



2016 GOLF TOURNAMENT SUPPORT MANUAL



- I. **AIMS** - It is the sincere desire of the Executive Committee that tournaments sponsored by the Association be among the most significant events of the school year. Each tournament should be conducted in such a way as to foster desirable interschool relationships, promote good sportsmanship and fair play.

This document has been prepared to serve as a guide to the center principal and/or tournament director at each tournament level and thereby provide for administrative consistency among center schools within the state. **NOTE: The IHSAA TOURNAMENT BULLETIN shall take precedence if anything contained in this document is in contrast as to what is stated in the seasonal bulletin.**

Center principals and/or tournament directors are urged to read and study the contents of this manual carefully and begin now to make preparation for tournaments. Supplementary information will be included in the IHSAA Bulletin or special directives. Unanswered questions regarding the tournament should be referred to the Association office.

- II. **ORGANIZING PLANS** - Initially, devise a tournament timetable beginning with the announcement of the tournament site and extending through to the filing of the final report. A chronological order of dates on which certain items must be done such as mailing of first letter to participating schools, arrangements of facilities, directions for helpers, time schedule, etc., will aid significantly.

The timetable should be followed carefully. Leave nothing to be done at actual tournament time, which can be done in advance. The success of a tournament depends greatly upon detailed advance planning.

- III. **NOTIFICATION** - Notify all participating schools as to date, time and location of your tournament.

IV. **TOURNAMENT EXPENSES**

A. **Sectionals and Regionals**

1. Tournament expenses (excluding cost of equipment) such as incidentals, supervision, greens fees, etc., shall be reimbursed by the IHSAA at a later date.
2. Transportation, meal and lodging allowance -- None.
3. Tournament Director - \$75.00 (excluding principal) is authorized. Payment in excess of this amount is considered an expense of the center school.
4. Reimbursement for other help, including official starter, should not exceed \$30.00.
5. Send a summary of the financial report to participating schools at the conclusion of the tournament.

- V. **PUBLICITY** - The only way the media will know about the merits of a tournament is through the personal efforts of the director, etc., conducting the tournament. Telling the story is essential. Some suggestions are:

- A. Contact the local media (newspaper, radio, television) as soon as the assignments of schools are known. Report such items as:
1. Where and when the tournament will be held.
 2. How the tournament will be conducted.
 3. Number of teams or participants.
 4. Top individuals or teams, which will participate.
- B. Make the student body of the school fully aware of the nature of the competition, either with the use of posters, the school paper or personal contacts with various influential students and student groups.

- VI. **TOURNAMENT DIRECTOR REPORTS** - In advance of the tournament dates, each center school will be supplied with adequate forms upon which to complete reports to the Association Office. Prompt and accurate reports are very necessary.

- A. **Financial Report** -- Sectionals, Regionals -- 2 copies. Return 1 completed copy to IHSAA within 1 week following the completion of each tournament. Retain 1 copy.

1. Expenditures - The Association desires that fair wages be paid for services rendered, but excessive payments will be checked. IHSAA auditors insist that the Association have on file supporting evidence for money paid out by center schools in connection with tournaments. Therefore, it is requested that expenditures be itemized showing the amount of money paid and to whom it is paid. It is not necessary to deduct withholding tax from the pay of officials or other incidental employees. However, you should be filing Treasury Department - IRS 1099 forms (Statement for Receipts of Miscellaneous Income) for these individuals. The standardized payroll form or facsimile distributed by IHSAA should be used for helpers, tournament personnel, etc. and the original copy attached to the financial report.
2. The center school will be reimbursed for deficits at a later date.

B. Tournament Result Form (available for download at ih saa.net)

1. Sectionals

- a. Immediately at the close of the tournament, E-MAIL 1 copy of the sectional results on appropriate form and the entry lists of schools qualifying team/s or individual/s to the regional center.
- b. E-MAIL 1 copy of the results to IHSAA at results@ih saa.org.
- c. Retain 1 copy for your files.

2. Regionals

- a. Complete for each tournament, listing full names of all qualifiers.
- b. Immediately at the close of the tournament, E-MAIL 1 copy of the results to IHSAA at results@ih saa.org.
- c. Retain 1 copy for your files.

- VII. CHECKLIST FOR TOURNAMENT DIRECTOR - The following items may assist in administering the tournament. The list is not all-inclusive and many of the responsibilities can be delegated to responsible individuals.

PRE-TOURNAMENT

1. Secure facilities. Request to use the local course should be submitted either verbally or in writing to the course professional or appropriate officials well in advance of the tournament. Arrange for such items as:
 - a. Date and starting time
 - b. Rain date
 - c. Amount of greens fees, if applicable
 - d. Practice rounds, clubhouse privileges, food and/or refreshments between rounds
 - e. Riding carts for tournament personnel, if needed
2. Study tournament instructions carefully.
3. Arrange for securing the following personnel:
 - a. Rules committee (Comprised of at least two knowledgeable coaches from participating teams to serve with the tournament director and host golf course professional.)
 - b. Official starter(s)
 - c. Official scorer(s)
 - d. Marshal(s), forecaddies and/or spotters
 - e. Supervisory personnel, as needed
4. Prepare a letter of instructions for participating schools and mail at least 1 week prior to the tournament. Include such items as:
 - a. Welcome message
 - b. Location, date, time
 - c. Check-in procedure
 - d. Practice procedure and fee
 - e. Availability of food and/or refreshments
 - f. Directions to the course
 - g. USGA, IHSAA and local course rules, scorecard
 - h. Pairings and tee-off times
 - i. Coaches meeting location and time
 - j. When and where to turn in scores

- ___k. Rules governing spectators and coaches
 - ___l. Method of stopping play in the event of lightning
 - ___m. Sportsmanship
 - ___n. Supervision responsibilities of participating schools
 - ___o. Emergency phone numbers
 - ___p. Special rules for weather or course conditions
 - ___q. Who to call in case of postponement
- ___5. Inspect awards upon arrival.
 - ___6. Obtain auxiliary items and materials needed:
 - ___ a. Adding machine and/or calculator
 - ___ b. **Arm-bands or identifiable placard for the single, identifiable coach to wear indicating he/she may coach on the course (green to tee only.)**
 - ___ c. Awards
 - ___ e. Blow horn or P.A. system
 - ___ f. Bulletin board or central area to post results
 - ___ g. Current rule book
 - ___ h. Electric cart/s
 - ___ i. Entry lists
 - ___ j. Pencils, magic markers
 - ___ k. Scorecards
 - ___ l. Scoreboard charts
 - ___ m. Score table and chairs
 - ___ n. Scotch tape or masking tape
 - ___ o. Stapler, staples
 - ___ p. Team score forms or worksheets
 - ___ q. Tees
 - ___ r. Thumb tacks
 - ___7. Prepare scorecards.
 - ___8. Prepare payroll and arrange for assigned help to be paid.
 - ___9. Determine area and procedure for presentation of awards.
 - ___10. Plan a brief meeting with all tournament personnel prior to the first tee-off time of the tournament.
 - ___11. Conduct a short meeting with coaches prior to the tournament to review tournament rules and answer questions.

DURING TOURNAMENT

- ___1. Provide an area for coaches.
- ___2. Make sure all personnel function properly.
- ___3. Render decisions as necessary.
- ___4. Adhere to schedule. Keep tournament moving.

POST TOURNAMENT

- ___1. Conduct presentation of awards ceremony.
- ___2. Distribute checks to tournament personnel.
- ___3. Complete result forms and e-mail or fax to appropriate individuals at close of the tournament.

- ___4. Distribute results to media.
- ___5. Prepare financial reports and submit to Association Office 1 week after completion of tournament.
- ___6. Send results and a summary of the financial report to participating schools.
- ___7. File a copy of materials, reports and suggestions for future tournament improvements.

MISCELLANEOUS

1. All players shall start from the 1st and/or 10th tee unless approved by the association office.
2. Each threesome (sectional) or foursome (regional) will be made up of players from different schools. Foursomes will be used only if the total number of participants is not divisible by three.
3. Coaches will be allowed to designate the order of play for the advancing participants from sectional to regional, and from regional to state through the use of the Change in Line-up Request Form. The lineup listed in the entry list will be used to determine the playing order if the form is not received at the center site (host) by 12:00 p.m. the first day following completion of play.
4. Alternates listed on the Official Entry List may be substituted no later than 15 minutes prior to the first tee-off time of the day at any tournament level.
5. Players will count and keep score for each other. Each player is responsible for checking his/her official score hole by hole. Scores are not final until they have been checked by the official scorer and then signed by the contestant and attested by his marker. Disagreements in scoring should be resolved before teeing off on the next hole. Unresolved disputes should be referred to the rules committee before the scorecards are signed. The score becomes final upon the signature of the maker and competitor. The penalty for the breach of scoring rules will be disqualification.
6. Each team will play five with the lowest four counting toward the team total. In the case of a tie, the fifth player's score shall break the tie. If a tie still remains, all five players will play a sudden death extra hole. The lowest four scores will count toward the total. In case of a tie, the same procedure as above will be followed until the tie is broken.
7. MEDALIST AWARDS - Three (sectional) and Five (regional) medalist ribbons will be presented to the individuals who have the fewest strokes after 18 holes of play. (Please note that medalist awards differ from individual who are advancing without teams.) Additional holes shall be played until the tie is broken for first place medalist only. Ties for 2nd through 3rd (sectional) or 5th (regional) shall stand and additional ribbons shall be awarded for the same.
8. Please replace all divots (including practice strokes), repair all ball marks, and rake all sand traps. Failure to do could result in a two stroke penalty.
9. The out-of-bounds rule will be stroke and distance. If you are in doubt about being out of bounds, play a provisional ball.
10. If you are doubtful of rights of procedure, play a second ball from the point of indecision along with the original ball. Play both balls into the cup. Record both scores on your card and get a ruling from the Rules Committee before turning your card into the official scorer. CAUTION -- BEFORE PLAYING A STROKE WITH EITHER BALL YOU MUST:
 - a. Announce to your marker your intention to proceed under this rule.
 - b. Announce which ball you want to score with, if rules permit.
11. No caddies for the tournament players.
12. Putt all balls into the cup. You MAY NOT accept a "GIMMIE" and you MAY NOT give one.
13. Be sure to tee off between the designated tee markers.
14. Play USGA rules and any applicable local course rules.
15. The use of cell phones and MP3 players during the stipulated round is prohibited.

**IHSAA GOLF SECTIONAL TOURNAMENTS
TEE TIME FORMAT**

1. Participants shall be arranged into proper groups and tee times established through the use of scores from the IHSAA Tournament Entry Lists.
2. Participants shall be placed in threesomes, when possible.
3. Tee time intervals shall be 9 minutes, when feasible.
4. Team participants shall tee-off at the same tee with the #5 players going off first and the others to follow in descending order at 9-minute intervals. This process allows the coaches to monitor play and to confer with the players between nines.

Based on 15 Teams/Sample 1

TIMES			
9:00	Red #5	Blue #5	Green #5
9:09	Red #4	Blue #4	Green #4
9:18	Red #3	Blue #3	Green #3
9:27	Red #2	Blue #2	Green #2
9:36	Red #1	Blue #1	Green #1
9:45	Brown #5	Purple #5	Black #5
9:54	Brown #4	Purple #4	Black #4
10:03	Brown #3	Purple #3	Black #3
10:12	Brown #2	Purple #2	Black #2
10:21	Brown #1	Purple #1	Black #1
10:30	White #5	Yellow #5	Pink #5
10:39	White #4	Yellow #4	Pink #4
10:48	White #3	Yellow #3	Pink #3
10:57	White #2	Yellow #2	Pink #2
11:06	White #1	Yellow #1	Pink #1
11:15	Orange #5	Tan #5	Burgundy
11:24	Orange #4	Tan #4	Burgundy
11:33	Orange #3	Tan #3	Burgundy
11:42	Orange #2	Tan #2	Burgundy
11:51	Orange #1	Tan #1	Burgundy
12:00	Scarlet #5	Gray #5	Gold #5
12:09	Scarlet #4	Gray #4	Gold #4
12:18	Scarlet #3	Gray #3	Gold #3
12:27	Scarlet #2	Gray #2	Gold #2
12:36	Scarlet #1	Gray #1	Gold #1

Sectional/Sample 2

Based on 15 teams, tee-off from Tee 1 and Tee 10

Tee 1

9:00	Red #5	Blue #5	Green #5
9:09	Red #4	Blue #4	Green #4
9:18	Red #3	Blue #3	Green #3
9:27	Red #2	Blue #2	Green #2
9:36	Red #1	Blue #1	Green #1
9:45	Brown #5	Purple #5	Black #5
9:54	Brown #4	Purple #4	Black #4
10:03	Brown #3	Purple #3	Black #3
10:12	Brown #2	Purple #2	Black #2
10:21	Brown #1	Purple #1	Black #1
10:30	White #5	Yellow #5	Pink #5
10:39	White #4	Yellow #4	Pink #4
10:48	White #3	Yellow #3	Pink #3
10:57	White #2	Yellow #2	Pink #2
11:06	White #1	Yellow #1	Pink #1

Tee 10

TIMES			
9:27	Orange #5	Tan #5	Burgundy #5
9:36	Orange #4	Tan #4	Burgundy #4
9:45	Orange #3	Tan #3	Burgundy #3
9:54	Orange #2	Tan #2	Burgundy #2
10:03	Orange #1	Tan #1	Burgundy #1
10:12	Scarlet #5	Gray #5	Gold #5
10:21	Scarlet #4	Gray #4	Gold #4
10:30	Scarlet #3	Gray #3	Gold #3
10:39	Scarlet #2	Gray #2	Gold #2
10:48	Scarlet #1	Gray #1	Gold #1

IHSAA REGIONAL TOURNAMENTS TEE TIME FORMATS

ADVANCEMENT:

Sectional to Regional

1. Top 3 teams that post a team score, plus;
2. Top 3 low individuals, excluding those individuals who advance with a team.

REGIONAL DIRECTORS - ASSIGN EACH SECTIONAL FEEDING INTO YOUR REGIONAL A LETTER BELOW - The third place team from Sectional A is noted as 3A, the third place team from Sectional B is noted as 3B and so on.

A _____
 B _____
 C _____
 D _____
 E _____
 F _____

1st TEE

TIMES				
8:00				
8:10	INDV A, #1	INDV B, #1	INDV C, #1	INDV D, #1
8:20	INDV E, #1	INDV F, #1	INDV A, #2	INDV B, #2
8:30	Team 1A, #5	Team 1B, #5	Team 1C, #5	INDV C, #2
8:40	Team 1A, #4	Team 1B, #4	Team 1C, #4	INDV D, #2
8:50	Team 1A, #3	Team 1B, #3	Team 1C, #3	INDV E, #2
9:00	Team 1A, #2	Team 1B, #2	Team 1C, #2	INDV F, #2
9:10	Team 1A, #1	Team 1B, #1	Team 1C, #1	INDV A, #3
9:20	Team 1D, #5	Team 1E, #5	Team 1F, #5	INDV B, #3
9:30	Team 1D, #4	Team 1E, #4	Team 1F, #4	INDV C, #3
9:40	Team 1D, #3	Team 1E, #3	Team 1F, #3	INDV D, #3
9:50	Team 1D, #2	Team 1E, #2	Team 1F, #2	INDV E, #3
10:00	Team 1D, #1	Team 1E, #1	Team 1F, #1	INDV F, #3

10th TEE

TIMES				
8:00	Team 2A #5	Team 2B #5	Team 2C #5	Team 2D #5
8:10	Team 2A #4	Team 2B #4	Team 2C #4	Team 2D #4
8:20	Team 2A #3	Team 2B #3	Team 2C #3	Team 2D #3
8:30	Team 2A #2	Team 2B #2	Team 2C #2	Team 2D #2
8:40	Team 2A #1	Team 2B #1	Team 3A #1	Team 2D #1
8:50	Team 2E #5	Team 2F #5	Team 3A #5	Team 3B #5
9:00	Team 2E #4	Team 2F #4	Team 3A #4	Team 3B #4
9:10	Team 2E #3	Team 2F #3	Team 3A #3	Team 3B #3
9:20	Team 2E #2	Team 2F #2	Team 3A #2	Team 3B #2
9:30	Team 2E #1	Team 2F #1	Team 3A #1	Team 3B #1
9:40	Team 3C #5	Team 3D #5	Team 3E #5	Team 3F #5
9:50	Team 3C #4	Team 3D #4	Team 3E #4	Team 3F #4
10:00	Team 3C #3	Team 3D #3	Team 3E #3	Team 3F #3
10:10	Team 3C #2	Team 3D #2	Team 3E #2	Team 3F #2
10:20	Team 3C #1	Team 3D #1	Team 3E #1	Team 3F #1