

**2013-14**

***Boys/Girls Golf***

**Manual for  
Managers**



# Boys/Girls Golf

## Manual for Managers

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#### Revision History



# 2013-2014 Boys and Girls Golf Series

## Terms and Conditions

In accordance with Section 1.450 of the Constitution, the Board of Directors has approved the Terms and Conditions governing the 2013-2014 IHSA Boys and Girls Golf Tournament Series.

### I. SCHOOL CLASSIFICATION

#### Girls' Golf

Competition in the IHSA Girls' Golf Tournament Series will be determined on an enrollment basis.

**A.** The classification of a school shall be determined on the basis of its total student enrollment figure reported to the Illinois State Board of Education in its Fall Housing Report on September 30, of the preceding school year. Non-boundaried schools will have their total student enrollment multiplied by 1.65.

**B.** For classification purposes, the total student enrollments for one-year high schools, two-year high schools, three-year high schools and high schools which enroll boys only or girls only shall be calculated as follows:

1. For one-year high schools, the total student enrollment figure reported shall be quadrupled.

2. For two-year high schools, the total student enrollment figure reported shall be doubled.

3. For three-year high schools, one-third of the total student enrollment figure shall be added to the total student enrollment figure reported.

4. For schools which enroll boys only or girls only, the total student enrollment figure reported shall be doubled.

**C.** Schools participating in girls golf operating under the two-class system shall be classified as follows:

1. Schools with enrollments of 954 and below will be Class A.

2. Schools with enrollments 954.01 and above will be Class AA.

3. Classifications shall be determined on an annual basis.

#### Boys' Golf

Competition in the IHSA Boys' Golf Tournament Series will be determined on an enrollment basis.

**A.** The classification of a school shall be determined on the basis of its total student enrollment figure reported to the Illinois State Board of Education in its Fall Housing Report on September 30, of the preceding school year. Non-boundaried schools will have their total student enrollment multiplied by 1.65.

**B.** For classification purposes, the total student enrollments for one-year high schools, two-year high schools, three-year high schools and high schools which enroll boys only or girls only shall be calculated as follows:

1. For one-year high schools, the total student enrollment figure reported shall be quadrupled.

2. For two-year high schools, the total student enrollment figure reported shall be doubled.

3. For three-year high schools, one-third of the total student enrollment figure shall be added to the total student enrollment figure reported.

4. For schools which enroll boys only or girls only, the total student enrollment figure reported shall be doubled.

**C.** Schools participating in boys golf operating under the three-class system shall be classified as follows:

1. Schools with enrollments of 506 and below will be Class 1A.

2. Schools with enrollments of 506.01 - 1439 will be Class 2A.

3. Schools with enrollments of 1439.01 - above will be Class 3A.

### II. DATES AND SITES

**A. Regional and Sectionals:** Boys' Class 1A, 2A and 3A regional tournaments will be held on Tuesday, October 8, 2013 at various locations around the state. Girls' Class A and AA regional tournaments will be held on Wednesday, October 9, 2013 at various locations around the state. Boys' and girls' sectional tournaments will be held on Saturday, October 12, Monday, October 14, or Tuesday, October 15, 2013. Preference will be given to schools that can host a sectional on a Saturday or Monday. The host schools will be announced on the IHSA boys' and girls' golf website ([www.ihsa.org](http://www.ihsa.org)).

**B. Boys' State Final Date:** The State Final Tournaments will be held October 18-19, 2013. The boys' Class 1A tournament will be held at Prairie Vista Golf Course, Bloomington. The boys' Class 2A Tournament will be held at Weibring Golf Club at Illinois State University, Normal. The boys' Class 3A Tournament will be held at The Den, Bloomington. An optional practice round will be available for competing schools on Thursday, October 17, 2013.

**C. Girls' State Final Date:** The State Final Tournament will be held October 18-19, 2013. The girls' Class A tournament will be held at Red Tail Run Golf Course in Decatur. The girls' Class AA will be held at Hickory Point Golf Course in Decatur. An optional practice round will be available for competing schools on Thursday, October 17, 2013.

**D. Tournament Date Changes:** No Local Manager shall be permitted to change the date on which the tournaments are played unless given permission by the IHSA Office.

### III. ON-LINE ENTRIES, WITHDRAWAL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION AND ON-LINE LIST OF PARTICIPANTS

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2013-14 Entry Policies and Procedures.

**A. On-line Entries:** All member schools must enter their school into the state series competition through the IHSA School Center on the IHSA Website at [www.ihsa.org](http://www.ihsa.org). The deadline for entry is September 6. The 2013-14 Entry Policies and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the Schools Center on the IHSA website.

The IHSA Board of Directors eliminated the entry fees for all sports and activities starting with the 2005-06 school year.

**B. Late Entries:** Any attempt to enter a sport or activity on-line after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Principal/Official Representative must contact the IHSA administrative officer in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 for that sport/activity by the school.

**C. Breach of Contract By-law 6.041 (Withdrawal Procedure):** To withdraw without penalty, the Principal must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the seeding meeting date and/or the date the *List of Participants* is due for that sport.

If a school withdraws after the seeding meeting date/*List of Participants* due date and/or does not show up for competition, the school will be charged a \$100 penalty. If applicable, the school may be charged for any additional financial loss sustained by the offended school(s) or the Association as a result of such breach.

**Note:** This Breach of Contract charge affects those sports which have not been penalized the cost of officials or the cost of the host guarantee because those costs are not incurred or those cost are not based on a per game or per night allowance.

**D. Eligibility:** All member schools in good standing may enter an individual(s) or a team under the provisions of IHSA By-law 3.054.

**E. Affirmative Action:** Only boys shall be permitted to participate in the boys' state series except as provided in the IHSA Affirmative Action Policy. Only girls shall be permitted to participate in the girls' state series.

**F. List of Participants/Substitutions:** Each school must enter the names of their 6 eligible starting players on the *List of Participants* form found in the Schools Center on the IHSA web site. No more than six (6) participants from a school may play in the regional, sectional or state final. No alternate names are required. Team substitutions are allowed with any eligible golfer up to the start of each regional, sectional or state final tournament. In addition, team substitutions may be made on Saturday's final round of the state tournament. Substitutions are not allowed for individuals who are not a part of a team and who advance in the state series. Coaches with teams or individuals must complete the *List of Participants* prior to September 30, 2013. The regional manager will be able to view the rosters of the teams competing in their tournament on-line after the 30th to set up tee times for the regional tournament. Sectional managers will be able to view their respective qualifiers through the online winner reports.

**G. List of Participants Penalty:** In order for a school to complete the entry process for boys' and girls' state golf series, they must enter their team or individual (s) and complete the *List of Participants* by the established deadline date. Schools who fail to complete both parts of the entry process will not be entered into the state series unless a late entry fee is paid.

**H. Average Score:** The *List of Participants* will ask for the player's average 18 hole score. That score is based on the following criteria.

1. The scores for each player will be from all varsity interscholastic golf tournaments played during the current school year.

2. If a player does not have any varsity interscholastic scores for the current year, then a coach can submit the player's scores from non-school golf tournaments.

3. If a player uses the non-school scores, then the Principal must certify those scores.

4. The scores will be based on 18 holes. If an 18-hole average is not available, then the 9-hole score for a player shall be doubled to reflect an 18-hole score.

5. "No Score" entries will not be accepted.

#### IV. HOST FINANCIAL ARRANGEMENTS

**A. Greens Fees:** Participating schools shall be responsible to pay for their own greens fees for the regional and sectional tournaments in addition to any practice round(s) they schedule including the State Final practice round. The IHSA pays for the Friday and Saturday state tournament greens fees.

**B. Regional Host School Allowance:** Host schools shall pay all local expenses and shall receive a guarantee of \$330.00

**C. Sectional Host School Allowance:** Host schools shall pay all local expenses and shall receive a guarantee of \$330.00.

**D. Rights Fees for TV and Radio:**

1. Television Rights Fees to be charged by Local Managers and/or the IHSA are contained in the IHSA Television Policy.

2. Radio Fees, which shall be charged, are:

- a) Regional = No Charge

- b) Sectional = No Charge

- c) State Final = No Charge

3. Policy regarding media requirements for each Local Manager is contained in the current News Media Directory.

#### V. TOURNAMENT ASSIGNMENTS

**A. Team and Individual Honors:** In order for a school to compete for team honors, a school must have no less than 4 players, and the school must have participated in six (6) varsity contests prior to the state series. Individuals competing for individual honors only are not required to have competed in six contests. A school can enter no more than six (6) individuals for team or individual honors.

**B. Class A/AA Girls & Class 1A/2A/3A Boys:** All schools entered will be assigned by the IHSA to one of the sixteen (16) Regional and one of the four (4) Sectional tournaments. Assignments are made geographically.

#### VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

**A. Tournament Play:** All Regional and Sectional tournaments shall consist of one 18-hole round played on a regulation 18-hole golf course. The state tournament shall consist of two 18-hole rounds played on a regulation 18-hole golf course.

**B. Tournament Format:** Traditional tee times will be used for the state series. It is preferred that the regional and/or sectional tournament manager start competitors from the first and the tenth hole. However, if it is necessary, play may begin on the 1st hole only. All tee times should be nine (9) minutes apart. In extreme weather conditions or in the case of an oversized field, the regional, sectional or state

final tournament director has the authority to use a shotgun start.

**C. Pairing Procedures:**

1. During the entire state series, 'wave' groupings that pair competitors from teams into team groups and individual qualifiers into individual groups will be used. Foursomes will be used whenever possible, although threesomes can be used as necessary. No group shall have two or more players from the same school.

- a) In regionals, tournament managers will determine the team pairings based on the top 4 scores for each team reported on the *List of Participants Form*. Individual competitors will also be paired with other individuals based on scores reported on the *List of Participants Form*.

- b) In sectionals, pairings for the wave will be made based on the place the team finishes in their respective regional tournament.

- c) For the first day of the state finals, pairings for the wave will be made based on the place the team finishes in their respective sectional tournament.

- d) For the final day of the state finals, pairings will be made on scores shot during the first day of the state finals.

- e) At all levels of the state series, groupings comprised of individual competitors shall be inserted between different sets of team groupings.

- f) Any player disqualified from the first round of the State Final Competition for a Non-Player Code of Conduct violation will be allowed to play in the final round and paired with the highest scores for day one.

- g) For Wave pairings at the regional level and the second day of the state finals, if two or more teams with the same scores are tied, the following criteria will be used by managers to put those tied schools into the correct Wave grouping:

- i) 5<sup>th</sup> person score

- ii) 6<sup>th</sup> person score

- iii) Random computer selection

2. Shotgun start: In the event weather causes a manager to use a shotgun start during the state series, 'wave' groupings shall still be used. Managers should keep the groupings together as originally planned, using the following guidelines:

- a) For speed of play, par 3's should have the fewest groups on a tee.

- b) For speed of play, par 5's should have the most groups on a tee.

**D. Conditions of Competition:** The IHSA requires that every effort be made to complete the tournaments on the designated schedule. Bad weather is not, by itself, a good reason for discontinuing play. If the rules committee determines that the course is not in a playable condition, or that there are circumstances that render the proper playing of the game impossible, it may recommend to the tournament

director to discontinue and temporarily suspend play or cancel play. In the event that unplayable conditions become playable, the rules committee shall recommend to the tournament director to begin play.

**E. Provisions to Discontinue Play:** When the cup is filled with water and there is no relief on the putting green around the cup, conditions become unplayable.

**F. Provisions to Suspend Play:** Play can be suspended when it does not impact the equity of the tournament. Darkness and lightning that cause all the holes not to be completed in the round are reasons to suspend play. Play can resume from the point at which it was suspended on either the day of the competition or the next possible day, except on the final day of the state finals. If on the second day of the state finals, play can not be completed because of darkness, the state championship will be determined on the basis of the scores posted Friday.

**G. Provisions to Cancel Play:** Play can be cancelled when conditions impact the equity of the tournament. When play cannot begin, or when play graduates into bad weather with conditions that worsen throughout the day and reach the point of unplayable, play can be cancelled. When play is cancelled, no scores for the day will count and a new 18-hole round will be played on the next playable day (excluding Sunday). All penalties (except disqualification due to misconduct) incurred in that round are cancelled.

**H. State Final Completion:** If State Final play begins on Friday, but the opening round is cancelled (not suspended) that day because of weather, scores made on Friday will not be counted and Saturday's round will be the first and final round for the state tournament. If, on the other hand, the opening round is completed on Friday and play cannot occur or is cancelled on Saturday, the State Championship will be determined on the basis of the scores posted on Friday.

**I. Start Play:** In the event that unplayable conditions become playable, the rules committee shall recommend to the tournament director to begin play.

**J. Coaches' State Final Meeting:** A state final coaches' meeting will be conducted prior to the first round of the competition. A coach (or a school representative) from each school qualifying a team or individual(s) for the state final must attend that meeting. An assistant coach, athletic director and/or principal may attend in place of the head coach as the official school representative. The purpose of the meeting is to review policies, procedures and local rules governing the conduct of the state final. Coaches will be responsible for the information reviewed at that meeting regardless of their attendance or non-attendance at the meeting.

1. **Class 1A Boys' coaches meeting** will be held at the Prairie Vista Golf Course beginning at 3:00 p.m., Thursday, October 17, 2013.

2. **Class 2A Boys' coaches meeting** will be held at Weibring Golf Club at Illinois State University at 2:00 p.m., Thursday, October 17, 2013.

3. **Class 3A Boys' coaches meeting** will be held at The Den at Fox Creek Golf Course at 4:00 p.m., Thursday, October 17, 2013.

4. **Class A Girls' coaches meeting** will be held at Red Tail Run Golf Course beginning at 2:00 p.m., Thursday, October 17, 2013.

5. **Class AA Girls' coaches meeting** will be held at Hickory Point Golf Course beginning at 1:00 p.m., Thursday, October 17, 2013.

**K. State Final Time Schedule:** The tournament manager has the authority to alter the time schedule and tournament format based on local conditions. The planned time schedule for the Boys and Girls State Final Tournament shall be as follows:

1. **First Round** -- Friday, 8:30 a.m. traditional tee times -- First Round (18 holes) of State Final Tournament begins.

2. **Second Round** -- Saturday, 8:30 a.m. traditional tee times -- Final Round (18) holes of State Final Tournament begins.

## VII. ADVANCEMENT OF WINNERS

All players who participate in the Regional competition shall be eligible for individual honors. All players who compete in the Sectional tournament shall be eligible for individual honors. All players who advance to the state final shall be eligible for individual honors in the State Final tournament. If teams tie for the low score at the regional, sectional, or state finals tournaments, the tied teams will be deemed the winners of the respective tournament.

**A. Team Scoring:** Any school, which enters four, five or six players in the Regional tournament and has competed in six (6) varsity contests, will be considered for team honors and team advancement to the regional, sectional or state final tournament. The four lowest scores of individuals on teams that compete for team honors at the regional, sectional, or state finals will be counted as a team score for any round during the state series.

**B. Regional to Sectional Advancement - Class 1A/2A/3A Boys and Class A/AA Girls:** Members of the 1st, 2nd, and 3rd place teams shall advance. In addition, the 10 best scoring individuals that are not members of a qualifying team shall advance from the regional to the sectional tournament. Ties for the last individual qualifying spot will be broken with an on-course play-off.

**C. Sectional to State Final Advancement - Class 1A/2A/3A Boys and Class A/AA Girls:** Members of the 1st, 2nd, and 3rd place teams shall advance. In addition, the 10 best scoring individuals that are not members of a qualifying team shall advance from the regional to the sectional tournament. Ties for the last individual qualifying spot will be broken with an on-course play-off.

## D. Regional and Sectional Team Tie Breakers:

1. In the case of a team tie for the last qualifying spot, the 5th best scoring competitor's score shall be used to break the tie.

2. If a tie exists after the 5th best competitor's scores are used, then the 6th competitor's score shall be used to break the tie.

3. A team which has not entered a 5th competitor shall lose to a team which has entered a 5th competitor.

4. A team which has not entered a 6th competitor shall lose to a team which has entered a 6th competitor.

5. If a tie still exists after using the scores of the 5th best and 6th best competitors, the tied teams shall advance.

## E. Regional and Sectional Individual Ties:

1. The sudden death playoff for the medalist position shall be started on a hole determined by the host school manager which may include the first available hole.

a. For awards purposes, ties for first (1st) place shall be broken by a sudden death playoff. All players tied for 1st place will compete in the sudden death until all but one player is eliminated.

b. Players in the sudden death who do not win will be awarded second place medallions.

c. Following a playoff, medals will be awarded to the next actual place. Therefore, following a 4 player playoff for 1st place, medals would be awarded for 1st, 2nd, 2nd, and then 5th place.

2. Ties for the last qualifying individual spot will be broken with an on course play-off so that only 10 individuals advance to the next level tournament.

a. The sudden death playoff for the final advancing position shall be started on a hole determined by the host school manager which may include the first available hole.

b. In the event of darkness or weather that prevents completion of play-off on the day of competition, managers will contact the IHSA office.

3. Ties shall not be broken for any other individual places.



## VIII. TOURNAMENT RULES

**A. USGA Rules:** The state series will be conducted under the United States Golf Association's Rules of Golf, state series adoptions as noted in the Terms and Conditions, and the IHSA school manual.

**B. Coaching:** For the entire state series the head coach and one assistant coach will be allowed to coach between the green and tee. Coaches must however wait until the last player on the green putts out before the communication takes place. Coaches may not delay teeing off on the next hole. Verbal or non-verbal communication at any other time of the round is prohibited. Both the head coach and the assistant coach must meet the IHSA coaching by-laws and be listed on the school's list of participants.

**C. Competitor and Coaches Dress Code:** For the entire state tournament series, slacks, skirts or skorts designed for golf that are no more than 5 inches above the knee, sport shirts with collar, mock turtlenecks designed for golf, and shoes appropriate for golf and socks define the dress code. Tank tops, short shorts, denim blue jeans, cutoffs or T-shirts will not be allowed for players or coaches. Any coach who does not conform with the dress code should be reported to the IHSA through a Special Report. Any player who does not meet the requirements of the dress code will not be allowed to participate in the tournament. However, a player's dress code violation must be caught prior to teeing off. Any player who begins the tournament in compliance with the dress code and then goes out of compliance, must get back into compliance in order to continue to play.

### D. Playing Conditions:

1. During all state series tournaments, players shall play the ball as it lies unless otherwise provided in the USGA's Rules of Golf.

2. **Preferred Lies:** In case of bad weather or unsatisfactory playing conditions, the local rules committee shall have the authority to determine if their tournament shall be played under the "preferred lie" rule.

### E. Observers:

1. Schools are required to provide an observer at regional and sectional tournaments. Preference shall be given to assigning observers from among the representatives from schools with individual competitors for the Regional and Sectional tournaments. If a sufficient number of golf coaches are not available to serve as observers, the local manager may appoint adults as observers.

2. Head coaches who elect to coach on the golf course must provide a school approved substitute adult observer. The name of the school approved substitute adult observer should be listed on the *List of Participants*.

**F. Substitutions:** Not more than six (6) competitors per school may participate on each day of the tournament series. Substitutions may be made under the following circumstances:

1. All substitutions must be made no later than one hour prior to the scheduled start of competition for that day.

2. Team substitutions shall be made on a player for player basis, and no adjustments in pairings shall be made to accommodate such team substitutions.

3. If an individual tournament competitor is replaced for team competition, the individual competitor shall be withdrawn from the Individual Tournament.

4. Substitutions may only be made after completion of an 18 hole round.

**G. Spectator Code of Conduct:** All spectators are expected to adhere to the *Spectator Code of Conduct*. (See *Spectator Code of Conduct* posted in the Forms section of the IHSA Boys' and/or Girls' Golf web site.)

**H. Player Code of Conduct:** All players are expected to adhere to the *Player Code of Conduct*. (See *Player Code of Conduct* posted in the Forms section of the IHSA Boys' and/or Girls' Golf web site.)

**I. Reporting a Code Violation:** It is the responsibility of all coaches of participating schools and IHSA administrative officials to monitor player conduct. Any coach or IHSA administrative official who personally observes a Code of Conduct violation may invoke a Code of Conduct penalty. The individual reporting the violation will give notice to the offending player, assess the Code of Conduct penalty and follow up with a written report of the incident to the games committee. The games committee will notify the player's coach of the penalty.

**J. Code of Conduct Appeals:** Players and coaches will not have the right to appeal to the games committee for the first penalty levied. Players and coaches will be allowed to appeal the second offense by submitting in writing an inquiry concerning the penalty. The inquiry must be submitted by the end of the same day of the incident. The coach and player appealing the second penalty will provide an explanation of the incident to the games committee. The decision of the committee is final.

**K. Galleries:** Galleries will be encouraged and permitted. However, all spectators must remain a reasonable distance from the competitors. Spectators and competitors must also understand that competitors may be penalized when spectators violate USGA or IHSA rules. The *Spectator Code of Conduct* defines those expectations.

**L. Pace of Play/Monitoring:** During the IHSA state series, players' pace of play will be monitored by the Rules Committee. Players who fail to meet the predetermined pace of play

times for the regionals, sectional, and state finals courses may be subject to penalty for slow play. Tournament managers will establish the pace of play times for each tournament and provide them in advance to competitors. The Rules Committee will be responsible for player warnings and observing groups as needed to determine which players will be penalized. The IHSA Pace of Play Policy, located in the School's and Manager's Manuals, shall be used in implementing this initiative.

**M. Artificial Devices:** Players are prohibited from playing music with/without headphones, cell phones, artificial devices, or any unusual equipment that might assist a player in making a stroke.

**N. Circle 10 Scoring:** The Circle 10 rule may be invoked by a coach during Regional play only. If the Circle 10 rule is invoked, a player picks up their ball after 10 shots or more on any applicable hole. That player is no longer eligible to advance to the Sectional round and their score will not be used for advancing team scores.

**O. Measuring Devices:** Players may use USGA approved measuring devices during state series competition. Players may share distance information with competitors if they wish to do so.

## IX. TOURNAMENT POLICIES

**A. Player Withdrawals:** Regardless of first-day scores or weather conditions, all competitors in the state final tournament should consider it their obligation to complete play on all 36 holes, except in case of illness, injury, or other emergency. Failure to complete assigned rounds is a violation of IHSA By-law 6.040, and the school will be penalized for this breach of contract.

**B. School Representative/Coach:** In accordance with IHSA By-laws 2.020 and 2.070, if a school does not have a qualified coach or faculty representative present at the tournament site at all times during tournament play, that school's competitor(s) shall not be permitted to participate. Coaches will serve as observers as required by the tournament manager. Only coaches who meet By-law 2.020 and 2.070 may coach or be involved with their players during practice or play.

**C. Disabled Spectator Golf Cart Policy:** No golf carts are available at the state finals for fans. Shuttles will be available to transport spectators to designated locations at the state final venues.

### D. Media Requirements:

1. **Radio and TV Originators:** It is the responsibility of the Local Manager to accept applications, approve requests to originate, collect proper rights fees payments (where required) and make cancellation

refunds for television and/or radio play-by-play originations, according to the IHSA Television and/or IHSA Radio Broadcast Policy.

a) Television Rights Fees for all levels of competition below the State Final level shall be paid to the host school and shall become part of the revenue to be shared by the member school(s) and the Association according to the financial terms stipulated in these Terms and Conditions.

b) Radio Broadcast Rights Fees are not required for any level of competition in this series (except state final). Local Managers shall permit radio play-by-play originations of the competition.

c) Television and/or Radio Stations which do not apply in advance, or which do not pay required rights fees prior to the start of competition in each respective level in this state series, shall not be given credentials nor allowed access to the facility to originate. Sponsors of the originations for television and radio shall be only those so stipulated in the respective IHSA Television and Broadcast policies.

**E. Tobacco Products:** No coach, player or any other person connected with a team shall be permitted to use tobacco products in the competition area, either during practice or while a contest is in progress.

**F. Use of Inhalers:** A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures for self administration in the Illinois school code.

**G. Alcoholic Beverages and IHSA State Series:** The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA By-law 2.020. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA By-law 2.020. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will be called as warranted. No ticket refunds will be granted in such cases.

**H. Prayer at State Series Contests:** Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

## IX. AWARDS

**A. Regional Individual Awards:** Medals shall be awarded to the 1st – 5th place individuals at the Regional tournaments. In the event there are more than 2 players involved in the sudden death playoff for first place medalist honors, duplicate 2nd place medals will be awarded those competitors. In addition, duplicate medals shall be presented to all competitors tied for 2nd -5th place.

**B. Regional Team Awards:** Plaques shall be awarded to the first place team at the Regional tournament. If teams tie for the low score, the tied teams will be deemed the winners of the regional tournament.

**C. Sectional Individual Awards:** Medals will be awarded to the 1st- 7th place individuals at the Sectional tournaments. In the event there are more than 2 players involved in the sudden death playoff for first place medalist honors, duplicate 2nd place medals will be awarded those competitors. In addition, duplicate medals shall be presented to all competitors tied for 2nd -7th place.

**D. Sectional Team Awards:** Plaques shall be awarded to the first place team at the Sectional tournament. If teams tie for the low score, the tied teams will be deemed the winners of the sectional tournament.

**E. State Final Individual Awards:** Medallions shall be awarded to the 1st-10<sup>th</sup> place individuals and the members of the first, second and third placing teams. In the event there are more than two players involved in the sudden death playoff, duplicate 2nd place medals will be awarded those competitors. In addition, duplicate medallions shall be presented to all competitors tied for 2nd -10th place.

**F. State Final Team Awards:** Trophies shall be awarded to the first, second and third placing teams at the State Final tournament. In the event schools tie for a team award at the state finals, the tie shall be broken in the following manner:

a. The fifth best score from the tied teams for both Friday and Saturday will be added together to create a total score.

b. These total 'fifth person' scores will be compared, and the school with the lowest score will beat the other tied school(s).

c. A school that can't produce a two-day 'fifth person' score will lose to a school that can.

d. If the tied schools are still tied after comparing these 'fifth person' scores, the same process will be followed using the sixth best score from each school for both Friday and Saturday.

e. A school that can't produce a two-day 'sixth person' score will lose to a school that can.

f. If the tied schools are still tied after comparing the 'sixth person' scores, the tied schools will remain tied, and each shall receive the appropriate award.

**G. Administrative Awards:** Medallions will be awarded to the superintendent, principal, athletic director, and certified athletic trainer if one is listed on the school's Team Data Form, of the first through third place teams at the state final.

## X. OFFICIALS

**A. Tournament Rules Committee:** Each regional and sectional manager shall appoint (in addition to him/herself) a tournament committee of at least three (3) participating coaches. The decision(s) of the tournament committee shall be final in matters pertaining to the USGA Rules of Golf. Neither the IHSA Office nor the Board of Directors will review tournament committee decisions whether alleged errors are due to faulty judgment or misinterpretation of the rules.

**B. Observers:** All schools will be required to have an individual present and available at the site of the regional and sectional tournaments to act as observers as described earlier in these Terms and Conditions.

### C. Rules Committee:

1. At least three (3) coaches who are familiar with the Rules of Golf should be selected to serve on the committee for a tournament and should be identified to the competitors. The committee members must be available at all times during the tournament.

2. Rulings may only be made by a majority of committee members. However, in complex cases, the committee as a whole should be consulted.

3. It is often advisable for members of the committee to be on the golf course during the tournament in order to be more available to the contestants.

4. At least one member of the committee should be stationed at the scorer table.

5. The State Final rules committee shall be comprised of PGA/LPGA/USGA bona fide rules officials.

**D. Games Committee:** A games committee will be appointed to oversee the Code of Conduct for spectators and players. Coaches will file a written report of the code violations to the games committee. Sectional representatives selected by the coaches from the sectional complex will make up the games committee. If no coach is selected from the sectional complex, the IHSA will appoint an individual to fill the vacancy.



## IHSA BOYS AND GIRLS GOLF ANNOUNCEMENTS

1. The IHSA state series assignments can be found online at [www.ihsa.org](http://www.ihsa.org)
2. The regional and sectional sites can be found online at [www.ihsa.org](http://www.ihsa.org)
3. A “quick reference” to the rules of golf is included in this manual. Golf Rule books can be purchased through the IHSA for \$5.00.
4. The “**List of Participants**” form is required to enter your “starting line up” and is available through the school center.

### 2013-14 Boys/Girls Golf Important Dates to Remember

<b>Wed, August 14</b>	Season Starts
<b>Mon, August 19</b>	1st contest may be held
<b>Mon, September 6</b>	Deadline to enter the state series. Entries after this date are late entries.
<b>Mon, September 30</b>	<b>List of Participants Form</b> is due on-line.
<b>Tues, October 8/ Wed, October 9</b>	Boys/Girls Regionals <b>Regional Winner Report</b> submitted by manager. Results are entered through the <i>IHSA Schools Center</i> web site by 7pm.
<b>Sat, Mon, Tues, October 12, 14 or 15</b>	Boys/Girls Sectionals. <b>Sectional Winner Report</b> submitted by manager. Results are entered through the <i>IHSA Schools Center</i> web site by 7pm.
<b>Wed, October 16</b>	12:01 p.m. deadline for schools advancing to State Final to confirm hotel reservations.
<b>Thurs, Oct 17</b>	Practice Round
<b>Fri, Sat, October 18-19</b>	State Finals Girls Class A – Red Tail Run, Decatur Girls Class AA – Hickory Point, Decatur Boys Class 1A — Prairie Vista, Bloomington Boys Class 2A – D.A. Weibring Golf Club, ISU, Normal Boys Class 3A — The Den at Fox Creek, Bloomington



**List of Participants Form:** Each competing school (team and individual entries) shall submit online through the Schools Center, a **List of Participants** by September 30th. This form will list those players who will participate in the regional tournament along with the player's 18 hole scoring average. The scores will be used in the pairing of the players. Substitutions can be made in accordance with the Terms and Conditions. See Terms and Conditions for the pairing criteria.

**Greens Fees:** Each school is responsible for their team's greens fees for the regionals, sectionals and any tournament practice rounds. Payment of greens fees should be made prior to the start of play. IHSA will pay for the greens fees for Friday and Saturday of the State Tournament.

**The Rules Committee:** The host school manager must appoint a committee of at least three (3) coaches from participating schools who will make rulings relative to the golf course, rules of golf, terms and conditions and unsportsmanlike conduct. The committee's responsibility ceases after the awards are given. If a coach on the committee has his/her own player involved in a situation, that coach should not participate in a ruling.

**State Final Games Committee:** A games committee at the state tournament will oversee the spectator, participant, and coaches codes of conduct.

**Postponement:** Reasons for postponing a match include severe weather such as lightning, heat, unplayable course conditions, darkness or unforeseen acts of God. Refer to the Terms and Conditions for tournament rules.

**Observers:** Observers will be used at all levels of the state series. Competing schools will be required to submit the name of their school approved adult observer on the *List of Participants*, freeing the head coach of this responsibility. Refer to the Terms and Conditions. Managers can not only use coaches or school personnel as observers but also non-school volunteers. Golf associations and community volunteers can be used as observers and are more accessible than school personnel. It should be noted that parents can also be observers but can not be put in a group with his/her child.

**Coaching:** During the IHSA state series, head coaches and one assistant coach per school, will be allowed to coach their players between greens and tees. Coaches should be easily identifiable by the Rules Committee and tournament personnel. Furthermore, By-law 2.070 restricts involvement of non-school coaches during practices and competitions throughout the season. Any person involved with high school programs in any respect must meet coaching qualifications. This includes caddying or playing with high school teams. Refer to the Terms and Conditions or the IHSA handbook for more details.

**Golf Carts:** No golf carts will be available to spectators.

**Communication Devices:** The use of cellular phones, pagers, and electronic devices by a contestant at any time during the competition is strictly prohibited.

**Rules Meeting Power Point:** The rules meeting power point can be found on the IHSA Boys and Girls golf web site. It can be used as an educational tool for your players or assistant coaches. It will be available all season following the rules meetings.

# 2013-14 Schools'/Managers' Illustrations

## IHSA Boys and Girls Golf

**Note:** *The following illustrations should be used by IHSA regional/sectional managers and participating schools in the application of tournament rules. These illustrations are not intended to be an all-inclusive list, but rather ones aimed at addressing some of the more common situations faced.*

### VII. Tournament Rules – Suspension/Cancellation of Play

#### USGA Rule 33-2d/1

##### Guidelines on Whether to Cancel Round

**Q:** In stroke play, under what circumstances should a Committee cancel a round?

**A:** There is no hard and fast rule. The proper action depends on the circumstances in each case and must be left to the judgment of the Committee.

In stroke play, if all the area around the hole contains casual water, the course should be considered unplayable, and the Committee should suspend play under Rule 33-2d.

Generally, a round should be canceled only in a case where it would be grossly unfair not to cancel it. For example, if some competitors begin a round under extremely adverse weather conditions, conditions subsequently worsen and further play that day is impossible, it would be unfair to the competitors who started not to cancel the round.

Should play be suspended, **USGA Rule 6-8** provides direction for resumption of play procedures that managers should follow.

### IX. Awards – Individual Ties

**Q:** At the end of the two days of play at the state finals, competitors A, B, C, and D are tied for the championship at 146. E and F are tied at 147, and six additional competitors are tied at 148. What are the playoff procedures and to whom are the medallions awarded?

**A:** Competitors A, B, C, and D will proceed to the first hole for a playoff to determine the first place winner. On hole #1, competitor A has a six, and B, C, and D tie at four. B, C, and D play hole #2, where B and C score four and D scores a three. The playoff is decided. D will be awarded the first place medallion and A, B, and C will receive second place awards. E and F will not playoff and both will be awarded fifth place medallions. The six competitors who are tied for seventh place shall each be awarded seventh place medallions. The same procedure will be followed at the Regional and Sectional.

### Affirmative Action - IHSA Policy 29

(The following illustrations can also be found in the 2009-10 IHSA Handbook in the Policy section of that manual)

#### Boys on Girls Team

**Q:** Is there any state series in which a boy may compete in the girl's tournament?

**A:** No. A member school will not be permitted to enter a boy in an IHSA girls' state tournament series in any sport.

#### Girls on Boys Team

**Q:** Can a girl participate on a boys' team if she was not a member of the boys' team during the school year?

**A:** No.

**Q:** Can a girl, who has participated on the boys' team during the regular season, compete in the boys' state series instead of the girls' state series?

**A:** Yes. If a member school offers a boys' team but no girls' team in a sport in which the IHSA sponsors both a boys and girls state tournament series, and in which students may compete for individual honors, the school will be permitted to enter a girl in the boys state tournament series provided she has participated on the boys' team in that sport during the regular season.

**Q:** Can a girl who has participated on the boys' team during the regular season, opt to compete in the girls' state series instead?

**A:** Yes. The school may elect to enter the girl to compete for individual honors in the IHSA girls' state tournament series in that sport. However, a school will not be permitted to enter a girl in both the IHSA boys' and girls' state tournament series in that sport.

#### Split Seasons

**Q:** Can a girl who is participating on the boys' team during the regular season also compete in a girls' meet or contest?

**A:** No. By competing in a girls' meet or contest, that school has established a girls' season and, therefore, she would no longer be eligible to compete on the boys' team.

**Q:** If a member school offers both a boys' team and a girls' team in the same sport but in different seasons, can the girl participate on the boys' team?

**A:** No. That school will be permitted to enter a girl in the IHSA girls' state tournament series only in that sport, even though the boys' and girls' tournaments may occur in different seasons.

#### Lack of Either Program

**Q:** If a member school does not offer a boys' team or a girls' team in a sport in which the IHSA sponsors both a boys' and a girls' state tournament series, can the school enter a girl in the boys' state series?

**A:** No. The school will be permitted to enter a girl in the girls' state tournament series only.

**Q:** If a member school offers a girls' team but no boys' team in a sport in which the IHSA sponsors both a boys' and a girls' state tournament series, can the school enter a girl in the boys' state series?

**A:** No. The school will be permitted to enter a girl in the girls' state tournament series only.

#### Regular Season Participation Limits

**Q:** During the regular season, does the IHSA Sex Equity Policy apply?

**A:** During the regular season, local school districts will need to make that determination based on the Illinois Sex Equity Policy and Title IX. The IHSA Policy applies to the IHSA state series only.

- Q: Can a girl who has entered in the **girls' state series**, but is participating on a boys' team during the regular season, play in the girl's conference championship?
- A: Maybe. Once a girl participates in a girl's contest, the school has established a girls' season, and therefore, she must cease participation with the boys' team. If the conference meet is the last meet she will play in before the girls' state series, then she could participate in the conference meet and any other girl's contests before the state series.
- Q: Can a girl who competes in the girls' season, participate in a practice with the boys' team if both the boys' and girls' seasons are the same?
- A: Yes, provided both programs are in the same season. If the programs are in different seasons, as in tennis, swimming, soccer, volleyball, and gymnastics, then a girl may not practice with the boy's team.

### **Multiple School Golf Interpretations**

If there are 4 or more schools playing in a non-conference golf tournament held during a day when one of the competing schools is in session, that school could only play in the event if the school's players teed off after 1:00 p.m.

If there are 4 or more schools playing in a conference golf tournament held during a school day, that tournament can begin as early as 8:00.

If a team wants to practice for their regionals or sectionals at the regional or sectional site during a school day, then they can begin no earlier than 15 minutes after the host school is normally out of school.

If a team wants to practice for their regionals or sectionals at the regional or sectional site during a school day, but their school is not in session, then they can practice at their regional or sectional site any time that day.

### **Accommodations Requests**

Each school seeking an accommodation for a player outside of USGA rules or those rules/policies set forth in the School Manual should complete the IHSA Accommodations Request Form and submit it to the IHSA office for review.

### **Motorized Golf Cart Request for Fans**

Regular motorized golf carts will not be provided to spectators (including club members) at the IHSA State Final Tournament, regardless of availability at the site or condition of the spectator. The IHSA follows the USGA policy in that it makes transport units available at the state final course during the competition on a first come, first served basis. Offering to take the "disabled" person to a couple of selected spots on the course to view play as it comes through that area is acceptable and should be encouraged. No one will be shuttled to view play hole by hole, regardless of their condition or relationship to a player in the event.

If someone inquires prior to or at the event as to whether they may bring their own motorized wheel chair or similar transport unit, that would be acceptable provided the spectator stays within the designated paths.

### **Interpretations**

1. Section VII. O. in both the boys' and girls' golf Terms and Conditions prohibits the use of cell phones during state series competition by players. Coaches need to ensure that players are not taking the course with cell phones on their possession. It is not a function of the rules committee to determine the reason for a player to be on a cell phone during competition. Any such use will be considered receiving advice. In the event that a player uses a cell phone during play, here is the appropriate course action for managers to take:  
 1<sup>st</sup> offense – player is warned, phone should be taken from player and given to his/her coach until the round is completed.  
 2<sup>nd</sup> offense – should the phone not be taken from the player, a second offense is a 2 shot penalty.  
 3<sup>rd</sup> offense – disqualification.  
 This prohibition does not extend to coaches, who are allowed to use them while play is occurring. However, cell phones should not interfere in any manner with play. Coaches need to make sure their phones are on vibrate and not allow them to become a distraction on the course.
2. Schools are reminded that by-law 2.060 addresses the time when they can begin golf practices at state series sites. Schools can begin practice sessions at state series golf sites 15 minutes after the host school's dismissal time, unless the member school who wishes to practice at a state series is not in session on a given day. In those cases, schools can practice at a state series site at any time since those students are not missing any school time.
3. Q. During a high school match, a brief downpour hit the course. The players continued play since there was no lightning or thunder. During the round, a player's mother brought out to the course an umbrella and rain jacket. She gave her son the items, and the player took the umbrella and put it over his bag while he hit his shot to the green. The rain stopped minutes later. Upon completion of the round, the issue was raised as whether the mother, who handed the umbrella to her son, was an outside agency and, if so, had she influenced the round.  
 A. An umbrella is not considered equipment of the player until he is carrying it. The fact that the player's mother brought him the umbrella is fine, just as it would have been okay for a coach to take all of his/her players an umbrella when the rain started. As a result, this is not a rules infraction.



## Golf Contact Information



• [www.ihsa.org](http://www.ihsa.org) • [kgibson@ihsa.org](mailto:kgibson@ihsa.org) • [slambert@ihsa.org](mailto:slambert@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

To: Boys/Girls Golf Tournament Managers  
From: Kurt J. Gibson, Boys Golf & Stacey Lambert, Girls Golf  
Re.: Contact information

With our state golf post-season about to begin, we would like to make sure our managers have a contact number for us after our normal hours of business. During the work week, we can be reached at the IHSA Office. Our number there is 309.663.6377. If you call, you can either ask for boys golf, Kurt or his assistant Laura and for girls golf, Stacey or her assistant Linda. If for some reason we are out of the office, they will be able to reach us. However, if you need to reach us after 4:15 Monday through Friday or on the weekend, you can reach Kurt at 309.530.0915 or Stacey at 309.530.4839.

We hope this helps. On behalf of the IHSA, thanks for all your efforts in making our state series a success.

# IHSA Golf Managers' Checklist

## 1. Pre-Tournament Manager

Go to Schools Center and view/print each school's **List of Participants** in your tournament. \_\_\_\_\_

Go to web site and print a hard copy of downloadable forms \_\_\_\_\_

Date, time and number of players to golf course \_\_\_\_\_

Correspondence to schools \_\_\_\_\_

Observer arrangement \_\_\_\_\_

Practice round tee times, if available \_\_\_\_\_

Awards \_\_\_\_\_

### Off-Course Manager

Tournament Central \_\_\_\_\_

Coaches' meeting \_\_\_\_\_

Course communication \_\_\_\_\_

Rules Committee Appointment \_\_\_\_\_

Golf Coach for Observers/Rules Committee \_\_\_\_\_

## Tournament Director

Pairings \_\_\_\_\_

Starter \_\_\_\_\_

Scoresheets and scorecard preparation \_\_\_\_\_

Observers cards/instructions \_\_\_\_\_

Player/Spectator Code of Conduct \_\_\_\_\_

Local rules \_\_\_\_\_

Course marking \_\_\_\_\_

Hole locations and tees \_\_\_\_\_

Awards \_\_\_\_\_

Results to IHSA and next level manager \_\_\_\_\_

Financial Report completed \_\_\_\_\_

# IHSA Golf Managers Guide

## Communication

Once the host school is made aware of the schools assigned to his/her tournament, an information sheet should be sent to each school. The sheet should provide information on pairings, greens fees, course availability for practice rounds, observer rules, player responsibility, food service, directions, starting times, name of committee members, local rules, method of settling disputes, what to do in case of rain, responsibility of players and coaches, who to call with questions or in case of weather delays.

## Rules of Play

The USGA Rules of golf will be used in addition to any local rules and the IHSA Terms and Conditions. "Summer" rules will be played during the entire state series unless local rules committees determine conditions dictate an alternative course of action. In addition, the rules committee will determine pairing format based on the provisions of the Terms and Conditions.

## Rules Committee

The manager shall appoint a committee of at least 3 coaches from participating schools in addition to him/herself. This committee has the authority to resolve any situations that arise during the tournament. The decision of the committee is final and once the awards are presented, the tournament results shall stand.

## Observers

Observers will be used at the regional and sectional levels of the state series. Competing schools will be required to submit the name of their school approved adult observer on the *List of Participants*, freeing the head coach of this responsibility. Refer to the Terms and Conditions. Managers can not only use coaches or school personnel as observers but also non-school volunteers. Golf associations and community volunteers can be used as observers and are more accessible than school personnel. It should be noted that parents can also be observers but can not be put in a group with his/her child.

## List of Participants

Each competing school has been directed to complete their form through the Schools Center. The school will indicate which six golfers shall be competing in that tournament. For regional pairings, this report shall be used to place competitors in their group. Managers will be able to view rosters through their School Center page. Host schools should access the school center using their password and ID number, then scroll down to Tournament Management and select *List of Participants*. Substitutions for teams advancing can be made to the Sectional manager.



## Pairings

Pairings shall be broken down according to the Terms and Conditions. Players should be grouped into threesomes or foursomes depending on the number of entries. The scoring/pairing program to be used during IHSA state series play is available on-line through the boys' and girls' golf pages at [www.ihsa.org](http://www.ihsa.org). The program is user-friendly and requires minimal inputting of information by managers, who will need to review the pairings for accuracy. For Wave pairings at the regional level and the second day of the state finals, if two or more teams with the same scores are tied, the following criteria will be used by managers to put those tied schools into the correct Wave grouping:

- (a) 5th person score
- (b) 6th person score
- (c) Random computer selection

In sectionals, pairings for the wave will be made based on the place the team finishes in their respective regional tournament.

For the first day of the state finals, pairings for the wave will be made based on the place the team finishes in their respective sectional tournament.

## Starting Times

Starting times for regional or sectional play will be made by the local manager. IHSA recommends a 9:00 starting time with tee times every 9 minutes. Refer to the Terms and Conditions for the order of play. Be certain to check the relationship of the starting time so that players having finished the front nine will not be backed up waiting for the tenth tee to clear. If this does occur then alternate between players just starting and the players coming through who have finished 9 holes.

Managers: Use the gross score sheet to place the players, according to their averages, in groups prior to making your pairings.

## Shotgun start

In the event weather causes a manager to use a shotgun start during the state series, 'wave' groupings shall still be used. Managers should keep the groupings together as originally planned, using the following guidelines:

- A. For speed of play, par 3's should have the fewest groups on a tee.
- B. For speed of play, par 5's should have the most groups on a tee.

## Spectators

Spectators are welcome at the tournament. The local rules committee or tournament host can help identify areas that are best for fans' and players' enjoyment. A *Spectator Code of Conduct* is also available to be downloaded, printed and distributed to all tournament spectators.

## Preparing the Course

The local manager should talk to the golf course professional about hole locations, tee markers and local rules. Prior to the tournament, inform competing schools how the course will be set up.

### A. Hole locations

All hole locations shall be consistent with USGA guidelines. Use good judgment in deciding what is fair and fun for the players. You do not need to be looking for tricky hole locations. Make sure that the hole is located no less than 5 paces from the edge of the green.

### B. Tee Markers

Make sure that tee markers are easily identified and that there is no confusion as to what tees are being used. The tee markers used should be the same for the entire round. Make sure that the location of the markers creates a reasonable distance for high school players.

### C. Local Rules

Local rules are designed to make sure the course condition is fair. This may mean that winter rules are necessary. Unusual situations or abnormal conditions may require the committee to create local rules.

## Checkpoint Script

Managers will need to go to the IHSA website page for boys golf or girls golf to access the link to the Checkpoint Script. ([www.ihsa.org](http://www.ihsa.org))

## Processing the Scores

The scoresheets should be completed with player's name and school. Scorecards can be color coded by school for ease of processing. Runners can be placed at the turn to get scores reported to the scorers table. Runners can return them to the players once they have been recorded.

## IHSA Awards

All awards are shipped directly to the school from our manufacturer by UPS. They should arrive 2 weeks prior to the tournament. It is likely that some awards will be in more than one box. Open all the awards and check them over the same day they arrive. If they are not in good condition, please call the IHSA and ask to speak to Ron McGraw or Cheryl Lowery.

## Winner Report

The host school will report the results to the IHSA via the School Center on the web site. Host schools should access the Schools Center using their password and ID number, then scroll down to Tournament Management and select *Winner Report*. Follow the easy online instructions.

## Financial Report

The *Financial Report* can be found on the web ([www.ihsa.org](http://www.ihsa.org)). Managers should access the school center using their password and ID number, then scroll down to Tournament Management and select *Financial Report*. Download and complete the form and fax it to the IHSA office. Refer to the terms and conditions for financial arrangements.



## 2013-14 Rules of Golf

(A quick reference guide)

This guide features the most common situations a player will face on the golf course. It includes a simplified explanation for interpreting rules that can be confusing or difficult when a player is on the golf course. Keep a copy of this quick reference in golf bag.

### Yellow Staked Water Hazard

If your ball is in this hazard, you may not ground your club or remove loose impediments. You have one of the following options when playing the ball:

1. Play the ball as it lies...**NO PENALTY**;
2. Play another ball from the spot where the previous stroke was played...**STROKE AND DISTANCE**;
3. Drop a ball behind the hazard *anywhere* along the line extending from the hole through the point where the ball entered the hazard...**ADD 1 STROKE PENALTY**; or
4. Play a ball from designated "Ball Drop Circle" if available...**ADD 1 STROKE PENALTY**.

### Red Staked Lateral Hazard

If your ball is in this hazard you may not ground your club or remove loose impediments. You have one of the following options when playing the ball.

1. Play ball as it lies...**NO PENALTY**;
2. Play another ball from the spot where your previous stroke was played...**STROKE AND DISTANCE**;
3. Player may drop a ball behind the hazard *anywhere* along the line extending from the hole through the point where the ball entered the hazard...**ADD 1 STROKE PENALTY**;
4. A player may drop a ball outside the water hazard within two club-lengths of and not nearer the hole than (i) the point where the original ball last crossed the margin of the water hazard or (ii) a point on the opposite margin of the water hazard equidistant from the hole....**ADD 1 STROKE PENALTY**.

### OTHER SITUATIONS

#### **Out of Bounds** (Stroke and distance penalty)

- ❖ Return and play another ball from the spot where the previous stroke was played...**STROKE AND DISTANCE**.

#### **Lost Ball** (Stroke and distance penalty)

- ❖ Return and play another ball from the spot where the previous stroke was played...**STROKE AND DISTANCE**.

#### **Free Relief Situations** A golfer is allowed a free drop, no closer to the hole when:

- ❖ The ball comes to rest on the cart path or the player is standing on the cart path or the cart path interferes with the player's area of intended swing.
- ❖ The ball lies in casual water on the course or the player is standing in casual water or casual water interferes with the player's area of intended swing.
- ❖ The ball comes to rest in an area marked as "Ground Under Repair" or the player is standing in the GUR or the GUR interferes with the player's area of intended swing.
- ❖ A staked tree interferes with the lie of the ball, player's stance, or area of intended swing.
- ❖ The ball becomes embedded in its own pitch-mark in any closely mown area. Note: As provided in Appendix I a player gets relief through the green. A ball must be dropped as near as possible to the embedded ball pitch-mark.
- ❖ The ball comes to rest on the wrong putting green.
- ❖ An artificial yardage marker or sprinkler head interferes with the lie of the ball, player's stance, or area of intended swing.
- ❖ A golfer is in any kind of life-threatening situation (i.e. snakes, alligators, wild dogs.)

***No Relief Situations The golfer must play the ball as it lies ...or take a penalty stroke for an unplayable lie when:***

- ❖ The ball lies next to a fence, wall or stake that defines the out-of-bound area.
- ❖ The ball lies next to trees or bushes that inhibit golfer's swing.
- ❖ The ball is embedded in a hazard.

### Other Situations

- ❖ A golfer knocks ball off tee at address...**NO PENALTY** (ball not in play).
- ❖ A golfer is allowed to remove a **RED** or **YELLOW** stake that impairs the swing or stance, provided the golfer does not move the ball.
- ❖ If the ball lands on an opposite tee box, a player **MUST** play the ball as it lies...**NO PENALTY**.
- ❖ When the ball is overhanging the hole, a player is allowed reasonable time to reach the hole and then up to 10 seconds to determine if the ball is at rest before marking the ball or tapping in.
- ❖ If a ball lands on a divot or in a divot hole, the player must play the ball as it lies.
- ❖ If a player hits the ball of another golfer (the wrong ball), that player must correct his mistake by going back and playing his ball from the correct location, adding a **2 STROKE PENALTY**.

### Player's Responsibilities for an IHSA State Series Tournament

1. Know the USGA Rules of Golf and proper etiquette. Keep a current USGA Rule Book in your golf bag. Players should also be familiar with the local rules of the regional, sectional or state final course.
2. Players should check in with the starter approximately 15 minutes early and appear promptly when announced, ready to play.
3. Players should check their scorecard for hole by hole accuracy before attesting and signing. In accordance with USGA Rule 6-6b, a player is only responsible for his/her hole by hole score.
4. Players are responsible to make sure that a fully completed, attested scorecard is given to the scorekeeper as soon as possible.
5. Players should play as quickly as possible and without undue delay between shots, green and tees.
6. Players should keep up with the group ahead of them.
7. Players should play only if they are prepared to play the game and series to its full conclusions.
8. Players should know and abide by the IHSA Player Code of Conduct.

# IHSA Golf

## Pace of Play Guidelines

### STROKE PLAY

#### Summary

When a group is *out of position* at any checkpoint the players in the group are liable to penalty under these guidelines. Players in a group that has missed one or more checkpoints may be liable to penalty according to the following schedules of penalties pending final determination of whether a breach or breaches of these guidelines have occurred:

Checkpoints will be on completion (flagstick in the hole) of the 4<sup>th</sup>, 9<sup>th</sup>, 13<sup>th</sup> and 18<sup>th</sup> holes.

1<sup>st</sup> missed checkpoint\* – warning

2<sup>nd</sup> missed checkpoint – liable to a one stroke penalty

3<sup>rd</sup> missed checkpoint – liable to a two stroke penalty

4<sup>th</sup> missed checkpoint – liable to disqualification

\* If a group clears the 3<sup>rd</sup> checkpoint and has not missed any other checkpoints, but is out of position at the 4<sup>th</sup> checkpoint, each player in the group is liable for a one stroke penalty if in the Committee's view a reasonable effort was not made by the players to complete their round within the allotted time for the final checkpoint.

#### Allotted Time

Groups have an allotted time to complete 18 holes at a pace in accordance with the time chart. When a group falls behind – regardless of the reason – it must regain its position. Time for ball searches, rulings, and walking time between holes is included in the allotted time.

#### Definition of "Out of Position" – Stroke Play

**FIRST GROUP** (off the 1<sup>st</sup> and 10<sup>th</sup> holes, both morning and afternoon): The first group is *out of position* if it takes more than the allotted time to finish a checkpoint hole (see below checkpoint time table).

**FOLLOWING GROUPS:** A following group is out of position if it

- takes more than the allotted time to finish a checkpoint hole **and**
- completes play of a checkpoint hole more than 14 minutes after the preceding group completed play of that hole.

Time charts outlining the time per hole, including the finish times for the checkpoint holes are drafted by the manager.

<b>SAMPLE:</b>	Hole#	4 / 13	9 / 18	13 / 4	18 / 9
	Time allotted	1:01 / 1:03	2:15 / 2:21	3:21 / 3:25	4:39

### **Group Out of Position**

When a group is *out of position* at a checkpoint, it will be notified by a Checkpoint Official. When a group has been notified of a missed checkpoint, that group is expected to regain its position before reaching the next checkpoint. If that group reaches the next checkpoint *out of position* each player in the group may incur the applicable penalty for a breach of these guidelines.

Any group that is *out of position* may be monitored by a Rules Rover.

A player concerned about a non-responsive (slow) fellow-competitor in his/her group, who is delaying play, should request a Rules Rover to monitor the group in case the group is or becomes liable to penalty under these guidelines.

### **Final Determination Regarding Breach/Review Process**

Before returning his/her score card, a player who is liable for penalty during his/her round may consult with the Pace of Play Committee to determine if he/she has incurred a penalty under these guidelines. The Pace of Play Committee will determine that a player who has been found to be *out of position* is not in breach of these guidelines only if:

- a. the player was delayed by the Committee; or
- b. the player was delayed by a circumstance beyond control of the player or the group; or
- c. the player was delayed by another player in the group.

A player who was *out of position* during his/her round and who elects not to consult with the Pace of Play Committee to determine whether she was in breach of these guidelines prior to returning his/her score card is deemed to be in breach of these guidelines and may incur a penalty or penalties according to the above schedule of penalties.

If a player or group incurs a penalty, penalties are to be applied to the checkpoint hole where the breach occurred.





## **IHSA Dress Code Illustrations**

All players and coaches participating in the IHSA State series must observe the dress code. This dress code also is in effect for the practice round of the state finals. Players in violation will not be allowed to tee off. The games committee has the authority to review questionable attire.

### **Acceptable Participant Attire**

- Hats or visors must be worn with brim forward
- Women's golf fashion shirts without collar are acceptable but must have sleeves or with collar can be sleeveless.
- All shorts must be no more than 5 inches above the knee or the inseam of the shorts must measure at least 5 inches. Skirts or skorts designed for golf that are no more than five inches above the knee. Slacks and shorts must be hemmed at the bottom.
- Turtle necks

### **Prohibited Attire**

- Tank tops and T-shirts
- Shirts with offensive language or pictures
- Shirts or hats with any alcohol, tobacco or drug references
- Slacks or shorts with holes, tears and/or frayed ends.
- Blue denim shorts, short shorts, cut-offs shorts, gym shorts or jeans.
- Cutoffs

If during the round, a player who began in compliance goes out of compliance with the dress code, she/he must get back into compliance in order to continue play.

# IHSA Severe Weather Safety Guidelines

*To be used during any IHSA state series contest*

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Local managers are encouraged to share their plan with competing schools and assigned contest officials *prior to the start of the tournament/event*.

## Advance Planning:

Local Managers should have a documented plan in place, designated people who are responsible for monitoring the weather and a qualified person (typically a trained manager and/or officials) to make the decision to suspend play. In state series competitions, the **local tournament manager** or official(s), if assigned, can make the decision to suspend play.

## Monitoring Weather:

Local Managers during the contest should be aware of any potential thunderstorms that may form during the competition; if an evacuation is needed, managers should also know how long it would take teams to get to their safest location. Monitoring the weather with a weather alert radio, or with lightning detection systems, or any other available means, is recommended.

If competing schools have portable devices they will be bringing to a contest/event and/or have specific policy or directions from their administration that they must follow, the school must communicate those to the tournament manager. Tournament managers must know the policies of each school assigned to their tournament or event prior to its start.

## Lightning Awareness

Generally speaking, it is felt that anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is already present. It is time to seek shelter.

## Criteria for Suspending Play

If the local management does not have commercial weather warning equipment at the site or an efficient method of making an accurate, timely decision on location, listening for thunder is the best way to mitigate the danger. If thunder is heard, or lightning is seen hitting the ground, the thunderstorm is close enough to strike in your location. According to the National Weather Service, lightning can strike 10 miles away from the parent thunderstorm. When thunder roars, go indoors! It is important that local manager monitor not only how far away the lightning is but also how fast it is approaching. Thunderstorms can form and move quickly and danger can arrive quickly.

Either tournament/event management or assigned contest officials have the authority to suspend or cancel interscholastic contests. It is recommended that those groups work together in making such determination and use any and all available information in doing so. Participating schools with concerns at particular events should direct those to tournament/event management or assigned contest officials.

The following guidelines should be followed in determining when to suspend an event:

1. Anytime a cloud-to-ground strike of lightning can be seen, or thunder heard, risk is present, and a contest should be suspended. At that point, the 30 minute rule for resumption should go into effect.  
*NOTE: Due to the layout of some outdoor facilities, contest officials or tournament managers may not be able to see lightning actually "strike the ground." However, whenever lightning is seen moving out of clouds towards the ground, it can be assumed that the lightning is, in fact, striking the ground somewhere, and, as a result, the contest should be suspended.*
2. If lightning or thunder is not present but the weather is starting to become ominous, tournament management and/or contest officials should use all available information to determine if and when a contest should be suspended. Care for both participants and spectators should be taken into account at this point. If in doubt, contest officials or tournament managers are encouraged to exercise caution and suspend play. At such a point, tournament officials should be ready to implement their emergency plans. However, competing schools who pull their teams or athletes off a field of competition prior to a contest or event's suspension do so at the risk of forfeiture or disqualification from the game or event.
3. Suspended contests or events should be resumed at a time when the weather and/or field conditions allow for resumption.

## Evacuation Plan

**Safe Areas:** All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

**Avoid:** Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

## Resuming Activity

The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

# Prevention of Heat Illness Guidelines

Athletes participating outdoors in hot, humid weather or indoors, in non-air conditioned or poorly ventilated gyms are susceptible to heat related illness. While it is the responsibility of each school participating in an IHSA contest to allow adequate acclimatization to the heat prior to the contest, it is the authority of the local manager to adjust or alter a contest based on the environment. Managers should check the environment one-hour before the scheduled contest.

If a high risk is present, the manager has the authority to alter game conditions. Athletes should drink one to two cups of water in the hour preceding competition and continue drinking during the activity every 15-20 minutes. If conditions become severe the manager may suspend or alter the contest. Altering the contest may include stoppage of play for a mandatory drink period, stopping play for a rest period where gear and clothing may be loosened to allow heat loss, stopping play to allow for removal of outer clothing, socks and or shoes or even postponing the contest.

Local Managers should refer to the Heat Index Table below if the host school does not have a plan or means to assess both the temperature and humidity prior to the contest. This heat index can be used to define caution, extreme caution, danger and extreme danger risk conditions. Additional heat and hydration information can be found by accessing the Sports Medicine link on the IHSA web site at [www.ihsa.org](http://www.ihsa.org).

## Heat Index Chart

Heat Index in °F (°C)

Relative Humidity (%)													
Temp in °F/°C	40	45	50	55	60	65	70	75	80	85	90	95	100
110 (47)	136 (58)												
108 (43)	130 (54)	137 (58)											
106 (41)	124 (51)	130 (54)	137 (58)										
104 (40)	119 (48)	124 (51)	131 (55)	137 (58)									
102 (39)	114 (46)	119 (48)	124 (51)	130 (54)	137 (58)								
100 (38)	109 (43)	114 (46)	118 (48)	124 (51)	129 (54)	136 (58)							
98 (37)	105 (41)	109 (43)	113 (45)	117 (47)	123 (51)	128 (53)	134 (57)						
96 (36)	101 (38)	104 (40)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	132 (56)					
94 (34)	97 (36)	100 (38)	103 (39)	106 (41)	110 (43)	114 (46)	119 (48)	124 (51)	129 (54)	135 (57)			
92 (33)	94 (34)	96 (36)	99 (37)	101 (38)	105 (41)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	131 (55)		
90 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	103 (39)	106 (41)	109 (43)	113 (45)	117 (47)	122 (50)	127 (53)	132 (56)
88 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	98 (37)	100 (38)	103 (39)	106 (41)	110 (43)	113 (45)	117 (47)	121 (49)
86 (30)	85 (29)	87 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	102 (39)	105 (41)	108 (42)	112 (44)
84 (29)	83 (28)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	92 (33)	94 (34)	96 (36)	98 (37)	100 (38)	103 (39)
82 (28)	81 (27)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	91 (33)	93 (34)	95 (35)
80 (27)	80 (27)	80 (27)	81 (27)	81 (27)	82 (28)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	86 (30)	87 (31)

Category	Heat Index	Possible heat disorders
Extreme Danger	130° F or higher (54° C or higher)	Heat stroke or sunstroke likely
Danger	105°-129° F (41°-54° C)	"Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.
Extreme Caution	90°-105° F (32°-41° C)	"Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	80°-90° F (27°-32° C)	Fatigue possible with prolonged exposure and/or physical activity.

• reproduced from NWS, Birmingham, AL

# Player Conduct

The IHSA expects players in its meets to demonstrate proper etiquette at all times during play, including during the state series. While the Rules provide a Committee with a means of disqualifying a player for a serious breach of etiquette and the code of conduct allows coaches to penalize players, it should be noted that imposing such a penalty is a serious matter and truly requires a “pattern of behavior” on the part of a player.

Most conduct related issues at IHSA meets relate to players that allow their emotions to get the best of them resulting in outbursts of emotion and/or profanity, throwing a club, banging equipment, etc., and are not generally directed at a committee member, club employee/member or another player. In some cases conduct related issues can arise in a practice round.

The following are specific issues related to player conduct that coaches/players must be familiar with:

- The rules committee/coaches have full authority to deal with conduct related issues.
- In cases where the player loses his/her temper and is acting badly, the authority should approach the player and ask him to regain his/her composure. It is not necessary to follow up with IHSA on incidents of this type unless the player is disqualified for unsportsmanlike conduct.
- In cases where the player’s behavior escalates to a point where the player damages the golf course (or golf course property, e.g., a tee-marker) or results in a verbal confrontation with a committee member or club employee/member, the authority must approach the player, ask him/her to regain his/her composure and advise him/her that another similar episode will result in their withdrawal from the round.
- In a case where the player’s behavior is so egregious that immediate disqualification may be warranted, the IHSA must be contacted via special report. In such cases the student will be suspended from his/her school’s next contest per by-law 6.011.
- In all cases when a player is reported to the IHSA, the report will be followed up on by the administrator in charge of the boys or girls program. Additionally the Athletic Director of the disqualified player must be notified no later than the next day. It is the school’s responsibility to impose the penalty associated with the by-law violation.

# Boys and Girls Golf Participant Code of Conduct

## I. Rationale

Unlike many sports, golf is played without the supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players and to abide by the rules. All players should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times, irrespective of how competitive they may be. This is the spirit of the game of golf.

If individuals consistently disregard the spirit of the game during a round of golf or over a period of time to the detriment of others, the rules and games committee will take the appropriate action against the offending spectator, player or school representative. The code of conduct is designed to protect the interest of the majority of the golfers who wish to play within the spirit of the game, within the rules of golf. In case of a serious breach of etiquette during the state tournament, a player may be disqualified or a non-player may be removed from the course during the practice round and/or one or both days of the tournament.

## II. Policy and Penalties

1. For willful acts of defacing the golf course, club throwing or breaking, or abusive language, a player will be assessed a **2 stroke penalty** for unsporting conduct.
2. For a second occurrence of unsporting conduct in the same day – the player will be **disqualified and ejected** for the day. Head Coach must submit a “Special Report” to the IHSA. A link to the form can be found in the IHSA Schools Center.
3. For a third occurrence of unsporting conduct any time during the tournament day or days or a single act of gross misconduct, a **disqualification** from the contest will result and in accordance with IHSA by-laws, will be **ineligible** for the next interscholastic contest at that level. Head Coach must submit a “Special Report” to the IHSA. A link to the form can be found in the IHSA Schools Center.

## III. Reporting Procedures

### A. Games Committee

At the State Finals, a Games Committee will be appointed to oversee the code of conduct for spectators and participants. Coaches will report on the scorecard, code violations and alert the rules committee of the violation.

### B. Procedures for Reporting a Code Violation

It is the responsibility of all coaches of participating schools to monitor player conduct. Any coach who personally observes a code of conduct violation may invoke a code of conduct penalty. The coach will give notice to the offending player, assess the code of conduct penalty on the scorecard and follow up with a written notification of the incident to the rules committee. Players and coaches will not have the right to appeal to the games committee for the first penalty levied.

Players and coaches will be allowed to appeal the second offense by submitting in writing an inquiry concerning the penalty. The inquiry must be submitted by the end of the same day of the incident. The coach and player appealing the second penalty will provide an explanation of the incident to the games committee. The decision of the committee is final.



## Coaches Conduct

During all interscholastic contests, including the IHSA state series, the IHSA expects coaches to demonstrate proper etiquette at all times during play. The Rules provide a Committee with a means of disqualifying a coach and essentially an individual/team for a serious breach of etiquette. It should be noted that imposing such a penalty is a serious matter and truly requires a “pattern of behavior” on the part of the coach.

Most conduct-related issues at interscholastic contests involving coaches tend to revolve around situations where coaches allow their emotions to get the best of them. When this happens, misconduct like outbursts of emotion, use of profanity, arguing with a rules committee member about a decision, displaying poor etiquette toward other players, coaches, and/or fans, or obvious violations of IHSA By-Laws or Terms and Conditions occur. In some cases conduct-related issues can arise in a practice round.

The following are specific issues related to coaches’ conduct that coaches must be familiar with:

- The rules committee/coaches have full authority to deal with conduct related issues.
- In cases where the coach loses his/her temper and is acting badly, the authority should approach the coach and ask him/her to regain his/her composure. It is not necessary to follow up with the IHSA on incidents of this type unless the coach is removed for unsportsmanlike conduct.
- In cases where the coach’s behavior escalates to the point where the coach damages the golf course (or golf course property, e.g., a tee-marker) or is in a verbal confrontation with a committee member, club employee/member, tournament manager, the authority must approach the coach ask him/her to regain his/her composure and advise him/her that another similar episode will result in their removal from the round.
- In a case where the coach’s behavior is so egregious that immediate disqualification may be warranted, the IHSA must be contacted via special report. In such cases the coach will be suspended from his/her school’s next contest per by-law 6.012.
- In all cases when a coach is reported to the IHSA, the report will be followed up on by the administrator in charge of the boys or girls program. Additionally the Athletic Director of the disqualified coach must be notified no later than the next day. It is the school’s responsibility to impose the penalty associated with the by-law violation.

# Boys and Girls Golf Coaches Code of Conduct

## I. Rationale

Unlike many sports, golf is played without the supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other coaches and players and to abide by the rules. All coaches should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times, irrespective of how competitive they may be. This is the spirit of the game of golf.

If individuals consistently disregard the spirit of the game during a round of golf or over a period of time to the detriment of others, the rules and games committee will take the appropriate action against the offending spectator, player, coach, or school representative. The code of conduct is designed to protect the interest of the majority of the golfers who wish to play within the spirit of the game, within the rules of golf. In case of a serious breach of etiquette during the state tournament, a coach may be disqualified or a non-player may be removed from the course during the practice round and/or one or both days of the tournament.

## II. Policy and Penalties

1. For willful acts of defacing the golf course, club throwing or breaking, or abusive language, a team will be assessed a 2 stroke penalty to the team or individual they represent for the unsporting conduct of a coach.
2. For a second occurrence of unsporting conduct in the same day – the coach will be ejected for the day. The tournament manager must submit a “Special Report” to the IHSA. A link to the form can be found in the IHSA Schools Center. Per IHSA by-law 6.012 any coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level and all other interscholastic contests at any level in the interim.

## III. Reporting Procedures

### A. Games Committee

At the State Finals, a Games Committee will be appointed to oversee the code of conduct for coaches, spectators and participants. Coaches will report on the scorecard, code violations and alert the rules committee of the violation.

### B. Procedures for Reporting a Code Violation

It is the responsibility of all coaches of participating schools to monitor coach conduct. Any coach who personally observes a code of conduct violation may request the Games Committee. The Committee will give notice to the offending coach, assess the code of conduct penalty on the scorecard and follow up with a written notification of the incident to the rules committee/ tournament manager. Players and coaches will not have the right to appeal to the games committee for the first penalty levied.

Coaches will be allowed to appeal the second offense by submitting in writing an inquiry concerning the penalty. The inquiry must be submitted by the end of the same day of the incident. The coach appealing the second penalty will provide an explanation of the incident to the games committee. The decision of the committee is final.

# Boys and Girls Golf Spectator Code of Conduct

## I. Rationale

Unlike many sports, golf is played without the supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players and to abide by the rules. All spectators should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times. This is the spirit of the game of golf and the IHSA.

If individuals consistently disregard the spirit of the game during a round of golf or over a period of time to the detriment of others, the rules and games committee will take the appropriate action against the offending spectator. The code of conduct is designed to protect the interest of the majority of the participants who wish to support the spirit of the game, the rules of golf and the IHSA. The code of conduct applies to the practice round, one or both days of a tournament.

## II. Policy

- A. Spectators shall remain on cart paths or in the rough approximately 15 yards from the players at all times including the practice areas which include the driving range, putting green and chipping area.
- B. There can be no communication between players and spectators that could be deemed advice of any nature for the duration of the 18 holes.
- C. All school personnel and fans with the exception of the school designated coach(es) are considered spectators.
- D. The use of tobacco or mood altering substances on the course or within the tournament property is prohibited during the school competition.
- E. Uninvited interference with the rules committee before, during or after making a ruling is prohibited.
- F. The use of motorized carts by able-bodied spectators is not allowed.

### Penalties

- A. First offense - Warning to the spectator
- B. Second offense - Spectator will be removed from the course for the remainder of the day
- C. Third offense – Spectator will be removed from the course for the remainder of the competition.
- D. A single flagrant gross act of misconduct or a serious breach of etiquette before, during or after a round - Spectator will be removed from the course for the remainder of the competition.

Penalties become immediate and are in effect for the entire regional, sectional and/or state final tournaments. Regionals, sectionals and the state finals are considered separate tournaments.

## III. Reporting Procedures

### A. Games Committee

At the State Finals, a Games Committee will be appointed to oversee the code of conduct for spectators and players. Coaches will report, in writing, code violations to the games committee.

### B. Procedure for Reporting a Code Violation

It is the responsibility of all coaches of participating schools to monitor conduct. Any coach or rules committee person or tournament personnel who personally observes a spectator code of conduct violation should contact the games committee or Tournament Management. Notice will be given to the offending spectator and the games committee will note the violation.

Only member schools may appeal a code violation to the games committee.

# Attention Spectators at the IHSA Golf State Series

As one of the host schools for the IHSA golf state series, we would like to welcome you to our tournament. We appreciate your support and know you will enjoy the day.

While spectators are here to support their favorite golfers, we also know that as fans you are concerned about all the golfers on the course today. With this in mind, a few reminders that will help everyone enjoy the tournament.

## Advice:

Any information that could affect a players' method of making a stroke. Players cannot give or get this from anyone during play on the front or back 9.

## Where to Stand When Watching Others Play:

- Be considerate of all the players. Don't talk, move or stand near a player about to play a stroke.
- Stand well away from the other players.
- Spectators stay in the rough or on the cart paths. At no time should a spectator be watching from the fairway although it is ok to cross the fairway when there are no players around that you will interfere with.
- When following a group know that the best way to track a golf ball while it is in flight is to watch it one full shot in front of the group you are watching. This really is the best way to watch golf especially if you are positioned adjacent to a green.
- Never stand behind the group you are watching. Players can see you and it may interfere with their shot.
- Pace of play is important considering the amount of daylight during the fall. Please be aware of any action you may be taking that could unintentionally slow play.

## Out of Bounds or Lost Ball

- Spectators can help to find lost balls. Avoid touching the ball though, or providing rulings or advice on how to play the ball.

## If There is a Disagreement in the Group

- Allow the players or the rules committee to handle it. The rules committee is allowed to ask spectators questions, but please do not get involved unless asked by a coach or rules committee person.

## If You Have Concerns

- The high school coach is the person you should communicate with. The coach will determine what action needs to be taken and decide if the rules committee or tournament management should get involved.

## Perspective: IHSA believes...

- Each golfer is **important**
- The process of **striving** to reach one's full potential is more important than winning.
- Participation is a privilege that enhances the **educational** experience
- **Sportsmanship** is a core value
- Each school is important and equally **important**
- **Equity and Fairness** must be safeguarded
- Everyone involved in golf are expected to be good **role models**
- **Integrity and honesty** are non-negotiable



## Instructions For Regional And Sectional Observers

*This high school event is smoke free*

### Observer

- An "observer" is one who is appointed by the IHSA to keep the score and assist the rules committee in deciding questions of fact.
- An observer is not a referee. If a ruling is needed, call for a rules committee person.
- An observer should not attend the flagstick, repair greens and rake bunkers. That is the player's responsibility.
- An observer should NOT touch any ball in play.
- If there is a lost ball, in the interest of pace of play, an observer may shuttle a player back to the previous shot.

### Scoring Procedures

- Keep a tally of each competitor's score. The observer's scorecard is designed to assist you in scoring. Circle if the **fairway was hit** or not. Then count that drive as 1 **shot to the green**. Continue marking **shots to the green** until the player is on the green. Once on the green, circle the number of **putts** each player had. Complete the hole by adding up the total score and marking it as such. After the hole is completed, confirm scores with each player by asking them their score. Resolve any scoring questions before teeing off on the next hole.
- Players have been identified as player A, B, C, and D on the scorecard. In addition, you may want to make note of any identifying color that will ensure that you give the correct score for each player. The players may, at anytime, ask for a rules committee person to make a ruling.
- In addition, a coach may ask for a ruling. No other persons may be involved with the situation or call for a ruling.
- There is a player and spectator code of conduct. If there is uninvited interference by a spectator OR unsportsmanlike conduct from a player, please call for a games committee person to handle that situation.

### Pace of Play

- Please help us maintain the pace of play for the competition. You may encourage players to increase the pace of play to catch up or at the request of a competitor you may suspend play to see committee members for necessary rulings.
- If there is a lost ball, announce the time of the search for a ball and then begin timing the search. A maximum of 5-minutes is allowed for the search. Notify the group after the 5-minute time period.
- If the ball cannot be found and the player must go back to where she last hit the ball, then you may take the player back on your cart. This will speed up play.
- In addition, the IHSA scorecard identifies the holes where your group will be shuttled. This is designed to keep the pace of play on those long walks to the next tee. You may be asked to shuttle one of your players on those tees. It is ok to do so.
- Escort your players directly to the scoring area immediately following the front and back nine.

### Bad Weather and Safety

- You may shuttle players to the safe areas when play has been suspended due to bad weather. If you see lightning, notify tournament central immediately and stop playing. You do not have to wait for a signal.

### Advice

- Volunteers, spotters, and/or fans may not provide advice or rulings.
- Spectators are welcome on the course but must stay in the rough, on the cart path or 15 yards from play.
- Spectators may assist in looking for lost golf balls, but they should NOT touch the ball or provide advice to any player.



# IHSA Golf Cart Policy

## I. Statement of Rationale

The IHSA has developed a policy that would provide an equitable way to address the needs of competitors, coaches, tournament personnel, and spectators. The policy is designed to accommodate the unique situations of a disabled parent of a player in the tournament, a disabled spectator, and disabled participant. It remains sensitive to the safety and liability concerns along with maintaining the integrity of the competition by reducing the chances of spectator interference.

## II. Definition

### (with respect to an individual) Disability:

- A. A physical or mental impairment that substantially limits one or more of the major life activities of such individuals;
- B. A record of such an impairment; or
- C. Being regarded as having such an impairment.

A person must meet the requirements of at least one of these three criteria to be an individual with a disability under the definition.

## III. Policy

### A. Participants

Student-athletes may not use caddies, motorized golf carts, or motorized pull carts during the state series unless an individual is permanently disabled.

### B. Permanently Disabled Student-Athlete

A written request for accommodation from a member school principal must be submitted to the IHSA when requesting the use of a motorized golf cart for a student-athlete. Golf carts are not to interfere with play and must adhere to tournament policies. If approved the player shall ride with the observer and not drive the cart.

### C. Spectator Golf Cart Use for Regionals and Sectionals

Golf carts may be rented by spectators during the regional and sectional play if available. Golf carts are not to interfere with the integrity of play and must adhere to all tournament and local golf course policies.

### D. State Final Practice Round

1. Golf carts will not be available for spectators at the state final; instead a shuttle will be available to transport spectators to pre-determined viewing sites at each state final's venue. A wristband will be provided to handicap spectators who will be given priority on the shuttle.
2. **State Tournament Practice Round - Golf Cart Policy**  
Student-athletes and spectators may not rent a golf cart for the Thursday practice round at the state tournament. Coaches from each competing school with a team or individual in the state finals will be allowed to rent one cart per school during the practice round. Only two (2) people may ride in the cart at one time. The cart is rented at the expense of the school. Golf carts may be requested in advance on a first-come, first-serve basis. Once the golf carts are rented out, no additional carts will be available.
3. **School Team Request for a Practice Round Golf Cart - Procedure**
  - a. School personnel from state final qualifying teams must submit the name of the adult school representative that will be responsible for a cart. Requests should be submitted in advance of the tournament, for approval by the IHSA.
  - b. Once approved, the golf cart will be issued to the person designated by the school.
  - c. The school designee shall check in at the pro shop to rent the cart.
  - d. The school is responsible for the rental fee at that time.
  - e. The carts will be issued on a first-come, first-serve basis. Once the fleet of golf carts are rented, no additional carts will be brought in.
  - f. Personal carts are not allowed.



## Boys/Girls Golf Score Reporting



• [www.ihsa.org](http://www.ihsa.org) • [kgibson@ihsa.org](mailto:kgibson@ihsa.org) • [shinrichsen@ihsa.org](mailto:shinrichsen@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

### Score Reporting Procedure (recommendation)

#### Procedure After the Round

1. The Head Scorer of the scoring area shall read an opening statement prior to the recording of scores.
2. The Head Scorer then announces the first competitor's name (alphabetical by player's last name).
3. Competitor who kept that card and the observer/reporter then go through the player's score card hole by hole to verify that each hole has been correctly recorded. Refer to USGA *Rule 6-6, Scoring in stroke play* for additional information.
4. If, after going through each hole, the card is correct, the competitor and his/her scorer shall sign the card and return it to the committee. No alteration may be made on a scorecard after the competitor has returned it to the committee.
5. If there is a dispute, the committee shall resolve it **before allowing the card to be signed**.
6. Repeat the process for the remaining players in the group (going in alphabetical order by player's last name)
7. After the card is signed and turned in, scoring personnel shall add the hole by hole scores to determine a player's total.

#### Notes

1. A player's card shall be considered final once he/she releases the card to the committee.
2. All results are considered final and subject to no further review once they have been verified by the IHSA not later than 24 hours after completion of each state series tournament.



## Boys/Girls Golf Scoring Statement



• [www.ihsa.org](http://www.ihsa.org) • [kgibson@ihsa.org](mailto:kgibson@ihsa.org) • [shinrichsen@ihsa.org](mailto:shinrichsen@ihsa.org) • Phone: 309-663-6377 • Fax: 309-663-7479 •

Congratulations on completing today's round in the IHSA (tournament level). In a few moments we're going to go over the hole by hole scores for the competitor you were assigned. When we're finished, we'll ask you to sign that card, which you'll need to do before leaving this scoring area. **Once you release the card to the committee, your scores will be considered official so if you have any questions while we are verifying your group's scores, please speak up.** We'd rather take a few extra moments now than have to disqualify someone later. So while we know you may be in a hurry to get through with this, we need your cooperation and attention for the next couple of minutes.

At this time, please make sure you have hole by hole scores for the competitor you were assigned.

*(after making sure everyone has done so, begin by announcing the name of the first competitor)*

We're now going to verify the hole by hole scores for \_\_\_\_\_ (1st Competitor) \_\_\_\_\_ of \_\_\_\_\_ High School. Who kept the score for \_\_\_\_\_ (1st Competitor) \_\_\_\_\_ ?

Ok, (Marker for 1st Competitor), please read for me the hole by hole score for (1st Competitor) , beginning with the first hole. (1st Competitor), if you have any questions or notice any discrepancy, let us know.

(1st Competitor), do you agree with those hole by hole scores for the 1st nine? Ok, let's continue. (Marker for 1st Competitor), please read for me the hole by hole score for the second nine. Again, (1st Competitor), if you have any questions or notice any discrepancies, let us know.

(1st Competitor), do you agree with those hole by hole scores for the second nine? Each of you sign the score-card and turn it into the committee.

(Repeat for each competitor.) (**NOTE:** The rules committee is responsible for adding the scores.)

**SCRIPT FOR CHECK-POINT OFFICIALS**  
**PROCEDURE FOR INFORMATION GROUP OUT OF POSITION**  
 (Information for Check-point Officials)

Check-point that is missed	Statement to the Players	Radio Announcement
1	"Your group of over the allotted amount of time and this is a Warning."	This is (your name) at the Hole #____ check-point. The (starting time) group off (#1 or #10 tee) received a warning. The group was ____ minutes over their allotted time and ____ minutes behind the group ahead.
2	"This is the 2nd check-point you have missed; each of you could receive a one stroke penalty in accordance with the IHSA Pace of Play Policy. All penalties will be determined by the Rules Committee."	This is (your name) at the Hole #____ check-point. The players in the (starting time) group off (#1 or #10 tee) was notified that they may be liable to a one-stroke penalty for missing their second check-point. The group was ____ minutes over their allotted time and ____ minutes behind the group ahead.
3	"This is the 3rd check-point you have missed; each of you could receive a two stroke penalty in accordance with the IHSA Pace of Play Policy. All penalties will be determined by the Rules Committee."	This is (your name) at the Hole #____ check-point. The players in the (starting time) group off (#1 or #10 tee) was notified that they may be liable to an additional two-stroke penalty for missing their third check-point. The group was ____ minutes over their allotted time and ____ minutes behind the group ahead.
4	"This is the 4 <sup>th</sup> checkpoint you have missed; each of you could be disqualified for slow play in accordance with the IHSA Pace of Play Policy. The Rules Committee will determine what penalties will be assessed."	Pace of Play Committee

Miscellaneous if a player(s) debates:

"If you wish to review the penalty, you may do so in the scoring tent following your round, but not here on the course."

## Instructions for Submitting Golf Regional & Sectional Winner Reports

Managers are required to complete the Girls/Boys Golf Regional & Sectional *Winner Reports* on-line.

Host schools should use the IHSA School ID and password to enter the IHSA Schools Center. Note that there are new passwords for the 2013-14 school term. If your school needs assistance with passwords, please contact the IHSA Office.

Log on to [www.ihsa.org](http://www.ihsa.org) and click on the Schools Center link. Enter your school's four-digit School ID number and password. On the next page, go to the "Tournament Management" area, find the row that lists the correct tournament, and click on "Winner Report" link. Please follow the instructions shown on the screen as you fill in the necessary information. **Additionally, please confirm that the participant names are spelled correctly.**

Submit the results of each contest you host. Also submit the results as soon as possible after the conclusion of each contest.

After completing and submitting the Winner Report online, print out a copy of the completed report form for your records.

If you experience any problems, please call the IHSA Office at 309-663-6377 M-F from 8:00-4:15 and ask for Linda Muxfeld (girls' golf) or Laura Hennings (boys' golf).



## **Awards Delivery Information**

To Managers of All IHSA Tournaments:

In an effort to better serve our tournament sites and the suppliers of our awards, we would like to have you read this bulletin carefully and then do what you can to expedite the instructions:

1. Be advised that at **Regional and Sectional Tournaments**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

**At State Final Tournaments**, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions can be in trophy boxes.

2. Awards will be shipped to the school sites directly from A & M Products via United Parcel Service.
3. Please inform whoever receives your United Parcel deliveries to expect awards to arrive up to two weeks prior to the tournament, and ask them to deliver the packages directly to you when they arrive.
4. It is very likely that some awards (particularly trophies) will arrive in two or more boxes and will need to be assembled. **They may not arrive on the same day, but should be opened as they arrive.**
5. Please check all trophies, plaques, etc., to see that they are in good condition and not damaged in any way. You should note that they are engraved with the proper sport, tournament level, year, etc.

If, after doing all of this, a problem develops, please contact Cheryl Mitchell at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Ron McGraw  
Asst. Executive Director



## 2013-2014 IHSA Tournament Manager Duplicate Medal Order Form for Ties

**Tournament Site:** \_\_\_\_\_ **Level Of Competition:** \_\_\_ Regional \_\_\_ Sectional

**Sport/Activity:** \_\_\_\_\_ **Gender:** \_\_\_ Girls \_\_\_ Boys

**Print Tournament Manager's Name:** \_\_\_\_\_

**Tournament Manager's Phone Number:** \_\_\_\_\_

**Classification (circle one):** 1A 2A 3A 4A 5A 6A 7A 8A Class A Class AA Unclassified

This form must be used and completed by the **Regional and/or Sectional Manager** to order duplicate medals for participants who earned them at the Regional or Sectional Tournament whose medal needs could not be fulfilled from existing tournament supplies. **Please return unused medals to A & M Products, 575 Elm Place, Princeton, IL 61356.**

Immediately following the **Regional and/or Sectional** tournament, please **fax this order form to A & M Products at (815) 879-0400**. The medals will be sent directly from A & M Products to the School listed. Tournament Managers must use this form to place orders. This form can be duplicated, if necessary.

**\*Event Name** ie-Pole Vault, Discus, Diving, 100-yd. Butterfly, Singles, Doubles, 102 lb., Speech: IE, etc.

- ♦ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Individual Medal/Event Name\*** \_\_\_\_\_
- ♦ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Individual Medal/Event Name\*** \_\_\_\_\_
- ♦ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Individual Medal/Event Name\*** \_\_\_\_\_
- ♦ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Individual Medal/Event Name\*** \_\_\_\_\_
- ♦ **Recipient Town/School (Must supply both):** \_\_\_\_\_  
**Name of Recipient:** \_\_\_\_\_ **Place:** \_\_\_\_\_  
**I=Individual Medal/Event Name\*** \_\_\_\_\_



# Assembly Instructions for IHSA State Series Trophies

(please use caution when assembling the trophies)

Upon receipt of your Trophies and Awards, please inspect them immediately so replacements can be shipped to you, if you notice a damaged trophy or figurine. If replacements need to be issued, please contact A & M Products at the number below.

We recommend the following for attaching the figures to the IHSA State Trophy:

- Unwrap each figure. If there is a hex nut on the post of the figure remove it. It should not be needed.
- Lay the trophy on its back on a flat surface and remove the hex nut from the rods from underneath the trophy.
- Push the rod through the top of the trophy and remove the ferrule (the hollow threaded tube) from the rod and attach the ferrule to the threaded post of the figure. Screw the ferrule all the way up the threaded post of the figure.
- Screw the rod back onto the ferrule until it is tight.
- Place the rod, with the figure attached, back through the top of the base and through the holes in the bottom of the base.

**IMPORTANT** - please be careful that the figure(s) is not supporting the weight of the trophy. **Figures can be easily broken.**

**DO NOT OVER TIGHTEN THE FIGURE ONTO THE BASE** THIS CAUSES THE BOLT TO BE PULLED OUT FROM UNDERNEATH THE FIGURE

**Please do not pick up and carry the trophy by the side figures.**

The **CHAMPION** and **RUNNER-UP** trophy receive **three** of the bigger #1 figures.

The **THIRD PLACE** and **FOURTH PLACE** trophy receive **one** of the bigger #1 figures for the top. And the **two** smaller #2 figures are the side figures.

If you have any questions please call A & M Products, (815) 875-2667

## School Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- By virtue of membership, schools are granted a license to use the IHSA Trademarks on or in connection with IHSA State Series Events. Member schools may produce their own programs or merchandise in accordance with the terms of the Trademark Use and Royalty Policy.
- Any writing or merchandise produced in connection with IHSA State Series Events must conspicuously display the IHSA name and at least one logo.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events are required to use IHSA licensed vendors.
- Member schools advancing to an IHSA State Final and choosing to have merchandise produced in connection with that event, must use Minerva Sportswear. The IHSA has a contract with this company to be the exclusive IHSA State Final Merchandise Vendor.
- A member school may use any IHSA Licensed Vendor. To see the approved list, visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

## Vendor Information:

Please read the entire Trademark Use and Royalty Policy for full disclosures.

- Any printed material or merchandise produced in connection with IHSA State Series Events, must conspicuously display the IHSA name and at least one logo.
- IHSA marks and logos can only be utilized by those who are granted a license by the IHSA.
- Member schools contracting with an outside vendor to have programs or merchandise produced in connection with IHSA State Series Events must use an approved IHSA licensed vendor.
- IHSA licensed vendors can sell licensed material to any IHSA member school.
- IHSA licensed vendors cannot produce merchandise in conjunction with an IHSA State Final. The IHSA has an exclusive State Final Merchandise Vendor contract.
- Licensed publication vendors pay the IHSA a 5% royalty of gross advertising sales, and licensed merchandise vendors pay the IHSA an 8% royalty of gross merchandise sales (based on sale of the finished product) - Royalty Report.
- For unlimited events, vendors can be licensed by the IHSA and utilize the IHSA name and logos for an entire year for a \$500 annual fee; or
- For limited events, vendors can be licensed by the IHSA and can utilize the IHSA name and logos for a single event, up to three events in a year, for \$50 per event or \$100 for three events.

Applying to be an IHSA Licensed Vendor (unlimited events):

1. Submit a completed Licensed Vendor Application for approval;
2. Once approved, sign the IHSA Vendor License Agreement; and
3. Pay the annual licensing fee of \$500.

Applying to be an IHSA Licensed Vendor (limited events):

1. Contact the IHSA office for approval;
2. Once approved, sign the IHSA Limited Use Vendor License Agreement; and
3. Pay the single event fee of \$50 or \$100 for three events.

For additional information regarding Licensing and Royalty, contact Brandi Waters at 309-663-6377 ext. 125, or visit the IHSA website at <http://www.ihsa.org/Resources/Merchandise/LicensedVendors.aspx>.

**Royalty Report:** For a downloadable pdf of the Royalty Report go to [http://www.ihsa.org/documents/forms/State\\_Tournament\\_Series\\_Royalty\\_Report.pdf](http://www.ihsa.org/documents/forms/State_Tournament_Series_Royalty_Report.pdf)

# Pace of Play Steps

A pace of play policy will be in effect for the 2013-14 IHSA golf state series. While it is not required for the regular golf season, we recommend coaches implement this policy in some or all of their tournaments.

The pace of play is an important element in having a good experience at tournaments. Slow play is often a combination of little things not being done that contribute to slow play and on-course traffic jams. Know that the pace of play policy isn't designed to have players rush their shots; it is intended to make players ready to take their shot when it is their turn. The thrust of the policy is to encourage players to move more quickly to their next shot and therefore behave more efficiently on the course. In short, coaches teach your players to be prepared and ready to play.

As coaches teach their players about managing their pace, they will find themselves focusing on simple things like clarifying who gets the flagstick after putting, instructing players where to leave their golf bags and designating who should be up on the tee.

## POP

First we will cover how to set up your course and scorecards. There are three things that the manager will need to do to prepare for a tournament.

1. Determine the pace for your course.
2. Make scorecards that reflect the pace for each group.
3. Set up checkpoint stations.

### Step 1 – How to Determine Pace

The pace of play is determined by the manager. There is a general rule of thumb that a par 3 should take 13 minutes to play, a par 4 should take 15 minutes to play and a par 5 should take 17 minutes to play. Managers can look at their golf course's scorecard and start with that standard. The manager can then adjust the time based on the difficulty and skill level of the players and add or subtract time to a hole although extra time generally is added only for long walks between holes.

### Step 2 – Determine Each Group's Pace

Now that the pace has been established, the manager can put the actual times on each group's cards.

### Step 3 – Make Scorecards That Reflect the Pace for Each Group

Now that you have determined the pace of play, you will need to apply the actual times to each group's scorecard. So if your first group goes off at 9:00 and your next group goes off at 9:09, the pace reported on their card will have a 9 minute difference. Overall players should be able to look at their card and know what time they should finish each hole. It is also helpful to highlight on the scorecard the checkpoint times.

### Step 4 – Set Up Checkpoint Stations

USGA suggests for 18 holes the checkpoints should be holes 4, 9, 13, and 18 although the manager ultimately will decide which holes work best for his/her course. If a competition is a 9-hole tournament, it is recommended that there are 3 checkpoints. We suggest holes 3, 6, 9.

### Step 5 – Set Up

#### Each checkpoint station should have

- A master schedule
- A visible clock
- A walkie talkie to call for an official
- A script to read to each group checking
- Checkpoint sign
- Stop watch
- Red and green pens (optional)

*If the group is on time, the checkpoint attendant will put a green dot on the card. If they are behind a red dot will indicate that.*

## Recap

Once these 3 pre-tournament steps are completed you will be ready for your play. Before we move on to the policy itself, let's review again, the pre-tournament set up for the Pace of Play Policy. Managers will need to:

1. Determine the pace for your course.
2. Make scorecards that reflect the pace for each group.
3. Set up checkpoint stations.

## IHSA Resources

IHSA will provide to managers these printed resources for schools regular season competitions and the state series tournaments. They can be downloaded from the boys and/or girls golf websites. They are:

1. Pace of play script to be read on first tee.
2. Pace of play script to be read at each checkpoint.
3. Samples of scorecards and master schedule.
4. Pace of Play Policy for Players.

# Pace of Play Policy

Next let's cover the policy itself.

First let's begin with some definitions.

**Out of Position:** A group is considered *out of positions* when they check into their checkpoint station using more than their allotted time and are more than 14 minutes behind the group in front of them.

**Completed Hole:** A hole is considered completed when the flagstick is put in the hole. So once the flagstick is put in the hole, the group behind them has 14 minutes to complete their hole if they are behind their allotted time.

**Regain Position:** When a group falls behind (regardless of the reason) they must regain their position. Once a group falls behind and is warned at their checkpoint that they are out of position, they must make the next checkpoint on time to regain their position. If they do, the players are not liable for a pace of play penalty. Time for ball searches, ruling and walking time is included in the allotted time.

**Allotted Time:** The time it takes to complete 18 holes at a pace set by the manager.

Coaches, all your players need to remember is that they must keep up with the group in front of them (no more than 14 minutes behind) and if they do they will not have a pace of play issue or ever be out of position.

## Out of Position

But what happens if they are out of position when they reach their checkpoint?

If any group, other than the lead group, is behind its expected time after completing one of the pre-selected checkpoint holes and more than 14 minutes behind the preceding group, those players will be subject to a possible penalty as determined by the tournament's Rules Committee. The lead group is considered out of position and subject to possible penalties if they are behind any of the checkpoint times as determined by the tournament manager. Groups that miss checkpoint times may be watched by members of the Rules Committee to gain information that can assist the committee with any rulings. A group may appeal the penalty in the scoring area before surrendering their scorecards. The committee may warn groups for missing a checkpoint time(s) or slow play, or they may assess one or two stroke penalties to the entire group or specific members of the group who have been deemed to cause the group to miss its checkpoint time(s) or play slow. Poor play, by itself, is not an acceptable reason for slow play. Players are responsible to themselves and their group for their group's pace of play.

## One Slow Player

What happens if there is one slow player in the group who will not pick up the pace?

Before a player returns his/her scorecard, a player who was out of position during the round may consult with the official who will determine if the player was delayed by another player in the group, delayed by circumstances beyond his/her control or the player was delayed by the rules committee.

## When are these penalties assessed?

The penalties are applied at the scorer's tent before players sign their card. All questions about penalties must be resolved before the player submits the signed card to the committee.

## Regular Season Shortcuts

1. A coach can meet the players at the checkpoint hole when the players approach it. In a dual match this can work with two coaches. The coach on 3 goes to 9 after the wave has gone through.
2. If a coach wants players to get use to the pace of play policy, he/she can leave a clipboard on the checkpoints and have players themselves check in.
3. Use a red or green dot on the scorecard to indicate if the group made it on time to their checkpoint or not.
4. Use a cell phone for the atomic clock.



## **Pace of Play Policy**

### **Player's Copy**

The IHSA pace of play policy leaves the responsibility for maintaining the pace of play where it belongs, with you, the player. If you are the first group in the field, play efficient golf. If you are in a following group, keep up with the group in front of you and you will not have a pace of play issue.

Scorecards will have the expected time your group is to complete each hole. If you fall behind, you are expected to play efficient golf and get back into position. This might mean playing ready golf or continuous putting which are both allowed in stroke play. If available, atomic clocks will be stationed on pre-selected holes giving you the opportunity to check on your pace throughout the course.

#### **Checkpoints:**

There may be an official present at the pre-selected holes with whom you can check on your pace. The hole is considered complete when the flagstick is returned to the hole. If you are OUT OF POSITION (behind your allotted time and more than 14 minutes behind the preceding group) after finishing the 9<sup>th</sup> or 18<sup>th</sup> hole everyone in the group may be assessed a potential pace of play penalty by the tournament's Rules Committee. Pace of play penalties are to be added to the score on the 9<sup>th</sup> or 18<sup>th</sup> hole. No warnings are issued with this policy. (Your group will receive a warning on your first missed checkpoint.)

#### **Out of Position:**

**First Group Only:** If any group, other than the lead group, is behind its expected time after completing one of the pre-selected checkpoint holes and more than 14 minutes behind the preceding group, those players will be subject to a possible penalty as determined by the tournament's Rules Committee. The lead group is considered out of position and subject to possible penalties if they are behind any of the checkpoint times as determined by the tournament manager. Groups that miss checkpoint times may be watched by members of the Rules Committee to gain information that can assist the committee with any rulings. A group may appeal the penalty in the scoring area before surrendering their scorecards. The committee may warn groups for missing a checkpoint time(s) or slow play, or they may assess one or two stroke penalties to the entire group or specific members of the group who have been deemed to cause the group to miss its checkpoint time(s) or play slow. Poor play, by itself, is not an acceptable reason for slow play. Players are responsible to themselves and their group for their group's pace of play.

A player concerned about a slow player(s) in his/her group should first speak with the player(s) and encourage them to play more efficiently. Then, the concerned player may, before or after penalties are assessed, ask to have the group monitored. The individual player does not have to be identified; the request just needs to be made. At some point during the stipulated round, the group will be monitored. If a player is identified as holding up the pace of the group, penalties may be applied to that players and rescinded from the others.

#### **Appeal Process**

Pace of Play penalties may be appealed to the Committee and must be made before scorecards are signed and returned. In order for an appeal to be considered, there must have been an action by the Committee, a circumstance beyond the player's control, or some similar occurrence that contributed to the delay, such as an action by individual member of the group. If a group received multiple penalties for exceeding the pace of play all penalties may be appealed, however, each appeal must be made and handled separately. Each appeal may result in a one step reduction of a penalty (i.e. two strokes to one stroke then one stroke to no penalty).





OBSERVER SCORECARD

OBSERVER \_\_\_\_\_

FRONT NINE

GROUP # \_\_\_\_\_ IDENTIFYING COLOR \_\_\_\_\_

PLAYER A \_\_\_\_\_

PLAYER B \_\_\_\_\_

PLAYER C \_\_\_\_\_

PLAYER D \_\_\_\_\_

Hole	Fairway hit	shots to green	putts	score
1A	Y N	1 2 3 4 5 6	0 1 2 3 4	
1B	Y N	1 2 3 4 5 6	0 1 2 3 4	
1C	Y N	1 2 3 4 5 6	0 1 2 3 4	
1D	Y N	1 2 3 4 5 6	0 1 2 3 4	

Hole	Fairway hit	shots to green	putts	score
2A	Y N	1 2 3 4 5 6	0 1 2 3 4	
2B	Y N	1 2 3 4 5 6	0 1 2 3 4	
2C	Y N	1 2 3 4 5 6	0 1 2 3 4	
2D	Y N	1 2 3 4 5 6	0 1 2 3 4	

3A	Y N	1 2 3 4 5 6	0 1 2 3 4	
3B	Y N	1 2 3 4 5 6	0 1 2 3 4	
3C	Y N	1 2 3 4 5 6	0 1 2 3 4	
3D	Y N	1 2 3 4 5 6	0 1 2 3 4	

4A	Y N	1 2 3 4 5 6	0 1 2 3 4	
4B	Y N	1 2 3 4 5 6	0 1 2 3 4	
4C	Y N	1 2 3 4 5 6	0 1 2 3 4	
4D	Y N	1 2 3 4 5 6	0 1 2 3 4	

5A	Y N	1 2 3 4 5 6	0 1 2 3 4	
5B	Y N	1 2 3 4 5 6	0 1 2 3 4	
5C	Y N	1 2 3 4 5 6	0 1 2 3 4	
5D	Y N	1 2 3 4 5 6	0 1 2 3 4	

Hole	Fairway hit	shots to green	putts	score
6A	Y N	1 2 3 4 5 6	0 1 2 3 4	
6B	Y N	1 2 3 4 5 6	0 1 2 3 4	
6C	Y N	1 2 3 4 5 6	0 1 2 3 4	
6D	Y N	1 2 3 4 5 6	0 1 2 3 4	

7A	Y N	1 2 3 4 5 6	0 1 2 3 4	
7B	Y N	1 2 3 4 5 6	0 1 2 3 4	
7C	Y N	1 2 3 4 5 6	0 1 2 3 4	
7D	Y N	1 2 3 4 5 6	0 1 2 3 4	

8A	Y N	1 2 3 4 5 6	0 1 2 3 4	
8B	Y N	1 2 3 4 5 6	0 1 2 3 4	
8C	Y N	1 2 3 4 5 6	0 1 2 3 4	
8D	Y N	1 2 3 4 5 6	0 1 2 3 4	

9A	Y N	1 2 3 4 5 6	0 1 2 3 4	
9B	Y N	1 2 3 4 5 6	0 1 2 3 4	
9C	Y N	1 2 3 4 5 6	0 1 2 3 4	
9D	Y N	1 2 3 4 5 6	0 1 2 3 4	



OBSERVER SCORECARD

OBSERVER \_\_\_\_\_

BACK NINE

GROUP # \_\_\_\_\_ IDENTIFYING COLOR \_\_\_\_\_

PLAYER A \_\_\_\_\_

PLAYER B \_\_\_\_\_

PLAYER C \_\_\_\_\_

PLAYER D \_\_\_\_\_

Hole	Fairway hit	shots to green	putts	score
11A	Y N	1 2 3 4 5 6	0 1 2 3 4	
11B	Y N	1 2 3 4 5 6	0 1 2 3 4	
11C	Y N	1 2 3 4 5 6	0 1 2 3 4	
11D	Y N	1 2 3 4 5 6	0 1 2 3 4	

12A	Y N	1 2 3 4 5 6	0 1 2 3 4	
12B	Y N	1 2 3 4 5 6	0 1 2 3 4	
12C	Y N	1 2 3 4 5 6	0 1 2 3 4	
12D	Y N	1 2 3 4 5 6	0 1 2 3 4	

13A	Y N	1 2 3 4 5 6	0 1 2 3 4	
13B	Y N	1 2 3 4 5 6	0 1 2 3 4	
13C	Y N	1 2 3 4 5 6	0 1 2 3 4	
13D	Y N	1 2 3 4 5 6	0 1 2 3 4	

Hole	Fairway hit	shots to green	putts	score
10A	Y N	1 2 3 4 5 6	0 1 2 3 4	
10B	Y N	1 2 3 4 5 6	0 1 2 3 4	
10C	Y N	1 2 3 4 5 6	0 1 2 3 4	
10D	Y N	1 2 3 4 5 6	0 1 2 3 4	

Hole	Fairway hit	shots to green	putts	score
15A	Y N	1 2 3 4 5 6	0 1 2 3 4	
15B	Y N	1 2 3 4 5 6	0 1 2 3 4	
15C	Y N	1 2 3 4 5 6	0 1 2 3 4	
15D	Y N	1 2 3 4 5 6	0 1 2 3 4	

16A	Y N	1 2 3 4 5 6	0 1 2 3 4	
16B	Y N	1 2 3 4 5 6	0 1 2 3 4	
16C	Y N	1 2 3 4 5 6	0 1 2 3 4	
16D	Y N	1 2 3 4 5 6	0 1 2 3 4	

17A	Y N	1 2 3 4 5 6	0 1 2 3 4	
17B	Y N	1 2 3 4 5 6	0 1 2 3 4	
17C	Y N	1 2 3 4 5 6	0 1 2 3 4	
17D	Y N	1 2 3 4 5 6	0 1 2 3 4	

18A	Y N	1 2 3 4 5 6	0 1 2 3 4	
18B	Y N	1 2 3 4 5 6	0 1 2 3 4	
18C	Y N	1 2 3 4 5 6	0 1 2 3 4	
18D	Y N	1 2 3 4 5 6	0 1 2 3 4	



## **Financial Reports Must Be Filed Online**

The final phase of your hosting responsibilities is to file a financial report with the IHSA. The financial report forms are available in the password-protected Schools Center area of the IHSA Web site.

Log in to the Schools Center with your user ID and password. On the main menu of the Schools Center, under the heading "IHSA State Series Hosting", you will find a link to the financial report. Please fill out the one-page form and press the submit button to file your report.