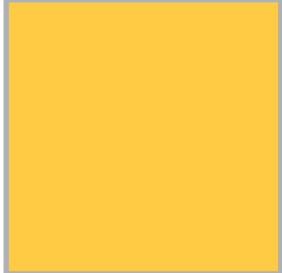
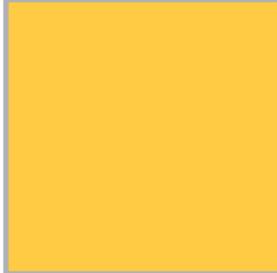


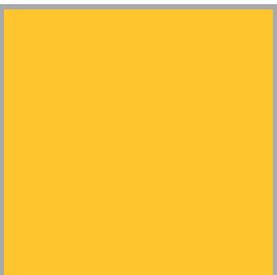
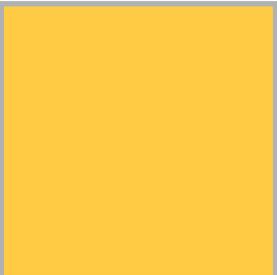


2018-19

2018-19



Golf Manual



MSHSAA

Missouri State High School Activities Association

MSHSAA GOLF MANUAL 2018-19

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

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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. **The MSHSAA will adopt the most current USGA Rules with each USGA publication date/year. The USGA releases new rules during the month of January and publishes new rule books every three years; therefore, the Boys Golf Spring Sport Season will be the first season under the guidance of a newly published USGA Rules of Golf and the Rules of Amateur Status.**

- 1. LOCAL RULES:** Local course rules, **even when those rules may differ from standard procedure, (penalty areas, etc.)** 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. (USGA Rule 5.5)
- 4. PENALTIES:** Penalties shall be called according to USGA Rule 1.3 in regards to claims and penalties. sthe 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. 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 18.2.) No penalty shall be rescinded, modified or imposed after the competition has closed. A competition is deemed to have closed, when the trophy has been presented to the winner or, in the absence of a prize ceremony, when all scores have been approved by the committee.
- 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.
- 6. ADVICE BY PLAYERS DURING COMPETITION:** Per USGA Rule 10.2a, in summary, players are not permitted to give advice to other players, including teammates, during competition.
- 7. USGA LOCAL RULE: ACCIDENTAL MOVEMENT OF BALL OR BALL-MARKER WHEN ON THE PUTTING GREEN** – If a player, partner or player equipment accidentally moves a ball or ball marker on the putting green, there is no penalty and the ball should be replaced. (USGA Rule 9)

Examples:

-When preparing to make a stroke, player accidentally causes ball to move. Ruling – No penalty, ball must be replaced.

-A player accidentally drops their ball, which hits and moves ball-marker. Ruling - No penalty, ball-marker must be replaced.

-A player accidentally drops their ball-marker, which hits and causes ball to move. Ruling No penalty, ball must be replaced.

-A player accidentally kicks and moves their ball. Ruling – no penalty, ball must be replaced.

NOTE: THIS USGA LOCAL RULE WILL BE USED AT ALL REGULAR SEASON AND POSTSEASON CONTESTS.

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, sectional, and state play. A stroke limit is permissible in regular season contests.

D. CADDIES and GOLF CARTS: Golfers may use pull carts but shall not use caddies or motorized golf carts. **APPROVAL FOR USE OF GOLF CART**

A formal request for a student athlete to be granted approval to use a golf cart during practice or competition shall be addressed with upmost concern for "all" competitors due to the potential fundamental advantage that the use of a golf cart may create. There are three required documents that the MSHSAA must receive from the administration of a member school as it relates to an approval for the use of a golf cart.

1. A letter in writing from a physician documenting what the student's disability/condition is as defined by the ADA and why the player must use a golf cart during interscholastic competition. **Note: Temporary conditions/injuries do not warrant approval for the use of a golf cart. Note: A condition not defined by the ADA will require a review by the**

physicians on the MSHSAA Sports Medicine Advisory Committee for approval for the use of a golf cart during interscholastic competition. (Allow 7-10 days).

2. A letter in writing from the school administrator confirming the student's disability/condition that results in the need/request for a student to use a golf cart during interscholastic competition.
3. A letter in writing from the parent/guardian of the student releasing the school and MSHSAA from any and all liability from any accident that occurs while using the golf cart.
4. A school/student must have a letter of approval from the MSHSAA prior to using a golf cart during practice or competition.

Note: Any student receiving permissions in writing from the MSHSAA to use a golf cart during interscholastic golf practices or competitions are still obligated to abide by local course rules that may be in place for establishing an age requirement for operating a golf cart. If a student receiving permissions to use a golf cart during interscholastic practices or competitions "does not" meet the age requirement for operating a golf cart that a course may have in place, a school approved golf coach or administrator must be the operator of the golf cart due to the coaching/instruction restrictions that are in place for high school golf competition. Lastly, there may be settings when a course does not allow use of carts, (weather related conditions on the course), that results in the player not being permitted to use a cart on that day.

- E. DISTANCE MEASURING DEVICES:** Golfers and Coaches may use distance measuring devices, and share information, 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. A Cell Phone used as a distance measuring device is prohibited due to the other capabilities of the device.
- F. 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.
- Cell Phones on the golf course:** Golfers may not use electronic communicational devices or equipment on the golf course. **The penalty may be disqualification.** Golfers may have cell phones in their bag to use in an emergency situation, to notify authorities.
- G. LIVE SCORING PROGRAMS/DEVICES:** Live Scoring programs, which allows golfers, or approved personnel, to use an electronic device (cell phone, tablet, etc.) to make live scoring updates during a competition are permitted for both regular season and postseason contests. Live scoring results shall be unofficial.
- H. CO-ED TEES:** Girls participating on boys teams must play from the same tees as all other participants.
- I. 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."
- J. 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.
- K. 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. MSHSAA has published a suggested Pace of Play policy which can be found in the Appendix. After a warning, persistent slow play may subject a participant to a 2 stroke penalty and then disqualification.
- L. 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.

- M. 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.*
- N. 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.
- O. SEVERE WEATHER:** Recommend that all coaches carry air horns as a warning device in case of lightning or severe weather. See Appendix B (page 15) for Hazardous Weather Guidelines.
- P. COACHING:** Coaching of golfers during competition during the regular season shall be in accordance with USGA rule 10. During the state series (Districts, Sectionals, & State) Decision 8-2b/4 will be used: The coach will not be allowed to give advice once the player's ball is on the green AND player has reached the green area (10 yards). Golf Coaches may coach their athletes at District and Sectional Tournaments provided all duties assigned for the tournament are filled by the site manager and all coaches are given the same opportunity to fulfill the assigned responsibilities as delegated by the site manager.
- Q. GOLF COACHES PLAYING DURING SCHOOL COMPETITIONS:** Golf Coaches are prohibited from playing golf during all school golf competitions (this includes all regular season matches and tournaments as well as postseason matches). Penalty: The coach could be subject to losing their MSHSAA approved coaching status.
- R. 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.

- S. 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. COMPETITION SITES:** The Board of Directors has taken the position on the locations for District and State Tournaments that competition sites for all district and state series events shall be conducted in Missouri unless a school owned facility, contiguous to the school campus is beyond the state border.
- B. CLASSIFICATION:** The district, sectional, and state golf tournaments will be administered under a **one** year (2018-2019) 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 Golf schools will be divided equally into two classes: Class 1 and 2. Boys Golf schools will be divided equally into four classes: Class 1, 2, 3, 4.

- C. **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 1.1 -through 1.4. A school must have also competed in at least half of the number of contests permitted by By-Law 5.1.2. In golf, that would be a minimum of seven events or six tournaments.
- D. **INDIVIDUAL ELIGIBILITY:** In part, By-Law 5.1.2 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 3.20 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 completed via the MSHSAA website by selecting district entries that is located on each schools home page. The entry process shall be completed by 4:00 p.m. on the established deadline (**Girls: September 25, 2018**) (**Boys: April 23, 2019**). 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. **ALTERNATES/SUBSTITUTIONS:** Only students properly certified by the principal or superintendent on the online Eligibility Roster shall be eligible to compete in the district tournament. Any number of players may be certified eligible. **Each school is requested to list Alternates as part of their online District Entries but the school's Eligibility Roster is their master alternate list.** Alternates/Substitutions may be used up to the completion of the coaches meeting prior to the start of the district tournament. If an Alternate replaces a player originally listed in the team's top five of the district entries, the online district entries must be edited to remove the Alternate from the alternate list and add them to the top five player roster.
 - 4. **NUMBER OF ENTRIES:** Each school may enter a maximum of five players in district team competition and count the four best scores for the team total. A school may enter less than four players for district individual medalist play only.
 - 5. **ORDER OF ENTRY:** Coaches are instructed to list the golfers in order of their ability on the district entry page 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

- A. **DISTRICT TOURNAMENTS:** Girls District tournaments are to be scheduled **October 1-3, 2018**, with a rain date of **October 4**. Boys District tournaments are to be scheduled **April 29- May 1, 2019**, with rain date of **May 2**. 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. **COURSE ACCESS:** If the tournament is scheduled for a Monday, schools must have access to Sunday practice rounds. All Schools must have reasonable access to the golf course prior to the tournament.
 - 2. **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.

And, it is recommended that a maximum greens fee rate for District and Sectionals tournaments be \$30 per player.

3. **PAIRINGS:** District Managers have three options for making the pairing assignments.
 - A. Pair the #1 players from each team by their season average, then pair the #2 players, #3 players, etc. (players may be grouped in groups of 3 or 4).
 - B. Pair by teams: Pair the 3 or 4 best teams together, then the next 3 or 4 teams, etc. Pair the #1 players together, then #2, etc. This allows the coaches to have their players in consecutive groups.
 - C. Pair all golfers by their season average to par. No two players from the same team may be paired in the same group. Groups of 3 or 4 players per group may be used.
4. **GOLF COURSE PROPERLY MARKED:** The golf course shall be properly marked prior to the tournament. Penalty Areas, 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.
NOTE: Local course rules, even when those rules may differ from standard procedure, (penalty areas, etc.) will always be followed.
5. **MARKERS:** Markers shall be used for all district tournaments, for all groups playing. Markers may be coaches, club pros, school faculty members or school approved volunteers. Parents of participating players may not be used as markers. A shortage of markers can be solved by playing in groups of five.
6. **ADMISSION TICKETS:** Admission Tickets shall be sold for \$5.00. The money for all tickets sold and any unsold tickets shall be returned to the MSHSAA Office. Spectator Cart Rentals will be a local course decision.
7. **QUALIFIERS:** Teams and individuals will qualify from districts to sectionals as follows:
 - A. **TEAMS:** Two teams shall qualify from each district to sectionals. Any school qualifying 4 or 5 individual golfers will also be in the team competition at the Sectional Tournament. 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.

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.
*(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.

8. **INCLEMENT WEATHER POLICY:** 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. **If all competitors have played the same nine holes, the tournament is deemed to be completed (the nine hole score would count) and participants shall not come back on a different day to finish the tournament.**
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.
10. **COACHING:** Coaching of golfers during competition during the regular season shall be in accordance with USGA rule 10.2b. During the state series (Districts, Sectionals, & State) Decision 8-2b/4 will be used: The coach will not be allowed to give advice once the player's ball is on the green AND player has reached the green area (10 yards). Golf Coaches may coach their athletes at District and Sectional Tournaments provided all duties assigned for the tournament are filled by the site manager and all coaches are given the same opportunity to fulfill the assigned responsibilities as delegated by the site manager.
11. **ADVICE BY PLAYERS DURING COMPETITION:** Per USGA Rule 10.2, in summary, players are not permitted to give advice to other players, including teammates, during competition.

12. **LIVE SCORING PROGRAMS/DEVICES:** Live Scoring programs, which allows golfers, or approved personnel, to use an electronic device (cell phone, tablet, etc.) to make live scoring updates during a competition are permitted for both regular season and postseason contests. Live scoring results shall be unofficial.
13. **USGA LOCAL RULE: ACCIDENTAL MOVEMENT OF BALL OR BALL-MARKER WHEN ON THE PUTTING GREEN** – If a player, partner or player equipment accidentally moves a ball or ball marker on the putting green, there is no penalty and the ball should be replaced. USGA Rule 9
- Examples:**
- When preparing to make a stroke, player accidentally causes ball to move. Ruling – No penalty, ball must be replaced.
 - A player accidentally drops their ball, which hits and moves ball-marker. Ruling - No penalty, ball-marker must be replaced.
 - A player accidentally drops their ball-marker, which hits and causes ball to move. Ruling No penalty, ball must be replaced.
 - A player accidentally kicks and moves their ball. Ruling – no penalty, ball must be replaced.
- NOTE: THIS USGA LOCAL RULE WILL BE USED AT ALL REGULAR SEASON AND POSTSEASON CONTESTS.**

- B. **SECTIONAL TOURNAMENTS:** Girls Sectional Tournaments must be scheduled **October 8, 2018** with **October 9** as the rain date. Boys Sectional Tournaments must be scheduled **May 6, 2019** with **May 7** 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 ENTRIES: Team and Individual sectional qualifiers will be posted and verified by the district manager on the MSHSAA website through the process of posting district results. The Sectional Manager will access sectional qualifier school names, player names and district scores using the MSHSAA website. Coaches with Individual Qualifiers must use the “Sectional” qualifiers link on their school’s homepage on the MSHSAA website to verify the name, year in school, and district score of each golfer on their team qualifying to Sectionals. Coaches of Qualifying Teams must use the “Sectional” qualifiers link on their school’s homepage on the MSHSAA website to verify their Sectional Roster rank order and list of Alternates for the Sectional Golf Tournament.

SECTIONAL ALTERNATES: The 4 team qualifiers to Sectionals (those that finished 1st/2nd in their respective district tournaments) are the only schools allowed to use Alternates/Substitutions to their team roster. Each of the 4 team qualifiers may enter anyone in the sectional tournament who is on their eligibility roster up until the close of the coaches meeting prior to the start of the sectional tournament. **No alternates/substitutions are allowed for individual qualifiers; this includes schools that qualify 4 or more individual qualifiers to sectionals.**

SECTIONAL ASSIGNMENTS: For ALL Classes sectionals will be as follows: (Districts 1 and 2-Sectional 1), (Districts 3 and 4-Sectional 2), (Districts 5 and 6-Sectional 3), (Districts 7 and 8-Sectional 4). **The site selection process for the Sectional Tournaments will involve each school eligible to compete in the Sectional Tournament. The Sectional Site Selection Chair will invite each school participating in the two District Tournaments, which feed into the Sectional, to serve as the Sectional host, when inquiring about possible sites.**

1. **COURSE ACCESS:** If the tournament is scheduled for a Monday, schools must have access to Sunday practice rounds. All schools must have reasonable access to the golf course prior to the tournament.
2. **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. And, it is recommended that a maximum greens fee rate for District and Sectionals tournaments be \$30 per player.
3. **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 district scores in relation to par. The host may determine whether teams are first or last off the starting tees.
4. **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. It is recommended that the length of golf courses for Sectional Tournaments be a minimum of 5,000 yards for Girls and 6,000 yards for Boys. **NOTE: Local course rules, even when those rules may differ from standard procedure, (hazards, etc.) will always be followed.**

5. **MARKERS:** Markers shall be used for all sectional tournaments, for all groups playing. Markers may be coaches, club pros, school faculty members or school approved volunteers. Parents of participating players may not be used as markers. A shortage of markers can be solved by playing in groups of five.
6. **ADMISSION TICKETS:** Admission Tickets shall be sold for \$7.00. The money for all tickets sold and any unsold tickets shall be returned to the MSHSAA Office. Spectator Cart Rentals will be a local decision.
7. **QUALIFIERS:** Teams and individuals will qualify for the State Tournament as follows:
 - A. **TEAMS:** Two teams shall qualify from each Sectional to State and 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.
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.
8. **INCLEMENT 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. **If all competitors have played the same nine holes, the tournament is deemed to be completed (the nine hole score would count) and participants shall not come back on a different day to finish the tournament.**
9. **SECTIONAL AWARDS: NO AWARDS ARE ISSUED FOR THE SECTIONAL TOURNAMENT ROUNDS.**
10. **COACHING:** Coaching of golfers during competition during the regular season shall be in accordance with USGA rule 10.2b. During the state series (Districts, Sectionals, & State) Decision 8-2b/4 will be used: The coach will not be allowed to give advice once the player's ball is on the green AND player has reached the green area (10 yards). Golf Coaches may coach their athletes at District and Sectional Tournaments provided all duties assigned for the tournament are filled by the site manager and all coaches are given the same opportunity to fulfill the assigned responsibilities as delegated by the site manager.
11. **ADVICE BY PLAYERS DURING COMPETITION:** Per USGA Rule 10.2, in summary, players are not permitted to give advice to other players, including teammates, during competition.
12. **USGA LOCAL RULE: ACCIDENTAL MOVEMENT OF BALL OR BALL-MARKER WHEN ON THE PUTTING GREEN – If a player, partner or player equipment accidentally moves a ball or ball marker on the putting green, there is no penalty and the ball should be replaced.** USGA Rule 9
Examples:
 - When preparing to make a stroke, player accidentally causes ball to move. Ruling – No penalty, ball must be replaced.
 - A player accidentally drops their ball, which hits and moves ball-marker. Ruling - No penalty, ball-marker must be replaced.
 - A player accidentally drops their ball-marker, which hits and causes ball to move. Ruling No penalty, ball must be replaced.
 - A player accidentally kicks and moves their ball. Ruling – no penalty, ball must be replaced.**NOTE: THIS USGA LOCAL RULE WILL BE USED AT ALL REGULAR SEASON AND POSTSEASON CONTESTS.**

C. STATE TOURNAMENT:

Girls State Tournament: will be held on October 15-16, 2018 at the following sites;

Class 1: Mozingo Lake Golf Course, Maryville

Class 2: Swope Memorial Golf Course, Kansas City

Boys State Tournament: will be held on May 13-14, 2019 at the following sites;

Class 1: Sedalia Country Club, Sedalia

Class 2: Rivercut Golf Course, Springfield
Class 3: Columbia Country Club, Columbia
Class 4: Silo Ridge Golf and Country Club, Bolivar

- a. There will be a \$65-95 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 the Course Information that is issued to all qualifying schools.
- b. Teams will be responsible for their own hotel accommodations, meals and cost of transportation.

STATE ENTRIES: All entries for players who qualify at the sectional tournaments shall be verified on the MSHSAA Website. Team and Individual state qualifiers will be posted and verified by the sectional manager on the MSHSAA website through the process of posting sectional results. The MSHSAA will access state qualifier school names, player names and sectional scores using the MSHSAA website. Coaches with Individual Qualifiers must use the "STATE" qualifiers link on their school's homepage on the MSHSAA website to verify the name, year in school, and sectional score of each golfer on their team qualifying to STATE. Coaches of Qualifying Teams must use the "STATE" qualifiers link on their school's homepage on the MSHSAA website to verify their STATE Roster rank order and list of Alternates for the State Golf Tournament.

STATE ALTERNATES: The 8 team qualifiers to State (those that finished 1st/2nd in their respective sectional tournaments) are the only schools allowed to use Alternates/Substitutions to their team roster. Each of the 8 team qualifiers may enter anyone in the state tournament who is on their eligibility roster up until the close of the coaches meeting prior to the start of the state tournament. After the State Golf Tournament Coaches Meeting held on Sunday, the only substitution that will be allowed is a direct substitution for a member of a qualifying team. This substitution may be made for illness, injury, or other emergency and it must be made before the first round tee time of the player being replaced. The Rules Committee will determine if the substitution is allowed. **No alternates/substitutions are allowed for individual qualifiers; this includes schools that qualify 4 or more individual qualifiers to state.**

1. **Coaches Meeting:** A coaches meeting will be held at **4:00 p.m.** in the course club-house on **Sunday, October 14, 2018** for girls and in each course club-house on **Sunday, May 12, 2019** 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.
2. **Number of Holes:** Competitors will play a total of 36 holes in the state tournament with 18 to be played each day.
3. **Team Scoring:** The four best scores recorded by a team each day will be counted in determining final team scores.
4. **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 sectional 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. (IF PERMITTED BY COURSE)
 - 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.**
5. **Coaches Responsibilities:**
 - a. MSHSAA Approved Head Coaches and Assistant coaches who have met ALL coaching requirements and who have athletes participating in the State Tournament shall receive a coaches pass. **Per USGA rules each school may appoint up to two MSHSAA approved coaches to coach (give advice) at the state tournament. One of the appointed coaches must be the Head Golf Coach. The appointed coaches must be the same for both days of the tournament and must meet all MSHSAA requirements to be an approved golf coach.**
 - b. Golf Coaches are not allowed to give advice once the player's ball is on the green AND the player has reached the green area (10 yards).
 - c. Markers shall be used at the District and Sectional Tournaments but not at the State Tournaments.
6. **Starting Time:** Tournament play on Monday and Tuesday will start at 8:30 a.m. for the Girls' Tournaments

and at 8:00 a.m. for the Boy's Tournaments. Players who report late for their tee time shall be disqualified.

7. **Pairings:**

More than 90 Players: When the playing field is greater than 90 players (Foursomes)

For the first day of the state tournament, competitors on qualifying teams will be paired in groups of four, based on sectional team scores in relation to par and player rank number on each team, while individual qualifiers will be paired in groups of four, based on individual sectional scores in relation to par. All competitors will be paired the second day of the state tournament, by the state tournament manager, based on individual scores from the first day.

- a. **First day of state tournament** - The four first place teams in the sectional tournaments will make up the first five groups of four teeing off the first tee. The second place sectional teams will make up the next five groups of four teeing off the first 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. Next, the top individual qualifiers would be paired based on their sectional scores in relation to par and would tee off the tenth tee. If there is a tie with the individual qualifiers it will be broken by conducting a blind draw. If more than 22 groups then the highest individuals will follow the teams off number 1 tee.
- 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. Example: (1st tee: Wave 1 Players 76-53, Wave 2 Players 24-1) (10th tee Wave 1 Players 96-77, Wave 2 Players 52-25)

90 Players or Less: When the playing field consists of 90 or less players (Threesomes)

For the first day of the state tournament, competitors on qualifying teams will be paired in groups of three based on each individual's sectional score in relation to par while individual qualifiers will be paired in groups of three based on individual sectional scores in relation to par. All competitors will be paired the second day of the state tournament, by the state tournament manager, based on individual scores from the first day.

- a. **First day of state tournament** - The pairings for teams on Day 1 will be based on each individual's sectional score in relation to par, not team score or team sectional placement. Team qualifiers will tee-off of the front nine, first tee, on Day 1. Next, the top Individual qualifiers, not on a qualifying team, will be paired based on each individual's sectional score in relation to par. Individual qualifiers will tee-off of the back nine, tenth tee, on Day 1. If there is a tie with the individual qualifiers it will be broken by conducting a blind draw. The highest individuals will follow the teams off number 1 tee.
 - b. **Second day of state tournament** - Pairings shall be done based on the first day of play and will be paired in reverse order with the lowest scoring golfers paired last. Example: (1st tee: Wave 1 Players 45-67, Wave 2 Players 22-1) (10th tee: Wave 1 Players 68-90, Wave 2 Players 23-44)
8. **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.
9. **GALLERIES and ADMISSION:** 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 even with 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 \$8.00 each day of the state tournament.** For spectators: there is an assumed risk when on the golf course and 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 or disability.
 - b. Spectators requesting a cart due to a handicap or disability shall be required to submit a letter from the school administration **verifying their handicap or disability** 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.
 - e. Spectators may only use their cell phone in a texting capacity on the golf course.
10. **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 additional team place finish medals for the other

- 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 school(s).
 - 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/Sectional 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.
- 11. COACHING:** Coaching of golfers during competition during the regular season shall be in accordance with USGA rule 10.2b. During the state series (Districts, Sectionals, & State): The coach will not be allowed to give advice once the player's ball is on the green AND player has reached the green area (10 yards). Golf Coaches may coach their athletes at District and Sectional Tournaments provided all duties assigned for the tournament are filled by the site manager and all coaches are given the same opportunity to fulfill the assigned responsibilities as delegated by the site manager.
- 12. ADVICE BY PLAYERS DURING COMPETITION:** Per USGA Rule 10.2, in summary, players are not permitted to give advice to other players, including teammates, during competition.
- 13. USGA LOCAL RULE: ACCIDENTAL MOVEMENT OF BALL OR BALL-MARKER WHEN ON THE PUTTING GREEN – If a player, partner or player equipment accidentally moves a ball or ball marker on the putting green, there is no penalty and the ball should be replaced.** USGA Rule 9
Examples:
 -When preparing to make a stroke, player accidentally causes ball to move. Ruling – No penalty, ball must be replaced.
 -A player accidentally drops their ball, which hits and moves ball-marker. Ruling - No penalty, ball-marker must be replaced.
 -A player accidentally drops their ball-marker, which hits and causes ball to move. Ruling No penalty, ball must be replaced.
 -A player accidentally kicks and moves their ball. Ruling – no penalty, ball must be replaced.
- NOTE: THIS USGA LOCAL RULE WILL BE USED AT ALL REGULAR SEASON AND POSTSEASON CONTESTS.**
- 14. CHAMPIONSHIPS PROGRAM ACCURACY:** The Missouri State High School Activities Association strives to publish errorless Championship programs for all its events. Since a majority of the information contained in the Championship programs is submitted by coaches of qualifying schools, it is imperative that the MSHSAA office receive correctly spelled names, accurate classifications and complete records, results and statistics of participants and teams from the coaches. The MSHSAA Board of Directors has approved a fine process for all incomplete or illegible submissions for MSHSAA Championship programs. Schools that do not submit their program information forms to the MSHSAA in a timely, legible, complete and accurate manner will be fined \$25 per offense. In activities that require electronic submission of program information, faxed or mailed copies of this information will not be accepted. Electronic reports must be submitted by the appropriate due date in the format and style included with the report instructions. It is the responsibility of the school to verify that the MSHSAA has received its program information, team photo and any other required information by the appropriate deadline.

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 one-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 of the one 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 one 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.

The site selection process for the Sectional Tournament will now involve each school eligible to compete in the Sectional Tournament. The Sectional Site Selection Chair will invite each school participating in the two District Tournaments, which feed into the Sectional, to serve as the Sectional host, when inquiring about possible sites.

- 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. Course Access: If the tournament is scheduled for a Monday, schools must have access to Sunday practice rounds. All Schools must have reasonable access to the golf course prior to the tournament.
 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 :

PHYSICAL	COGNITIVE	EMOTIONAL
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.

PACE OF PLAY GUIDELINES – STROKE PLAY

Rule 5.6a-5.6b. Unreasonable Delay; Prompt Pace of Play; You must not unreasonably delay play, either when playing a hole or between two holes. If you unreasonably delay play between two holes, the penalty applies to the next hole.

Summary

When a group is out of position at any check-point the players in the group are liable to penalty under these guidelines. Players in a group that have been determined to be out of position will be liable to penalty according to the following schedules of penalties pending final determination of whether a breach or breaches of these guidelines have occurred:

Check-points will be on completion (flagstick in the hole) of the 9th and 18th holes
First potential breach upon completion of the first 9 holes – liable to one stroke penalty
First potential breach upon completion of 18 holes – liable to one stroke penalty
Second potential breach upon completion of 18 holes – liable to two stroke penalty
(total of three strokes)

Allotted time

Each group is allotted a defined time to complete 18 holes at a pace in accordance with the pace of play time chart established for the event. When a group falls behind, regardless of the reason, it must regain its position. Time for ball searches, rulings and walking time between holes is included in the allotted time.

Definition of “Out of Position”

FIRST GROUP: The first group is out of position if it takes more than the allotted time to finish a check-point hole.

FOLLOWING GROUPS: A following group is out of position if it

- a. takes more than the allotted time to finish a check-point hole and
- b. completes play of a check-point hole more than 14 minutes after the preceding group completed play of that hole.

Group Out of Position

When a group is out of position at a check-point, it will be notified by a Check-Point Official that the group is potentially in breach of the pace of play guidelines. When a group has been notified they are out of position, they must re-establish position prior to the next check-point or the group is liable for the prescribed penalty(s). Clocks are placed at various points on the golf course and pace of play times are listed on each player's score cards so each participant and group can monitor and know if they are out of position.

Resumption of Play: A group out of position when play is discontinued is out of position when play is resumed.

Final Determination Regarding Breach/Review Process

Before returning a score card, a player who was out of position during his round may consult with the Pace of Play Committee to determine if he has incurred a penalty under these guidelines. The Pace of Play Committee will determine that a player who has been found to be out of position is not in breach of these guidelines only if:

- a. the player was delayed by the Committee; or
- b. the player was delayed by a circumstance beyond control of the player or the group; or
- c. the player was delayed by another player in the group.

A player who was out of position during his round and who elects to consult with the Pace of Play Committee to determine whether he was in breach of these guidelines is considered to have been in breach of these guidelines and to have incurred a penalty or penalties according to the above schedule of penalties.

If a group is liable to penalty, all penalties will be applied to the check-point hole where the breach occurred.

Appeals

Before returning his scorecard, a player may appeal "group breach" pace of play penalties to the Committee. An appeal will be considered only if:

- a. the player was delayed by the Committee; or
- b. the player was delayed by a circumstance beyond control of the player or the group; or
- c. the player was delayed by another player in the group.

Note: The Committee reserves the right, at any time, to monitor or time a group when the Committee deems it necessary. An example of this would be a player who delays play between shots or holes.

When making a Pace of Play Time Sheet for Players the following times are suggested:

Par 3: 13 minutes Par 4: 14 minutes Par 5: 15 minutes It is also suggested to build in a few minutes at the completion of hole #9 for a quick stop at the turn (5-10 minutes)
A course layout of 4 Par-3's, 10 Par-4's, and 4 Par-5's and 8 minutes at the turn = 4 hrs. 20 minutes

STATE CHAMPIONSHIP GOLF COURSE ROTATION 2016-2020

<u>Year</u>	<u>GC1</u>	<u>GC2</u>	<u>BC1</u>	<u>BC2</u>	<u>BC3</u>	<u>BC4</u>
2016-17	Meadow Lake	Columbia CC	Silo Ridge	Fremont	Sedalia	Twin Hills
2017-18	Columbia CC	Sedalia	Rivercut	Meadow Lake	Old Kinderhook	Swope
2018-19	Mozingo	Swope	Sedalia	Rivercut	Columbia CC	Silo Ridge
2019-20	Fremont	Silo Ridge	Meadow Lake	Columbia CC	Rivercut	Old Kinderhook

MSHSAA STATE GOLF CHAMPIONSHIPS COACH/FAN/SPECTATOR GUIDELINES – USE OF GOLF CARTS

The use of golf carts by coaches/fans/spectators as part of the “gallery” at the MSHSAA State Golf Championships is restricted. The only exception to this restriction is the cases of coaches/fans/spectators with a medical condition, handicap or disability. In these cases, the following protocol must be followed in order to receive approval to use a golf cart as member of the “gallery” at the MSHSAA State Golf Championships.

1. **Fan/Spectator** must communicate to the school administrator the need for a written request from the school administrator on school letterhead indicating the necessity for permitting the use of a golf cart for the fan/spectator. The written request from the school administrator must provide (first/last) name of fan/spectator, reason for request (medical condition, handicap, disabled) and the state championship site they will be attending. The school administrator will provide the letter of request to the fan/spectator who will be required to bring the letter of request to the state championship manager at the site of the state championship being attended. The state tournament manager will then communicate with the club/club administrator the approval for the use of a golf cart for the named fan/spectator.

2. **School Coach** must communicate to the school administrator the need for a written request to be submitted to MSHSAA on school letterhead indicating the necessity for permitting the use of a golf cart by the coach during competition days at the state championships. The written request from the school administrator must provide (first/last) name of the coach, reason for request (medical condition, handicap, disabled), description of the change in the medical condition/disability from the regular season to the postseason and the state championship site they will be attending. The school administrator will submit the letter of request directly to the MSHSAA Office (Greg Stahl). An approval letter from MSHSAA will be considered and submitted back to the school administrator. The school coach will be required to bring the approval letter to the state championship manager at the site of the state championship being attended. The state tournament manager will then communicate with the club/club administrator the approval for the use of a golf cart for the named fan/spectator.

Note: Any rental fee for a golf cart is at the expense of the fan/spectator. Each course/site does not have the same amount of available golf carts for fan/spectator use; therefore, carts will be issued based on availability. The amount of the cart rental fee is under the jurisdiction of the host site course, not the MSHSAA.

MSHSAA BOARD POLICY FOR ON-SITE PROTESTS

The Board of Directors adopted the following Policy in 1997 to address protests in athletic contests. It was later expanded to cover the activities of Speech/Debate/Theatre (2000) and Scholar Bowl (2017). The Board acknowledges that mistakes are made by officials, judges, and adjudicators (hereafter referred to generically as officials) in judgment and even sometimes in misapplication of contest rules. However, the decisions rendered by officials at the contest site are to be final and any further process other than the one outlined below would not truly serve a useful purpose in the overall scope of high school activities.

1. Within the procedures established within each individual rule code (i.e. NFHS, MSHSAA, USTA, USGA, etc.), the head coach/director must request a review of an official's application of a rule through appropriate channels.
2. If, after the review is complete, the head coach still believes there has been a misapplication of a rule by a contest official(s), the coach shall then file a formal verbal protest with the contest officials who will then notify the opposing head coach/director immediately of the protest. No coach/director shall protest a decision of judgment.
3. Following this notification of protest, the head coach shall be allowed approximately ten minutes to use his/her sport Rules Book or Case Book, Scholar Bowl Rulebook, MSHSAA Rules Review Announcements and/or MSHSAA Sport or Activity Manual to locate and show the official(s) the appropriate rule reference which clarifies a misapplication of the rule. If the head coach does not have personal copies of the above mentioned materials at the contest site or the specific rule reference(s) or case book play(s) cannot be located within the maximum allowable ten minutes, the protest shall automatically be disallowed and the contest shall continue from the point of interruption. If a rule reference(s) or case book play(s) is found that indicates a misapplication of a rule has occurred, the official's decision shall be corrected at that time before any further action occurs, and the contest shall be resumed from the point of interruption after the correction as provided in the contest rules. When appropriate, the officials may assist the head coach in locating appropriate rule and case book references.
4. All protests shall be resolved at the contest site before any further contest action occurs. [Scholar Bowl: the contest may continue while the protest is being reviewed; see game rules.] [Speech/Debate/Theatre: the jury of appeals will hear the appeal; events other than the one affected by the protest may continue during the review.]
5. Protests that are not filed in a timely manner as specified in that rule code or activity manual shall be automatically disallowed.
6. The MSHSAA Board of Directors and/or Staff shall not review contest protests.

APPLICATION OF PROTEST PROCEDURE

1. **Introduction:** Protests rarely occur and the protest policy is not intended to increase the frequency of protests. The policy is intended to resolve the protest on site. For this to occur the following must take place:
 - a. Coaches and Officials must be professional with each other. This should be a non-confrontational conference.
 - b. As stated above, protests involve the application of rules only -- **not judgment calls**. (Examples of items which could be protested: Football -- penalizing 5 yards instead of 15 yards; Wrestling -- allowing 1 minute for injury time instead of 2 minutes; Softball -- allowing only two charged defensive conferences instead of three.) (Examples of items that could not be protested: Football -- pass interference; Wrestling -- stalling; Softball -- out or safe calls.)
 - c. **GET IT RIGHT!** If the official has made a mistake; admit it, correct it and move on. Contest officials and the head coach filing the official protest shall notify the MSHSAA office in writing of any contest in which an official protest has occurred and the resolution of that protest. The MSHSAA Special Report online process shall be used for this purpose.
2. **Process.**
 - a. Once a head coach has filed a formal verbal protest with the officials, they shall then notify the opposing head coach of the protest and the playing field, court, mat, classroom, etc. shall be cleared of all participants and they shall report to their respective team bench or seating areas.

- b. The head coach shall then be allowed approximately ten minutes to locate specific rule references from the materials and resources listed above to substantiate the claim that a misapplication of a contest rule has occurred. The officials shall also confer among themselves during the period to address the claim of the coach as to the potential rule misapplication.
- c. If the head coach is able to produce rule evidence from the above mentioned sources to support the claim of a misapplication of a rule, the officials shall correct the error as provided in the contest rules and the contest shall proceed from the point of interruption. If the head coach cannot produce the evidence, the protest shall be disallowed and the contest shall continue from the point of interruption. The previously mentioned materials must be immediately available for review at the playing field sideline, court-side, mat-side etc. (Time shall not be provided to go to a locker room, team bus, coach's office, etc.)
- d. Once the final decision regarding the protest has been rendered, the officials shall provide the participants sufficient opportunity to warm-up before the contest is resumed.

