



# Golf Manual 2009-2010

**MSHSAA**  
Missouri State High School Activities Association

# MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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## TABLE OF CONTENTS

ADVISORY COMMITTEE .....	PAGE 2
PURPOSE AND PHILOSOPHY .....	PAGE 3
SECTION 1: USING THIS MANUAL .....	PAGE 4
SECTION 2: CHAMPIONSHIP SCHEDULE.....	PAGE 4
District Tournament .....	PAGE 4
State Tournament.....	PAGE 5
SECTION 3: ENTRY PROCEDURES .....	PAGE 8
General Information.....	PAGE 8
Entries .....	PAGE 8
Qualifiers .....	PAGE 10
Bad Weather.....	PAGE 11
Awards .....	PAGE 11
SECTION 4: TERMS AND CONDITIONS .....	PAGE 11
SECTION 5: FINANCIAL INFORMATION.....	PAGE 16
SECTION 6: INSTRUCTIONS FOR MANAGERS.....	PAGE 16
SECTION 7: MEDIA INFORMATION .....	PAGE 18
APPENDIX A: .....	PAGE 21
APPENDIX B:.....	PAGE 23
INDEX .....	PAGE 25

## GOLF ADVISORY COMMITTEE

### Boys

#### NORTHWEST

Robert Guritz (2012)  
Albany HS  
Albany 64402  
(660) 726-3911

#### NORTHEAST

Matt Finch (2012)  
Marceline HS  
Marceline 64658  
(660) 376-2411

#### CENTRAL

Erek Dusenberry (2009)  
Marshall HS  
Marshall 65340  
(660) 886-6833

#### ST. LOUIS

Cary Morrison (2009)  
Webster Groves HS  
Webster Groves 63119  
(314) 918-4483

#### KANSAS CITY

Manning Williams (2010)  
Lee's Summit HS  
Lee's Summit 64063  
(816) 986-2100

#### SOUTH CENTRAL

Clay Moody (2010)  
Salem HS  
Salem 65560  
(573) 729-6644

#### SOUTHWEST

Wayne Smith (2011)  
Webb City HS  
Webb City 64870  
(417) 673-6010

#### SOUTHEAST

TBA (2011)

### Girls

#### NORTHWEST

Brenda Ricks (2012)  
Maryville HS  
Maryville 64468  
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#### NORTHEAST

Emily Turnbull (2012)  
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Kirksville 63501  
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#### CENTRAL

B. J. Curry (2009)  
Smith-Cotton HS  
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#### ST. LOUIS

Linda Potter (2009)  
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#### KANSAS CITY

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Kansas City 64113  
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Seymour 65746  
(417) 935-2083

## PURPOSE AND PHILOSOPHY

- A. **MISSION STATEMENT:** The MSHSAA promotes the value of participation, sportsmanship, team play and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation.
- B. **PURPOSE OF MANUAL:** This manual has been prepared to provide a better understanding of the administration of MSHSAA sponsored events. It will serve as a guide to the participating schools and will provide for greater consistency. All information will be included in this manual except such supplementary or incidental information as may be included in the MSHSAA Journal. The regulations in this manual shall be considered official unless the schools are notified in a Special Bulletin of any changes.
- C. **PHILOSOPHY OF INTERSCHOLASTIC ACTIVITIES:** Interscholastic activities are intended to supplement the secondary curricular program. These activities can provide the student with educational experiences and learning outcomes that contribute toward the development of good citizenship. This can be accomplished only when the emphasis is placed upon teaching "through school activities." Interscholastic activities can be justified only when this is their primary philosophy and purpose.
- D. **PURPOSE OF DISTRICT AND STATE CONTESTS:** There are two primary purposes that justify and cause district and state events to be desirable. Those purposes are to provide opportunities to demonstrate before the public the best knowledge, skills, and emotional patterns taught through a particular sport; and to evaluate and compare the best of this teaching of knowledge, skills and emotional patterns among schools. Unless these purposes are primary, district and state athletic contests cannot be completely justified.

It is the desire of the MSHSAA Board of Directors that these events be both fun and educational. It is extremely important that players, coaches, and the school community make every effort to enhance, and keep in proper perspective, the educational values of these events. Competition merely for "competition's sake" cannot be justified. Only when competition contributes toward worthwhile educational goals can it be considered sufficiently important to be included in the school program.

- E. **SUPERVISION OF PLAYERS AND FANS:** MSHSAA By-Laws hold a school responsible, both at home and away, for the conduct of its players, students, coaches, and fans. Coaches are required to supervise their players. A coaches' respect for others and school property is nec-

essary in order to instill this respect in players. Students staying overnight in hotels or motels in conjunction with any interscholastic athletic contest should be well chaperoned. The good conduct of students will leave a good impression of the entire school.

A school also should inform its players, students, coaches and fans of the value contest officials play in education through athletics. When informing these people of this, the difference in the purpose of high school and professional sports should be emphasized. Lack of respect for officials should not be tolerated. Booing of officials leads to booing of coaches and players. This has no place in high school athletics. Athletic administrators are urged to develop a program through any and all communication techniques available to insure that spectators understand that high school athletics are an educational endeavor as opposed to the games being an end in themselves.

## SECTION 1: USING THIS MANUAL

All coaches and athletic administrators are urged to read the instructions in this manual carefully. Entry forms are located on the MSHSAA Web Site in the schools tab under downloadable forms. Please check and make note of all deadline dates for submitting entry forms which relate to this manual's sport. It is the responsibility of each school to make certain that the entries are properly submitted on or before the deadline date. Any questions concerning the forms or instructions should be referred to the MSHSAA Office.

## SECTION 2: CHAMPIONSHIP SCHEDULE

- A. **DISTRICT TOURNAMENT:** Girls district meets are to be scheduled between October 5-10, with rain dates of October 12 and/or 13. If at all possible, Girls district tournaments should not be scheduled on Fridays. It is recognized that this may be dependent on the availability of the golf course. Boys district tournaments are to be scheduled between May 3-8, with rain dates of May 10 and/or 11. The district tournament shall not be originally scheduled on the rain dates. When it becomes necessary to postpone an event, the local manager should check with the MSHSAA Office. Rescheduling on Sunday should be avoided unless absolutely necessary and then only after gaining approval from the principal of all participating schools. The district tournament also shall not be scheduled on the state tournament course for that class.

**B. STATE TOURNAMENT:**

1. **Girls State Tournament:** will be held on October 19-20 at the following sites;  
Class 1: Sedalia Country Club, Sedalia  
Class 2: Fremont Hills Country Club, Nixa
2. **Boys State Tournament:** will be held on May 17-18 at the following sites;  
Class 1: Rivercut Golf Course, Springfield  
Class 2: Silo Ridge Golf Course, Bolivar  
Class 3: Island Green Golf Course, Republic  
Class 4: Sedalia Country Club, Sedalia
  - a. There will be a \$60-70 greens fee charged at each course for each player entered. This fee will help defray the rental cost of the course and will cover the cost of the practice round plus both rounds of the state tournament. The exact fee will also be listed in final instructions to all qualifying schools.
  - b. Teams will be responsible for their own motel accommodations, meals and cost of transportation.
3. **State Tournament Entries:** All entries for players who qualify at the district meets shall be made on the state tournament entry blank acquired from the district manager or on the MSHSAA Website.
4. **Coaches Meeting:** A coaches meeting will be held at 6:30 p.m. in the course club-house on Sunday, October 18 for girls and in each course club-house on Sunday, May 16 for boys. Coaches may substitute a properly certified player, listed on the state entry form, for a member of a qualifying team up to the start of the state meet. No substitutions may be made for individual qualifiers.
5. **Players Meeting:**  
The local course rules and other tournament regulations shall be explained to the players at an optional rules seminar during the coaches meeting. It is the responsibility of the coach to explain these items to any of their golfers that choose not to attend the seminar.
6. **Number Of Holes:** Competitors will play a total of 36 holes in the state tournament with 18 to be played each day.
7. **Team Scoring:** The four best scores recorded by a team each day will be counted in determining final team scores.
8. **One Practice Round:** Each team or individual entered in the state tournament shall be allowed on the state course, for physical practice (including putting on the practice green or hitting on the driving range), once between the district and state tournament.
  - A. EXCEPTION: Individuals entered in the state tournament shall be allowed to use the putting green and/or driving range at the state course on the Sunday of the coaches meeting in addition to their one practice round in the event the practice round was taken on a previous day.

- b. Teams or individuals wishing to play a practice round shall call the course on the Tuesday preceding the state tournament to arrange a tee time.
  - c. Any class time missed by teams or individuals for a practice round shall be acceptable, only if permitted by that school's principal.
  - d. Individuals or teams violating the one time practice shall be subject to disciplinary action up to and including disqualification from the state tournament.
  - e. Groups of five are permitted during the practice round.
  - f. Parents are not permitted to play the official practice round with the golfer. However, parents may accompany the golfer (should stay on cart path) around the course.
9. **Head Coaches Responsibilities:** Coaches shall assist in the administration of the tournament as for 1 or both days depending on the job assignment. Two day assignments are: Starters, Gallery Passes, Score Tables, Recorders, and Computer, One day assignments include: Spotters and Rules Officials.
- a. Coaches will be permitted to watch their golfers play as a member of the gallery and will be permitted to coach their athletes from green to tee (Coaching may take place from the time the last member of a group leaves the previous green until the group arrives at the next tee—coaches may not be on a green or on the tee box) on the day they are not assigned to assist with the tournament administration.
  - b. Coaches' job assignments will be posted at the clubhouse and provided at the coaches meeting.
  - c. Assistant coaches shall receive a free gallery pass for one day of the state tournament in exchange for working the other day of the tournament. Assistant coaches who choose not to work will have to purchase a gallery pass. Assistant coaches are not permitted to coach the athletes either day of the state tournament as per USGA Rules.
  - d. Markers shall be used at the District Tournaments but not at the State Tournaments.
10. **STARTING TIME:** Tournament play on Monday and Tuesday will start at 8:00 a.m. for the Boy's Tournaments and at 8:30 a.m. for the Girl's Tournaments. Players who report late for their tee time shall be disqualified.
11. **PAIRINGS:** The MSHSAA Office will pair competitors in groups of four, based on district team scores in relation to par. Competitors will be repaired the second day of the state tournament based on individual scores from the first day by the tournament manager.
- a. **First day of state tournament - The best four first place teams based on district scores in relation to par would make up the first five groups of four teeing off the first tee. The last four first place teams would make up the first five groups of four teeing off the tenth tee.** The number one golfers from

these four teams (as designated by their coaches on the state entry form) would be included in the first group of four. The number two golfers in the second group of four, the number three golfers in the third group of four, the number four golfers in the fourth group of four, and the number five golfers in the fifth group of four. Following the 8 first place district teams will be any teams that qualified 4 or more individuals. Next, the top individual qualifiers would be paired based on their district scores in relation to par and would tee off the remaining tee times on the first tee and the remaining individuals would tee off the remaining tee times on the tenth tee. In determining the pairings, any ties among the teams will be broken by looking at the fifth golfer. If a tie still remains or if there is a tie with the individual qualifiers it will be broken by conducting a blind draw.

- b. **Second day of state tournament** - Pairings shall be done based on the first day of play. Pairings of individual team members and pairings of individuals will be based on the first day of play and will be paired in reverse order with the lowest scoring golfers paired last (1st tee 96-65, 32-1; 10th tee 128-97, 64-33).
12. **INCLEMENT WEATHER:** If the first day of the state tournament is suspended with the last group having four holes or less to play, the first round will be continued at the beginning of the second day prior to playing the second round. If the first day of the state tournament is cancelled or if all players fail to complete at least 14 holes of play because of inclement weather, the tournament will be contested the second day as a one day 18 hole tournament. If 18 holes are played the first day and the tournament is canceled or not completed the second day, scores from the first day will determine the winners, both team and individual. For a tournament to count, a minimum of nine holes must be completed and all players must have played the same nine holes.
  13. **GALLERIES:** Galleries shall be permitted to follow the golfers around the course. The galleries shall be confined to the cart paths, if available, or to the rough if cart paths are not available. Spectators shall stay 20 yards behind the last player in each group. There shall be no coaching and/or no talking to the players individually. Spectators may, however, clap or cheer following a good shot. Admission shall be \$3.00 at districts and \$7.00 each day of the state tournament. Spectators shall be informed that there is an assumed risk when on the course and that failure to abide by the above rules shall result in a warning on the first offense and removal from the course on the second offense. Lack of cooperation by spectators could result in the athlete being disqualified.
    - a. Spectators will not be allowed to use golf carts unless they have a verifiable handicap.

- b. Spectators requesting carts due to a handicap shall be required to submit a letter from the school principal verifying their handicap to the Tournament Manager prior to receiving clearance for the use of a cart.
  - c. The operator of the cart must be at least 21 years of age.
  - d. The cost of the cart must be borne by the individual requesting the use of the cart.
14. **AWARDS:**
- a. Medals will be presented, at the state meet, to the top 15 players. Head coaches of the first, second, third, and fourth place teams and the five team members of each of the top four teams will be awarded a medal. Medals will be awarded at the conclusion of the tournament.  
**Note:** teams placing in the top four at state, may order team place finish medals for the school team members from the MSHSAA Office. These medals are to be purchased by the school, if desired.
  - b. Trophies will be awarded to the schools placing first, second, third, and fourth in the state meet. If a tie occurs for a team place(s), the tie shall be broken using the following criteria: 1) the teams tied shall count the score of the fifth golfer (the golfer whose score was not used in computing the team score) from the second day of competition; 2) if still tied the teams tied shall count the score of the fifth golfer from the first day of competition; 3) if still tied the teams shall remain tied. If a tie occurs for a team place(s), a representative from each team involved will flip a coin and the winner will receive the available trophy. If additional trophies (because of ties) are needed, they will be ordered after the tournament and sent directly to the appropriate schools.
  - c. The Golf Advisory Committee has recommended the above awards policy. The philosophy of the committee in regards to breaking team ties is that a complete team of 5 golfers should be favored in the tie breaking procedure. Teams that have only four golfers due to sickness, injury, disqualification or qualifying as individuals because they did not win the District Tournament, etc. have a chance to win or place as a team but if a tie occurs the benefit or advantage should be given to the complete team with five golfers.

## SECTION 3: ENTRY PROCEDURES

- A. **GENERAL INFORMATION:** All district golf tournaments will be held as qualifying events for the state meet.
- B. **ENTRIES:** Only those schools submitting the sports registration fee for

golf are eligible to enter a district tournament.

1. **CO-ED TEAMS:** MSHSAA By-Law 307 permits member schools to sponsor co-ed teams in the sport of golf. However, under MSHSAA Board of Directors Policy, if a school only sponsors one team and permits both boys and girls to compete on that team, they shall be eligible to enter only the boys state golf tournament. All players on a co-ed team shall play from the same tees.
2. **ENTRY PROVISIONS:** Schools shall submit the required entries on the MSHSAA Web Site under their School's District Entries..
  - a. **Entry forms** - District Entries shall be done on the MSHSAA website under each schools home page by selecting district entries., The entry process shall be completed by 4:00 p.m. on the established deadline (September 30, 2009 for Girls Golf and April28, 2010 for Boys Golf). Failure on the part of the school and/or head coach to complete and submit the proper entries could result in the elimination of the school from the MSHSAA district and/or state championship series.
  - b. **Late entries** - Managers are allowed to accept late entries until the time they draw the district tournament pairings and set tee times. A late entry penalty fee of \$50 shall be assessed for late entries. No entries will be accepted after the tee times have been set. The district manager shall notify the MSHSAA regarding any late entries for the tournament.
3. **SUBSTITUTIONS:** Only students properly certified by the principal or superintendent on the entry form or eligibility list shall be eligible to compete in the district meet. Any number may be certified eligible. Substitutions may be made up to the completion of the coaches meeting prior to the start of the district tournament.
4. **INDIVIDUAL ELIGIBILITY:** In part, By-Law 312 indicates that "No individual student shall be entered who has not represented his/her school in interscholastic competition in that sport during that season." In golf, as in all sports, if a golfer is to be entered in the district tournament, he/she shall have participated in at least one regular season golf contest prior to the district tournament.
5. **NUMBER OF ENTRIES:** Each school may enter a maximum of five players in team competition and count the four best scores for the team total. A school may enter less than four players for individual medalist play only.
6. **SCHOOL ELIGIBILITY:** Before a school can enter students in the district and state golf tournaments, it must have employed a golf coach and offered instruction in golf as provided in MSHSAA By-Laws 121 through 126. A school must have also competed in at least half of the number of contests permitted by By-Law 326. In golf, that would be a minimum of eight events or six tournaments.
7. **ORDER OF ENTRY:** Coaches are instructed to list the golfers in order of their ability on the district entry blank with the best golfer in the number one spot, second best next, etc. The nine-hole season

- average (for matches and tournaments only in relation to par—no practice scores shall be included) shall be listed on the entry blank beside the name of each golfer entered.
8. **GREENS FEES:** If greens fees are to be charged, the tournament manager shall notify all schools in advance of the meet. Greens fees shall be paid before a school or golfer will be allowed to participate.
  9. **MARKERS:** Markers shall be used for all district tournaments, for all groups playing. Markers may be coaches, club pros and other faculty members but parents may not be used as markers. A shortage of markers can be solved by playing in groups of five.
- C. **QUALIFIERS:** Teams and individuals will qualify for the state meet as follows:
1. **TEAMS:** One team shall qualify from each district. When there is a team tie, for first place, the tie shall be broken using the following criteria:
    - a. The teams tied shall compare the score of the fifth golfer (the golfer whose score was not used in computing the team score);
    - b. If still tied and daylight, weather or course restrictions permit the teams shall play one additional hole, counting the score of all five golfers;
    - c. If daylight, weather and/or course restrictions do not permit further play or if the teams are still tied after playing one additional hole, the tie shall be broken by a scorecard playoff, starting with the #1 handicap hole, followed by the #2 handicap hole, etc. until there is no longer a tie using all five scores.
    - d. Any team reduced to four players for any reason will lose the tiebreaker.
  2. **INDIVIDUALS:** The top 10 individuals, not on the state qualifying team, shall qualify for individual medalist play in the state tournament. When there is a tie for the last individual qualifying position, all individuals tied shall qualify for individual medalist play in the state tournament. All members of a qualifying team shall also be qualified for medalist play in the state meet. Any school qualifying 4 or 5 individual golfers will also be in the team competition. A school that qualifies only 4 individuals will not be permitted to bring the 5th golfer even though they will be in the team competition.
  3. **STATE ENTRY FORM:** Individual qualifiers will be sent by the district manager to the MSHSAA Office. Teams that qualify will need to verify on the MSHSAA website the rank order of their players for the State Golf Championships.
- D. **BAD WEATHER:** If the district tournament is postponed due to inclement weather, the tournament shall be played on the next available day with fewer holes being played if necessary. A minimum of nine holes

must be completed on the scheduled date (or on any rescheduled day) in order to count as a tournament and all players must have played the same nine holes; otherwise the tournament would have to be restarted the next available day. If bad weather is forecast all golfers should tee off from the first hole.

E. **AWARDS:**

1. **MEDALS:** will be awarded to the top 15 players in each district plus ties. Medals will be awarded at the time of the meet.
2. **PLAQUES:** will be awarded to the schools placing first and second in the district meet. Individuals on the first and second place teams do not receive a medal unless they have placed individually in the top 15 players.

## SECTION 4: TERMS AND CONDITIONS

- A. **CLASSIFICATION:** The district and state golf tournaments will be administered under a two year (2008-2009 and 2009-2010) classification plan based upon the total number of schools participating in the sport. The enrollment for all boys schools and all girls schools shall be doubled for classification purposes. The enrollment for non-public schools shall be multiplied by 1.35 for classification purposes. Boys schools will be divided equally into four classes: Class 1, 2, 3, and 4. Girls schools will be divided equally into two classes: Class 1 and 2.  
**NOTE:** Due to the two year classification plan, no change in classes will be made for the second year even if new schools decide to participate in golf.
- B. **STARTING TIMES:** The starting time for the Boy's State Tournament will be 8:00 a.m. The starting time for the Girl's State Tournament will be 8:30 a.m. The starting time for the Girl's and Boy's District Tournaments will be 9:00 a.m. or as determined by the district manager depending on the size of the meet and the availability of the course. The district manager will be responsible for notifying all schools entered of the starting time well in advance of the tournament. Players who report late shall be disqualified.
- C. **COACHING RESPONSIBILITIES:** The coach or a school faculty member must accompany players to both the district and state tournaments and must remain on site. Head coaches shall assist in the administration of the district tournament and on at least one day of the state tournament as starters, spotters, marshals, rules officials, etc. Failure of the coach or school faculty member to complete assigned duties or failure to remain on site will result in the immediate disqualification of all

athletes from that school. A participant shall not begin nor continue play until the manager is assured that his or her coach or a faculty member from the school is present.

- D. **GALLERIES:** Galleries or individuals following players on the course shall be allowed as outlined in Section 2, B-12. There shall be a \$3.00 admission charge for spectators who choose to move around the golf course at the district tournament and a \$7.00 admission charge each day of the state tournament. There will be no charge for spectators who choose to stay at the 1st or 10th tees and the 9th or 18th greens.
- E. **TEAM ENTRY:** Each school that wins the district tournament qualifies as a team for the state tournament may enter a maximum of five players. The best four scores, each day, will count for the team total; however, all five of the players entered from a school will contend for the individual medalist awards.
- F. **USGA RULES:** USGA Rules and MSHSAA Rules shall be followed in both the district and state tournaments and all interscholastic meets. Coaches shall thoroughly instruct their golfers of the following regulations.
  - 1. **LOCAL RULES:** Local course rules will be followed. Please become familiar with these rules.
  - 2. **BALL PLAYED AS IT LIES:** The ball will be played down "according to USGA Rules" (may not be moved) unless the tournament rules committee determines that the course conditions are such that this is not possible. When it is not possible to play the ball down it shall be played in the following manner:
    - a. **2nd choice** – Lift, clean and place, in the same spot, in your own fairway only unless the course has casual water over the entire course in which case;
    - b. **3rd choice** – Lift, clean and place, in the same spot, through the green
  - 3. **PRACTICE DURING ROUND:** A player shall not practice between holes. This includes on or near the putting green of the hole last played and on or near the course practice green or driving range. Penalty - two strokes at the next hole. (Appendix 1 USGA Rules Book)
  - 4. **PENALTIES:** Penalties shall be called according to USGA Rule 34 in regards to claims and penalties. No penalty shall be rescinded, modified or imposed after the competition has closed. A competition is deemed to have closed when the result has been officially announced (awards presented). In the event there is a need for clarification of the rules, a second ball may be played when a player is doubtful of his rights or procedure in accord with Rule 3.3 (USGA Rules). The scores for both balls shall be kept until the tournament committee has an opportunity to provide clarification.

The penalty for all out-of-bounds and lost balls shall be one stroke and loss of distance. (USGA Rule 27.)

5. **LOST BALL:** A maximum of five minutes will be allowed to search for a lost ball. All members of the group are expected to assist in searching for balls that are lost. Others in the group should not advance until the lost ball is found or another ball is put into play.
  
- G. **SCOREKEEPING:** Each player in the group shall be responsible for his/her own score and for keeping and verifying the hole by hole score of another player in that group. Scores should be recorded immediately after moving to the next tee. At the conclusion of the round each player should make sure his score card is correct and signed before the card are turned in at the scoring table. Each player is responsible for the hole by hole score on his/her scorecard.
  
- H. **PUTTS HOLED:** All putts shall be holed out. **The 10-stroke maximum rule has been eliminated for district and state play. A stroke limit is permissible in regular season contests.**
  
- I. **CADDIES:** Golfers may use pull carts but shall not use caddies or motorized golf carts.
  
- J. **RANGE FINDERS:** Golfers may use range finders in high school golf that measure distance only. The use of devices that gauge or measure other conditions that might affect a player's play (e.g., wind or gradient) are not permitted.
  
- K. **CO-ED TEES:** Girls participating on boys teams must play from the same tees as all other participants.
  
- L. **BOARD OF DIRECTORS POLICY STATEMENT ON USE OF TOBACCO AND ALCOHOL PRODUCTS BY COACHES AND OFFICIALS:** It is important that all adults involved in the interscholastic activities program set the proper example for our participants with regards to the use of tobacco products and alcoholic beverages. We cannot let actions teach a philosophy of double-standards. Therefore, the Board of Directors has adopted the following policy statement to apply to all interscholastic athletic, music, and speech events. "Coaches, directors, sponsors, and contest officials are prohibited from using tobacco products or alcoholic beverages while directly involved in interscholastic activities. Involvement is defined in this policy as being in public view and when students are actually participating under the jurisdiction of the coach, director, and official. **Proper enforcement is expected. Violations shall be reported to the school's administration and the MSHSAA.**"
  
- M. **UNSPORTSMANLIKE CONDUCT:** Any student who uses tobacco, alcohol, or controlled substances (other than prescription), in any high

school golf match shall be disqualified. Any player who, in anger, throws or breaks a club, throws a ball or other equipment, bets on the course or uses inappropriate or profane language or gestures will be penalized for unsportsmanlike conduct. Further, it is considered unsportsmanlike to use baiting or taunting acts or words or wear insignias which engenders ill will. Unsportsmanlike conduct shall be called by the spotters, markers and/or the rules committee members. Based on the seriousness of the incident, the penalty shall be either a warning (one per tournament) or a two stroke penalty. Once warned and penalized any additional occurrences would result in disqualification. Any flagrant act of unsportsmanlike conduct shall result in immediate disqualification. Players may not call unsportsmanlike conduct on each other but should bring inappropriate behavior to the attention of the tournament manager or officials. Provisions of this section apply any time the competitor is on the course grounds until awards have been presented.

- N. **SLOW PLAY:** Slow play cannot be tolerated. Each player shall play without undue delay and in accordance with any pace of play guidelines which may be laid down by the Committee. After a warning, persistent slow play may subject a participant to a 2 stroke penalty and then disqualification.
- O. **APPROPRIATE ATTIRE:** All participants in the district and state tournaments should dress appropriately for the tournament. Participants should wear shorts or slacks and a collared shirt. If the course has a dress code, golfers must abide by the stated dress code and managers should notify the schools in advance regarding the requirements. Each competitor must wear a shirt during the entire time of play (it is recommended by the advisory committee that the shirt be tucked in). No jeans or cutoffs (jean shorts). Mock turtle neck shirts are acceptable as outerwear. T-shirts are prohibited.
- P. **NON-SCHOOL COMPETITION:** During the school golf season, a student may, after fulfilling all requirements, practices and competitions of the school team, compete as an individual participant in two (2) organized non-school golf competitions.
- (a) Priority shall be given to all school team practices and competition. Should a non-school competition be in direct conflict with the school scheduled practice/competition the school practice/competition shall take priority. Prior approval by the school administrator may grant an exception to a student to participate in the non-school competition if in direct conflict with the school program.
- (b) No school time shall be missed to compete, practice or travel to the site of such non-school competition unless the absence is approved in advance by the school administrator.

- Q. **NEWS MEDIA:** News media personnel, with the permission of the tournament manager, may be allowed on the course with instructions not to converse with participants and to stay out of the way on camera shots. Whenever possible, news media personnel should be accompanied while out on the course, by a member of the committee.
- R. **SEVERE WEATHER:** Recommend that all coaches carry air horns as a warning device in case of lightening or severe weather.
- S. **COACHING:** Coaching of golfers during competition during the regular season (excluding districts) shall be in accordance with USGA rule 8-2 Note.
- T. **HAZING:** Willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion or membership in any team or organization.

**HARASSMENT:** Unwelcome conduct by a person that is sufficiently serious, persistent or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating, threatening or abusive environment.

It is the policy of the MSHSAA Board of Directors that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to the physical and mental welfare of students. Coaches, directors, sponsors and administrators must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under the MSHSAA citizenship standard, By-Law 212.

- U. **CELL PHONES:** Due to the capability of modern cellular phones to take photos and the possibility of an inadvertent use of this capability to capture inappropriate images, the MSHSAA Board of Directors has established a no cell phone use policy. Preserving the privacy of all high school students while they are in the dressing and locker room facilities of the venue is important to the host school and the member schools of the MSHSAA. Thank you for your cooperation.  
Cell Phones on the golf course: Two Stroke Penalty if the phone rings. Disqualification if the athlete uses the cell phone during competition.
- V. **SANCTIONS:** Any time a MSHSAA member school competes in a tournament, by definition, with an out-of-state school(s) or in any event co-sponsored by any party other than an MSHSAA member school (e.g. a university, theme park, shoe company, etc.), a sanction form must be on file in the MSHSAA office at least thirty (30) calendar days

prior to the event. It is the event host's responsibility to obtain a sanction, however, each participating MSHSAA member school shall take responsibility to verify that the sponsor has sanctioned the event prior to participation. (MSHSAA By-Law 311)

Effective August 1, 2005, the sanctioning processing fee will be \$100. The late fee for any application that arrives in the NFHS office 15-59 calendar days prior to the event will be \$50 for a total of \$150.

- W. **Practice Round:** Any class time missed by teams or individuals for district or state practice rounds shall be acceptable, only if permitted by that school's principal.  
**NOTE:** Every effort should be made to not miss class time.

## SECTION 5: FINANCIAL INFORMATION

- A. **DISTRICT FINANCES:** The tournament financial report is to be sent to the MSHSAA Office by the district manager within five days after the meet. The names and schools of the qualifying players and their district scores shall be sent to the MSHSAA Office immediately following the district tournament; **this information is to be faxed on the same day the district tournament ends.** MSHSAA Fax Number: 573-875-1450. Hospitality rooms shall not be financed by the MSHSAA.

## SECTION 6: MANAGERS INSTRUCTIONS

- A. **DISTRICT MANAGERS:** Each district meet will be under the control and direction of a manager appointed by the Board of Directors.
1. **TOURNAMENT COMMITTEE:** The manager shall select two or four school representatives (principal, athletic director or coach) from other participating schools to serve with him/her as a tournament committee. As many conferences as possible shall be represented, and at least one coach shall be included on the committee.
  2. **COMMITTEE DUTIES:** In general, committee members shall assist the manager in the administration of the tournament. Committee members and district coaches should be called upon to assist in the planning, preparation, and management of the tournament.
  3. **ENTRY FORMS:** District schools shall submit the District Entry

and Information Form (via the MSHSAA Web Site) to the district manager by 4:00 p.m. September 30 for Girls Golf and by April 28 for Boys Golf.

4. **LATE ENTRIES:** The district manager shall advise the MSHSAA in writing of any school that submits a late entry or fails to submit the necessary information for the tournament. The MSHSAA shall invoice any school(s) owing a late entry penalty fee. All late entry penalty fees will be paid to the host school by MSHSAA.
  5. **PAIRINGS:** Pair players of comparable skill in groups (preferably four in a group if possible, however if a district is short of markers, groups of five may be used or groups of three may be used to speed the pace of play) to compete together during the meet. District managers shall pair all of the #1 golfers together from each of the teams followed by the #2 golfers, the #3 golfers, the #4 golfers and lastly the #5 golfers as listed on the district entry form. The four best #1 golfers would be in the first group (determined by the golfers season average in interscholastic matches and tournaments in relation to par) followed by the next best #1 golfers, etc. If the number of teams participating is not a multiple of four the worst #1 golfers would be combined with the best #2 golfers, etc.
  6. **INSTRUCTIONS:** Provide the necessary instructions for coaches immediately upon receiving assignments.
  7. **PLAYER'S MEETING:** Hold a group meeting with players & coaches to instruct players on local course rules and regulations. A written copy of the course rules along with a pin placement sheet shall be provided to each player.
  8. **RULES COMMITTEE:** Rule on any disputes that might arise. The manager shall appoint a committee of not more than three persons to assist in such matters. Managers will serve as chairpersons for their committees. At the state tournament, the rules committee shall consist of a minimum of seven persons.
  9. **COACHES ASSIGNMENTS:** Assign responsibilities to coaches to help in the administration of the tournament. Coaches should expect to serve as markers at the district tournaments, as markers are required for all groups playing in the tournament. Coaches shall assist the tournament manager when called upon to do so and shall assist in scoring, etc., to save administrative expenses.
  10. **PROBLEM AREAS ON COURSE:** Make provisions to cover special problems that might be present on the course.
  11. **TEAM TIES:** Designate, prior to the start of play, which hole will be played in the event of a team tie if that option will be utilized.
  12. **GALLERY PASSES:** Gallery passes shall be sold for \$3.00. The money for all passes sold and any unsold passes shall be returned to the MSHSAA Office.
- B. **FEES AND EXPENSES:** Expenses of the manager are to be limited to postage and telephone charges unless specifically approved by the Board of Directors. The Board has approved a \$50.00 managers fee.

### C. AUTHORITY OF CONTEST MANAGER

1. **GUIDELINES:** It is necessary that a school designate a contest manager for every contest it hosts. This applies to all sports and all levels of competition. It is also important it be understood that the coach will automatically serve as the contest manager if no one else is so identified. These guidelines are limited to the authority of a contest manager as it relates to whether or not:
  - a. A contest shall begin after all participants have arrived.
  - b. A contest should continue after it has started.

**Note:** In both cases, the manager will be concerned only with playing conditions, i.e., weather, facilities, equipment, and/or crowd control.
  - c. Unless otherwise indicated in the rule book of the sport involved, the contest manager's authority exists from the time participating teams arrive up to the actual start of the contest.
  - d. The contest manager's authority is limited once the contest begins. He/she may, at an appropriate time, consult with game officials to indicate concern about safety of the participants as it relates to weather, facilities, equipment, and/or crowd control. The manager is not to interject concerns regarding such things as rough play, score differential, judgment calls, or quality of officiating. Only the contest officials have the authority to terminate a contest once it has begun.
  - e. If because of conduct the contest is to be rescheduled on a different day, the MSHSAA office should be involved in that decision.

**Note:** If the contest is to be resumed, be certain to make note of all pertinent details. Documentation of these details should be made in the form of a signed agreement by the representatives of all schools involved.
2. **WHEN A COACH IS CONTEST MANAGER:** All the above provisions apply. The coach, prior to and following the contest, must act in a capacity of contest manager as well as coach. During the contest, he/she may, in addition to serving as coach, be called upon to take action as a contest manager as provided in item C-1. above.
3. **Reporting System:** When a contest is not allowed to start after teams have arrived or is interrupted because of poor conduct on the part of spectators, contestants, and/or coaches, a letter of explanation must be sent to the MSHSAA office, by the contest manager and the contest officials, providing:
  - a. Details regarding the incident.
  - b. Plans, if any, for rescheduling or resuming the contest.

**Note:** It is recognized that no single guideline or statement can be all inclusive. Contest managers are expected to take any action they feel necessary as they administer their duties.

## SECTION 7: MEDIA INFORMATION

- A. **PLAYOFF PRESS PASSES:** Members of the media who need working passes for district contests should contact the site manager of the playoff site at least 24 hours before the tournament he or she wishes to cover. All members of the working media should be prepared to show a general media credential and/or photo identification upon arrival. No admission will be charged to media representatives who have made prior arrangements with the site manager or who are prepared to present valid credentials upon arrival. No one under 18 years of age (except student media representatives), spouses, friends, coaches or fans will be admitted to media areas.
- B. **MEDIA SERVICES:** Every effort should be made by each site manager to accommodate and provide working space for media representatives. These basic services should include providing: rosters and brackets, official results or scoring, a writing surface (such as a press box or press table), access to the course and access to a telephone after the event is over. Photographers should remain a safe distance from the golfers at all times and should not be permitted on the greens during competition. Flash photography is permitted in all sports except basketball, provided the photographer does not (in the opinion of officials, players or coaches) disrupt play by using a flash or strobe. Site managers are encouraged to direct any media questions or report any problems to Jason West at the MSHSAA Office.
- C. **RESULTS:** Each site manager has the responsibility to insure that all final results are reported immediately after the conclusion of each District Championship to: (in order of priority)
1. The MSHSAA results line 573-875-2870 (extension 3009);
  2. Associated Press 800- 852-3590;
  3. Local television stations;
  4. All other interested media (newspapers and radio stations). It is vital that all site managers make reporting final results to the MSHSAA results line a high priority after the game has concluded.
- D. **PLAYOFF RADIO BROADCASTS:** Permission to conduct a live or delayed radio broadcast from Sectionals through Semifinal contests should be arranged through the site manager no less than 48 hours before the intended contest. Radio stations are solely responsible for installing or arranging the use of phone lines from the site. Site managers may wish to install lines at their own expense and distribute these costs among broadcasting stations. The following regulations also ap-

ply to all playoff game radio broadcasts:

1. Each broadcasting station is required to give advance publicity of the event for the three preceding days, including participants, date, time, site and ticket information;
2. Each station must provide a completed MSHSAA radio broadcast agreement (site managers are provided with a minimum supply) and list of sponsors before the broadcast may begin;
3. No individual or organization shall be permitted to sponsor a broadcast for the purpose of advertising any product contrary to the principles of good athletic training, citizenship or sportsmanship (alcohol, tobacco, lottery/gaming or political advertisements);
4. Stations are required to run or read two MSHSAA public service announcements per game. These PSA's are sent to each site manager and also sent to radio stations each fall;
  
5. Stations are required to run or read two sport-specific promotions during each game. These promotional spots are also sent to each site manager (when used) and provided to all stations each fall;
6. Stations shall provide competent and professional-like broadcasting and shall not present or otherwise dramatize any unsportsmanlike act, conduct or display on the part of participants or fans;
7. The MSHSAA reserves the right to discontinue the broadcasting right of a station at any time in the event previous broadcasting by the station is considered to have been in poor taste or incompatible with the educational values of the MSHSAA;
8. If more stations request permission to broadcast that can be accommodated, they shall be given permission in order of the dates of the requests. Equal accommodations should be provided for stations representing both participating schools;
9. No rights fee shall be charged for broadcasts at MSHSAA District, Sectional or Quarterfinal contests.

E. **DELAYED TELEVISION BROADCASTS:** Stations wishing to conduct a delayed television broadcast (at least 24 hours after the conclusion of the game), shall make arrangements no less than 48 hours before the intended contest. No game shall be delayed, interrupted or extended to accommodate any broadcast. All television stations (live and delayed) assume all expenses and all liability resulting from staging and broadcasting of the game(s). Items 1-7 above (under Playoff Radio Broadcasts) shall apply to delayed TV broadcasts, with the following exceptions:

1. A specific MSHSAA delayed TV broadcast agreement shall be used rather than a radio broadcast agreement;
2. Stations shall be required to read two MSHSAA public service announcements and air two MSHSAA-produced 30-second television

- spots during each game;
3. Stations are required to provide the MSHSAA with a VHS copy of the final broadcast no later than 15 days after the game airs;
  4. The following revised rights fee schedule shall apply to all broadcasts (this fee must be paid in advance of the broadcast): **Commercial "Over-The-Air" TV Stations:** \$100 per District game, \$125 for Regional, Sectional and Quarterfinal games, \$200 for Semifinal and Third-place games and \$300 for State Championship games; **Commercial Cable Stations:** \$50 for District and Regional games, \$100 for Sectional and Quarterfinal games, \$150 for Semifinal and Third-place games and \$200 for State Championship games; **Cable Access Stations:** \$25 for District and Regional games, \$50 for Sectional and Quarterfinal games, \$75 for Semifinal and Third-place games and \$100 for State Championship games.
- F. **LIVE TELEVISION BROADCASTS:** There is a significant rights fee charged for all live broadcasts. All requests to broadcast live must receive prior approval from the MSHSAA by contacting: Rick Kindhart, Communications Director, PO Box 1328, Columbia, MO 65205, (573) 875-4880. All live broadcast stations must provide feeds for additional stations desiring the feed. Stations receiving the feed must also pay a rights fee and receive prior permission from the MSHSAA.
- G. **CHAMPIONSHIP PRESS PASSES:** Members of the media seeking working passes for the MSHSAA Championships should submit an official credential request form no later than the designated credential deadline listed on the form for each event. These request forms were sent to all state outlets in the fall, and replacement credential application books are available for \$5 by contacting the MSHSAA. No late or incomplete submissions will be honored. All personnel restrictions for credentials shall apply and be strictly enforced. Do not contact the host site of the MSHSAA Championships for credentials.
- H. **CHAMPIONSHIP RADIO BROADCASTS:** The same regulations as Item D above apply to all Semifinal, Championship and Third-place game broadcasts. A \$25 rights fee, payable to MSHSAA, shall be provided in advance for each game broadcast. Lines will be provided at no charge, but no station may make any long-distance or toll calls from these lines.

## APPENDIX A

### **MSHSAA VIDEOTAPING POLICY**

**A. Videotaping/Filming by Spectators:**

1. Videotaping/filming shall be limited to personal use and shall not be used for scouting, coaching or commercial purposes.
2. Spectators videotaping/filming shall not interfere with the view of the contest by other spectators.
3. The contest and/or tournament site shall not permit the use of more than the space for which the spectator has paid (when seating is needed).
4. The contest and/or tournament site accepts no liability for damage or theft of spectator equipment nor any injury as a result of the privately owned equipment.
5. Spectators may use equipment only in the spectator seating area.
6. Spectators shall supply their own sources of power. The site management will not be expected to provide sources of power.
7. Violation of these standards may result in the removal of the offender(s) from the premises.

**B. Videotaping/Filming by School Representatives:**

1. A school representative may videotape/film a regular season contest in which the school team is participating. Such videotape/film may not be used for coaching purposes until after the contest is completed and in accordance with specific NFHS Rule Book restrictions for each sport.
2. A school or school representative may videotape/film a regular season tournament or contest between other school teams, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements.
3. Videotaping/filming of an MSHSAA-sponsored contest and/or tournament by personnel from one or more of the actual participating schools is permitted, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. A maximum of one individual per school is permitted to videotape/film, unless the contest manager determines space is available for additional cameras. The official school representative should check in with the event manager upon arrival to the site to arrange the setup location for the video equipment and to review any site-specific requirements.
4. An official school representative may videotape a district or state playoff series event involving other school teams, provided prior arrangements have been made with the event manager and provided it is done at the expense of the school. A maximum of one individual is permitted to videotape and should expect to use a battery pack as his or her sole power source. The official school representative should check in with the event manager upon arrival

to the site to arrange the setup location for the video equipment and to review any site-specific requirements. The host facility is not required to provide a power source or other accommodations for videotaping.

- C. Videotape/film shall not be used for the purpose of protesting a contest.

## APPENDIX B

### ***DISTRICT SITE SELECTION PROCESS***

- A. **GENERAL CRITERIA:** The following district site selection process shall be used:
1. Assignments of schools to specific districts shall be established by MSHSAA staff at the beginning of each two-year classification period. These assignments will remain constant unless it becomes necessary to modify assignments as determined by the MSHSAA staff.
  2. The MSHSAA staff shall select one Athletic Administrator or Principal per district to serve as the chairperson who shall coordinate the site selection process for each activity.
  3. The chairpersons will be contacted and confirmed via fax/telephone by the MSHSAA staff.
  4. Each chairperson will receive by fax the list of schools assigned to his/her specific district.
  5. Each chairperson will contact all athletic directors of schools assigned to the specific district and arrange for a meeting (telephone conference call, etc.) to select the host site(s). The MSHSAA shall incur no expense in conjunction with this meeting.
  6. The request shall be to select the host site(s) for both years of the two-year classification cycle in all sports. The host site may be the same school for both years or a different school each year.
  7. Specific criteria shall be established and published in each MSHSAA activity manual. The chairperson and school representatives shall follow this specific criteria to determine a specific course of action to be followed to select the district host site(s).
  8. The district chairperson shall contact the MSHSAA office and the other schools in the district, via fax, by the established deadline and indicate the selected host site(s) and manager's information for the two-year classification period along with the method used to determine the above information.
  9. The MSHSAA Board of Directors shall review the submitted host sites for any necessary adjustments and final approval. The Board and MSHSAA staff shall select the host site when a district commit-

- tee is unable to reach agreement or the Board determines a suggested site is unacceptable due to site restraints.
10. Following final Board of Directors' approval, district assignments shall be Posted on the MSHSAA Web Site.
  11. All assignments and host sites (including advancement procedures) shall be distributed to all participating schools and the media. All assignments shall be released to the schools at the same time.
  12. The District managers' packets shall then be forwarded to each district manager in the appropriate time frame (one month prior) to properly administer the event.
- B. SPECIFIC CRITERIA: The following specific criteria shall be used by the schools and by the site selection chairperson:
1. 18 holes - preferred - could use a 9-hole course if necessary.
  2. Grass greens - required.
  3. The expectation is that the ball shall be played "down" for the tournament. The course should be of the quality that, if weather conditions permit, the ball shall be played "down".
  4. All schools must have reasonable access to the course for a practice round.
  5. The site facilities must be in compliance with Title III of the Americans with Disabilities Act as a place of public accommodation.
  6. Galleries shall be permitted to follow players around the course.
  7. The course shall be located in Missouri. No district shall be held on an out-of-state course.
  8. The District Tournament may not be held on the same course as the State Tournament.
  9. Any school wishing to host the district tournament should contact the site selection manager and should provide the name and location of the course that will be the host site if selected.
  10. The golf advisory committee went on record supporting the concept that all teams wishing to host a district tournament have an opportunity to be considered for hosting even if the majority of the teams are located in a different part of the district.
  11. It is recommended that the Girls district tournament be played at a distance of 5200-5500 yards in order to prepare the golfers for the approximate distance of the state tournament courses.

## INDEX

- A Advisory Committee, p. 2

- Awards, State, p. 8; District, p. 11
- B Bad Weather, pp. 7 & 11
- C Caddies, p. 13  
Cell Phones, p. 15  
Championship Schedule, p. 4  
Classification, p. 11  
Coaches Meeting, p. 5  
Coaches Responsibilities, p. 6  
Co-ed teams, p. 9  
Course Criteria, pp. 23-24
- D District Schedule, p. 4  
District Site Selection Process, pp. 23-24
- E Entry Procedures, pp. 5, 8-9  
Expenses, p. 16
- F Finances, p. 16
- G Galleries, p.7  
Greens fees, p. 10
- H Hazing, p. 15  
Harassment, p 15
- I Inclement Weather, p 7
- K Keeping Score, p 13
- L Late Entries, p. 9  
Live Television Broadcasts, p 21
- M Manager's Instructions, p 16  
Media Information, p 19
- P Purpose and Philosophy, p 3
- S State Tournament, p 5
- T Terms and Conditions, p 11
- V Video Taping Policy, p 22

