

SECTIONAL/DISTRICT GOLF TOURNAMENT MANAGERS HANDBOOK

The following is a packet of rules/guidelines that **MUST** be followed by tournament managers who oversee boy's and girl's golf tournaments. It is hoped that this handbook will help in creating a uniformed process for managing golf tournaments throughout Ohio.

Golf tournament regulations are published on the OHSAA website (www.OHSAA.org)

In addition to these materials, supplementary information may be included in the manager's packet to assist with tournament operations.

1. Managers should consult their respective district's websites for teams assigned to their sectional/district tournaments.
2. Once the list of assigned teams has appeared on the websites, tournament managers should mail tournament information to participating schools (sectional level) and/or district tournament managers. This should be done in a timely fashion, preferably a minimum of two weeks before their tournament.
3. This letter should include site of tournament, date of tournament, tee times/pairings, golf course telephone numbers, entry fee, charge for range balls, and any other pertinent information.
4. If the host golf course has a website, it is recommended it be used as well as a mailing.

TOURNAMENT/INFORMATION PACKET

1. A participating team should receive the day of the tournament a packet that includes:
 - A. Tee assignment/tee times
 - B. Listing of local rules (six copies – one for the coach and one for each player). Rule sheet should include a statement that all OHSAA rules and guidelines are in effect.
 - C. List of local rules in effect that day.
 - D. Course description and special conditions which may become a part of the play at that site.
 - E. Scorecards that are labeled in advance.
 - F. An email sheet for coaches' emails so results can be emailed at the conclusion of play. Results should also be mailed to appropriate media and the proper OHSAA website.
2. Tournament Managers should check, review, follow and enforce OHSAA regulations concerning signed OHSAA Eligibility Forms and OHSAA Entry Blanks making sure all are signed and all participating athletes are listed on both forms and coaches PAP numbers are included.
3. Groupings
 - A. All teams should be arranged in advance of the tournament by a method prescribed by each respective athletic board and this information must be made available to all schools a minimum of two weeks prior to the tournament.
 - B. Threesomes or foursomes should be used.
 - C. The format for beginning play **MUST** be:
 1. All of a team's players **MUST** begin play on the same hole (either the first hole or the tenth hole). It is recommended half of the field begin play on the first tee and half on the tenth tee.
 2. These player's must be in successive order.
Example: First Tee
9:00- No. Ones from school #1, school #2, school #3, school #4
9:00- No. Twos from school #1, school #2, school #3, school #4
9:00- No. Threes from school #1, school #2, school #3, school #4
9:00- No. Fours from school #1, school #2, school #3, school #4
9:00- No. Fives from school #1, school #2, school #3, school #4
DO NOT SEND OUT ALL NUMBER ONE PLAYERS FROM THE ENTIRE FIELD, FOLLOWED BY ALL NUMBER TWOS, ETC.
DO NOT SPLIT TEAMS AS THEY TEE OFF (SOME BEGIN ON NUMBER ONE AND SOME BEGIN ON NUMBER TEN)
 3. Shotgun format is **NOT** permitted unless it is used to try and complete the tournament due to impending severe weather and/or darkness.

4. If there is an uneven number of players, a group should not be sent out with less than three players unless they are accompanied by an (adult) official scorer.
 5. Caution should be used in assigning pairings. Examples:
 - A. Don't pair the same teams together year after year
 - B. Try and not pair teams from the same conferences together
 - C. Try and not pair the best four teams together and the worst four teams together. Try and balance each group according to abilities with (example) two good teams and two lesser teams.
- D. Tournament Rules Committee
1. Each tournament site MUST have a rules committee prior to the beginning of play.
 2. This committee shall consist of the tournament manager, a PGA golf professional (preferably from that course) and a coach from a participating team.
 3. If a ruling/decision involves the team from the coach who is on the committee, that coach should be excused from the committee.
 4. Decisions made by the committee are final.
 5. The OHSAA will not accept appeals for a "golf rules infraction".
- E. Tournament Golf Course
1. The golf course should be marked with appropriate stakes/lines to distinguish hazards, out of bounds, and ground under repair.
 2. The Tournament Manager should review the OHSAA Suspension of Play Policy with the golf course management and establish a tentative rain date and make sure the golf course personnel are aware all holes and tees must remain the same due to resuming at the point of interruption.
- F. Tournament check-in
1. All players should arrive 30 minutes prior to their tee times.
- G. Scoring
1. Each player will keep the official score for one competitor in their group.
 2. No two players should score for each other.
 3. A scoring area MUST be made available for the players to use at the conclusion of play. It should be near the last green and away from players, coaches and spectators.
 4. Encourage all players to keep the scores for all players in their respective group.
- H. Motorized carts should only be used by the tournament manager and the Rules Committee. Coaches are not to be given carts unless removing players from the golf course due to inclement weather/darkness. Please review the OHSAA policy on handicapped individuals and ADA.
- I. Starters should review the following on the first/tenth tee prior to beginning play:
1. Teeing order
 2. Which colored tees are to be used
 3. Identify golf balls
 4. Exchange scorecards/signatures required
 5. Local rules
 6. Spotters/marshals are not officials
 7. Procedures for playing two balls
 8. OHSAA rules/guidelines are in effect, including pace of play
 9. If "summer" or "winter" rules are in effect
 10. Cell phone/electronic devices rules/range finders
 11. Location of scoring areas and USGA rules on scorecards
- J. REPEAT REMINDERS
- Players should be made aware of the difference between a "Marshall" working the tournament and a "Rules Official" on the course. Players can still play a "second" ball and ask for a second opinion by the committee.

CARTS

It is mandated (per OHSGCA Executive Committee unanimous vote) that motorized carts be used only by tournament officials and/or Marshalls and not by individual/team coaches or spectators. In the cases of individuals with an identifiable handicap, the suggested procedure is as follows: Please review carefully the attached cover letter with explanation, and the copy of the newly adopted policy referencing motorized carts and "ADA".