



## **MHSAA 2018 Girls Golf Finals Finals Policies & Procedures Qualifying Teams & Individuals**



**Shotgun start time in all Divisions will be 10:00 a.m.  
Check-in starting at 8:00 a.m.  
Coaches meeting starting at 9:00 a.m.  
Players meeting starting at 9:30 a.m.**

**Finals Greens Fees - \$29 per player/per day  
(\$290 total per team)**

**Make checks payable to the Finals Course  
Bring checks/payment to Finals course registration on Friday  
Schools are responsible for greens fees both days of the Finals  
Checks for practice rounds should be separate from Finals greens fee payment.**

TO: MHSAA Girls Golf Finals Qualifying Teams & Individuals  
FROM: Cody Inglis, MHSAA Assistant Director  
RE: Finals Qualifier Information

Congratulations on advancing to the MHSAA Girls Golf Finals. Qualifying teams or individuals are automatically entered in the MHSAA Finals - there is no need to submit any materials to the MHSAA office. Please review the following information regarding the Finals. Any additional questions should be directed to our office at 517-332-5046 or my cell at 517-899-2656 or e-mail at: [cody@mhsaa.com](mailto:cody@mhsaa.com) Please pay particular attention to the coaching duties, privileges and restrictions and player scoring responsibilities.

## **GENERAL INFORMATION – MHSAA GIRLS GOLF FINALS** (Information listed alpha by subject)

**ALCOHOL/TOBACCO POLICY** - 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.

**CARTS** – Motorized carts are not allowed for competitors. Players with physical disabilities may receive authorization from the MHSAA to use motorized carts by submitting a physician's statement of need in advance to the MHSAA. Pull carts (non-motorized types) are allowed at player expense.

Policies regarding motorized carts for coaches are specifically stated in the Participating School Tournament Information. Although it is preferred that coaches walk with their team, motorized carts may be rented by coaches with tournament manager approval. Coaches who rent carts may share cost with other school designated coaches. Cart rental, at coach's own expense, is \$17 per day at each Finals course. Carts are not to be used to provide transport for spectators. Any abuse of the cart policy will result in loss of cart use for the school coach for the remainder of the tournament. Should weather conditions prevent carts from being issued to coaches, they will be required to walk the course.

Carts may be rented only to those spectators with handicapped parking privileges with course and Finals Manager approval. Managers should first offer to transport such persons to areas of the course.

**CELL PHONES/ELECTRONIC DEVICES** – Coaches need to inform Finals participants that use of cell phones or other electronic devices (texting, calls, photos, etc.) is prohibited during competition and may result in disqualification or a two stroke penalty. This restriction also applies to coaches if used in violation of the USGA advice rule.

**COACHES MEETING** – Coaches are **required** to attend the coaches meeting prior to the start of competition each day of the Finals. The coaches meeting will begin at 9:00 a.m. both Friday and Saturday.

**COACHING DUTIES & PRIVILEGES** - All players are required to have school designated coaching supervision at all levels of the MHSAA Golf Tournament. Coaches are required to facilitate check-in of their team/individuals, distribute scorecards to team/individuals, make substitutions, attend the coaches meeting and be on-site throughout the round to communicate with tournament management and/or rules officials when necessary. Coaches are no longer required to act as group observers, but must adhere to the following:

**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, 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.

Additional clarifications:

- Coaches should monitor sportsmanship and report player conduct issues to the Finals Manager immediately.
- Coaches should be on the course helping facilitate pace of play and keeping galleries at reasonable distance.
- Coaches **may** "intervene" with their own players and other players when advising or reminding a player to consult USGA rules and be pro-active in matters of rules compliance. When doing so, coaches should not pose as a rules official, or as a member of the rules committee.
- Coaches **may** communicate to a player they can request a rules official and assist in summoning a rules official for the player.
- Coaches **may not** assess penalties to players.
- Coaches **may not** give rules interpretations; only remind players of options and the need to follow rules.
- Coaches **may not** use carts to transfer players or spectators. Exception: Transport of players/spectators to safety in bad weather/lightning situations.

**DISQUALIFICATIONS** – Coaches and players are subject to MHSAA Regulation V, Section 3(D) regarding flagrant or unsportsmanlike conduct. If a player or coach is assessed such a DQ, they are disqualified from the next day of competition as coach or player. Therefore, if any player is disqualified under this regulation, they are eliminated from the entire competition. The penalty will be assessed at the end of the round.

A player, who has been disqualified on day one for a golf rules infraction, will be disqualified for the remainder of that day and from individual competition on the second day. That player may compete on the second day for team honors. If a player is disqualified on the second day for a golf rules infraction, that player's score for the first day will remain as posted.

If a participating team can only post three scores due to multiple disqualifications, the team is eliminated from consideration for team honors. The remaining individuals may continue to compete for individual honors.

**DISTANCE/RANGE FINDERS** – Distance finders that measure **distance only** will be allowed for use in the MHSAA Regional and Finals tournament in 2018 as a "local rule" adopted by the MHSAA under USGA Rule 14-3, Appendix IV 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.

Some multi-functional devices such as smartphones that have features that measure or calculate things other than distance are considered “non-conforming” devices and are illegal and their use will result in player disqualification even if such features are switched off or disengaged.

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.

**Therefore, Cell phones/smart phones may not be used as distance measuring devices.**

**DRESS CODE** - Proper golf attire, including a golf shirt, will be required at the MHSAA Finals. Bermuda shorts are permitted. Short shorts, cut-offs, jeans, jean shorts and tank tops are NOT permitted. Hats worn backward are not allowed. Mock turtleneck shirts designed and sold as golf attire are allowed. Managers will ask to have all golfers change clothing prior to tee time if they are not dressed properly. Any player not dressed properly WILL NOT BE ALLOWED TO COMPETE. It is the coach’s responsibility to familiarize players with the rules of play and etiquette.

**FINALS GROUPINGS** – Players will be grouped in threesomes by team waves on day one of the Finals based on the coaches player ranking and team place from Regional competition. Day two threesomes will be based on first day results. If a coach wishes to change the Regional player ranking for the Finals, the MHSAA should be contacted no later than 3 p.m. on Monday, October 15. Individuals will be placed in groups after team waves based on Regional place.

### **FINALS COURSE ASSIGNMENTS**

**Division 1 – Bedford Valley - Battle Creek**

**Division 2 – Forest Akers West – MSU**

**Division 3 – Forest Akers East – MSU**

**Division 4 – The Meadows – GVSU**

**FINALS PRACTICE ROUNDS** – 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. The practice round is a maximum of 18 holes and must be played on a single day, not over two days. 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 at any time without penalty. Rates/contact info as follows:

**Bedford Valley, Battle Creek** – 269-965-3384 - Greens fees - \$32 (walking rate)

**Forest Akers West, MSU** - 517-355-1635 - Greens fees - \$32 (walking rate)

**Forest Akers East - MSU** - 517-355-1635 - Greens fees - \$32 (walking rate)

**The Meadows, GVSU** - 616-331-1004 - Greens fees - \$32 (walking rate)

**GREENS FEES-FINALS** – Schools are also responsible to pay greens fees on both days of the Finals. Greens fees are \$29 for each player per day of the Finals. A 5-person team will therefore pay a total of \$290 greens fees for both days. An individual will pay a total of \$58 greens fees for both days. Checks/payment must be made on Friday at time of registration. Make checks payable to the Finals golf course. Checks for practice rounds and other expenses should be paid for separately from Finals greens fee payment to the course.

**HOTELS/TRAVEL EXPENSES** – The MHSAA does not reimburse participating schools for hotel/travel expenses, nor does the MHSAA book rooms. A list of area hotel contact information for each finals community is included in this file for your convenience.

**PACE OF PLAY** - Each player is responsible for playing without undue delay under USGA Rule 6-7. 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.

**RANGE POLICIES** – Participating teams and individuals will be assigned practice range times and locations on the range by host course personnel upon arrival at the course. At Forest Akers players competing at both the East & West courses use the single range on the East course. Range fees are included in the Finals greens fees.

**SCORING RESPONSIBILITIES** - All players in a group are required to keep a hole by hole score for another member of the group and themselves. At the end of each hole, players shall announce their score to their marker for recording on the scorecard. Each player's score shall be agreed to by their marker. At the end of the round, all players shall bring individual scorecards to the scoring area to confirm scores and sign scorecards with an adult meet official. All players in the group shall remain in the scoring area until scores are posted and confirmed.

The following shall be the procedure after a round is completed at all MHSAA tournament 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 3-3 at any time during the round.
- 4) The committee member will ask the competitors to sign their scorecards 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 member who totals the scores for a card will write the totals on the card. The committee informs the competitors of their totals and if a competitor is in disagreement, he/she can voice their concern and have the card rechecked and recalculated. Once all competitors' cards have been totaled and verified, the competitors leave the table and the cards 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.

**SPECTATOR CARTS** – Carts may be rented only to those spectators with a valid handicapped parking privilege with course and Finals Manager approval. Managers should first offer to transport such persons to areas of the course. Carts are available on a first come, first serve basis and are not guaranteed for all handicapped spectators who desire to have a cart.

**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 8-1) with players.

**START TIMES** – Scheduled starting time is 10 a.m. on both Friday and Saturday at the Finals, with check in time starting at 8 a.m. both days. Coaches meetings will be at 9 a.m. on Friday and Saturday and player meetings at 9:30 a.m. on both Friday and Saturday. Course conditions may delay start of play.

**SUBSTITUTIONS** – Substitutions are allowed each day of competition and must be on the Master Eligibility List. A coach may re-rank players for the Finals first day by 3 p.m. Monday, October 15 using the attached form.

**TIEBREAKER PROCEDURES** - 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 5<sup>th</sup> 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.**

**TOURNAMENT FORMAT** – The MHSAA Finals will be conducted in stroke play over 36 holes, 18 holes each day of competition. A shotgun start will be used each day. Team scores will consist of the top four scores from the team.

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For additional questions regarding Finals policies and procedures contact:

**Cody Inglis, MHSAA Assistant Director** [cody@mhsaa.com](mailto:cody@mhsaa.com) Cell – 517-899-2656

**Cole Malatinsky, MHSAA Executive Assistant** [cole@mhsaa.com](mailto:cole@mhsaa.com) 517-332-5046 (MHSAA Office)

**Andy Frushour, MHSAA Assistant Golf Coordinator** [andyf@mhsaa.com](mailto:andyf@mhsaa.com) Cell – 517-449-8256



## FINALS PRACTICE ROUND POLICY

Schools that qualify teams or individuals for the MHSAA Golf Finals are reminded of the policy adopted by the Representative Council regarding practice rounds at the Finals course. There is no longer a “blackout” period for practice rounds Monday through Thursday at the Finals course.

Teams and individuals that qualify for the MHSAA Finals golf tournament are allowed **one** practice round at their respective Finals course **after the Regional and before the first day of the Finals.** It is recommended that the school coach or school designated adult coordinate and supervise the practice round. All practice round tee times must be reserved by contacting the Finals course directly.

Students may not schedule a second round on their own at the Finals course during this period, as that is a violation and the player is subject to disqualification. The allowed practice round is to be scheduled over one day, not multiple days.

## MHSAA FINALS CART POLICY FOR COACHES

Policies regarding motorized carts for coaches are specifically stated in the Participating School Tournament Information. Coaches may rent carts at their own expense with tournament manager approval.

### **Courses may restrict or prohibit cart use by coaches due to weather conditions.**

When carts are rented by coaches they shall not be used to transport players, clubs, or equipment except in cases of emergency (bringing players/spectators to shelter during lightning, severe weather). Coaches who rent carts may share with other coaches but under no circumstances shall more than two school coaches be on a single cart. Carts are not to be used to provide transport for spectators. Any abuse of the cart policy will result in loss of cart use for the school coach for the remainder of the tournament.

## MEDICAL NEED CART POLICY

During MHSAA tournament golf competition, use of motorized carts by competitors is not allowed. **EXCEPTION:** Permission for use of motorized carts for medical reasons may be granted by the MHSAA with a written request is made by a school administrator. The written request must include a physician’s statement specifying the medical need. Permission will be granted only when the medical need is due to a legitimate physical disability, recovery from a serious surgical procedure or a chronic medical illness such as a serious heart condition or debilitating illness. A physician’s statement by itself does not automatically allow for use of a motorized cart. Fees associated with such use are the responsibility of the student and/or school.

Coaches should contact Cody Inglis at the MHSAA (517-332-5046) with questions.



## 2018 GIRLS FINALS GOLF TOURNAMENT

### FINALS PLAYER RANKING CHANGE FORM

**\*\*\*Use only if ranking is changed from Regional, there is no need to send this form if there are no ranking changes in your team – individual qualifiers do not need to send this form\*\*\***

**\*\*\*Substitutions may be made at Finals check-in, do not send this form if you have substitutions as they will be taken care of at Finals check-in\*\*\***

Players will be grouped by team waves in threesomes at the 2018 MHSAA Girls Golf Finals. The first day **team** waves will be determined by the coach's player ranking and Regional team place. **Individuals** will be placed in groups after the team waves based on their Regional place. The MHSAA will assign groups based on the coach's team ranking from the Regional Tournament. If a coach wishes to change the player ranking, it must be submitted to the MHSAA by 3 p.m. on Monday, Oct. 15. If player team rankings are changed from those used at the Regional, the coach should complete this form and fax or email it to the MHSAA at 517-332-4071 or [cody@mhsaa.com](mailto:cody@mhsaa.com).

SCHOOL \_\_\_\_\_ COACH \_\_\_\_\_

	<u>Last</u>	<u>First</u>	<u>Grade</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

THIS FORM SHOULD BE FAXED or EMAILED TO THE MHSAA  
BY 3 P.M. ON MONDAY, OCT. 15, 2018

**FAX # - 517-332- 4071 or [cody@mhsaa.com](mailto:cody@mhsaa.com)**



## **GOLF FINALS TOURNAMENT**

### **BATTLE CREEK AREA HOTELS**

Gull Lake View Fairway Villas  
7417 N. 38<sup>th</sup> St. (M-89 just east of Richland)  
Augusta  
269-731-5013

McCamly Plaza  
50 Capital Ave.  
Battle Creek (downtown)  
269-963-7050

Holiday Inn  
12812 Harper Village Dr.  
Battle Creek  
269-979-0500

Hampton Inn  
1150 Riverside Dr. (on I-94)  
Battle Creek  
269-979-5577

Comfort Inn  
11081 Capital Ave. SW  
Battle Creek  
269-965-3201

Fairfield Inn  
4665 Beckley Rd. (on I-94)  
Battle Creek  
269-797-8000

Baymont Inn  
4725 Beckley Rd.  
Battle Creek  
269-979-5400

\*Other hotels are available in the Marshall at the I-94/127 intersection just east of Battle Creek



## **GOLF FINALS TOURNAMENT**

### **GRAND RAPIDS AREA HOTELS**

Sleep Inn & Suites  
4869 Becker Dr.  
Allendale  
616-892-8000

Quality Inn  
2171 Holton Ct. NW  
Walker  
616-791-8500

Holiday Inn Express Hotel & Suites  
358 River Ridge Dr. NW  
Walker  
616-647-4100

Baymont Inn & Suites  
2151 Holton Ct. NW  
Walker  
616-735-9595

Hampton Inn Grand Rapids North  
500 Center Dr. NW  
Grand Rapids  
616-647-1000

The Gatehouse Suites  
2701 E. Beltline Ave. SE  
Grand Rapids  
616-957-3699

Radisson Hotel Grand Rapids North  
270 Ann St. NW  
Grand Rapids  
616-363-9001

Sleep Inn & Suites  
4284 29th St. SE  
Grand Rapids  
616-975-9000

Spring Hill Suites by Marriott  
450 Center Dr. NW  
Grand Rapids, MI  
616-785-1600

Holiday Inn Express Hotel  
4651 36th St.  
Grandville  
877-859-5095

Comfort Suites  
4520 Kenowa Ave. SW  
Grandville  
616-667-0733



## **GOLF FINALS TOURNAMENT**

### **MSU/LANSING AREA HOTELS**

#### **DEWITT**

Sleep Inn of DeWitt  
1101 Commerce Park Dr.  
517-669-8823

#### **EAST LANSING**

Courtyard by Marriott  
2710 Lake Lansing Rd.  
517-482-0500

Howard Johnson  
1100 Trowbridge Rd.  
517-351-5500

Holiday Inn Express  
2924 West Rd.  
1-877-786-9480

TownePlace Suites by Marriott  
2855 Hannah Blvd.  
517-203-1000

Candlewood Suites  
3545 Forest Rd.  
517-351-8181

Marriott East Lansing  
300 M.A.C. Ave.  
517-337-4440

Hampton Inn  
2500 Coolidge Rd.  
1-866-599-6674

Hyatt Place Lansing  
2401 Showtime Dr.  
517-679-7600

#### **LANSING AREA**

Comfort Inn & Suites  
9742 Woodlane Dr.  
Dimondale  
517-345-6101

Crown Plaza Lansing West  
925 S. Creyts Rd.  
517-323-7100

Red Roof Inn-East  
3615 Dunckel Rd.  
517-332-2575

Country Inn & Suites  
6511 Centurion Dr.  
517-827-7000

Quality Inn University  
3121 E. Grand River  
517-351-1440

Best Western Plus Hotel  
6820 S. Cedar St.  
517-694-8123

Radisson Hotel-Lansing  
111 N. Grand Ave.  
517-482-0188

Causeway Bay Lansing  
6820 S. Cedar St.  
1-517-694-8123

Fairfield Inn and Suites  
3320 Preyde Blvd.  
517-374-6500

#### **OKEMOS**

Holiday Inn Express & Suites  
2209 University Park Dr.  
517-349-8700

Fairfield Inn by Marriott  
2335 Woodlake Dr.  
517-347-1000

Comfort Inn  
2187 University Park Dr.  
517-347-6690

Hampton Inn & Suites  
2200 Hampton Place  
1-866-599-6674