



2021 LP GIRLS GOLF MANAGERS MANUAL

QUICK REFERENCE CHECKLIST

- Communicate (FAX, letter, e-mail) to participating schools in your Regional basic information about the event; start time, date, rain date, range policies, concessions, directions, practice round policies, greens fees, local rules, course description, etc. An early communication with basic information (date, time schedule, fees, roster submission reminder) is recommended by Sept. 6, 2019 with a follow-up communication with more details suggested after all schools have sent in entry materials.
- **Ensure the schools, coaches, players and you as the host have downloaded and are using the MHSAA golf app by iWanamaker. This app will be the official scoring app for the MHSAA golf tournament.**
- Be sure all roster/ranking forms and Master Eligibility Lists are received on time; contact all schools whose entry materials have not yet been received two days prior to the opt-out due date. (Opt-out date is Sept. 17)
- Set up groupings, prepare MHSAA scorecards and prepare for the use of the MHSAA iWanamaker Golf app.
- Determine the rules authority and procedure to deal with playing rules questions. Establish a rules committee consisting of coaches, host PGA pro, MHSAA rules official and/or the tournament manager (suggest 3-6 people).
- **Establish whom your MHSAA golf rules official will be and communicate with them any pertinent regional information. Rules officials will be assigned by the MHSAA to your Regional.**
- Create an identification badge or lanyard for one coach from each school and other tournament personnel such as rules officials and the host tournament manager.
- Coaching privileges are allowed in all areas of the course except on the green.
- Direct team & individual Finals qualifiers to MHSAA.com for Finals information.
- Set up course and mark course prior to the tournament with input from host course management and participating school coaches. Prepare local rules sheet for all participants.



SUMMARY OF 2021 LP GIRLS GOLF TOURNAMENT PLAN

KEY REVIEW POINTS

- In each of 4 Divisions, schools will be assigned to one of 6 Regionals.
- Scoring for all 2020 MHSAA Girls Golf Regionals and Finals events will be done electronically using the iWanamaker online scoring platform. With this move to electronic scoring for the MHSAA , **all athletic directors, host schools, coaches and players of schools participating in an MHSAA Golf Regional Tournament event are required to download MHSAA Golf app and create an iWanamaker profile.**
- Regionals may be played on October 4, 5, 6, 7, 8 or 9 2021. (Monday through Saturday)
- From each Regional, the top three teams and top three individuals not on a qualifying team will advance to the MHSAA Finals.
- Ties at the Regional for teams and individuals who advance must be broken.
- The MHSAA Finals will be conducted on October 15-16, 2021.
- In each Division, the Finals field will consist of 18 teams and 18 individuals. All Finals teams and individuals will play 36 holes, 18 holes on Friday and 18 holes on Saturday.
- Schools will pay greens fees at all levels of the MHSAA tournament, including both days at the Finals.
- Players will be grouped in team “waves” at all levels of the tournament.
- Participating teams shall submit Master Eligibility list and roster/ranking form to tournament managers by the Opt-out Due date of September 17.
- Distance finders are allowed by players in the MHSAA Tournament; review the USGA restrictions listed in this manual and emphasize at player/coach meetings.
- **Coaching privileges allow coaching from tee to green (see details in the manual)**
- **Managers will use the MHSAA Golf iWanamaker app to score the tournament and will need to close out the round in order to have the results be sent to the next level of the tournament.**



TOURNAMENT MANAGER GENERAL POLICIES & PROCEDURES (Alphabetical by subject)

ADMISSION POLICIES – If admission is charged, it shall be \$5 per car.

ALCOHOL/TOBACCO – Use of alcohol or tobacco, including e-cigarettes or other smoking devices, is prohibited at MHSAA tournament events by players, coaches and spectators. Managers should stress in coaches meetings that they are not to use tobacco at the tournament venue. Alcohol should not be served at tournament venues.

AWARDS CEREMONIES – Regional Managers shall conduct an appropriate awards ceremony honoring team and individual champions and qualifiers. Tournament hosts, volunteers and others can be recognized and thanked at this time. Physical distancing should be considered and practiced in accordance to the latest health and safety recommendations during a pandemic.

COOLERS/PLAYER REFRESHMENTS – Participating teams and individuals have traditionally had access to coolers with food, snacks and beverages at the turn located in an appropriate area of the course. It is important for managers to coordinate this with host courses and to make sure that players do not delay pace of play when pausing to have a snack or beverage.

CADDIES – Use of caddies is not allowed for high school players during the MHSAA tournament.

CARTS – Use of motorized carts by students is allowed with written permission by the MHSAA. Requests for use of motorized carts should be made in advance to the MHSAA by the school and must include written documentation from a physician verifying the student's need. Non-motorized pull-carts are allowed at the expense of the player involved. **Coaches may use carts at the MHSAA Regional and Finals tournament but are responsible for their own cart fees and must abide by local course cart restrictions.**

Note: As a rule, spectators may not rent carts to observe play. Carts may be rented only to those spectators with handicapped parking privileges with course and manager approval and discretion. Managers should first offer to transport such persons to areas of the course. A policy of good judgment applied on a case by case basis is usually the best approach.

COACHING SUPERVISION – No individual or team may participate in an MHSAA event **UNLESS ACCOMPANIED TO THE EVENT BY THE COACH**, administrator or appointee of the school. (MHSAA Regulation II, Section 10(D)).

COACHING PRIVILEGES & RESTRICTIONS – On-Course Coaching – During the MHSAA Regional and Finals golf tournaments, the following regulations govern coaching privileges, responsibilities and restrictions:

Coaching Privileges Defined – During the MHSAA tournament one school designated coach with proper lanyard ID will be allowed to coach players from his/her school team during play. The coaching period will be anytime during play except when the coach's player has physically reached the green, at which time coaching is no longer allowed. While players are conducting tee shots, it is recommended that coaching and/or communication with players in a group be kept to a minimum. Coaching shall not slow pace of play. Coaches shall exhibit good sportsmanship, **help with scoring input on the MHSAA golf app**, monitor sportsmanship of players, keep spectators at a reasonable distance and keep pace of play moving. Violation of conduct expectations shall result in the loss of coaching privileges.

- Coaches may not call rules violations or assess penalties, but are encouraged to remind players and rules officials of possible rules violations or penalties when they occur, and/ or assist in preventing any such rules violation.
- Coaches may not be physically on the green to perform duties such as reading or lining up putts, or tending the pin and coaches may not rake bunkers or carry a player's clubs. Coaches should keep a reasonable distance from the green while players putt.

COACH IDENTIFICATION – Managers should create a lanyard or badge to identify coaches who wish to use coaching privileges on the course.

COACH-PLAYER MEETING – The Tournament manager is required to conduct a meeting with coaches and players on the morning of the tournament. Topics covered should include:

- **The use of the MHSAA golf iWanamaker app**
- Returning to the course restriction
- Coaching on the course rules and limitations
- Local rules
- Scoring, scorekeeping
- Pace of play
- Rules infractions, rules authority, rules committee
- Sportsmanship & conduct
- Marking golf balls
- Restrictions on gallery, team member communication
- Procedures for turning in scorecards and reviewing scoring issues
- Alcohol & tobacco policies
- Weather policies & procedures

CONCUSSION PROTOCOLS –“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 language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
2. If it is confirmed by the school's designated 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 reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
 - a. The clearance may not be on the same date on which the athlete was removed from play.
 - b. Only an M.D., D.O., Physician's Assistant or Nurse Practitioner may clear the individual to return to activity.
 - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity.
 - d. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA if the situation was brought to the officials' attention.
5. Member schools are required to complete and submit the forms designated by the MHSAA to record and track head injury events in all levels of all sports.
6. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

COURSE MARKINGS/SETUP – The course shall be marked with appropriate stakes and/or lines to distinguish water hazards, OB, ground under repair, etc. It is recommended that course length be 5300-5500 yards as a guideline. Managers should solicit input from participating school coaches and host course management regarding course setup. Host schools may not do anything with course set-up, especially pin placements that deliberately favor their own players or deliberately disadvantage other schools. Let course management determine pin placements independent of host school coach's influence. Suggest six easy, six medium and six hard difficulties.

DRESS CODE – Proper golf attire, including a golf shirt, will be required at all MHSAA tournament events. Bermuda shorts are permitted. Short shorts, cut-offs, jeans, jean shorts and tank tops are NOT permitted. Hats worn backward are not legal. Mock turtleneck shirts designed and sold as golf attire are allowed. Any player not dressed properly WILL NOT BE ALLOWED TO COMPETE. It is the coach's responsibility to inform players of the dress code.

DISTANCE/RANGE FINDERS – Distance finders that measure distance only will be allowed for use in the MHSAA Regional and Finals tournament under USGA Rule 14.3 as follows:

“...the device must be limited to measuring distance only.” Features that would render use of the device contrary (i.e. illegal) to the local rules include:

- The gauging or measuring of slope.
- The gauging or measuring of other conditions that might affect play (e.g., wind speed or direction or other climate based information such as temperature, humidity, etc.).

- Recommendations that might assist the player in making a stroke or in his/her play (e.g., club selection, type of shot to be played, green reading or any other advice related matter).
- Calculating the effective distance between two points based on slope or other conditions affecting shot distance.

If, during a stipulated round, a player uses a distance-measuring device that is designed to gauge or measure other conditions that might affect his/her play (e.g., gradient, wind-speed, temperature, etc.), the player is in breach of Rule 14.3, for which the penalty is disqualification, regardless of whether any such additional functions are actually used.

ELECTRONIC POLICY– Cell phones can be used by players in four specific circumstances. (MHSAA Local Rule)

- **To call a coach or tournament manager for a health or safety issue**
- **To call a rules official with questions**
- **To input scores for live scoring or other scoring programs being used**
- **To use as a distance measuring device**

NOTE: See “Distance Finders” language regarding approved use of conforming device. Any player who receives information using electronic devices is subject to a two stroke penalty for each occurrence (Rule 10.2a, Advice). Continued violation of this rule will result in disqualification. Spectators who use cell phones or other electronic devices on the course to communicate with players or coaches are subject to removal from the course.

ENTRY REQUIREMENTS/PROCEDURES – To be eligible for MHSAA sponsored meets and tournaments, a school must have a bona fide team, which is one that has an actual schedule in that sport for the current school year and has participated against MHSAA member schools in four or more contests in that sport during the current year. A member school will be allowed to enter less than a full team (four golfers) into Regional competition. Therefore, a member school may enter one to five golfers in the MHSAA golf tournament series. A school entering four or five golfers will be competing for team honors and individual honors. A school entering one, two or three golfers will be competing for individual honors ONLY. **The MHSAA Golf Committee and Representative Council recommend that schools enter only golfers who are able to score an average of 60 or better for 9 holes.**

The following items must be mailed to the Regional Manager of the Tournament where your school is assigned:

1. Master Eligibility List
2. Ranking/roster of Players
3. Average team score

ALL ABOVE ITEMS MUST REACH THE REGIONAL TOURNAMENT MANAGER BY THE OPT-OUT DUE DATE, Friday, September 17, 2021, by 4 p.m. If materials listed above are late, they can be accepted by payment of a **\$50** late fee before players are arranged in foursomes. No materials will be accepted after the foursomes have been established. **THE LATE FEE WILL BE RETAINED BY THE HOST SCHOOL.** NO additions to Master Eligibility List can take place after foursomes have been arranged. It is recommended that a check for greens fees, made out to the respective golf course, be sent in advance to the Regional Manager. However, fees may be paid prior to competition at check-in time.

EXPENSES – All expenses incurred by participating school teams and/or individuals are the responsibility of the participating school or individual athlete. The MHSAA does not reimburse for expenses at any level of the tournament.

FOURSOMES, PLAYER GROUPINGS – Tournament managers will group players in threesomes or foursomes by team “waves” at all levels of the tournament. At the Regional level, team waves will be determined by the average regular season 18 hole team score submitted. At the Finals, team waves will be based on the Regional team place on day one and round one team scores for day two. Students competing as individuals will be placed in groups by the tournament manager. (See accompanying example). **Fivesomes are not allowed.**

FORMAT – The MHSAA Regional Tournament will be stroke play competition conducted over 18 holes. A shotgun or modified shotgun start shall be used. The top four scores from each team count towards the team score. Teams may have a maximum of five players. The MHSAA Finals will be stroke play conducted over 36 holes, 18 holes on each of two days.

FINANCIAL FORM – HOST EXPENSES – Managers of Regional Tournaments must complete a Financial Report Form and send to the MHSAA within two weeks after their event. A manager fee is paid by the MHSAA and other itemized expenses reasonable and appropriate such as postage, materials for badges and lanyards, signage, etc. Hospitality, food & beverage items are not expenses reimbursed by the MHSAA. Questions regarding other expenses should be directed in advance to the MHSAA.

FINALS COURSE ASSIGNMENTS – The 2021 MHSAA Girls Finals Tournament will be played Friday & Saturday, Oct. 15-16 at the following courses:

- D1 - The Meadows – GVSU, Allendale**
- D2 - Bedford Valley - Battle Creek**
- D3 - Forest Akers West – MSU, East Lansing**
- D4 - Forest Akers East – MSU, East Lansing**

GALLERIES – Golfers are not permitted to converse with members of gallery (except at the turn in clubhouse area). When player-gallery conversation pertaining to advice, counsel or suggestion which could influence play, choice of club, or method of making a stroke (Rule 10-2) is detected by another player in that foursome, penalty should be enforced. Violation of rule must be reported to tournament officials by another golfer in foursome, and the tournament official shall record violation when it occurs. Penalty for such violation shall be:

- First Offense - Two Stroke Penalty
- Second Offense - Disqualification (next match also)

In addition, team members are discouraged from conversing with one another while playing the tournament course.

GREENS FEES – Participating schools are responsible for greens fees at all levels of the MHSAA tournament. Checks should be made out to the host course (not the MHSAA or the host school) and be sent to the tournament manager in advance or brought to the manager at time of check-in. Managers should confirm in advance to schools the greens fee for their course.

INJUNCTION/RESTRAINING ORDER – If an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition). If the meet/event has begun, it shall be completed.

INTERNET STREAMING – Teams participating in MHSAA Tournaments are prohibited from streaming live video of any portion of an event over the Internet - including using social media platforms like Periscope and Facebook – or any other method.

Likewise, individual spectators are also prohibited from streaming video through any means.

Tournament Managers are to remind participating teams of this policy; ensure that team video equipment is not being used to stream live video; read the public address announcements and post the signage provided by the MHSAA; and enforce the policy if a member of a participating team party or a spectator is suspected of streaming video.

LOCKER ROOM PRIVACY POLICY – Using devices of any kind to capture or transmit images is strictly prohibited in locker rooms, dressing areas, training rooms, weigh-in rooms, showers, restrooms, or other areas where there is an expectation of privacy during MHSAA tournament events. Tournament managers or athletic directors that discover such use should move immediately to have the device removed and inform the head coach or athletic director of the identity and nature of the activity of the person involved.

MEDICAL EMERGENCY POLICY – Host school Tournament Managers should follow all local school district policies regarding medical emergencies for participating athletes, coaches, student and adult spectators for competition conducted in school facilities. It is advised that AED devices be readily available during tournament competition. In addition:

- Trainers are an allowed expense and encouraged, but not required
- All MHSAA concussion protocols will be followed.
- MHSAA policy on tornado watches and warnings shall be followed.
- MHSAA policy on managing heat and humidity shall be followed.

When MHSAA tournament contests are conducted at non-school facilities, plans should be developed for the following needs and/or circumstances:

- Student, coach and spectator shelter for outdoor events
- Host facility emergency equipment such as AED's, fire escape, etc.
- Emergency communications, i.e. phone numbers, school administration contact
- Coordination with facility management regarding evacuation, first aid, on-site responsibilities
- Medical transport or first responder contact procedures
- Proximity/directions of nearest medical facility

MERCHANDISING — Concession stands, whether operated by school or non-school groups, must confine sales to non-alcoholic beverages, edible items and general school spirit items that were available at regular-season home contests. The selling of tournament-related merchandise is limited to programs offered by the MHSAA and its authorized vendors, which may be in contact with you regarding their availability. Such programs may include, but are not limited to, the following

categories: T-shirts, DVDs and photography. Regardless of the availability of such authorized programs, schools may not produce their own tournament-specific merchandise items to sell at MHSAA tournament sites.

MEDIA/MULTIMEDIA – Providing accommodations and services to the media covering MHSAA tournaments is the responsibility of the host tournament manager.

The tournament manager shall communicate the results of the event as proscribed. News media representatives are encouraged to call managers in advance of the events they desire to cover, but it is not unusual for a working member of the media to show up unannounced. Your gate attendants should be alert for media passes (the MHSAA annually issues passes good for tournament events), and admit those individuals when appropriate – as long as they are attending the game in a working capacity.

Press pass/seating arrangements should allow the media attending at your site to arrive on their timetable.

Photographers – still and video – may be granted appropriate access to shoot (i.e. sidelines, baselines), if they are from an accredited media outlet, an MHSAA Licensed Photographer, or an individual identified by a school administrator to the Tournament Manager who is authorized to capture such content exclusively for the school's publication, promotional, educational or public relations uses. Because of the large number of teams involved for individual events (bowling, cross country, golf, gymnastics, skiing, swimming & diving, tennis, track & field, individual wrestling), no passes and access will be authorized for schools.

MANAGER AUTHORITY – The local Tournament Manager has full jurisdiction over the policies of the tournament site. If the above guidelines do not cover a certain situation, the decision on the matter shall be that of the Tournament Manager.

MASTER ELIGIBILITY LIST – Participating schools are required to submit a Master Eligibility list to the tournament manager by the Opt-out due date (Sept. 17, 2021) for the entry level of the MHSAA Tournament. No changes can be made to the Master Eligibility List once tournament groupings have been set. In order for an athlete to participate, they must be on the Master Eligibility List.

OPT-OUT DUE DATE – Participating school teams/individuals must have all entry materials (Master Eligibility List, Roster form and player ranking) to the Regional tournament manager by 4 p.m. on Friday, Sept. 17, 2021.

PACE OF PLAY – Each player is responsible for playing without undue delay under – see USGA Rule 5.6. An acceptable time frame for playing a stroke is no longer than 40 seconds once a ball has been found and identified and it is clearly his/her turn to play. Each player is responsible for his/her group maintaining a proper position on the course, i.e. no more than approximately one starting interval behind the preceding group throughout the round. When a group is out of position due to slow play, tournament management will issue a warning prior to penalties being assessed.

PRACTICE AT REGIONAL & FINALS COURSE – Schools assigned to the **Regional** course may practice on the course on days prior to the tournament. Practice on the course on the day of the tournament is not allowed. Managers should make sure that course management gives access to the tournament course for practice rounds in advance of the tournament.

Finals qualifying teams and/or individuals are allowed **one** practice round at the Finals course after the conclusion of their Regional and before the first day of the Finals. Violations of the practice round limit will result in disqualification from the tournament. **Note:** Players may use the range and/or practice green at the Finals course without restriction.

PROTESTS – There are no protests in MHSAA tournament competition. All issues of playing rules are to be settled by the Manager, Rules Official and Rules Committee on the day of the event.

QUALIFIERS TO FINALS – The top three teams and top three individuals not with a qualifying team advance from Regional to Finals. All ties for advancing teams & individuals shall be broken.

RESCHEDULING POLICY – If an MHSAA tournament meet or contest is postponed or suspended because the facility becomes unusable or as a result of acts of persons or nature, and the playing rules require that the meet or contest must be played or resumed, the meet or contest must be played or completed on the first available subsequent date, at the same facility. If that facility is unavailable at any future time within the tournament schedule, MHSAA staff shall determine if other facility options are available.

RESULTS & QUALIFIERS – The MHSAA iWanamaker Golf app will be used as the official scoring platform for MHSAA Regionals and Finals. Tournament hosts should follow MHSAA instructions for completing this requirement and closing out rounds so players and teams can advance to the next level.

RETURNING TO THE COURSE REGULATION – Upon completion of play, the golfer and the marker must remain off the course until regular play is completed by all golfers. A violation of this rule will result in disqualification of the player. **Note:** The violation can only be called by a player, and the violation must be reported to the Tournament Manager and/or Rules Committee member before all scores are posted. Players may return to the course to observe a playoff.

ROSTER/RANKING FORM – Each participating school must fill out a roster form (<https://www.mhsaa.com/Sports/Girls-Golf/Participating-Schools>) listing their players in rank order for tournament managers to use for “wave” grouping purposes. The form must also include the average team score (4 players) for Regional pairings. Name and grade in school must be included.

RULES – Playing rules for all MHSAA Tournament competition will be those of the USGA. In areas where the MHSAA has jurisdiction (sportsmanship, conduct, amateur status, awards, etc.) such MHSAA regulations will supersede. All local rules and tournament rules will be stated and reviewed at the coaches & players meeting prior to competition. Pace of play is the responsibility of and shall be monitored by tournament managers and rules officials. Preferred lies or lift, clean & play rules may be utilized under inclement weather conditions at the discretion of tournament management and rules officials.

RULES COMMITTEE – Managers will select a Rules Committee prior to the beginning of the tournament which will be available throughout the tournament to make decisions regarding reported rules infractions. In addition, an MHSAA rules official will be assigned by the MHSAA to each regional site. It is strongly suggested that 3-6 individuals make up this Committee including the Tournament Manager or designee, host PGA pro, MHSAA rules officials and/or coaches from participating teams.

DECISIONS MADE BY THE RULES COMMITTEE and RULES OFFICIALS ARE BASED ON USGA RULES AND MHSAA REGULATIONS ARE FINAL. Any coach whose team is involved in a rules

Infraction decision shall be excused from serving on the committee. A RULES AUTHORITY IS TO BE PRESENT FOR THE DURATION OF TOURNAMENT PLAY.

INFRACTIONS – The following procedures shall be used when a rule infraction occurs

1. Each competitor is advised to carry a Golf Rule Book for their own interpretation and in case a question arises among players in foursome.
2. Golfers are reminded to play a second ball, if appropriate, when a rule interpretation is not immediately available to the golfer. The marker shall record on the back of the scorecard that a second ball was used, record type of ball used, and briefly outline the situation.
3. Record reports of rule infractions on the scorecard before the first player tees off on the next hole. Reports of infractions must be made by any member of the foursome and may include violations of playing rules or tournament rules such as smoking, conversing with the gallery, or returning to the course during regular play.

RULES AUTHORITY – During MHSAA Tournament competition, assigned rules officials in conjunction with tournament management are the sole authority for enforcement and interpretation of USGA playing rules. Rules officials may assist in keeping pace of play moving and monitoring sportsmanship and spectator conduct. They shall consult and cooperate with MHSAA Tournament managers on all matters of rules application. At the MHSAA Regionals and Finals, in addition to making rulings, MHSAA rules officials may assess penalties when they observe (first hand) violations of playing rules.

SPECTATOR CONDUCT – During play, spectators may not give advice to a player, nor shall players ask for advice from spectators. Once play begins, spectators shall maintain a reasonable gallery distance from all players, approximately 25 yards is considered the minimum distance while observing play between tee & green. Violations are subject to penalties under USGA rule and spectators may be removed from the course. General encouragement of players is acceptable but there shall be no communication between spectators and players. At the turn, a spectator/family member may have appropriate communication (non-golf advice not in violation of rule 10.2a) with players.

SCORING – Tournament competitors will keep score for each other at MHSAA Regional and Finals Tournaments using the MHSAA iWanamaker app. Each player in the group must download the MHSAA app and use this to score during the round. Live scoring is mandatory for each player.

- Each competitor will serve as a marker for another player using hole-by-hole scoring on the MHSAA iWanamaker app.
- Scores will be entered using the players own personal devices as used all season. If a player does not have a device, then a coach may enter the scores for that player, a fellow competitor may enter the scores or the scores may be entered at the end of the round by a coach or tournament administration.
- All live scores are considered unofficial until the close of competition and all scorecards are turned in.
- A live scoreboard with team and individual scores will be available on the MHSAA Golf app.
- Digital scorecards are required for players in MHSAA events. Paper scorecards are recommended as a backup for the digital scorecard.
- A single player may keep score for the whole group. Players may attest to scores during each round using their personal devices.

- Score shall be verbalized by players so all in group, including the scorer for that player, can hear. If there is a discrepancy between score marked and score announced, the marker shall ask the player to review strokes in presence of other players in foursome.
- **Maximum allowable score of 12 strokes will be used in MHSAA play.**

All questions on number of strokes shall be settled before starting play on next hole. Score must be verified before first tee shot is made on next hole. At the end of the round all members of the playing group shall bring scorecards/phones to the scoring table together and review scores and questions with tournament management and score recording personnel. Scoring issues can be corrected while players remain in the scoring area. All players in the group shall remain in the scoring area until scorecards are signed, scores are posted and verified.

The following shall be the procedure after a round is completed at all MHSAA Golf venues.

- 1) At the completion of the round, the competitors in a group sit down at the scoring table. On the opposite side of the table, there will be at least one committee member or their designee.
- 2) The competitors confirm their hole-by-hole scores with their marker (this can also be done prior to going to the scoring table).
- 3) The competitors are asked if they have any rules questions. The competitors are also asked if a second ball was played under Rule 18-3 at any time during the round.
- 4) The committee member will ask the competitors review and verify scores and turn them in when they are satisfied that their hole-by-hole scores are correct. The competitors remain at the table.
- 5) As the committee member is totaling, they can ask the competitors for clarification, if there are any questionable scores (Ex. "Is that a 3 or an 8?"). The committee informs the competitors of their totals and if a competitor disagrees, he/she can voice their concern and have their scores rechecked and recalculated. Once all competitors' scores have been totaled and verified, the competitors leave the table and the scores are then moved to the board for posting.

All players in the MHSAA Tournament are responsible for the accuracy of their own score and that of the player for which they are scoring. Players who record false scores for themselves or knowingly allow other members of their group to record false scores or violate USGA rules are subject to penalty and/or disqualification.

Player Scoring Responsibilities Statement

All players in the MHSAA Tournament are responsible for the accuracy of their own score and that of the player for which they are scoring. Players who record false scores for themselves or knowingly allow other members of their group to record false scores or violate USGA rules are subject to penalty and/or disqualification.

SCHOOL COMMUNICATION – Managers shall send participating schools an information packet in advance of their event stating starting time, greens fees, range access policies, directions, parking, dress code, etc. Course description and other pertinent course and tournament information shall be included.

SPORTSMANSHIP, PLAYER CONDUCT – Unsportsmanlike conduct, such as, but not limited to, club throwing, foul/abusive language, taunting or destroying golf course property will not be tolerated at MHSAA Golf Tournaments. Coaches who witness such player behavior shall warn the player immediately that their conduct will be reported to the Rules Committee and Tournament Manager. Coaches must report sportsmanship issues to the tournament manager immediately.

Upon receiving a report of unsportsmanlike conduct, the Tournament Manager and Rules Committee shall investigate the circumstances with the player and his/her playing partners to confirm the facts and exercise the following options:

Option #1 – If the conduct is deemed to be inappropriate but not serious, a warning, followed by a stroke penalty is satisfactory with subsequent sportsmanship violations resulting in a DQ.

Option #2 – Issue a two stroke penalty on the player.

Option #3 – A DQ for the remainder of the day/round only.

Option #4 – If the conduct is deemed to be a flagrant unsportsmanlike violation under MHSAA Regulation V, Section 3, a DQ is issued with the player also suspended from the next day of competition, a decision to be made jointly with the Tournament Manager and MHSAA.

A tournament manager may proceed immediately to Option #4 if the conduct is flagrant and unsportsmanlike.

Disqualifications based on USGA rules infractions are not considered violations of MHSAA Sportsmanship policies in Regulation V, Section 3. If a player is disqualified for unsportsmanlike conduct or taunting, the tournament manager should notify the school administration and the MHSAA of the DQ.

START TIMES – Regional Managers will notify competing schools of the starting time of their Tournament (9 to 10 a.m. recommended). All contestants and coaches or designated adults must be present and checked in with the Tournament Manager 30 minutes prior to the designated starting tee off time and have all changes made. There shall be no delay of the start of the Coaches/Players Meeting or tee off time due to unexplained team/coach absences.

Finals Tournaments will begin at 10 a.m. on Friday and Saturday. All qualifiers and coaches or designated adults must be present and checked in and have all changes made 30 minutes prior to tee off time. There shall be no delay of start of Coaches/Players Meeting or the start of the tee off time due to unexplained team or coach absences. Tournament managers may allow participation by late arriving teams/individuals due to legitimate travel delays. Schools should be supplied with course and manager contact numbers so they may notify tournament management about such delays.

It is the responsibility of the tournament management to allow players time to get to their designated tee area. It is the responsibility of tournament management or his/her designees to check tee areas to see that foursomes have arrived at their designated tee area.

PROCEDURE AT MHSAA GOLF TOURNAMENTS WHEN MEMBERS OF FOURSOMES ARE NOT READY TO PLAY AT SCHEDULED TIMES WHEN A SHOT-GUN START IS USED

The following method is to prevail at all MHSAA Golf Tournaments when any member of a scheduled foursome is late at the starting tee when a shot-gun start is used:

Using USGA Rule 6-3 Note - The MHSAA shall be considered the committee who determines the conditions and penalty for a player not ready to play at the scheduled time.

1. If a player arrives at tee within five minutes after scheduled starting time, a two-stroke penalty will be invoked.
2. If a player arrives at tee more than five minutes after scheduled starting time, disqualification occurs.

NOTE: The "scheduled starting time" is when the siren, gun, or cannon is sounded.

Tournament Manager's Procedures - It is the responsibility of the tournament management to allow players time to get to their designated tee area. It is the responsibility of tournament management or his/her designees to check tee areas to see that foursomes have arrived at their designated tee area.

SUBSTITUTIONS – Coaches may make substitutions for team members at each level of the tournament 30 minutes prior to play. Substitutes must be already on the school Master Eligibility list.

TROPHIES/MEDALS – Tournament managers will receive both trophies and medals together in one shipment from ESCO. The box containing the trophies and medals should be opened immediately upon delivery and inspected for accurate amounts, engraving, etc. Tournament managers should contact ESCO directly (not the MHSAA) at 800-852-4266 with any questions or problems regarding trophy and medal shipments

Distribution – MHSAA Regional Champions receive a trophy and team members receive individual medals (5 medals total). The top five scoring individuals (and ties) receive medals. **There are no separate medals for the individual Finals qualifiers. One student-athlete could receive an individual medal and a team medal.**

TIEBREAKER PROCEDURES – At the **Regional level**, ties are broken for:

1. Team Champion or Individual Medalist
2. Last Team or Individual Qualifying spot (3rd place at Regional)

For the **team competition**, the first tie-breaker is comparing scores of each team's fifth golfer. If the tie is still not broken:

1. The 5 players from each team shall compete in a sudden victory play-off to break the tie.
2. All 5 players' scores count in the play-off to break the tie.
3. Two members and three members from each team will be placed in fivesomes.
4. The tournament host and golf course professional will determine the starting hole.
5. If a team with four players ties a team with five players, the five player team wins the tie by default.

For the **individual competition**, ties will be broken by a sudden victory playoff starting at the hole chosen by tournament management.

TEAM TIES SHALL BE BROKEN VIA PLAYOFF BEFORE INDIVIDUAL TIES.

At the **MHSAA Finals**, the team champion is based on the total score of Friday and Saturday competition. The lowest 4 scores from each day comprise the total score regardless of whether or not they are the same 4 players. When a tie for Finals team championship honors occurs, the tie shall be broken by adding the 5th scores from Friday and Saturday competition. If the tie is still not broken:

1. The 5 players from each team shall compete in a sudden victory play-off to break the tie.
2. All 5 players' scores count in the play-off to break the tie.
3. Place two members and three members from each team into fivesomes.
4. The tournament host and golf course professional will determine the hole where the play-off will begin.
5. If a team with four players ties a team with five players, the five player team wins the tiebreaker by default.

When a tie for team runner-up honors occurs, the tie shall be broken by adding the 5th scores from Friday and Saturday competition. If there is still a tie after checking 5th player scores, co-runners-up will be declared, there is no playoff and both teams receive trophies & medals. The medalist honor will be awarded to the player with the lowest total score over the 2 day event. Only ties for medalist will be broken by a sudden victory playoff with the Finals host determining the starting hole. **TEAM TIES SHALL BE BROKEN VIA PLAYOFF BEFORE INDIVIDUAL TIES.**

WEATHER SUSPENSION POLICY – Tournament managers and host course personnel are the sole authority for making decisions regarding delay of start times, suspension or cancellation of play. Every effort should be made to complete play on the scheduled date. MHSAA policies regarding suspension of competition for a minimum of 30 minutes when thunder or lightning is present and tornado policies apply as stated in the MHSAA Handbook.

Prior to the tournament date, the tournament manager should have the home phone number of each coach or school personnel. This information will assist the tournament manager if he/she must contact competing teams to notify them of a later starting time or of a rescheduled date.

On threatening days, tournament management should consult with golf course management about steps to be followed if conditions worsen. When suspending an outdoor contest, the tournament management shall follow these guidelines.

- Lightning necessitates that contests be suspended. The occurrence of lightning is not subject to interpretation or discussion--lightning is lightning.
- Severe weather in the form of rain or snow may make the course unplayable.

When a contest is suspended, the host school administration shall attempt to arrange for the security of all participants.

- Contestants and support personnel shall be moved to appropriate cover, indoor facilities, or buses and vans.
- When lightning is observed **or thunder is heard** and the contest is suspended, play may resume when lightning has been absent from the sky **and thunder has not been heard for 30 minutes.**
- Spectators shall be advised of the action being taken to seek shelter. (Some hosts may be able to offer shelter to spectators but are not required to do so.)

In considering resumption of competition, if the tournament can be resumed and completed before darkness, using shot-gun system it shall be resumed. A postponed contest should be rescheduled on the next possible date the course is available. Sunday may be considered for use in this case.

WITHDRAWAL POLICY – Tournament management is to contact the MHSAA office if a school withdraws or fails to show for scheduled competition after the draw is completed for team sports or the pairing, heat assignments or flight are determined for individual sports of the first level of the MHSAA tournament in a sport. The MHSAA staff person responsible for the sport will request from the school principal a written explanation for the no-show/withdrawal. If the reason is determined to be unacceptable by MHSAA staff, the MHSAA Executive Director will place the school on probation for the next two school years. A second offense within the two-year probationary period will cause the school to be prohibited from tournament play in that sport for the two years following the second offense.

YOUTH PROTECTION POLICY: During the MHSAA Tournament events, the MHSAA expects all designated managers, volunteer or paid staff assisting in the event, officials or any other personnel to follow local school district policy and state statute regarding the mandatory reporting of child abuse, bullying, hazing and sexual harassment. A report of such activity shall be made to legal authorities and to the MHSAA Executive Director or his designee.

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 MHSAA 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 MHSAA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the MHSAA.

Guidelines For Team Waves – GIRLS MHSAA REGIONALS

Teams are grouped by average 18-hole team score, then players are placed based on ranking within team.

- 1) Team waves will be used for all levels of the MHSAA tournament.
- 2) Prior to the Regional tournament, each coach will rank order the team's five probable golfers (substitutions can be made up to 30 minutes prior to tee-time). The coach will ALSO submit his team's average 18-hole team score prior to the Regional tournament.
- 3) The five players from the best four teams (according to average 18-hole team score) will play in the first 5 groups. The next five groups will be made up of the 5 players from the next four teams, and so on until players from all teams have been placed in groups.
- 4) The #1 golfer from each of the top four teams constitutes the first group. The #2 golfers play in the second group, and so on until the first 5 foursomes are filled. The #1 golfer from the next four best teams constitute group #6. Continue this pattern until players from all teams have been placed.
- 5) After all team members have been grouped, place the individual players next. The Tournament Manager may place the groups of Individuals at a starting whole of his/her discretion (before the first team wave, between waves, or after all team waves).
- 6) Use a shotgun start and place the top group on starting hole #1, group two on #18, group three on #17, etc.

EXAMPLE

STEP 1: Rank order the teams in the Regional by average 18-hole team score:

Western HS – 325 Avg.

King HS - 329 Avg.

Lincoln HS – 331 Avg.

Kennedy HS – 336 Avg.

East HS – 345 Avg.

Union HS – 348 Avg.

Mountain HS – 350 Avg.

Central HS – 356 Avg.

STEP #2: Place the teams with the best four 18-hole team score average in the first five groups. Foursomes are based on the coach's rank order of players. After the first four teams are grouped, place the next four teams. Finish by placing all those competing as individuals.

WESTERN HS

1. Andi
2. Britney
3. Chloe
4. Dina
5. Emily

KING HS

1. Andrea
2. Beth
3. Christina
4. Diana
5. Elizabeth

LINCOLN HS

1. Angie
2. Bonnie
3. Charlotte
4. Danielle
5. Erin

KENNEDY HS

1. Anna
2. Becky
3. Cameron
4. Desiree
5. Ericka

Starting Hole #1

Andi, Western HS
Andrea, King HS
Angie, Lincoln HS
Anna, Kennedy HS

Starting Hole #18

Britney, Western HS
Beth, King HS
Bonnie, Lincoln HS
Becky, Kennedy HS

Starting Hole #17

Chloe, Western HS
Christina, King HS
Charlotte, Lincoln HS
Cameron, Kennedy HS

Starting Hole #16

Dina, Western HS
Diana, King HS
Danielle, Lincoln HS

Desiree, Kennedy HS

Starting Hole #15

Emily, Western HS
Elizabeth, King HS
Erin, Lincoln HS
Ericka, Kennedy HS



Tournament Medical Incident Report

The MHSAA requests that a record of any injury, which results in an athlete being unable to continue in competition, be submitted to the MHSAA office at the conclusion of each MHSAA Tournament in all sports.

Spectator
 Event Official
 Athlete _____ School _____
 Other _____

Male Female Dist # _____ Reg # _____ QF # _____ SF # _____ F # _____ Date ___/___/___

CIRCLE SPORT: BA BKT CC XC FB GO GY IH SK SO SB SWD TN
TR VB WR OTHER: _____

INJURY/CONDITION: Sprain Laceration Concussion Fracture Nose Bleed
 Dislocation Strain Respiratory Communicable Disease
Other _____

BODY PART INJURED/AFFECTED: _____

TREATMENT: Ice Tape Wrap Suture Compress
Other _____

ACTION: Treat/Release Observation/Release Transport Hospitalize
 Return to Competition (see other side) Remove from Competition
 Referred to _____
Other _____

MEDICAL ATTENTION: Did a medical professional assist in treatment? Yes No
If "yes" Name: _____ Title: _____

COMMENTS: _____

TOURNAMENT MANAGER SIGNATURE: _____

DATE ___/___/___ PRINT NAME _____

SCHOOL _____

Copies to: MHSAA
1661 Ramblewood Drive
East Lansing, MI 48823 Fax: 517-332-4071

Optional Copies: Athletic Director
Team Coach

EXTRA TOURNAMENT MEDAL ORDER

Additional team medals can be ordered by a winning school's administration by submitting this form along with a check or money order. Please provide all requested details. Extra medals will not be engraved. Medals will be shipped from the MHSAA as soon as payment is received.

SPORT: _____

BOYS: _____ GIRLS: _____

DIVISION/CLASS: _____

YEAR: _____

| <u>MEDALS:</u> | <u>QUANTITY</u> | <u>TOTAL</u> |
|---|-----------------|--------------|
| _____ DISTRICT | _____ @ \$4 = | \$ _____ |
| _____ REGIONAL | _____ @ \$4 = | \$ _____ |
| _____ FINAL _____ PLACE (1 st Gold – 2 nd Silver – 3 rd + Bronze) | _____ @ \$5 = | \$ _____ |

CHECK OR MONEY ORDER TOTAL
Payable to MHSAA (includes shipping)

\$

ATHLETIC DIRECTOR _____ SCHOOL ID _____

SCHOOL _____

ADDRESS _____

CITY _____ ZIP _____

Date _____ Signature _____

(Athletic Director)

*** ORDERS WILL NOT BE PROCESSED WITHOUT FULL PAYMENT**
SEND TO MHSAA, 1661 RAMBLEWOOD DR,
EAST LANSING, MI 48823



MEDAL ORDER FOR INDIVIDUAL GOLFERS INVOLVED IN TIES

Golf Tournament Held at _____ Div _____

Tournament Manager _____ Date _____

CIRCLE ONE

DISTRICTS - There will be no extra medals provided for tie positions at District Tournaments. If ties occur in 1st through 5th place, an extra medal may be ordered for the player by the tournament manager.

REGIONALS - There will be no extra medals provided for tie positions at Regional Tournaments. If ties occur in 1st through 5th place, an extra medal may be ordered for the player by the tournament manager.

FINALS - If ties occur in 2nd through 10th place Finishers such that there are not enough medals please report the necessary information below, so the MHSAA can send a medal to the golfer.

The following persons were involved in ties and are entitled to receive medals for the place listed below:

| <u>PLACE</u> | <u>NAME</u> | <u>SCHOOL</u> |
|--------------|-------------|---------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |
| 7. _____ | _____ | _____ |

Fax or email this form to the MHSAA office (517-332-4071 or cole@mhsaa.com) immediately following the completion of the Tournament.

Your Cooperation Please...

Fans are reminded that the broadcast and streaming rights of this event belong exclusively to the N-F-H-S Network, the M-H-S-A-A, and those media outlets which have pre-arranged to secure those rights. Any individual streaming of this event is strictly prohibited.



