club;
- Site #2, Regions 5-8, Heritage Hill Golf Course; or
- Site #3, Regions 9-12, Winchester Country Club.

STATE ENTRY

Contestants qualifying for the Leachman Buick•GMC•Cadillac/KHSAA State Tournaments are entered into the event based upon region entries/results. There is no entry form required.

STATE PAIRINGS

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

TROPHIES

The KHSAA Board of Control has contracted with Riherds.com of Smiths Grove, Ky., to supply the official KHSAA trophies/awards for the 2022-23 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 Riherd's Trophy if damaged (1-800-274-4373) between the hours of 9:30 a.m. and 4:30 p.m. (CT) or email Riherds at khsaa@riherds.com.

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

The total cost for regional items is \$176.36 per gender, not including shipping.

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

- One (1) team champion trophy
- One (1) team runner-up trophy
- One (1) individual champion gold medal
- One (1) individual runner-up silver medal
- Six (6) bronze medals for individual finishers 3-8
- 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 gf@khsaa.org.

TOURNAMENT COSTS

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



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IMPORTANT WEBSITE LINKS

- [Golf Website](#)
- [Healthy at Sports, Stage 5 - Partnering for Progress, Guidance for Continued Practice and Competition During the Pandemic](#)
- [Competition Rules](#)
- [KHSAA Hard Card](#)
- [Boys'/Coed and Girls' Golf Alignment](#)
- [Heat Index Program](#)
- [GE51 \(Regional Tournament Financial Report\) - \(DOCX\) \(PDF\)](#)
- [GE56 \(Regional Tournament Manager Form\)](#)
- [GE58 \(Region Tournament Site Selection Plan\)](#)
- [GF101 \(Boys'/Coed Regional Golf Tournament Entry Form\)](#)
- [GF101 \(Girls' Regional Golf Tournament Entry Form\)](#)
- [GF106 \(Regional Golf Tournament Online Results Form\)](#)