



WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

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Regional/Sectional Girls Golf Tournament Managers Mel Dow, WIAA Associate Director

This information and reminders are relative to the golf regional/sectional you and your school will be conducting for the WIAA. If you have additional questions, you are encouraged to call me at (715) 344-8580 ext. 1177 or email me at <mdow@wiaawi.org>.

Schools have been notified of tournament assignments; the time schedules are on the WIAA girls' golf webpage. **Tournament managers should communicate other pertinent information directly to the involved schools. Please include a map and/or directions on how to get to your site for each participating school, driving range info.**

Please review the materials, particularly the information regarding ESTABLISHING GROUPS. This procedure must be followed at the regional and sectional levels. ***Thank you for hosting and have a great tournament!***

Reminder - During the regular season, a two-day meet will count as one meet when scores for all teams are the combined total of the two days played and awards are only given for two-day total scores.

SCORING WIAA TOURNAMENT MEETS

- The WIAA iWanamaker electronic scorecard must be used during Regionals, Sectionals, and State competitions.
- **Each player will need a cellphone for scoring.**
- Coaches, please have a back-up plan if phones become lost or unavailable
- The meet manager will assign personnel responsible for confirming scores.
- Please know that the WIAA remains opposed to charging for results during the WIAA tournament series.

**PLEASE READ: Host Meeting for Regional and Sectional Hosts will take place virtually on:
Friday, September 19 at 2PM**

ENTRY FORMS / CHANGES TO LINE-UPS

Changes in the line-up of five competitors may be made no later than the coaches meeting. A school whose team qualifies from one tournament level to another may make changes in its five competitors at each tournament level. ***Substitutions continue to be allowed.*** An individual golfer who advances from one tournament series meet to the next, must compete at the next level. No substitutes or replacements can be allowed for players who advance, but cannot compete.

REGIONAL HOSTS

The WIAA will email instructions for entries. All regional entries must be submitted before **noon** on **Wednesday, September 24.**

PACE OF PLAY

A warning must be issued before a one-stroke penalty will be assessed to groups that do not meet the pace of play limits when reporting to the scoring area. However, tournament managers do need to have at least two checkpoints and/or marshals to regulate participants' Pace of Play.

Tournament managers will be required to use these WIAA Pace of Play regulations. If you have any questions regarding Pace of Play regulations, please contact Mel Dow at the WIAA.

Players are allowed a maximum of 40 seconds to play a shot when it is their turn to play. First violation warning; second violation - a one-stroke penalty assessed to the player by the tournament manager.

1. **Tee Shots:** Each player gets 40 seconds to hit their tee shot. The clock begins when the first player puts their tee in the ground.
2. **Fairway Shots:** The first player gets 40 seconds to hit their shot after their cart stops or they put their bag down. The players that follow get 40 seconds to play their shot.
3. **On the Green:** Each player gets 40 seconds to hit their putts. The clock begins once the first player picks up their ball mark.

Coaches' badges will be presented to your coaches at check-in of your event. Two designated coaches are allowed to coach during competition. **The designated coach is only allowed on the greens to manage the flagstick and allowed to rake bunkers after a player has completed their shot from a bunker. The penalty for violating the flagstick rule is revocation of allowing the coach on the green.** The designated coaches may give rule options to their own players anytime, and rule options to other competitors ONLY when asked by that competitor. The persons acting as the coach must be under contract with the school as a golf coach. Players may accept verbal and hand signal advice from their school's designated coaches only. Notes, tees, and other items left behind by teammates and/or coaches are prohibited. Coaches cannot align players while the player is at address nor delay Pace of Play in any way. Penalty for violation of the coaching rule is two strokes on first offense and disqualification of player on second offense by the same player. During the tournament series, coaches will be asked to wear badges to identify themselves as coaches. Many times, other players in a group do not know whom the person is talking to.

REMINDER: The designated coach **MAY NOT** pass their badge to another coach unless they have to leave the meet.

UNSPORTSMANLIKE CONDUCT

Coaches aware of unsportsmanlike conduct (throwing or burying of clubs, swearing, etc.) should report the violation to the tournament manager. Unsportsmanlike conduct will be penalized as follows:

<i>Player</i>	First violation	Warning
	Second violation	Two (2) stroke penalty
	Third violation	Disqualification from competition

In addition, a two-stroke penalty will be assessed to a player who throws a club, which, even inadvertently, strikes any person. Any flagrant throwing of clubs, causing danger to any person will result in disqualification and that player will be required to miss the next meet.

*Players may also assess another player a warning for the first violation and two (2) stroke penalty for the second unsportsmanlike conduct violation, but must report a third violation to the tournament manager for disqualification.

*Players disqualified from competition for unsportsmanlike conduct will also be required to miss the next meet.

Coach	First violation	Two (2) stroke penalty applied to team score
	Second violation	Disqualification of the entire team.

GALLERIES

Spectators need to be allowed access to the course to watch their participant(s). All galleries, however, must stay in the rough areas or on cart paths. Coaches should be asked to comply and assist when out on the course by directing spectators to these areas. If an individual is handicapped, attempt to assist them by providing them the opportunity to rent a golf cart. You may wish to use coaches as course marshals. These guidelines were developed by the Golf Coaches Advisory Committee:

1. Be visible and identifiable on the course.
2. Report behavior problems to the Tournament Manager.
3. Encourage the use of a provisional ball, in instances of out of bounds or with rule questions.
4. Be careful not to make golf rulings.

Communicate regularly with the PGA professional or golf course manager. Be certain it is clear if your PGA professional, golf course manager, or course superintendent will mark the course or if that is the responsibility of the meet manager.

WEATHER

Please pay close attention to weather conditions. On the day before the meet, IF weather related conditions are imminent, please contact the WIAA office by 12:00 (Noon). Many travel and expense problems can be prevented this way.

In the event weather prevents completion of a tournament, the winning teams and individuals will be determined on the basis of the last complete nine holes of competition.

A shotgun start is permissible during the WIAA tournament series (regional, sectional and state) when weather is threatening; however, conditions must assure completion of at least nine holes of play by all competitors. ***All shotgun starts MUST be approved by WIAA Associate Director, Mel Dow.***

SIGNALS FOR SUSPENDING AND RESUMING PLAY

Suspend Play: One consecutive blast of horn.

Resume Play: Two consecutive notes of horn, repeated.

When you hear the horn to suspend play, mark your golf ball immediately and return to the clubhouse to seek shelter. Players should NOT continue to play as we have dangerous weather coming in when you hear the air horn.

Please call the WIAA office (715-344-8580) IF ANY type of delay occurs. Once nine holes have been completed by all golfers the tournament is official. If a weather delay takes place after all golfers have completed nine holes of play, every effort needs to be made to **complete 18 holes of play** that day. Due to transportation concerns, once a tournament is officially counted, school teams are not allowed to return for a second day to complete remaining holes.

PRACTICE AT REGIONAL/SECTIONAL AND STATE MEET SITES

One practice round will be allowed at the regional and sectional site outside the 15 meet maximum with a **coach present**. If teams have not used all of their 15 regular season meets, they can use remaining meets for additional practice sessions at their regional or sectional course with a coach present. There is no practicing on the course, as a team, at University Ridge with a coach present

USE OF CARTS - Coaches and Spectators

The procedure for riding golf carts used during the WIAA State Golf Tournament series is:

If/When golf carts are allowed for use by a golf course for head coaches and spectators, the following priorities should be followed:

- Head coaches receive first priority for use of golf carts when allowed by the course management - one cart per school.
- Spectators with a valid disability parking certificate or disability plate by the State of Wisconsin or that are physically disabled under the Americans with Disability Act receive second priority. Please complete and provide a completed Cart for Disabled form to the distributor of golf carts for the meet.
- Spectators with a medical note signed by a doctor receive third priority. Please complete and provide a completed Cart for Disabled/Medical form to the distributor of golf carts for the meet.
 - **Coaches and spectators are allowed to carry players' clothing, food, umbrellas, water, etc.
 - **Expenses for golf carts must be handled by the coach or spectator making the request. (unless driver requested)
 - **Only coaches and spectators who purchased golf carts can ride in the cart. Players, parents and other spectators **may not** be given rides.

Coaches - Contact Emily Tikalsky @ the WIAA for State golf carts. Purchased in the clubhouse. A card will be provided to be placed in the tee time display of the cart. This allows State Meet Managers to regulate coaches' carts.

ELECTRONIC MEASURING DEVICES

Golfers and Coaches are allowed to use an electronic measuring device (EMD) during competition. Smart phones with distance measuring devices can be used. No apps with other functions are allowed (slope, temperature, humidity, wind direction, etc.) Global Positioning Systems (GPS) like Skycaddie are allowed so long as the GPS has no other functions. Opposing players can request to use EMDs & GPSs and they must be provided.

Spectators are allowed to use Electronic Devices to follow live scoring. All other forms of communication can only be allowed around the clubhouse.

Coaches - Electronic communication devices (e.g., cellular telephones, smartphones, PDAs, etc.) may be used in emergency situations (as distance measuring devices), to follow live scoring and to text coach to coach during competitions. Talking on one of these devices is only permitted off the

golf course. Violation will be considered unsportsmanlike conduct, resulting in: first violation—two stroke penalty applied to team score; second violation—disqualification of entire team.

GREENS FEES

Greens fees and any other charges are the responsibility of the participating schools. Attempt to find a way to have the course charge the same fee for practice rounds as will be charged for tournament competition.

ATTIRE

A player improperly attired will not be allowed to tee off. If the player removes an outer garment during play, and the clothing underneath is illegal, that player shall receive a warning for their first offense, and if they fail to correct the problem or commits a second offense, they will be disqualified from competition for unsportsmanlike conduct. When a golf course has specific attire rules, (i.e., collared shirt) players will comply with the rule or will not be allowed to participate in the meet. Host schools shall enforce the attire rule. Inappropriate dress includes, but is not limited to, clothing displaying anything relating to drugs, alcohol, tobacco or inappropriate language or gestures. The girl's dress code must follow the rules of the host course.

COACHES MEETING

All tournament managers are to hold a meeting of coaches and participants prior to the tournament where everyone is informed of any information deemed pertinent by the pro or tournament manager. The tournament manager / rules official / first tee starter is encouraged to review pertinent rules with all golfers prior to competition. ***It is best to hold two (2) coaches' meetings so as to address coaches of early groups and then later groups.***

PLEASE review the section "*Preventing Scoring Problems*" found on page 7 of this document.

Practice putting on a previous green is not allowed during the regular season and the WIAA tournament series.

Contact the WSGA for rule situations that are needed for review. The WSGA Hotline Number is (414)718-3796. A WSGA Official will return your call as soon as one is available. The host PGA can also assist with the ruling.

Coaches are encouraged to be present on the course to enforce rules of sportsmanship. If unsportsmanlike behavior is observed, the coach should inform the group of this fact and then immediately report the incident to the Tournament Manager.

ESTABLISHING GROUPS

REGIONALS

Foursomes/threesomes will be put together based on team 9-hole season averages.

Regionals tee off in the following order: The #5 players of the teams with the highest (poorest) 9-hole season averages tee off first, followed by the #4 players, then the #3 players, #2 players and then the #1 players of these teams.

They are followed by the #5 players of the middle or the lowest 9-hole season averages, then the #4 players, #3 players, #2 players, and then the #1 players of these teams.

If a regional has three groups, the procedure found above is followed with the teams with the lowest (best) 9-hole season averages teeing off last.

8 team regionals	4 teams with the highest 9-hole season averages 4 teams with the lowest 9-hole season averages
9 team regionals	3 teams with the highest 9-hole season averages 3 teams with the middle 9-hole season averages 3 teams with the lowest 9-hole season averages
10 team regionals	3 teams with the highest 9-hole season averages 3 teams with the middle 9-hole season averages 4 teams with the lowest 9-hole season averages
11 team regionals	3 teams with the highest 9-hole season averages 4 teams with the middle 9-hole season averages 4 teams with the lowest 9-hole season averages

***threesomes tee off first*

SECTIONALS

Division 1

- The eight individual qualifiers shall be split into two foursomes and shall tee off first.
- Teams placing third and fourth respectively in their regionals shall play together and tee off after the individuals.
- Teams placing first and second respectively in their regionals shall play together and tee off last.

Divisions 2

- The nine individual qualifiers shall be split into three threesomes as follows:
 - o third individual regional qualifiers
 - o second individual regional qualifiers
 - o first individual regional qualifiers
- Teams placing third respectively in their regionals shall play together and tee off next.
- Teams placing second respectively in their regionals shall play together and tee off next.
- Teams placing first respectively in their regionals shall tee off last

PLAYOFFS

A player disqualified during that day's play will not be allowed to participate in a playoff.

REGIONALS

TEAM

Playoffs may be necessary to determine the first place team (plaque recipients) in Division 1 and ties for fourth place team. In Division 2, a team playoff may be necessary to determine the first place team (plaque recipients) or will be needed for a tie at third place. All five members or a team can participate in the playoffs with the scores of the top four counted, and the score of each individual is not cumulative. Do not use the fifth player's score to break a team tie. If scores are tied after the first hole, continue to the next hole.

INDIVIDUAL

In Division 1, the top four individuals, who are not members of the qualifying teams, will advance to the sectional meet. Playoffs should be conducted to determine the fourth individual qualifier. In Division 2, the top three individuals, who are not members of the qualifying teams, will advance to the sectional

meet. Playoffs should be conducted to determine the third place individual qualifier.

SECTIONALS **TEAM**

Playoffs may be necessary to determine the top two teams who will advance to state. All five members of a team participate in the playoffs with the scores of the top four counted. The score of each individual is not cumulative. Do not use the fifth player's score to break a team tie. If scores are tied after the first hole, continue to the next hole.

If there is a tie for second place team, All five members of a team participate in the playoffs with the scores of the top four counted. The score of each individual is not cumulative. Do not use the fifth player's score to break a team tie. If scores are tied after the first hole, continue to the next hole.

INDIVIDUAL

The individual qualifiers are the top three individuals not on a qualifying team. Playoffs are necessary to determine the medalist, and the individual qualifiers (if necessary the third individual qualifier) who are not members of the qualifying team.

When conditions do not allow play to be held to break individual or team ties, the scorecard will be used to break the tie using the following procedure:

1st Step---Score(s) from Holes 10-18	5th Step---Score(s) from Holes 1-9
2nd Step---Score(s) from Holes 13-18	6th Step---Score(s) from Holes 4-9 (1st step when only 9 holes)
3rd Step---Score(s) from Holes 16-18	7th Step---Score(s) from Holes 7-9
4th Step---Score(s) from Hole 18	8th Step---Score(s) from Hole 9

(To break team ties, best four out of five scores would be used for all steps. The fifth player's score would not be used to break a tie.) Playoffs are on a sudden death (hole-by-hole) basis.

PREVENTING SCORING PROBLEMS

In an effort to prevent nasty scoring problems during golf matches, simple steps can be taken prior to, during, and after tournaments that can truly make a difference:

1. STARTER MEETING with each group—In this meeting, review the following issues:

- *Introduction of players
- *Confirm login to the Scoring App
- *Local Rules
- *Special Conditions or Situations for that day's play
- *Pace of Play Expectations
- ***Reminder to players: If a competitor sees or believes they see a violation of the rules, they must report the allegation to the competitor at once. Rules violation cannot be "saved" and reported after scorecards have been signed.**
- *If a "drop" is done incorrectly, inform competitor immediately and have them "redrop" from that same location.

*Play two balls if a coach or official is not immediately available to assist with a ruling, record both scores and check with meet officials as soon as possible. If a second ball is played, it must be reported to the committee.

*Good sportsmanship—competitors should help prevent rule violations (i.e., replacing ball mark when moved out of the line of a putt, fix ball marks on the green, etc.) and applaud good shots by competitors. Most importantly, have fun and enjoy competing in this WIAA Golf tournament.

*During competition, coaches and meet officials should make periodic checks of each group. Ask if they have had any rule situations that may require interpretation. Also, repeatedly ask competitors if they have any concerns about rule violations or potential rule violations they may have been involved or witnessed during play

2. ATTESTING SCORES

Attesting scores at the end of a meet is an emotional experience with plenty of high anxiety for golfers, coaches and members of the “committee.” Provided below is a process to help reduce this anxiety and allow your tournament to conclude with little or no controversy:

1. Designate a “scoring area” (tent, room in the clubhouse, area of the clubhouse, garage, etc.) for golfers to review, complete and attest their online scorecards.
 - a. Ask all players, “Were there any rule questions or situations before we read scores?”
 - i. If yes, have the player discuss the situation. Review with host PGA Professional or WSGA rules official onsite or via phone.
 - b. Repeat for all players
 - c. Each player shall read the scores of the person they scored for.
 - d. The player shall have their scores recorded in the app and the person they are scoring. If an incorrect score has been recorded, the host school may correct the score in iWanamaker.
 - e. Once all scores are confirmed, all players shall push the attest button and leave the scoring area.
2. Alert coaches, players and spectators the scores are live on the WIAA website for review.
3. Please announce to all coaches, “there is a 5 minute warning for you to review all results.”
4. Once the final results, team places, and individual places have been posted, the golf meet is closed. All committee decisions stand and no changes can be made to the final results.
- 5.

If any ruling questions develop during the tournament, please do not hesitate to call Mel Dow, WIAA Associate Director at (715) 344-8580. If you are unable to reach Mr. Dow, please call the WSGA Hotline Number (414) 718-3796 and leave your telephone number. A WSGA Official will return your call as soon as one is available.

MARKING THE GOLF COURSE

Pin Placements

Hole locations with medium difficulty (fair and accessible) are to be used during WIAA Regional & Sectional Meets.

Out of Bounds

- It is suggested that boundary stakes be situated about 15 yards apart.
- They must be closer than that if this is necessary to sight from one stake to the next without bushes, trees or anything else intervening.
- A boundary can be defined by means other than white stakes.
- A fence along the perimeter of a course might define out of bounds.
- It is a common misconception that it is not proper to define as out of bounds an area within a course.
- The USGA often marks out of bounds areas such as parking lots, clubhouses, maintenance areas, tennis courts, practice areas, etc.

Penalty Areas

- Yellow and Red Penalty Areas need to be clearly marked with stakes and whenever possible hazard lines.
- Wooden one-inch stakes about 18 inches in length serve satisfactorily as water hazard or lateral water hazard stakes.
- If lines are to be applied, a paint gun designed to apply painted lines on grass can be obtained.
- If both lines and stakes are present,
 - lines define and
 - stakes identify the hazard.
- The Notice to Players should make it clear that the line, not the stakes, defines the hazard margin.
- Stakes or lines should be placed where the ground breaks down to form the depression containing the water.
- If there is a bush or tree just outside the natural margin of a lateral water hazard, it is suggested that the bush or tree be included in the hazard.
- When only stakes are used, since the line from stake to stake determines the limit of the hazard, care must be used to ensure that no area which should be within the hazard lies outside the line.
- If a body of water is part water hazard and part lateral water hazard, a yellow stake and a red stake should be placed together at the spot where the change takes place.
- If the color of a penalty area has not been marked or indicated by The Committee, it is treated as a red penalty area.
- All fescue grass areas or heavily wooded areas of the course can be included in local rules as red penalty areas.

Ground Under Repair

- Please view the WIAA Hard Card.

AWARDS

REGIONALS

At the regional level, a first-place plaque will be awarded to the championship team. There are not any individual medals awarded at the regional tournament. You will receive this plaque from Erffmeyer & Son and you should inspect it prior to the tournament date for damages. Call the WIAA if you do NOT receive a plaque or if the plaque has been damaged.

SECTIONALS

At the sectional level, a first-place plaque will be awarded to the championship team. Individual medals are awarded to the top five individual finishers and to the members of the 1st and 2nd place teams. The individual qualifiers (3), who are not members of a qualifying team, will receive medals. Three bronze medals are being sent in addition to the five medals for places 1-5.

If the three individuals place in the top five, discard the extra medals.

RESULTS

SECTIONALS

State information cannot be prepared until this information has been received. **Names need to be spelled correctly, the year in school noted, etc.** Schools may elect to list an alternate for the state tournament.

LOST AND/OR STOLEN ITEMS

Any items that are lost and/or stolen will be the responsibility of the member school involved. The WIAA will not be responsible for these items nor responsible for reimbursement.

WIAA TOURNAMENT POLICIES

**STATE LAW (175.22) prohibits use of cell phones (and other image-recording devices) in locker rooms except in emergency situations.*

**Any non-editorial, commercial or other unauthorized use of any transmission, internet stream, photo, image, film, videotape, audio tape, any play-by-play depiction or description of any competition and/or game action and/or any non-editorial or commercial use of any team school name or logo, is prohibited without written consent of the WIAA.*