

PLAY SMART.  **PLAY HARD.**

2018-19

Golf

Manual for
Schools and Managers



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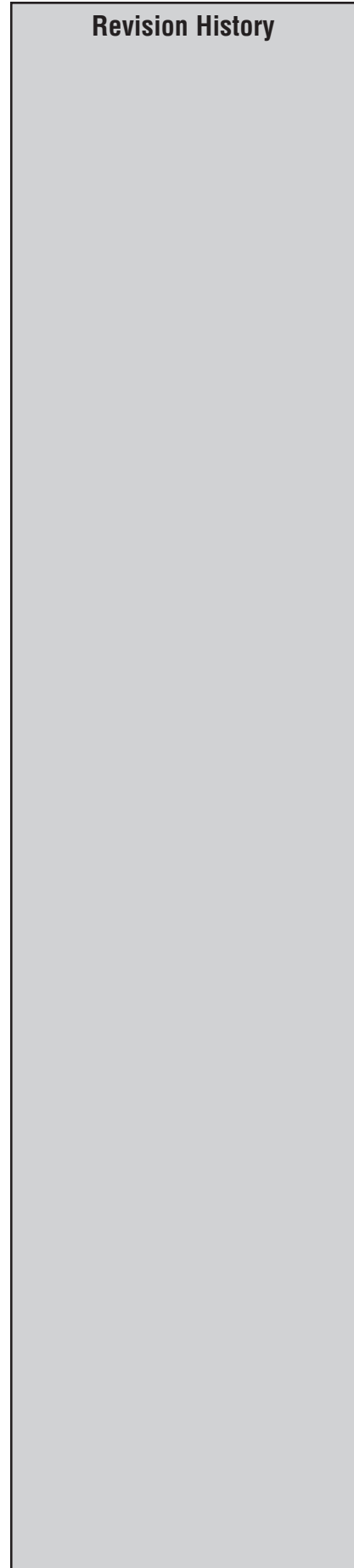
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Revision History





2018-2019 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 2018-2019 IHSAA Boys and Girls Golf Tournament Series.

I. SCHOOL CLASSIFICATION

Girls' Golf

Competition in the IHSAA 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-boundary 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 983.00 and below will be Class 1A.

2. Schools with enrollments 983.01 and above will be Class 2A.

3. Classifications shall be determined on an annual basis.

Boys' Golf

Competition in the IHSAA 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-boundary 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 524 and below will be Class 1A.

2. Schools with enrollments of 524.01 – 1486.65 will be Class 2A.

3. Schools with enrollments of 1486.66-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 2, 2018 at various locations around the state. Girls' Class 1A and 2A regional tournaments will be held on Wednesday, October 3, 2018 at various locations around the state. Boys' and girls' sectional tournaments will be held on Saturday, October 6 Monday, October 8 or Tuesday, October 9, 2018. Preference will be given to schools that can host a sectional on a Saturday or Monday. The host schools will be announced on the IHSAA boys' and girls' golf website (www.ihsa.org).

B. Boys' State Final Date: The State Final Tournaments will be held October 12-13, 2018. 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 11, 2018.

C. Girls' State Final Date: The State Final Tournament will be held October 12-13, 2018. The girls' Class 1A tournament will be held at Red Tail Run Golf Course in Decatur. The girls' Class 2A will be held at Hickory Point Golf Course in Decatur. An optional practice round will be available for competing schools on Thursday, October 11, 2018.

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 IHSAA 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 IHSAA-sponsored sport/activities included in the 2018-19 Entry Polices and Procedures.

A. On-line Entries: All member schools must enter their school into the state series competition through the IHSAA School Center on the IHSAA Website at www.ihsa.org. The deadline for entry is September 7. The 2018-19 Entry Policies and Procedures outlining the online entry procedures for all IHSAA-sponsored tournaments can be found in the Schools Center on the IHSAA website.

The IHSAA 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 IHSAA 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 IHSAA 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, (team or individual entries), 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 costs 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 24, 2018. The regional manager will be able to view the rosters of the teams competing in their tournament on-line after the 25th 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 \$350.00

C. Sectional Host School Allowance: Host schools shall pay all local expenses and shall receive a guarantee of \$350.00.

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 1A/2A 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) After the first day of competition at the state finals, the field will be reduced to the top 8 teams (and ties) and the top 24 individuals (and ties) not on the top 8 teams. 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) Players on qualifying teams 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 if his/her team advances to the final round and paired in the sixth player spot for his/her team. Individual qualifiers disqualified from the first round of the State Final competition for a non-player Code of Conduct violation will not be allowed to play in the final round.

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) 5th person score
- ii) 6th 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. When the first day is cancelled or suspended due to weather or some other reason, no reduction in field will be made. 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 11, 2018.

2. **Class 2A Boys' coaches meeting** will be held at Weibring Golf Club at Illinois State University at 2:00 p.m., Thursday, October 11, 2018.

3. **Class 3A Boys' coaches meeting** will be held at The Den at Fox Creek Golf Course at 4:00 p.m., Thursday, October 11, 2018.

4. **Class 1A Girls' coaches meeting** will be held at Red Tail Run Golf Course beginning at 2:00 p.m., Thursday, October 11, 2018.

5. **Class 2A Girls' coaches meeting** will be held at Hickory Point Golf Course beginning at 1:00 p.m., Thursday, October 11, 2018.

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.

L. On-Course Score Reporter: At all regional and sectional tournaments, a score reporter will be stationed every third hole to facilitate the on-course scoring process. Tournament hosts will be required to find individuals to serve in this capacity.

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 or sectional, the tied teams will be deemed the winners of the respective tournament. At the state finals, ties for team awards will be broken as explained later in these Terms and Conditions.

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 1A/2A 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 1A/2A 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 sectional to the state final tournament. Ties for the last individual qualifying spot will be broken with an on-course play-off.

D. Day 1 to Day 2 of the State Finals –

1. Members of the top eight (8) teams (and ties) after Day 1 of the State Finals will advance to Day 2 of the State Finals.
2. The top 24 individual scores (and ties) of all remaining players not on one of the top eight teams will advance to Day 2 of the State Finals.
3. All players who play on Day 2 of the State Finals are eligible for individual honors.

E. 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.

F. 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 anywhere on the course until his/her player steps on the putting green. Once their player steps onto the green to either putt or mark his/her ball, coaches must cease their coaching. After the last player in a group has completed putting on a given hole, coaches can begin communicating again with their player(s). Coaches must not delay pace of play at any point on the course. 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. 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.

F. 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.)

G. 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.)

H. 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.

I. 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.

J. 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.

K. 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.

L. 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. Players found using any of the afore-mentioned devices or equipment will be penalized in accordance with USGA rules.

M. 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. Once the Circle 10 is invoked by a player, that player's score will not be used for advancing team scores, and that player is no longer eligible to advance in the state series as an individual. However, should the player's team advance that player could continue in the state series but only have his/her score count towards the team's score at the next level tournament(s).

N. Measuring Devices: Players or coaches may use USGA approved measuring

devices during state series competition. A multi-functional device, such as a smartphone, smartwatch, or PDA, may be used as a distance measuring device, but the device must not be used to gauge or measure other conditions where doing so would be a breach of USGA Rule 14-3. Players or coaches may share distance information with competitors if they wish to do so. Players found using measuring devices utilizing functions considered illegal will be penalized in accordance with USGA rules.

O. Unmanned Aerial Vehicle (Drone)

Policy: The use of unmanned aerial vehicles (“UAV”) also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device. An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.

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. At the state finals, schools who qualify a team or multiple individuals may rent one cart at the school's expense for use by the school's head coach, provided enough carts are available and ground conditions allow for such use.

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/Liquid Nicotine Products:

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. 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, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

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.

X. 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-10th 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 for the first place medalist, 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.

XI. 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. 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.

C. Games Committee: The manager shall appoint a committee of at least three (3) coaches from participating schools in addition to him/herself. This committee has the authority to resolve any situations that arise during the tournament, including, but not limited to, matters of golf rules, conduct, or pace of play. The decision of the committee is final, and once the awards are presented, the tournament results shall stand.



Understanding Your High School Golf Season and Your IJGA Season.

1Q. What is the starting date for the IHSA Boys and Girls Golf Season?

1A. The first practice for the IHSA boys and girls golf season may begin on Monday of Week 6 of the IHSA calendar. For the next four (4) years, those dates are August 6, 2018, August 12, 2019, August 10, 2020, and August 9, 2021.

2Q. When does the high school season actually start?

2A. The high school golf season begins when the school engages in its first golf practice, try out, or team meeting.

3Q. When must students cease non-school golf competition and/or practice?

3A. Students must cease non-school golf competition or non-school golf practices 7 days after a school engages in its first golf practice, try out, or team meeting.

4Q. Are there any IJGA Playing Member events that “overlap” with the start of the IHSA Golf Season?

4A. Currently there are, but at this time there are no IJGA events that are conducted more than 7 days after the start of the golf season.

5Q. What if a student qualifies for the IJGA Boy’s Tournament of Champions and/or The “Rog” which typically falls after the start of a school season, can a high school coach prohibit the student from playing in it?

5A. Yes. If these tournaments are conducted after your school has engaged in its first practice, then the school does have the authority to prohibit participation. It is always best to have an advance conversation with your coach about his/her team policy.

6Q. Where can an individual find the IHSA Rules as they relate to golf?

6A. The rules of play are the USGA rules of golf. The rules that govern the state series are called the Terms and Conditions, and your high school coach can help you with any questions related to that. The rules that govern high school eligibility including the season limitation rules are called by-laws, and your coach, Athletic Director and/or principal can help you with the interpretations of those rules. All this information can be found on the IHSA website at www.ihsa.org. Once there, click on boys or girls golf.

7Q. What is the process for asking for an exception to be granted by the IHSA to play in a non-school tournament?

7A. An exception may be made by the IHSA Executive Director under the guidelines adopted by the Board of Directors for competitions sanctioned directly by the National Governing Body or its official Illinois affiliate for the sport. The high school Athletic Director or Principal is the person who has the authority to request that exception in advance of the event. Know that local club tournaments or scrambles do not meet the requirements of the by-law.

8Q. Can parents contact the IHSA to request the exemption?

8A. No. Requests must come from a member school. Schools must download, complete, and submit the ‘Non school competition Participation Request Form’ to the IHSA Executive Director to secure a ruling for the student.

9Q. Can a student just go ahead and play in the tournament without my school making the request?

9A. No. A member school must request and be granted an exception prior to the tournament.

10Q. What is the penalty for a golfer violating the season limitation rule?

10A. Penalties for playing in a non-school event during the high school season generally include player ineligibility, forfeiture of team wins, and school sanctions.

Instructions for Submitting *List Of Participants*

Schools are required to complete the Girls'/Boys' Golf *List of Participants* online.

Log on to www.ihsa.org and click on the Schools Center link. Enter your personal ID number and password. Once signed in, go to the "Sports and Activity Tracker" area, find the row that lists the correct tournament, and click on "LOP (*List of Participants*)" link under the "Online Forms" heading. Please follow the instructions shown on the screen as you fill in the necessary information. The deadline for submitting the *List of Participants* is Monday, September 24, 2018 at midnight. Schools have the opportunity to make changes until Monday, September 24, 2018 at midnight.

- A. List all eligible coaches that are in compliance with IHSA By-Law 2.070.
- B. List all individuals/team competitors who will compete in the regional. Make sure to complete the column which asks for each player's 18 hole average.

After completing the *List of Participants* online, print out a copy of the completed entry form for your records. Regional managers will be able to access the *List of Participants* and listing of all eligible coaches for all entries in their regional through the Schools Center on the IHSA website after September 25, 2018.

If you experience any problems, please call the IHSA Office at 309-663-6377 and ask for Laura (boys' golf) or Debbie (girls' golf).

LIST OF PARTICIPANTS DEADLINE:
Monday, September 24, 2018

Pace of Play Steps

A pace of play policy will be in effect for the 2018-19 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 9th or 18th hole everyone in the group may be assessed a potential pace of play penalty by the tournament's Rules or Games Committee. Pace of play penalties are to be added to the score on the 9th or 18th 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 player 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).



IHSA STATE TOURNAMENT Practice Round Golf Cart Request Form

A golf cart may be reserved in advance by high school coaches with qualifying players participating in the boy or girls golf state finals. **A limited number of golf carts are available for the practice round only.**

Only high school coaches may rent or operate the golf cart.

Date _____

Boys _____ Class 1A _____ Class 2A _____ Class 3A _____

Girls _____ Class A _____ Class AA _____

Qualifying School (City/School) _____

School Fax Number _____

Head Coach's Name _____

Our school agrees to abide by the IHSA Golf Cart Policy and the local golf course rules.

Principal's Signature _____

Coach's Signature _____

Submit completed form, with your principal's signature, to your host golf course.

Boys:

Class 1A-Prairie Vista Golf Course. Fax: 309-434-2830

Class 2A-Weibring Golf Club at Illinois State University. Fax: 309-438-3967

Class 3A-The Den at Fox Creek Golf Course. Fax: 309-434-2249

Girls:

Class A-Red Tail Run Golf Course. Fax: 217-421-6646

Class AA-Hickory Point Golf Club. Fax: 217-421-7464

Schools with incomplete forms will not be allowed a golf cart until the form is properly executed.



IHSA State Final Information Boys Golf

| Contacts | Position | Phone | Fax |
|------------------|---|--------------|--------------|
| Kurt Gibson | Associate Executive Director, IHSA | 309-663-6377 | 309-663-7479 |
| Laura Hennings | Administrative Assistant, IHSA | 309-663-6377 | 309-663-7479 |
| Kurt Gibson | Class 1A State Final Management Contact | 309-663-6377 | 309-663-7479 |
| Laura Provost | Class 2A State Final Management Contact | 309-438-8065 | 309-438-3967 |
| Matt Hoder | Class 3A State Final Manager | 309-557-4402 | 309-557-4594 |
| Nicolas Kearfott | Class 3A Co-Host Athletic Director | 309-557-4570 | 309-557-4502 |
| Stan Lewis | Class 3A Co-Host Athletic Director | 309-557-4976 | 309-557-4594 |
| Nancy Nelson | Clubhouse Manager, Prairie Vista Golf Course | 309-434-2217 | 309-434-2830 |
| Jason Wingate | Clubhouse Manager, The Den at Fox Creek Golf Course | 309-434-2300 | 309-434-2249 |

Coaches Meeting

The coach representing each school's qualifying players at the State Final Tournament **MUST** attend a meeting with the IHSA Tournament Committee on Thursday afternoon, October 11, 2018. Tee times for Friday will be distributed at this meeting. Contestants will not be permitted to participate if their school representative does not properly check in with the tournament committee.

CLASS 1A: The meeting for all Class 1A coaches will be held at **3:00 p.m.** on Thursday, October 11, 2018, at Prairie Vista Golf Course.

CLASS 2A: The meeting for all Class 2A coaches will be held at **2:00 p.m.** on Thursday, October 11, 2018, at Illinois State University Golf Course.

CLASS 3A: The meeting for all Class 3A coaches will be held at **4:00 p.m.** on Thursday, October 11, 2018, at The Den at Fox Creek Golf Course.

Thursday Practice Round

Participants are not required to participate in the practice round although they have been assigned a tee time. Refer to the pre-assigned times in the manual. Coaches can switch times with each other provided they use the proper confirmation form.

Green Fees

Member schools are responsible for their practice round green fees.

Driving Ranges

Range balls will be provided for all participants on Friday and Saturday.

Dress Code for Players and Coaches

Be reminded that no denim slacks or shorts are allowed. Also be reminded that the penalty for this is severe and the Rules committee is not given any flexibility in the Terms and Conditions. Please do not place these good people in a position to have to "make the call". **Coaches are included in the dress code.**

Visual Image

A professional photographer will take pictures. Those photos can be viewed and purchased online. Go to the IHSA website to access VIP Photo.

Housing

Multiple hotel properties have made rooms available to qualifying teams and individuals for the IHSA Boys' Golf State Finals. Schools with qualifiers could also contact other properties in Bloomington-Normal to secure housing for the state finals. Schools that have qualified a team should only request 5 rooms at one of the properties, and schools with individual qualifiers should only request 2 rooms. A list of all properties that have made rooms available for the weekend and their rates can be found by logging into the 'Case Situations' area of the IHSA Schools Center. This list will be posted there no later than October 9, 2018. Schools have until noon on October 10th to reserve their housing. After that deadline, rooms will be released to the general public. Schools having difficulty securing rooms should contact Matt Hawkins from the Bloomington-Normal Area Convention & Visitors Bureau at 309-665-0033.

Schools should not be reserving rooms for either the current or future state finals as it double books housing and takes business away from our cooperating hotels. Room reservations are for Thursday and Friday nights only.



2018-19 IHSA Boys Golf State Finals Thursday Practice Rounds

Pre-assigned Tee Times for Competing Schools

PRACTICE ROUNDS: Only players qualifying for the State Final will be allowed to play a practice round. Tee times have been pre-assigned based on the geographic location of each sectional. The further a team must travel, the later the tee time assigned. In addition, each competing school has been assigned a tee time based on the results of their sectional. Tee times (for state final qualifying players only) will be made between the hours of 900 a.m. and noon on Thursday. Teams have been assigned one and a half tee times to accommodate 6 players.

Coaches can switch tee times with each other by mutual agreement and by completing the *tee time change request form*. The two (2) schools that are switching must each fax a copy of the request form to the golf course, in order to accommodate the switch. When both schools fax their forms to the course, then the switch is final.

Green fees for the practice round are the schools responsibility per player. IHSA will pay the greens fees for Friday and Saturday only.

Class 1A

| Place | Tee Times | School |
|---|-------------|--------|
| Teeing off at hole #1 | | |
| 1st place team from Danville (Schlarman) Sectional | 9:00/9:09 | _____ |
| 2nd place team from Danville (Schlarman) Sectional | 9:18/9:27 | _____ |
| 3rd place team from Danville (Schlarman) Sectional | 9:36/9:45 | _____ |
| 1-3 individuals from Danville (Schlarman) Sectional | 9:54 | _____ |
| 4-6 individuals from Danville (Schlarman) Sectional | 10:03 | _____ |
| 7-10 individuals from Danville (Schlarman) Sectional | 10:12 | _____ |
| | | |
| 1st place team from Oregon Sectional | 10:21/10:30 | _____ |
| 2nd place team from Oregon Sectional | 10:39/10:48 | _____ |
| 3rd place team from Oregon Sectional | 10:57/11:06 | _____ |
| 1-3 individuals from Oregon Sectional | 11:15 | _____ |
| 4-6 individuals from Oregon Sectional | 11:24 | _____ |
| 7-10 individuals from Oregon Sectional | 11:33 | _____ |
| | | |
| Teeing off at hole #10 | | |
| 1st place team from Aledo (Mercer County) Sectional | 9:00/9:09 | _____ |
| 2nd place team from Aledo (Mercer County) Sectional | 9:18/9:27 | _____ |
| 3rd place team from Aledo (Mercer County) Sectional | 9:36/9:45 | _____ |
| 1-3 individuals from Aledo (Mercer County) Sectional | 9:54 | _____ |
| 4-6 individuals from Aledo (Mercer County) Sectional | 10:03 | _____ |
| 7-10 individuals from Aledo (Mercer County) Sectional | 10:12 | _____ |
| | | |
| 1st place team from Effingham (St. Anthony) Sectional | 10:21/10:30 | _____ |
| 2nd place team from Effingham (St. Anthony) Sectional | 10:39/10:48 | _____ |
| 3rd place team from Effingham (St. Anthony) Sectional | 10:57/11:06 | _____ |
| 1-3 individuals from Effingham (St. Anthony) Sectional | 11:15 | _____ |
| 4-6 individuals from Effingham (St. Anthony) Sectional | 11:24 | _____ |
| 7-10 individuals from Effingham (St. Anthony) Sectional | 11:33 | _____ |

Boys Golf State Finals Thursday Practice Rounds, Continued

Class 2A

| Place | Tee Times | School |
|---|-------------|--------|
| Teeing off at hole #1 | | |
| 1st place team from Lincoln Sectional | 9:00/9:09 | _____ |
| 2nd place team from Lincoln Sectional | 9:18/9:27 | _____ |
| 3rd place team from Lincoln Sectional | 9:36/9:45 | _____ |
| 1-3 individuals from Lincoln Sectional | 9:54 | _____ |
| 4-6 individuals from Lincoln Sectional | 10:03 | _____ |
| 7-10 individuals from Lincoln Sectional | 10:12 | _____ |
| | | |
| 1st place team from Maple Park (Kaneland) Sectional | 10:21/10:30 | _____ |
| 2nd place team from Maple Park (Kaneland) Sectional | 10:39/10:48 | _____ |
| 3rd place team from Maple Park (Kaneland) Sectional | 10:57/11:06 | _____ |
| 1-3 individuals from Maple Park (Kaneland) Sectional | 11:15 | _____ |
| 4-6 individuals from Maple Park (Kaneland) Sectional | 11:24 | _____ |
| 7-10 individuals from Maple Park (Kaneland) Sectional | 11:33 | _____ |
| | | |
| Teeing off at hole #10 | | |
| 1st place team from Lemont (H.S.) Sectional | 9:00/9:09 | _____ |
| 2nd place team from Lemont (H.S.) Sectional | 9:18/9:27 | _____ |
| 3rd place team from Lemont (H.S.) Sectional | 9:36/9:45 | _____ |
| 1-3 individuals from Lemont (H.S.) Sectional | 9:54 | _____ |
| 4-6 individuals from Lemont (H.S.) Sectional | 10:03 | _____ |
| 7-10 individuals from Lemont (H.S.) Sectional | 10:12 | _____ |
| | | |
| 1st place team from Carbondale (H.S.) Sectional | 10:21/10:30 | _____ |
| 2nd place team from Carbondale (H.S.) Sectional | 10:39/10:48 | _____ |
| 3rd place team from Carbondale (H.S.) Sectional | 10:57/11:06 | _____ |
| 1-3 individuals from Carbondale (H.S.) Sectional | 11:15 | _____ |
| 4-6 individuals from Carbondale (H.S.) Sectional | 11:24 | _____ |
| 7-10 individuals from Carbondale (H.S.) Sectional | 11:33 | _____ |

Class 3A

| Place | Tee Times | School |
|---|-------------|--------|
| Teeing off at hole #1 | | |
| 1st place team from South Elgin Sectional | 9:00/9:09 | _____ |
| 2nd place team from South Elgin Sectional | 9:18/9:27 | _____ |
| 3rd place team from South Elgin Sectional | 9:36/9:45 | _____ |
| 1-3 individuals from South Elgin Sectional | 9:54 | _____ |
| 4-6 individuals from South Elgin Sectional | 10:03 | _____ |
| 7-10 individuals from South Elgin Sectional | 10:12 | _____ |
| | | |
| 1st place team from Palatine (H.S.) Sectional | 10:21/10:30 | _____ |
| 2nd place team from Palatine (H.S.) Sectional | 10:39/10:48 | _____ |
| 3rd place team from Palatine (H.S.) Sectional | 10:57/11:06 | _____ |
| 1-3 individuals from Palatine (H.S.) Sectional | 11:15 | _____ |
| 4-6 individuals from Palatine (H.S.) Sectional | 11:24 | _____ |
| 7-10 individuals from Palatine (H.S.) Sectional | 11:33 | _____ |
| | | |
| Teeing off at hole #10 | | |
| 1st place team from Mt. Prospect (Prospect) Sectional | 9:00/9:09 | _____ |
| 2nd place team from Mt. Prospect (Prospect) Sectional | 9:18/9:27 | _____ |
| 3rd place team from Mt. Prospect (Prospect) Sectional | 9:36/9:45 | _____ |
| 1-3 individuals from Mt. Prospect (Prospect) Sectional | 9:54 | _____ |
| 4-6 individuals from Mt. Prospect (Prospect) Sectional | 10:03 | _____ |
| 7-10 individuals from Mt. Prospect (Prospect) Sectional | 10:12 | _____ |
| | | |
| 1st place team from Edwardsville (H.S.) Sectional | 10:21/10:30 | _____ |
| 2nd place team from Edwardsville (H.S.) Sectional | 10:39/10:48 | _____ |
| 3rd place team from Edwardsville (H.S.) Sectional | 10:57/11:06 | _____ |
| 1-3 individuals from Edwardsville (H.S.) Sectional | 11:15 | _____ |
| 4-6 individuals from Edwardsville (H.S.) Sectional | 11:24 | _____ |
| 7-10 individuals from Edwardsville (H.S.) Sectional | 11:33 | _____ |



2018-19 Girls State Final Class A/AA Golf Contacts

| Contacts | Position | Phone |
|-----------------------------|--|--------------|
| Stacey Lambert | Assistant Executive Director, IHSA | 309-663-6377 |
| Debbie Coffman | Administrative Assistant, IHSA | 309-663-6377 |
| Red Tail Run Kurt Rogers | Class A Tournament Site State Final Manager | 217-422-2211 |
| Hickory Point Andy Potts | Class AA Tournament Site State Finals Manager | 217-421-7444 |

1. Course Information

Directions to Red Tail Run and Hickory Point

Directions to the course can be found on the girls golf page. www.ihsa.org

2. Results

Unofficial results from each sectional will be posted on the IHSA website. Please notify the IHSA of any corrections one day after your sectionals.

3. Schedule

Thursday Practice Round

Participants are not required to participate in the practice round. Schools are responsible for the cost of their practice round. IHSA pays for the Friday and Saturday greens fees. Each qualifying school has been assigned a practice tee time. Refer to the pre-assigned times in this manual. Coaches may switch times with each other provided they both agree to do so.

Green Fee

Green fees for the practice round at both Red Tail Run and Hickory Point are \$23.75. This includes range balls.

Golf Carts

For Thursday's practice round, golf carts will be available for schools that have team qualifiers. The cost of the golf cart is \$15.50. Schools with individual qualifiers only, may not rent golf carts

Parents/Non-School Coaching Involvement

In accordance with IHSA Coaching by-laws, parents may not provide instruction, caddy, play with or be involved with the teams or individuals not only during the state series and the official IHSA practice round but also during the season.

Friday and Saturday Tee Times

Friday and Saturday tee times will begin at 8:30 a.m. Players will be paired according to the Terms and Conditions.

Golf Carts

For Friday and Saturday rounds, no golf carts will be available for schools or fans. A shuttle will be on site to shuttle people around the course and assist with special needs.

Saturday Pairings

Saturday tee times and pairings will be posted on the IHSA website following Friday competition. In addition, pairing sheets will be available at the clubhouse.

4. IHSA Scorezone

Following the sectional championship and prior to the state finals, the IHSA will post the state final qualifiers and their tee times. During the tournament live scoring will be used providing ongoing results of all the teams and individuals for both the boys and girls state finals.

5. Personal Appearance

Dress Code

The IHSA Dress Code will be monitored on the 1st and 10th tee prior to players teeing off for both the practice round and the state finals. Players will not be allowed to tee off until they are in compliance with the Dress Code rules. We have requested that our regional and sectional managers monitor the dress code similarly.

6. Housing

Competitors are assigned to housing. Each team or individual that qualifies for the state final will need to go to the golf page for state final information. Housing codes will be provided separately. Each qualifying school must contact the assigned hotel and provide the identification number to complete booking. Schools are responsible for all housing expenses. Schools will have until noon on October 10 to reserve their housing. Rooms will be released following the stipulated deadline.

Schools should not be reserving rooms for either the current or future state finals as it double books housing and takes business away from our cooperating hotels. Room reservations are for Thursday and Friday nights only.



IHSA Class A Girls Golf State Finals

Thursday Practice Rounds

Pre-assigned Tee Times for Competing Schools

No need to call for tee times. Just show up. Each competing school has been assigned a tee time based on the results of their sectional. Tee times (for state final qualifying players only) will be made between the hours of 9:00 am and noon on Thursday. Teams have been assigned 1 and a half tee times to accommodate 6 players. Teams assigned to the earlier tee times please be sensitive to the later groups needing enough time to complete their practice round.

Coaches can switch tee times with each other by mutual agreement. Refer to the IHSA website, the forms section, for the “**Tee Time Change Request Form**”. The 2 schools that are switching must each fax a copy of the enclosed form to the golf course, in order to accommodate the switch.

Greens fees for the practice round are the schools responsibility. IHSA pays greens fees for Friday and Saturday.

| Class A | | |
|--|-------------|--------|
| Place | Tee Times | School |
| Teeing off at hole #1 | | |
| 1st place team from Auburn Sectional | 9:00/9:09 | _____ |
| 2nd place team from Auburn Sectional | 9:18/9:27 | _____ |
| 3rd place team from Auburn Sectional | 9:36/9:45 | _____ |
| 1-3 individuals from Auburn Sectional | 9:54 | _____ |
| 4-6 individuals from Auburn Sectional | 10:03 | _____ |
| 7-10 individuals from Auburn Sectional | 10:12 | _____ |
| 1st place team from Freeport (Aquin) Sectional | 10:21/10:30 | _____ |
| 2nd place team from Freeport (Aquin) Sectional | 10:39/10:48 | _____ |
| 3rd place team from Freeport (Aquin) Sectional | 10:57/11:06 | _____ |
| 1-3 individuals from Freeport (Aquin) Sectional | 11:15 | _____ |
| 4-6 individuals from Freeport (Aquin) Sectional | 11:24 | _____ |
| 7-10 individuals from Freeport (Aquin) Sectional | 10:33 | _____ |
| Teeing off at hole #10 | | |
| 1st place team from Seneca Sectional | 9:00/9:09 | _____ |
| 2nd place team from Seneca Sectional | 9:18/9:27 | _____ |
| 3rd place team from Seneca Sectional | 9:36/9:45 | _____ |
| 1-3 individuals from Seneca Sectional | 9:54 | _____ |
| 4-6 individuals from Seneca Sectional | 10:03 | _____ |
| 7-10 individuals from Seneca Sectional | 10:12 | _____ |
| 1st place team from Centralia (H.S.) Sectional | 10:21/10:30 | _____ |
| 2nd place team from Centralia (H.S.) Sectional | 10:39/10:48 | _____ |
| 3rd place team from Centralia (H.S.) Sectional | 10:57/11:06 | _____ |
| 1-3 individuals from Centralia (H.S.) Sectional | 11:15 | _____ |
| 4-6 individuals from Centralia (H.S.) Sectional | 11:24 | _____ |
| 7-10 individuals from Centralia (H.S.) Sectional | 11:33 | _____ |



IHSA Class AA Girls Golf State Finals Thursday Practice Rounds

Pre-assigned Tee Times for Competing Schools

No need to call for tee times. Just show up. Each competing school has been assigned a tee time based on the results of their sectional. Tee times (for state final qualifying players only) will be made between the hours of 8:00 am and 2:00 p.m. on Thursday. Teams have been assigned 1 and a half tee times to accommodate 6 players. Teams assigned to the earlier tee times please be sensitive to the later groups needing enough time to complete their practice round.

Coaches can switch tee times with each other by mutual agreement. Refer to the IHSA website, the forms section, for the “**Tee Time Change Request Form**”. The 2 schools that are switching must each fax a copy of the enclosed form to the golf course, in order to accommodate the switch.

Greens fees for the practice round are the schools responsibility. IHSA pays greens fees for Friday and Saturday.

Class AA

| Place | Tee Times | School |
|--|-------------|--------|
| Teeing off at hole #1 | | |
| 1st place team from Champaign (Central) Sectional | 9:00/9:09 | _____ |
| 2nd place team from Champaign (Central) Sectional | 9:18/9:27 | _____ |
| 3rd place team from Champaign (Central) Sectional | 9:36/9:45 | _____ |
| 1-3 individuals from Champaign (Central) Sectional | 9:54 | _____ |
| 4-6 individuals from Champaign (Central) Sectional | 10:03 | _____ |
| 7-10 individuals from Champaign (Central) Sectional | 10:12 | _____ |
| 1st place team from Hoffman Estates (Conant) Sectional | 10:21/10:30 | _____ |
| 2nd place team from Hoffman Estates (Conant) Sectional | 10:39/10:48 | _____ |
| 3rd place team from Hoffman Estates (Conant) Sectional | 10:57/11:06 | _____ |
| 1-3 individuals from Hoffman Estates (Conant) Sectional | 11:15 | _____ |
| 4-6 individuals from Hoffman Estates (Conant) Sectional | 11:24 | _____ |
| 7-10 individuals from Hoffman Estates (Conant) Sectional | 10:33 | _____ |
| Teeing off at hole #10 | | |
| 1st place team from Darien (Hinsdale South) Sectional | 9:00/9:09 | _____ |
| 2nd place team from Darien (Hinsdale South) Sectional | 9:18/9:27 | _____ |
| 3rd place team from Darien (Hinsdale South) Sectional | 9:36/9:45 | _____ |
| 1-3 individuals from Darien (Hinsdale South) Sectional | 9:54 | _____ |
| 4-6 individuals from Darien (Hinsdale South) Sectional | 10:03 | _____ |
| 7-10 individuals from Darien (Hinsdale South) Sectional | 10:12 | _____ |
| 1st place team from Huntley Sectional | 10:21/10:30 | _____ |
| 2nd place team from Huntley Sectional | 10:39/10:48 | _____ |
| 3rd place team from Huntley Sectional | 10:57/11:06 | _____ |
| 1-3 individuals from Huntley Sectional | 11:15 | _____ |
| 4-6 individuals from Huntley Sectional | 11:24 | _____ |
| 7-10 individuals from Huntley Sectional | 11:33 | _____ |



2018-19 IHSA BOYS/GIRLS STATE FINALS PRACTICE ROUNDS

TEE-TIME CHANGE REQUEST FORM FROM:

School Name _____ Sectional you played in _____

WHO ARE YOU CHANGING TEE TIMES WITH

School Name _____ Sectional they played in _____

Your New Tee-Time(s) _____

Their New Tee-Time(s) _____

Comments: _____

THIS FORM MUST BE COMPLETED AND FAXED BY BOTH PARTIES TO THE RESPECTIVE GOLF COURSE NO LATER THAN 6:00 PM WEDNESDAY, OCTOBER 10, 2018.

| | | |
|----------------|---|---------------------|
| Boys Class 1A | Prairie Vista Golf Course | Fax #: 309-434-2830 |
| Boys Class 2A | Weibring Golf Club at Illinois State University | Fax #: 309-438-3967 |
| Boys Class 3A | The Den at Fox Creek Golf Course | Fax #: 309-434-2249 |
| Girls Class A | Red Tail Run Golf Course | Fax #: 217-421-6646 |
| Girls Class AA | Hickory Point Golf Course | Fax #: 217-421-7464 |

Coaches Name (Please Print) _____

2018-2019 IHSA Order Form and Pricing for Additional State Series Awards

- 1.) To ensure an accurate order of awards, please complete the form below.
- 2.) Please fax or email this completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) An invoice will be generated and emailed to you, upon receipt of this form.
- 4.) School must remit payment with invoice to A & M Products.

◆ **This form is to be used only if the school is purchasing awards for one of the following reasons (check one):**

- | | |
|---|--|
| <input type="checkbox"/> Team Roster exceeds the number of allowed per the T&C's | <input type="checkbox"/> Coop School <input type="checkbox"/> Dual Campus <input type="checkbox"/> Lost-Replacement <input type="checkbox"/> Broken-Replacement |
|---|--|

Sport or Activity: _____ **Year:** _____ **Qty.:** _____ **Place:** _____

Classification (check one):

- | | | |
|-----------------------------|-----------------------------|--|
| <input type="checkbox"/> 1A | <input type="checkbox"/> 5A | <input type="checkbox"/> Music Sweepstakes Only (Indicate Classification: AA, A, B, C, D) |
| <input type="checkbox"/> 2A | <input type="checkbox"/> 6A | |
| <input type="checkbox"/> 3A | <input type="checkbox"/> 7A | |
| <input type="checkbox"/> 4A | <input type="checkbox"/> 8A | |

Gender: _____ **Girls** _____ **Boys**

Level of Competition:

- Regional**
 Sectional
 Super-Sectional
 State

Type of Award:

- | | |
|--|---|
| <input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion <input type="checkbox"/> Sweepstakes Medallion | <input type="checkbox"/> Gold State 3rd/4th Place-top figure (#1) <input type="checkbox"/> State 3rd/4th Place Gold-side figure (#2) <input type="checkbox"/> Gold Girls Soccer-side figure 3rd/4th (#3) <input type="checkbox"/> Gold Music Lyre-side figure 3rd (#3) <input type="checkbox"/> Badminton Gold shuttlecock and/or riser <input type="checkbox"/> Replacement Trophy Plate w/lasering <input type="checkbox"/> Replacement Trophy Plate w/o lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement |
|--|---|
- Trophy Parts (check below):**
- | | |
|--|--|
| <input type="checkbox"/> Gold State Champion-top figure (#1) <input type="checkbox"/> Gold State Champion-side figure (#1) <input type="checkbox"/> Gold State Runner-up-top figure (#1) <input type="checkbox"/> Gold State Runner-up-side figure (#1) | |
|--|--|

Ind. Event Medals (indicate Event name): _____
 (ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

| |
|------------------------|
| Name: |
| Email Address: |
| School: |
| Address: |
| City, ZIP Code: |
| Phone Number: |



2018-2019 IHSA Order Form and Pricing for Additional State Series Awards

- ◆ **Tournament Managers/Hosts** who need to request duplicate awards due to ties at their tournament/meet must complete the form in the Online Manual for Managers and send it directly to the awards company— **Do Not Use the form above.**
- ◆ **Trophy Letters:** Schools who need replacement letters for trophies, please contact A & M Products direct at 815-875-2667.

Pricing for Schools (*INCLUDING MUSIC SWEEPSTAKES*):

| Qty: | Finish | State Medallion | Reg./Sect Medal | Shipping |
|-------------|----------------------------------|------------------------|------------------------|-----------------|
| 1 – 5 | Goldtone (1 st) | \$4.45 | \$4.00 | \$5.00 |
| | Nickel Silver (2 nd) | \$4.95 | \$4.50 | |
| | Bronze (3 rd) | \$4.60 | \$4.20 | |
| 6 – 12 | Goldtone (1 st) | \$4.20 | \$3.75 | \$7.00 |
| | Nickel Silver (2 nd) | \$4.70 | \$4.25 | |
| | Bronze (3 rd) | \$4.35 | \$3.90 | |
| 13 – 24 | Goldtone (1 st) | \$3.95 | \$3.50 | \$8.00 |
| | Nickel Silver (2 nd) | \$4.45 | \$4.00 | |
| | Bronze (3 rd) | \$4.10 | \$3.70 | |
| 25 or more | Goldtone (1 st) | \$3.70 | \$3.25 | \$9.00 |
| | Nickel Silver (2 nd) | \$4.20 | \$3.75 | |
| | Bronze (3 rd) | \$3.85 | \$3.45 | |

Plaque/Trophy Pricing for Schools (Shipping included):

| | |
|--|----------|
| Regional Champion Plaque (AM-260) | \$ 52.00 |
| Sectional and Super-Sectional Champion Plaque (AM-261) | \$ 68.00 |
| Third/Fourth place trophy (AM-558) | \$154.00 |
| Champion/Runner-Up(AM-557/AM-557-1) | \$161.00 |

Gold figure Replacement Pricing (\$10.00 shipping per figure)

Oxidized bronze finish pre 2008-09 school year, call for pricing and availability

| | |
|--|---------|
| <u>Gold</u> State Champion-top figure (#1) | \$58.00 |
| <u>Gold</u> State Champion-side figure (#1) | \$58.00 |
| <u>Gold</u> State Runner-up-top figure (#1) | \$58.00 |
| <u>Gold</u> State Runner-up-side figure (#1) | \$58.00 |
| <u>Gold</u> State 3 rd /4 th Place-top figure (#1) | \$58.00 |

Gold figures and plate replacement pricing

Oxidized bronze finish pre 2008-09 school year, call A&M for pricing and availability

| | |
|---|--------------------------------|
| State 3 rd /4 th Place Gold-side figure (#2) | \$40.00, plus \$10.00 shipping |
| Girls Soccer – Gold-side figure 3 rd /4 th Place (#3) | \$36.00, plus \$10.00 shipping |
| Music Lyre – Gold-side figure 3 rd Place (#3) | \$36.00, plus \$10.00 shipping |
| Badminton Gold shuttlecock and/or riser | \$36.00, plus \$10.00 shipping |
| Repl. Trophy Plate w/ lasering names | \$30.00, plus \$10.00 shipping |
| Repl. Black Plate for SF Trophy w/o lasering | \$12.00, includes shipping |
| Bat, Tennis, Golf Club Replacement for All Figurine | \$16.00, includes shipping |

Orders will be **processed upon Receipt of Full Payment.** Please allow three (3) weeks for delivery. Thank you.



IHSA BOYS AND GIRLS GOLF ANNOUNCEMENTS

1. The IHSA state series assignments can be found online at www.ihsa.org
2. The regional and sectional sites can be found online at 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.

2018-19 Boys/Girls Golf Important Dates to Remember

| | |
|---|---|
| Mon., August 6 | Season Starts |
| Thurs, August 9 | 1 st contest may be held |
| Fri, September 7 | Deadline to enter the state series. Entries after this date are late entries. |
| Mon, September 24 | <i>List of Participants Form</i> is due on-line. |
| Tues, October 2 | Boys/Girls Regionals Regional Winner Report submitted by manager. |
| Wed, October 3 | Results are entered through the <i>IHSA Schools Center</i> web site by 7pm. |
| Sat, Mon, Tues, October 6, 8, or 9 | Boys/Girls Sectionals. Sectional Winner Report submitted by manager. Results are entered through the <i>IHSA Schools Center</i> web site by 7pm. |
| Wed, October 10 | 12:01 p.m. deadline for schools advancing to State Final to confirm hotel reservations. |
| Thurs, Oct 11 | Practice Round |
| Fri, Sat, October 12-13 | 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 24th. 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.

Rules/Games Committee: The manager shall appoint a committee of at least three (3) coaches from participating schools in addition to him/herself. This committee has the authority to resolve any situations that arise during the tournament, including, but not limited to matters of golf rules, conduct, or pace of play. The decision of the committee is final, and once the awards are presented, the tournament results shall stand.

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.

Coaching: For the entire state series, the head coach and one assistant coach will be allowed to coach anywhere on the course until his/her player steps on the putting green. 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 at the state finals. Cart availability during regional and sectional tournaments will be determined by the tournament manager and golf course. At the state finals, schools who qualify a team or multiple individuals may rent one cart at the school's expense for use by the school's head coach, provided enough carts are available and ground conditions allow for such use.

Artificial Devices: Players are prohibited from playing music with/without headphones, making or receiving calls or texts on a cell phone, using artificial devices or any other unusual equipment that might assist a player in making a stroke. Players found using any of the afore-mentioned devices or equipment will be penalized in accordance with USGA rules.

Rules Meeting Power Point: The rules meeting power point can be found on the IHSA Boys and Girls golf web site. In accordance with IHSA By-law 2.120, all head coaches are required to view the online rules meeting PowerPoint. The presentation can also be used as an educational tool for your players or assistant coaches. It will be available all season following the rules meetings.

2018-19 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 30

(The following illustrations can also be found in the 2018-19 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 the regional or sectional tournament 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 the regional or sectional tournament 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 anytime 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:
 - 1st offense – player is warned, phone should be taken from player and given to his/her coach until the round is completed.
 - 2nd offense – should the phone not be taken from the player, a second offense is a 2 shot penalty.
 - 3rd 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.

Do What's Right!

Sportsmanship

DWR! EXPECTATIONS

- ❖ *Represent your school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.*
- ❖ *Use positive yells, chants, songs or gestures.*
- ❖ *Display modesty in victory and graciousness in defeat.*
- ❖ *Respect and acknowledge the integrity and judgment of officials.*
- ❖ *Exhibit positive behavior in both personal interaction and social media comments.*

Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booming or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.



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.

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.

PROACTIVE PLANNING

- 1) Assign staff to monitor local weather conditions before and during practices and contests
- 2) Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
 - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
- 3) Develop criteria for suspension and resumption of play:
 - a. When thunder is heard, or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30 minutes rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.

**- At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.*
- 4) Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
- 5) Inform student-athletes and their parents of the lightning policy at start of the season.

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.

Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to interscholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



Venue-Specific Action Plan

Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

Venue

Sport:

Location:

Emergency Personnel

Present:

On-Call:

Emergency Equipment Location On-Site

Nearest AED:

First Aid Kit:

Items for proper care of blood-borne pathogens:

Ice or chemical ice packs, water and towels:

Player Medical Information:

Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

Communication

Access to 911:

Access to on-call emergency medical personnel:

Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
 - a. EMS: Call 911
 - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates
Designate individual to meet EMS at entrance

Managing Heat and Heat Illness

These guidelines represent minimum standards that IHSA member schools should follow for athletic competitions. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. State series tournament managers will make the decisions to suspend and resume activity in accordance with these guidelines using those devices or systems usually used at the state series venue/site.

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is recommended, although a conversion to WBGT can be made from air temperature and relative humidity using chart 2. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.

Use the Table 1 (see below) with an on-site WBGT reading for appropriate exercise modifications during exercising in the heat:

Table 1 (all temperature readings as measured by WBGT)

a. ≤79.9 degrees F

i. All sports

1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
3. Ice-down towels for cooling.
4. Watch/monitor athletes carefully for necessary action.

b. 80.0-84.5 degrees F

i. All sports

1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
2. Optional water breaks every 30 minutes for 10 minutes in duration. Coordinate breaks with assigned contest officials.
3. Provide cooling stations using methods such as ice towels.
4. Watch/monitor athletes carefully for necessary action

ii. Contact sports and activities with additional protective equipment (in addition to the above measures)

1. Helmets and other possible equipment removed while not involved in contact.

iii. Reduce time of outside activity. Consider postponing activity to later in the day.

iv. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions or sooner if personnel on the field suspects potential heat stress.

c. 84.6-87.5 degrees F

i. All sports

1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
2. Schedule at least 4 separate 4:00 breaks within each hour, or a 10:00 break every 30:00 of training or competition.
3. Coordinate breaks with assigned contest officials.
4. Have cooling stations for before, during, and after exercise/training/competition.
5. Watch/monitor athletes carefully for necessary action
6. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
7. Consider postponing activity to later in the day or another day (with approval from IHSA Administration)
8. If practicing, maximum of 2 hours of training/practice while temperature is in this range.

- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 - 1. Helmets and other possible equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
- iii. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions.

d. 87.6-89.9 degrees F

- i. All sports
 - 1. Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - 2. Schedule at least 4 separate 4:00 breaks within each hour, or a 10:00 break every 30:00 of training or competition.
 - 3. Coordinate breaks with assigned contest officials.
 - 4. Have cooling stations for before, during, and after exercise/training/competition.
 - 5. Watch/monitor athletes carefully for necessary action
 - 6. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
 - 7. Consider postponing activity to later in the day or another day (with approval from IHSA Administration)
 - 8. If practicing, maximum of 1 hour of training/practice while temperature is in this range.
- ii. Contact sports and activities with additional protective equipment (in addition to the above measures)
 - 1. Helmets and other possible equipment removed if not involved in activity or necessary for safety. If necessary for safety, suspend activity.
- iii. Recheck air temperature and humidity every 30 minutes to monitor for increased heat conditions.

e. 90 degrees F

- i. All sports
 - 1. No training/competition
 - 2. Cancel and/or postpone activity to cooler time of the day

NOTE: While most attention will be given to outdoor sports in the fall and spring, indoor venues/facilities (gymnasiums, wrestling rooms, and swimming/diving facilities) that are not air conditioned should not be neglected for the purposes of this policy. Additionally, sometimes conditions will vary for different aspects of the same competition. For example, one part of a cross-country course may be hotter or more humid than other parts. The best course of action for managers is to take a WBGT reading at the place of the most severe conditions.

Table 2. Estimate WBGT from ambient temperature and relative humidity assuming full sun conditions

| | | Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|------|--|------|------|------|------|------|------|------|------|-------|-------|-------|-------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | Temperature in Degrees Fahrenheit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 68.0 | 69.8 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | 102.2 | 104.0 | 105.8 | 107.6 | 109.4 | 111.2 | 113.0 | 114.8 | 116.6 | 118.4 | 120.2 | 122.0 |
| Relative Humidity (%) | 0 | 59.0 | 60.8 | 60.8 | 62.6 | 64.4 | 64.4 | 66.2 | 66.2 | 68.0 | 68.0 | 69.8 | 71.6 | 71.6 | 73.4 | 73.4 | 75.2 | 75.2 | 77.0 | 77.0 | 78.8 | 80.6 | 80.6 | 82.4 | 82.4 | 84.2 | 84.2 | 86.0 | 87.8 | 87.8 | 89.6 | 89.6 |
| | 5 | 60.8 | 60.8 | 62.6 | 64.4 | 64.4 | 66.2 | 66.2 | 68.0 | 69.8 | 69.8 | 71.6 | 71.6 | 73.4 | 75.2 | 75.2 | 77.0 | 78.8 | 78.8 | 80.6 | 80.6 | 82.4 | 84.2 | 84.2 | 86.0 | 87.8 | 87.8 | 89.6 | 91.4 | 91.4 | 93.2 | 95.0 |
| | 10 | 60.8 | 62.6 | 62.6 | 64.4 | 66.2 | 66.2 | 68.0 | 69.8 | 69.8 | 71.6 | 73.4 | 73.4 | 75.2 | 77.0 | 77.0 | 78.8 | 80.6 | 80.6 | 82.4 | 84.2 | 84.2 | 86.0 | 87.8 | 89.6 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 96.8 | 98.6 |
| | 15 | 62.6 | 62.6 | 64.4 | 66.2 | 66.2 | 68.0 | 69.8 | 69.8 | 71.6 | 73.4 | 73.4 | 75.2 | 77.0 | 78.8 | 78.8 | 80.6 | 82.4 | 84.2 | 84.2 | 86.0 | 87.8 | 89.6 | 89.6 | 91.4 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | 102.2 |
| | 20 | 62.6 | 64.4 | 64.4 | 66.2 | 68.0 | 69.8 | 69.8 | 71.6 | 73.4 | 75.2 | 75.2 | 77.0 | 78.8 | 80.6 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | 102.2 | | | |
| | 25 | 64.4 | 64.4 | 66.2 | 68.0 | 68.0 | 69.8 | 71.6 | 73.4 | 75.2 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | 102.2 | | | | | |
| | 30 | 64.4 | 66.2 | 68.0 | 68.0 | 69.8 | 71.6 | 73.4 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | 102.2 | | | | | | |
| | 35 | 64.4 | 66.2 | 68.0 | 69.8 | 71.6 | 73.4 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | 102.2 | | | | | | | | |
| | 40 | 66.2 | 68.0 | 69.8 | 69.8 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | 102.2 | | | | | | | | | |
| | 45 | 66.2 | 68.0 | 69.8 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 80.6 | 82.4 | 84.2 | 86.0 | 89.6 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | | | | | | | | | | | |
| | 50 | 68.0 | 69.8 | 71.6 | 73.4 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 91.4 | 93.2 | 95.0 | 96.8 | 98.6 | 102.2 | | | | | | | | | | | | |
| | 55 | 68.0 | 69.8 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 93.2 | 95.0 | 96.8 | 98.6 | 100.4 | | | | | | | | | | | | | |
| | 60 | 69.8 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 95.0 | 96.8 | 98.6 | 100.4 | | | | | | | | | | | | | | |
| | 65 | 69.8 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 87.8 | 89.6 | 91.4 | 93.2 | 96.8 | 98.6 | 100.4 | | | | | | | | | | | | | | | |
| | 70 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 87.8 | 91.4 | 93.2 | 95.0 | 96.8 | 100.4 | 102.2 | | | | | | | | | | | | | | | |
| | 75 | 71.6 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 84.2 | 86.0 | 87.8 | 89.6 | 91.4 | 95.0 | 96.8 | 98.6 | 102.2 | | | | | | | | | | | | | | | | |
| 80 | 73.4 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 86.0 | 89.6 | 91.4 | 93.2 | 96.8 | 98.6 | 100.4 | | | | | | | | | | | | | | | | | | |
| 85 | 73.4 | 75.2 | 77.0 | 78.8 | 82.4 | 84.2 | 86.0 | 87.8 | 89.6 | 93.2 | 95.0 | 98.6 | 100.4 | 102.2 | | | | | | | | | | | | | | | | | | |
| 90 | 75.2 | 77.0 | 78.8 | 80.6 | 82.4 | 84.2 | 87.8 | 89.6 | 91.4 | 95.0 | 96.8 | 98.6 | 102.2 | | | | | | | | | | | | | | | | | | | |
| 95 | 75.2 | 77.0 | 78.8 | 80.6 | 84.2 | 86.0 | 87.8 | 91.4 | 93.2 | 95.0 | 98.6 | 100.4 | | | | | | | | | | | | | | | | | | | | |
| 100 | 75.2 | 78.8 | 80.6 | 82.4 | 84.2 | 87.8 | 89.6 | 91.4 | 95.0 | 96.8 | 100.4 | 102.2 | | | | | | | | | | | | | | | | | | | | |

NOTE: This table is compiled from an approximate formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind. Table adapted from Bureau of Meteorology

Cooling Methods Due to Heat Related Illness

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions, but is a frequent cause of exercise related death. The majority of evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. The following contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should only be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that member schools and school administrators/officials:

- Establish a written plan coordinated with local EMS for emergency treatment of EHS that includes transport to a hospital and conduct drills in the implementation of the plan as practicable.
- Know how to assess environmental conditions and determine when extreme conditions exist.
- Identify a specific spot at the athletic facility that has shade.
- Have immediate access to ice and bags to contain ice.
- Have access to water, and provide water breaks as outlined in the IHSA Managing Heat and Humidity Policy.
- Know the most effective sites for application of ice to the body.
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before activity begins, to be used in body immersion for maximal cooling, and have personnel trained in this technique.

It is desirable that member schools and school administrators/officials:

- Have a certified athletic trainer (ATC) on staff, as budget and resources allow, to develop and implement these guidelines.
- Have immediate access to water.
- Provide shade breaks.
- Provide fans when environmental conditions are determined to be extreme.
- Have close access to an air conditioned room.
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck.

Resources

1. *Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness.* Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: *Exertional heat illness.* J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. *Survival strategy: Acute treatment of exertional heat stroke.* J Strength Conditioning Res 2006; 20: 462.
4. Armstrong LE et al. *ACSM position stand: Exertional heat illness during training and competition.* Med Sci Sports Exerc 2007; 41: 556-572.
5. *Model Policy for Managing Heat & Humidity.* Michigan High School Athletic Association. 2013.

ILLINOIS HIGH SCHOOL ASSOCIATION

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IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events prior to or after the injury

Symptoms reported by a player indicative of a possible concussion

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional (who meets the description above) will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school's approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to his or her school's Return to Play (RTP) protocols before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

ILLINOIS HIGH SCHOOL ASSOCIATION

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Concussion Information

Return to Play (RTP) and Return to Learn (RTL)

Background: With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers, advanced practice nurses (APN), physician’s assistants (PA) and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

In 2015, the Illinois General Assembly passed the Youth Sports Concussion Safety Act, and this legislation, among other items, required schools to develop Concussion Oversight Teams and create Return to Play (RTP) and Return to Learn (RTL) protocols that student-athletes must meet prior to their full return to athletic or classroom activity

Mandatory Concussion Education

Required concussion education for all athletic coaches and marching band directors is another component of the Youth Sports Concussion Safety Act passed by the Illinois General Assembly in the fall of 2015.

The IHSA program includes two video presentations and other supplementary materials that ALL high school athletic coaches, marching band directors, and Concussion Oversight Team members need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach or marching band director at an IHSA member school.

The program offers training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the “CON” tab, which will be located under the ‘Departments’ heading on the Schools Center homepage.

For more information on the Youth Sports Concussion Safety Act, including specific requirements of the law and other concussion education providers besides IHSA, individuals can access Sports Medicine resources on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

For those first adopters of this training, new curriculum from the IHSA/IESA is expected to be released in March of 2018 so those whose training will expire in 2018 will be able to remain in compliance with the law.



Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

Effective February 18, 2015

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.



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.



2018-19 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 "Drop Zone" 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. 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**.

Provisional Ball *(Stroke and distance penalty)*

- ⇒ May only be played if the player believes the original ball is lost or out of bounds.
- ⇒ The player must announce a provisional is being played.
- ⇒ The provisional ball must be played before going forward to search. Depending on the hole or situation, going forward to search could be anywhere from 25 to 50 yards. Once a player goes forward to search for the original ball, a provisional ball is no longer an option.
- ⇒ If a provisional ball is played in accordance with the rules and the original ball is found or is determined it is in a water hazard, the player **MUST** abandon the provisional ball.

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

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.

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 4th, 9th, 13th and 18th holes.

1st missed checkpoint* – warning

2nd missed checkpoint – liable to a one stroke penalty

3rd missed checkpoint – liable to a two stroke penalty

4th missed checkpoint – liable to disqualification

* If a group clears the 3rd checkpoint and has not missed any other checkpoints, but is out of position at the 4th 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 1st and 10th 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

- a. takes more than the allotted time to finish a checkpoint hole **and**
- b. 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.

| | | | | | |
|---------|---------------|-------------|-------------|-------------|--------|
| SAMPLE: | 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 Committee Member. 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.

A player concerned about a non-responsive (slow) fellow-competitor in his/her group, who is delaying play, should request that the group be monitored 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 Committee to determine if he/she has incurred a penalty under these guidelines. The 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 of 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 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.

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, the Games Committee, and coaches have full authority to deal with conduct related issues at IHSA state series events.
- 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.

Player Information Sheet

This high school event is tobacco and nicotine free.

Scoring Procedures

- Although each player will serve as a marker for another player in his/her group, a player should keep score for each member of his/her group, including their own score.
- Each member of the group should announce his/her score on a hole to his/her playing competitors before exiting the putting green on a given hole.
- If there are scoring discrepancies for a given hole, the players should discuss those prior to teeing off on the next hole
- Players are responsible for their hole by hole score.
- Markers shall review the hole by hole score with their player upon completion of the round.
- After reviewing the hole by hole scores, the player and his/her marker shall sign the scorecard and turn it into the committee.

Pace of Play

- Each player is responsible for maintaining the pace of play for the group. Individuals who are determined to be playing slow may be penalized in accordance with the IHSA Pace of Play Policy.
- If there is a lost ball, the player who lost the ball shall announce the time of the search for the ball and be responsible for timing the search. A maximum of 5-minutes is allowed for the search.
- If a lost ball cannot be found and a player had not hit a provisional ball, he/she must return to the location of their previous shot to play again.
- Players should be prepared to hit when it is their turn.
- Coaches may speak to/coach their players anywhere on the course except the putting green. Once the first player in a group steps on a putting green, all coaches must cease their communication with their players and cannot resume coaching until the group has completed play on the green and all players have left the putting complex.
- Players will be responsible for Pace of Play Policy violations if their coach(es) delay play.

Bad Weather and Safety

- If lightning is observed or thunder heard by any member of the group, play should be suspended IMMEDIATELY, and players should find a safe location.
- If the committee suspends play, players should also find a safe location to wait out the delay.

Advice

- Volunteers, spotters, and/or fans may not provide advice or rulings.
- Coaches may coach players anywhere except the putting green (see above).
- 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 any ball or provide advice to any player.

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.

GUIDE FOR COACHING ON THE COURSE DURING THE HIGH SCHOOL GOLF SEASON

DISTANCE MEASURE DEVICES

The IHSA has adopted a local rule to allow the use of any distance-measuring devices (DMD's) during the state series. Member schools are free to also utilize this local rule during regular season events. However, during the regular or post-season, the DMD must not be used for any purposes that are prohibited by USGA Rule 14-3, including but not limited to:

- The gauging or measuring of slope;
- The gauging or measuring of other conditions that might affect play (e.g., wind speed or direction);
- Recommendations that might assist the player in making a stroke or in his play (e.g., club selection, type of shot to be played, green reading, or any other advice related matter); or
- Calculating the effective distance between two points based on elevation changes or other conditions affecting shot distance

Players are prohibited from playing music with/without headphones, making or receiving calls or texts on a cell phone, using artificial devices or any other unusual equipment that might assist a player in making a stroke. Players found using any of the afore-mentioned devices or equipment will be penalized in accordance with USGA rules.

Previously, the IHSA had adopted a local rule that reflected the USGA's earlier stance on DMD's, which prohibited the use of devices that contained features or functions that would gauge other conditions to help a player make a stroke, even if those features or functions were turned off on the device. This new local rule adopted by the IHSA is consistent with a recent revision made by the USGA concerning DMD's. In making this change, the USGA and the R&A (golf's two rules-making bodies) recognize, "golf is a challenging game in which success should depend on the judgment, skills, and abilities of the player. This principle guides the USGA in determining whether the use of any item is in breach of Rule 14-3."

Should a player be found using a device in breach of Rule 14-3, the penalty is a loss of hole in match play or a two-stroke penalty in stroke play for the first time the player breaches Rule 14-3. Subsequent breaches of the rule will result in the disqualification of the player in either format.

The IHSA continues to recommend that individuals wishing to use DMD's use only those that only measure point to point distances and don't contain any additional features that can assist a player in making a stroke. In applying this local rule, players are reminded of their responsibility to protect the field so if a player has concerns about an opponent's DMD, he/she should immediately raise those concerns with the player in question, his/her coach and the rules committee for the event. It will then be the rules committee's responsibility to determine the facts of the matter and take any necessary action.

As a final reminder, player can share distance information with fellow competitors and not be in breach of any USGA or IHSA tournament rules. Sharing distance information is NOT considered giving advice. School administrators or coaches with additional questions should contact Kurt Gibson (kgibson@ihsa.org) or Stacey Lambert (slambert@ihsa.org).

ON-COURSE COACHING

The IHSA is using the implementation of coaches coaching on the course to reiterate that the IHSA expects all coaches to be on the course supervising their players at all times. This is for the safety of the players, insuring that sportsmanship is exhibited at all times and the monitoring of the pace of play. This should be followed throughout the season and not just in the state series.

Coaches **MAY**:

- during a round, talk with a player on any hole until the player steps on the putting complex.
- give advice to their player on matters such as club selection, wind direction, stance, grip, hole strategy, shot suggestions, distance to the hole, rules swing adjustments, mental adjustments, etc.
- help their player with alignment except when the player's ball lies on the putting surface.

- talk to players about rules options when asked by the player(s) for advice.
- provide support to help their player's mental game.
- answer public knowledge information (such as yardage to a location) to all players in the group when asked to do so.
- help all players look for a lost ball.
- hold an umbrella, towel, wind shirt, snacks, etc. in accordance with USGA rules.
- inform spectators to remain at least 15 yards away from the players.
- **use a cell phone to call the golf shop in order to contact the staff or tournament management in the case of an emergency.**
- speak with one of his/her own players regarding a violation the coach believes he/she has observed in order to act in the best interest of the player and the tournament field.

Coaches **MAY NOT:**

- enter a hazard to help their player other than to help their player look for their ball.
- provide advice to their player once the player steps on the putting surface.
- read putts for the player at any time.
- except for public information, offer advice to players other than the players from the coach's school.
- caddy for their player or stand behind a player (i.e., position himself "on or close to an extension of the line of play or line of putt behind the ball") during a player's stroke.
- keep an official score card for their player. It is the duty of every player to record scores of his/her playing competitor(s).
- provide a ride or seating on the cart for their player or for any spectator if the coach is allowed to have a cart at a state series event.
- confront a player from an opposing school on the course, in any manner, regarding a rule violation a coach believes he/she observed. The coach should report the potential rule violation to the Rules Committee, and the Committee should address the player before the player's card is officially returned to the Committee.

GENERAL INFORMATION FOR GOLF COACHES AND MATCH/TOURNAMENT HOSTS

- Each team is permitted to have two (2) coaches on the course if the coaches, paid or volunteer, are in compliance with IHSA By-law 2.070. College students, former players, or other "occasional coaches" are not approved to be on the course during regular season or post-season competitions. For the state series, each coach must be listed on the school's List of Participants. During the state series, coaches should be issued some type of 'credential' for identification purposes.
- Coaches should provide as much support as possible during practice and let the players play the game themselves during competitions. It's appropriate to walk with players and calm them down or encourage them. Over-coaching has never been a good practice.
- The intent of the coaching on the course rule is to allow coaches to support their players. Golf is a game of honesty, integrity, and honor. Coaches must observe the same rules of the game and honor the privilege of coaching on the course.
- The Pace of Play policy found in the IHSA School and Manager Manual shall be in effect during the state series. Do not let your coaching interfere with the group's pace of play or your player may be penalized according to the policy.
- **A COACH, COACHING ON THE COURSE, IS RESPONSIBLE FOR MAINTAINING THE PACE OF PLAY IN THE PAIRING IN WHICH HE/SHE IS COACHING.**
- A coach is allowed, but not required, to answer questions if any player asks about a specific rules question. However, specific rules questions are best referred to the Rules Committee. If a question arises, it may be best for a player to play a second ball (Rule 3.3) and get an official ruling from the Rules Committee before the player's score card is returned to the Rules Committee. *An incorrect ruling by the coach will not be corrected, and the player who incorrectly uses information from a non-tournament official will be penalized accordingly.*
- The Committee may, as identified in Rule 6-6d/5 in the Decisions on The Rules of Golf book, receive information from a spectator if it is believed a lower score has been recorded for a hole. If any doubt arises as to the correctness of a card, the Committee should consult with the competitor and also take into account the testimony of other witnesses, including the other players in the group. If the evidence indicates that the recorded score for the hole was lower than actually taken, and the player has signed and submitted the score card to the scorer's area, the Committee should disqualify the player. Otherwise, no penalty should be applied.
- In order to prevent questions about any on-course ruling, the match/tournament organizer should identify a Rules Committee (Rule 33 and 34) PRIOR to the start of any match/tournament. The Committee cannot waive a rule of golf, and 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 or Games 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 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 event.
- C. All school personnel and fans with the exception of the school designated coach(es) are considered spectators.
- D. The use of tobacco, liquid nicotine 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.

*USGA: Advice is any counsel or suggestion that would influence a player in determining his play, the choice of a club, or the method of making a stroke.
(Information on rules, distance, or matters of public information, such as hazards or the flagstick on the putting green, is not advice.)

Boys and Girls Spectator Behavior

Background: Over the past decade, high school golf in Illinois has become a more attended sporting activity. Possibly, the increase in the number of junior tournaments and satellite tours have helped spur the interest of parents, grandparents, other family members, and classmates in attending high school golf events to support their favorite participants. Having increased attendance is welcomed by event organizers, like high schools and the IHSA, and undoubtedly enjoyed by participants.

High school golf, though, is different from junior events and satellite tours. Like other high school athletic and activity events, high school programs are considered education-based, which implies that school personnel are working with young people in a setting that focuses more on participation and enjoyment of the activity than the outcome of a given performance. When the outcome of the performance becomes the primary focus, the value of the activity can easily be lost. In all education-based programs, like high school golf, the role of the spectator should be one of encouragement. As attendance at high school golf events has risen, so, too, has the ‘involvement’ of spectators, generally parents, during play. This increased involvement has, in some cases, negatively impacted the ability of the local high school coach to positively influence his/her players and created unnecessary situations on the course or scoring areas at high school events.

For years, the IHSA has made available to schools and the public a “Spectator Code of Conduct” that has outlined basic expectations for fans who attend high school golf events in Illinois. While the policy seemingly provides clear guidelines to fans, the IHSA Golf Advisory Committee commissioned the creation of this document to offer a ‘deeper dive’ into the allowable types of behaviors fans can demonstrate at high school golf events.

A look at the rules of Golf

All high school golf events in Illinois follow United States Golf Association (USGA) rules. USGA Rule 8-1 addresses ‘advice’, and this is the key rule that fans need to be aware of when they attend a high school golf event. According to the USGA, advice is, “any counsel or suggestion that could influence a player in determining his play, the choice of a club, or the method of making a stroke.” In high school golf in Illinois, high school coaches are the only individuals who have been granted the authority to coach players during a round (in other words, “offer advice”), which is why the IHSA’s Spectator Code of Conduct Policy stipulates, “There can be no communication between players and spectators that could be deemed advice of any nature for the duration of (the event).” Refraining, then, from making advice-like comments to a player has become the challenge for spectators, and for event organizers/rules committees, who are increasingly finding themselves trying to determine whether a spectator has offered advice during an event. The penalty for receiving ‘illegal’ advice is two strokes for a player, which is significant. The IHSA’s Policy first warns an offender for this behavior but subsequently ejects the spectator for a repeated offense, which is also significant. As the USGA’s definition points out, advice can be more than offering suggestions for the execution of a shot; it can also include making suggestions regarding rules and their application. Spectators who offer advice of any kind, no matter how well-intentioned their motives may be, are putting their player and themselves at unnecessary risk.

Golf is a unique (and challenging) game where participants can only rely on their execution and performance for their finish in an event, while acting as officials of sorts for themselves and other competitors in their group. And for high school students who are still learning about themselves as people and golfers, accepting that level of responsibility and dealing with the adversity that can occur during a round of golf, competitive or friendly, is hard, and watching someone you know struggle can also be hard, which may be the root of this increased type of behavior by spectators. From a golfer’s perspective, a poor (whatever that may mean to the individual) performance is only a failure if the player doesn’t learn from the experience, and allowing players to struggle/lose/‘fail’ is perhaps the hardest lesson for spectators to learn.

Acceptable Spectator Behaviors

- Clapping for a player after a good/great shot
- Cheering for a player after a good/great shot
- Assisting in the search for a lost ball
- Offering encouragement to players like:
 - “Hang in there”
 - “You’re okay”
 - “It’s alright”
 - “No problem...you’ve done this before.”
 - “Relax”
 - “Stay confident”
- Asking if a player needs any food/drink during a round
- Asking a player if he/she needs an umbrella or protective clothes when weather is inclement

NOTE: A school may ask/request/tell spectators that they do not want/allow spectators to interact at all with players during a high school golf event. This is a local determination, and if made, should be followed and respected by the spectators from that school, even though doing the highlighted items is not violating IHSA Policy.

Other Considerations

When examining USGA rules and the IHSA Spectator Code of Conduct Policy, a few items jump out. First, both groups welcome spectator attendance at events. For too long, golfers played in anonymity, and having spectators does add to the experience. However, the most important thing for spectators to do is to stay out of the way, letting players play, letting coaches coach, and letting event organizers run the event according to the rules of competition for the event.

The IHSA Policy also does not allow for spectators to rent or use motorized carts during state series (regional, sectional, state finals) tournaments. The IHSA realizes this is not the approach that spectators likely encounter at regular season high school events, junior tournaments, or satellite tour competitions. The IHSA has set that policy after many discussions over the years with its membership. Generally, IHSA state series events are large in number, larger than other events, and it’s not realistic to think that all spectators who want a cart would be able to rent one. Additionally, even elite events restrict the number of carts on courses so as not to hinder the pace or integrity of play. ***The IHSA would encourage spectators who wish to follow specific players to stay in front of, not behind, the players.*** Staying a shot ahead helps the pace of play for all players. Staying even or behind players ultimately slows down play for following groups.

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

Disability: IHSA recognizes and adopts the definition of disability as provided within the Americans with Disabilities Act. The IHSA will not discriminate against students with disabilities on the basis of disability in its services, programs, or activities.

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 an approved adult and not drive the cart.

C. Spectator Golf Cart Use for Regionals and Sectionals

Cart availability during regional and sectional tournament will be determined by the tournament manager and golf course. 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.

E. State Finals

At the state finals, schools who qualify a team or multiple individuals may rent one cart at the school's expense for use by the school's head coach, provided enough carts are available and ground conditions allow for such use.

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



Golf Contact Information



• www.ihsa.org • kgibson@ihsa.org • 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 Debbie. 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.

Internet Video Broadcasting Information



Contact: Matt Troha • mtroha@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology over the past few years has brought about many new potential broadcasters and many new broadcasting platforms and mediums, especially as it pertains to broadcasting video over on the internet. It is important to remember that most internet video streams of IHSA State Series (Regionals, Sectionals, Super-Sectionals, Football Playoffs) events will require that a broadcast rights fee be paid by the broadcasting individual/company. A new internet video broadcasting fee schedule has been developed and is located below, but first please read these reminders on how to determine if a fee is necessary should you be approached about a video webcast of the State Series event you are hosting. If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please call Matt Troha at the IHSA office (309-663-6377).

BROADCAST RIGHTS FEE PAYMENT REQUIRED

There is an IHSA broadcast rights fee required with the broadcast if any one of the options below is applicable...

- 1) The internet video webcast is originated and accessible to viewers on any third-party website (i.e. media website, IHIGH, UStream, High School Cube, fan site, etc.).
- 2) If the crew producing the internet video webcast is not affiliated with the high school or not composed entirely of high school students and/or high school personnel.

BROADCAST RIGHTS FEE PAYMENT *NOT* REQUIRED

There is no IHSA broadcast rights fee required if both guidelines below are met...

- 1) The internet video webcast is produced and the crew populated entirely by high school students and high school personnel as a part of a high school tv station, AV Club, etc.
and
- 2) The internet video webcast is originated on and accessed by viewers on the high school website, the website of the city or on the school's IHSA.tv website (www.IHSA.tv/schoolname).

Internet Video Broadcast Rights Fee Schedule

BOYS BASKETBALL

Per Regional Game-\$125

Per Sectional Game-\$150

Per Super-Sectional Game-\$225

GIRLS BASKETBALL

Per Regional Game-\$125

Per Sectional Game-\$150

Per Super-Sectional Game-\$225

FOOTBALL

Per 1st Round Playoff Game-\$250

Per 2nd Round Playoff Game-\$325

Per Quarterfinal Playoff Game-\$400

Per Semifinal Playoff Game-\$475

ALL OTHER SPORTS

Per Regional Game/Meet-\$75

Per Sectional Game/Meet-\$100

Per Super-Sectional Game/Meet-\$150

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 _____

Practice round tee times, if available _____

Awards _____

2. Off-Course Manager

Tournament Central _____

Coaches' meeting _____

Course communication _____

Rules Committee Appointment _____

Golf Coach for Rules Committee _____

3. Tournament Director

Pairings _____

Starter _____

Scoresheets and scorecard preparation _____

Player/Spectator Code of Conduct _____

Remind coaches and players about use of measuring devices during play _____

Local rules _____

Course marking _____

Hole locations and tees _____

On Course Score Reporters _____

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, 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/Games 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.

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. 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)

On Course Score Reporters

At all regional and sectional tournaments, a score reporter will be stationed every third hole to facilitate the on-course scoring process. Tournament hosts will be required to find individuals to serve in this capacity.

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 Kraig Garber 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). 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.

05-Managers Checklist & Guide.doc



Boys/Girls Golf Score Reporting



• www.ihsa.org • kgibson@ihsa.org • shinrichsen@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479 •

Score Reporting Procedure (Recommended)

Before the Round

1. Each player in a group will be assigned by the committee to serve as a marker for another player in his/her group.
2. Players in groups more than 2 cannot serve as markers for the person serving as their marker.

During the Round

1. Players are responsible for their hole by hole score.
2. Although each player will serve as a marker for another player in his/her group, a player should keep score for each member of his/her group, including their own score.
3. Each member of the group should announce his/her score on a hole to his/her playing competitors before exiting the putting green on a given hole.
4. If there are scoring discrepancies for a given hole, the players should discuss and attempt to resolve those prior to teeing off on the next hole.

After the Round

1. Players are responsible for their hole by hole score.
2. The Head Scorer of the scoring area shall read an opening statement prior to the recording of scores.
3. Markers shall review the hole by hole score with their group upon completion of the round.
4. If, after going through each hole, the card is determined to be correct, the player and his/her marker shall sign the card and return it to the committee. No alteration may be made on a scorecard after the player has returned it to the committee.
5. If there is a dispute on a score for the hole, the committee shall resolve it using any available witnesses, including the group, before allowing the card to be signed.
6. The above process shall then be repeated for the rest of the group.
7. After a 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 the completion of each state series tournament.



Boys/Girls Golf Scoring Statement



• www.ihsa.org • kgibson@ihsa.org • 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 th 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 their personal ID and password to sign into the IHSA Schools Center. If your school needs assistance with IDs/passwords, please contact the IHSA Office.

Log on to www.ihsa.org and click on the Schools Center link. Enter your personal ID number and password. Go to “IHSA State Series & ScoreZone”, 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 Debbie Coffman (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. **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 Lowery at the IHSA office at (309) 663-6377.

Thank you very much for your cooperation.

Kraig Garber
Asst. Executive Director

**2018-2019 IHSA Regional/Sectional Host
Individual Event Awards Order Form for Ties**

Tournament Site: _____ **Level Of Competition:** ___ Regional ___ Sectional

Sport/Activity: _____ **Gender:** ___ Girls ___ Boys ___ Co-ed

Print Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Tournament Manager's Email address: _____

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

This form must be used and completed by the **Regional and/or Sectional Manager** to order tie awards earned during the Regional or Sectional Tournament. **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 (815) 879-0400**. Upon receipt, A&M Products will mail orders for "Ties" directly to the School(s) listed below.

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

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

TM=Team Plaque: () check here

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Ind. Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Ind. Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Ind. Medal/Event Name* _____

◆ **Recipient Town/School (Must supply both):** _____

Name of Recipient: _____ **Place:** _____

I=Ind. Medal/Event Name* _____





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 & ScoreZone", 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.