



Golf Manual 2010-2011

MSHSAA
Missouri State High School Activities Association

MISSOURI STATE HIGH SCHOOL
ACTIVITIES ASSOCIATION

GOLF MANUAL 2010-11

1 N. Keene St.
PO Box 1328
Columbia, MO 65201-1328
Telephone: (573) 875-4880 - Fax Number: (573) 875-1450
Email: tim@mshsaa.org - Web Site: www.mshsaa.org

EXECUTIVE STAFF

Dr. Kerwin Urhahn, Executive Director
Harvey Richards, Associate Executive Director
Stacy Schroeder, Associate Executive Director
***Tim Thompson, Assistant Executive Director**
Greg Stahl, Assistant Executive Director
Davine Davis, Assistant Executive Director
Kevin Garner, Assistant Executive Director
Craig Long, Chief Financial Officer
Jason West, Assistant Executive Director

****MSHSAA Contact Person For Golf***

TABLE OF CONTENTS

ADVISORY COMMITTEE	PAGE 2
PURPOSE AND PHILOSOPHY	PAGE 3
SECTION 1: USING THIS MANUAL.....	PAGE 3
SECTION 2: REGULAR SEASON.....	PAGE 4
SECTION 3: CRITERIA FOR POST SEASON	PAGE 6
SECTION 4: DISTRICT ENTRY PROCEDURE.....	PAGE 6
SECTION 5: CHAMPIONSHIP SERIES	PAGE 7
DISTRICT TOURNAMENTS	PAGE 7
SECTIONAL TOURNAMENTS	PAGE 8
STATE TOURNAMENT	PAGE 9
APPENDIX A:.....	PAGE 12
APPENDIX B.....	PAGE 14
INDEX	PAGE 15

GOLF ADVISORY COMMITTEE

Boys

NORTHWEST

Terry Petersen (2012)
Craig HS
Craig 64402
(660) 683-5431

NORTHEAST

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

CENTRAL

Randy Bickel (2013)
Jefferson City HS
Jefferson City 65109
(573) 291-5299

ST. LOUIS

Greg Gibson (2013)
St. Charles HS
St. Charles 63301
(636) 443-4100

KANSAS CITY

Becky Costello (2014)
Truman HS
Independence 64084
(816) 521-5350

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
(660) 562-3511

NORTHEAST

Emily Powell (2012)
Kirksville HS
Kirksville 63501
(660) 626-1498

CENTRAL

B.J. Curry (2013)
Smith-Cotton HS
Sedalia 65301
(660) 851-5307

ST. LOUIS

Steven Bradley (2013)
Westminster Christian Academy
St. Louis 63141
(314) 997-2900

KANSAS CITY

Richard Myers (2014)
Lee's Summit West HS
Lee's Summit 64084
(816) 986-2100

SOUTHWEST

Carmen Thomas (2011)
Seymour HS
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 necessary 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. Booming of officials leads to booming 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. All Post Season Entries will be made through the MSHSAA Website. Please check and make note of all deadline dates for submitting entries 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: REGULAR SEASON

- A.. **USGA RULES:** USGA Rules and MSHSAA Rules shall be followed in the district, sectional, 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.
- B. **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 cards are turned in at the scoring table. Each player is responsible for the hole by hole score on his/her scorecard.
- C. **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.**
- D. **CADDIES:** Golfers may use pull carts but shall not use caddies or motorized golf carts.
- E. **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.
- F. **CO-ED TEES:** Girls participating on boys teams must play from the same tees as all other participants.
- G. **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.**"
- H. **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.

- I. **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.
- J. **APPROPRIATE ATTIRE:** 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. All participants in the MSHSAA postseason tournaments should dress appropriately for the tournament. Participants should wear shorts or slacks and a collared shirt. 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.
- K. **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.
- L. **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.
- M. **SEVERE WEATHER:** Recommend that all coaches carry air horns as a warning device in case of lightning or severe weather. See Appendix B (page 14) for Hazardous Weather Guidelines.
- N. **COACHING:** Coaching of golfers during competition during the regular season (excluding districts and sectionals) shall be in accordance with USGA rule 8-2 Note.
- O. **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.

- P. **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 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.

- Q. **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)

SECTION 3: CRITERIA FOR POST SEASON

- A. CLASSIFICATION:** The district, sectional, and state golf tournaments will be administered under a two year (2010-2011 and 2011-2012) 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. Girls schools will be divided equally into two classes: Class 1 and 2. Boys schools will be divided equally into four classes: Class 1, 2, 3, and 4. .
- 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. SCHOOL ELIGIBILITY:** Before a school can enter students in the district, sectional, 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 seven events or six tournaments.
- C. 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

SECTION 4: DISTRICT ENTRY PROCEDURE

- A. GENERAL INFORMATION:** All district golf tournaments will be held as qualifying events for the sectional tournaments and the sectional tournaments will be held as qualifying events for the state tournaments.
- 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 23, 2010 for Girls Golf and April 20, 2011 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** - 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. 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.

5. **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.

SECTION 5: CHAMPIONSHIP SERIES SCHEDULE

A. DISTRICT TOURNAMENTS: Girls District tournaments are to be scheduled September 29-October 1, with rain dates of October 4 and 5. Boys district tournaments are to be scheduled April 27-29, with rain dates of May 2 and 3. 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. **No team shall compete on the same golf course more than once during the MSHSAA Post Season Series. (Ex. A team cannot play Districts and Sectionals or Districts and State or Sectionals and State on the same golf course.)**

1. **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.
2. **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 #1 golfers with the highest scoring average would be combined with the best #2 golfers, etc.
3. **GOLF COURSE PROPERLY MARKED:** The golf course shall be properly marked prior to the tournament. Hazards, Out of Bounds, abnormal conditions, and obstructions shall be properly marked and included in the Notice to Competitors and local rules shall be clearly stated.
4. **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.
5. **GALLERY PASSES:** Gallery passes shall be sold for \$4.00. The money for all passes sold and any unsold passes shall be returned to the MSHSAA Office.
6. **QUALIFIERS:** Teams and individuals will qualify for the sectional tournament as follows:
 - A. **TEAMS:** Two teams shall qualify from each district to sectionals. When there is a team tie, for first or second place, the tie shall be broken using the following criteria:
 1. The teams tied shall compare the score of the fifth golfer (the golfer whose score was not used in computing the team score);
 2. If still tied and daylight, weather or course restrictions permit the teams shall play one additional hole, counting the score of all five golfers;
 3. 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.
 - a. Any team reduced to four players for any reason will lose the tiebreaker.
 - B. **INDIVIDUALS:** The top 15 individuals, not on the sectional qualifying teams, shall qualify for individual medalist play in the sectional tournament. When there is a tie for the last individual qualifying position, all individuals tied shall qualify for individual medalist play in the sectional tournament. All members of a qualifying team shall also be qualified for medalist play in the sectional 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.
7. **SECTIONAL ENTRY FORM:** Individual qualifiers will be sent by the district manager to the Sectional Manager and the qualifying individual's coach must verify thru the MSHSAA website the name, year in school, and district score of each golfer. Coaches of Qualifying Teams must verify on the MSHSAA website the rank order of their players for the Sectional Golf Tournament.

8. **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.
9. **DISTRICT TOURNAMENT AWARDS:**
 - a. **MEDALS:** will be awarded to the All District Golfers. Golfers deemed to be All District will be the Top 15 individuals in the District Tournament. (This includes individuals on the qualifying teams.) Medals will be awarded at the District Site.
 - b. **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.

B. SECTIONAL TOURNAMENTS: Girls Sectional Tournaments must be scheduled October 6-8 with October 11 as the rain date. Boys Sectional Tournaments must be scheduled May 4-6 with May 9 as the rain date. . 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. **No team shall compete on the same golf course more than once during the MSHSAA Post Season Series. (Ex. A team cannot play Districts and Sectionals or Districts and State or Sectionals and State on the same golf course.)**

Sectional Pairings for ALL Classes will be as follows: Districts 1 and 2, Districts 3 and 4, Districts 5 and 6, Districts 7 and 8. Odd numbered districts will host in odd numbered years and even numbered districts will host in even numbered years.

1. **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.
2. **PAIRINGS:** The four teams that qualified by placing first and second in their respective districts shall be paired together at the Sectional Tournament (All #1 Golfers paired together, etc.). Individual qualifiers shall be paired by comparing the score in relation to par.
3. **GOLF COURSE PROPERLY MARKED:** The golf course shall be properly marked prior to the tournament. Hazards, Out of Bounds, abnormal conditions, and obstructions shall be properly marked and included in the Notice to Competitors and local rules shall be clearly stated.
4. **MARKERS:** Markers shall be used for all sectional 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.
5. **GALLERY PASSES:** Gallery passes shall be sold for \$5.00. The money for all passes sold and any unsold passes shall be returned to the MSHSAA Office.
6. **QUALIFIERS:** Teams and individuals will qualify for the State Tournament as follows:
 - a. **TEAMS:** Two teams shall qualify from each Sectional to State. When there is a team tie, for first or second place, the tie shall be broken using the following criteria:
 1. The teams tied shall compare the score of the fifth golfer (the golfer whose score was not used in computing the team score); Any team reduced to four players for any reason will lose the tiebreaker.
 2. If still tied and daylight, weather or course restrictions permit the teams shall play one additional hole, counting the score of all five golfers;
 3. 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.
 4. Any team reduced to four players for any reason will lose the tiebreaker. If a team of four individual qualifiers (from districts to sectionals) places first or second in the sectional tournament, those four individuals must represent the school in the State Tournament.
 - b. **INDIVIDUALS:** The top 12 individuals, not on the state qualifying teams, 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 tournament. 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 entered into the MSHSAA website by the sectional manager. The qualifying individual's coach must verify thru the MSHSAA website the name, year in school, and sectional score of each golfer. Coaches of Qualifying Teams must verify on the MSHSAA website the rank order of their players for the State Golf Tournament.

G. **BAD WEATHER:** If the sectional 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.

H. **NO AWARDS ARE INVOLVED IN THE SECTIONAL TOURNAMENT ROUND.**

C. STATE TOURNAMENT:

STATE ENTRY FORM: Individual qualifiers will be entered into the MSHSAA website by the sectional manager. The qualifying individual's coach must verify thru the MSHSAA website the name, year in school, and sectional score of each golfer. Coaches of Qualifying Teams must verify on the MSHSAA website the rank order of their players for the State Golf Tournament.

1. **Girls State Tournament:** will be held on October 18-19 at the following sites;
Class 1: Rivercut Golf Course
Class 2: Twin Oaks Country Club
2. **Boys State Tournament:** will be held on May 16-17 at the following sites;
Class 1: Sedalia Golf Course and Country Club, Sedalia
Class 2: Rivercut Golf Course
Class 3: Silo Ridge Golf Course
Class 4: Twin Oaks Country Club
 - 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 sectional tournaments shall be verified 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 17 for girls and in each course club-house on Sunday, May 15 for boys. Coaches may substitute a properly certified player, listed on the eligibility roster, 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 and Sectional 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 sectional 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 sectional 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 sectional 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 \$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.

DISTRICT/SECTIONAL SITE SELECTION PROCESS

- A. **GENERAL CRITERIA:** The following district/sectional 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 committee 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. No team shall compete on the same golf course more than once during the MSHSAA Post Season Series.
 9. Any school wishing to host the district/sectional 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/sectional 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.

APPENDIX A:

CONCUSSION EDUCATION AND MANAGEMENT PROTOCOL

Education

Concussions are common in sports. The Missouri State High School Activities Association (MSHSAA) believes that education of coaches, officials, athletes, and their parents or guardians are key to safely returning a student athlete to play. Appropriate immediate care after a suspected concussion, and follow up incorporating a multi-disciplinary team that includes the coach, parent or guardian, athlete’s physician, team physician and athletic trainer (if available), and school representatives, also are important for the proper management of a sport-related concussion.

Each school district will receive educational materials for coaches, athletes, parents, and school officials, required forms for student athlete participation and parent/guardian consent, and recommended medical clearance forms for return to play.

Annually, MSHSAA member school districts will ensure that every coach, student athlete, and parents or guardians of a student athlete completes a concussion and head injury information sheet and returns it to the school district prior to the student athlete's participation in practice or competition. Officials will receive training from their parent organization. Each official’s organization will require annual concussion training and maintain a signed head injury information sheet for each official.

Recognition and evaluation of the athlete with a concussion

1. Recognition of the signs and symptoms of a concussion is important. Every member of the team-athlete, teammates, coaches, parents or guardians, officials, athletic trainers, and team physicians have a duty to report a suspected concussion. Not all school districts have medical personnel available to cover every practice and competition; therefore, the coach is the person in the best position to protect the player and must be aware that not all student athletes will be forthcoming about their injury.
2. An official shall not be responsible for making the diagnosis of a concussion. The official can assist coaches and medical staff by recognizing signs and symptoms of a concussion and informing the coach and medical staff of their concerns.
3. The coach, ATC, or physician on site should evaluate the athlete in a systemic fashion :
 - a. Assess for airway, breathing, and circulation (basic CPR assessment)
 - b. Assess for concussion
 - i. Any unconscious athlete should be assumed to have a severe head and/or neck injury and should have their cervical spine immobilized until a determination can be made that the cervical spine has not been injured. If no medical professional can make the assessment, the athlete should be transported to an appropriate emergency care facility.
 - ii. A conscious athlete with no neck pain can be further evaluated on the sideline.
4. An athlete experiencing ANY of the signs/symptoms of a concussion should be immediately removed from play. Signs/Symptoms of a concussion include :

<u>PHYSICAL</u>	<u>COGNITIVE</u>	<u>EMOTIONAL</u>
Headache	Feeling mentally “foggy”	Irritability
Nausea/Vomiting	Feeling slowed down	Sadness
Dazed/Stunned	Difficulty concentrating	More emotional
Balance problems	Difficulty remembering	Nervousness
Visual problems	Forgetful of recent information	
Fatigue	Confused about recent events	

Sensitivity to light Answers questions slowly
Sensitivity to noise Repeats questions

5. Evaluation
 - a. Following any first aid management, the medical team, or coach in the absence of medical personnel, should assess the athlete to determine the presence or absence of a concussion. The SCAT (Sideline Concussion Assessment Tool) and SCAT2 are effective assessment tools that are readily available and can assist with the assessment.
 - b. The athlete should be monitored for worsening or change in signs and symptoms over the next 24 hours. Instructions should be given to the parent or guardian as to signs and symptoms that may require further or more emergent evaluation.
6. Management of a concussion and return to play
 - a. An athlete determined to have a concussion or have concussion-like symptoms will be removed from practice or competition and is not allowed to return to practice or competition that same day.
 - b. If an athlete displays concussion-like signs or symptoms, the athlete should be assumed to have a concussion until further medical evaluation can occur. “WHEN IN DOUBT, SIT THEM OUT!”
 - c. Written clearance from a physician (MD or DO), Advanced Nurse Practitioner in written collaborative practice with a physician, Certified Physician Assistant in written collaborative practice with a physician, or Certified Athletic Trainer in written supervision of a physician, must be provided prior to return to play.
 - d. Following a concussion, the athlete should have both physical and cognitive rest until symptoms have resolved.
 - e. An athlete must be asymptomatic at rest and with exertion prior to return to play
 - f. A graduated return to play protocol has been outlined by the Third International Concussion in Sport Group Statement (2008, Zurich), is recommended by the NFHS (nfhs.org), and may be used to guide return to play following medical clearance.

Appendix B

HAZARDOUS WEATHER CONDITIONS: In case of inclement weather, the host school manager shall determine whether a game will start and so notify the referees and opposing school. The district will not adopt a provision that if one game is postponed, all games in that district are postponed on that date. Make arrangements with referees to pay only travel expenses if they drive to the site and the game is not started. If the game is started, the referees working the game will be paid for that contest but will not receive a second payment for completing the game at a later date other than travel expenses. In situations where a referee has a conflict on the day in which the game is rescheduled and another official works the game he will be paid a game fee and travel expenses.

The host school principal or his designated representative and the head official have mutual authority to delay the start of a game any time weather conditions are considered to be hazardous to life or limb. Likewise, the head official, once a game has started, has the authority, by rule, to suspend a game anytime weather conditions are considered to be hazardous to life or limb. If severe weather develops while a game is in progress, where the administration feels safety is questionable and the game officials have not acted, the host principal or his/her designated representative will intervene by informing the head official who shall suspend the contest.

Develop criteria for suspension and resumption of play:

1. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
2. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash or lightning is witnessed prior to resuming play.
3. Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock and another 30-minute count should begin.

If there are extenuating circumstances such as extreme travel distances, rescheduling problems, etc. which make it desirable to try to complete the game and the principals of both schools or their designated representatives choose to ask for an additional 30 minutes of waiting time, the head official may grant that request. If the principals of both schools or their designated representatives and the head official cannot mutually agree that the weather conditions are safe, the game shall be postponed. The game may either be considered a completed game at that point or rescheduled at a later time according to game rules. (See *Section 1-B-4* for what constitutes a completed game.) The purpose of this procedure is to ensure the safety of the players and spectators but also to relieve the pressure from the officials before declaring a game suspended. The host principal should, when severe weather is pending, keep a constant check with nearby radio stations which would have information concerning the path of the storm. This constant check, available to the administration, is not available to the game officials.

School district emergency plans should include procedures for evacuating players and spectators to protected areas when severe weather occurs.

INDEX

- A Advisory Committee, p. 2
 Awards, State, p. 10-11; District, p. 8; Sectional, p. 8

- B Bad Weather, p. 7,8,9

- C Caddies, p. 4
 Cell Phones, p. 5
 Championship Schedule, p. 9
 Classification, p. 6
 Coaches Meeting, p. 9
 Coaches Responsibilities, p. 9
 Co-ed teams, p. 4
 Concussions, p. 12
 Course Criteria, p11

- D District Schedule, p. 7
 District Site Selection Process, p. 11

- E Entry Procedures, p. 6

- G Galleries, p.7,8,9
 Greens fees, p. 7,8,9

- H Harassment, p 5
 Hazing, p. 5
 Hazardous Weather, p. 14
 Hazing, p. 5

- I Inclement Weather, p. 10

- K Keeping Score, p. 4

- L Late Entries, p. 6

- P Purpose and Philosophy, p 3

- S State Tournament, p 9