



UP BOYS & GIRLS GOLF FINALS MANAGERS MANUAL 2023



Opt-Out Due Date: May 19, 2023

BOYS AND GIRLS UP GOLF FINALS DATES AND SITES

**D1 – Boys – Escanaba HS – May 31 – Sweetgrass GC
D1 – Girls – Escanaba HS – May 31 – Sage Run GC
D2 – Norway HS – May 31 – Oak Crest GC
D3 – Powers North Central HS – June1 – Highland GC**



2023 BOYS & GIRLS UP GOLF TOURNAMENT MANAGERS MATERIALS

QUICK REFERENCE CHECKLIST

- Communicate (Letter, E-mail) to participating schools in your Division basic information about the event; start time, date, rain date, range policies, concessions, directions, practice round policies, greens fees, local rules, course description, etc. An early communication with basic information (date, time schedule, fees, roster submission reminder) with a follow-up communication with more details suggested after all schools have sent in entry materials.
- **Ensure the schools, coaches, players, and you as the host have downloaded and are using the MHSAA golf app by iWanamaker. (Local UP Finals management will determine the scoring system for 2023.)**
- Be sure all roster/ranking forms and Master Eligibility Lists are received on time; contact all schools whose entry materials have not yet arrived.
- Set up groupings, prepare MHSAA scorecards and prepare for the use of the MHSAA iWanamaker Golf app.
- Determine the rules authority and procedure to deal with playing rules questions. Establish a rules committee consisting of coaches, host PGA pro, MHSAA rules referee and/or the tournament manager (suggest 3-6 people).
- Create an identification badge or lanyard for **two coaches** from each school and other tournament personnel such as rules officials and the host tournament manager.
- Coaching privileges are allowed in all areas of the course except on the green.
- Set up course and mark course prior to the tournament with input from host course management and participating school coaches. Prepare local rules sheet for all participants.
- Scoring for 2023 UP MHSAA Boys and Girls UP Golf Finals events will be done electronically using the iWanamaker online scoring platform (recommended). Electronic scoring is recommended for the MHSAA tournament and all athletic directors, host schools, coaches and players of schools participating in an MHSAA Golf Tournament event should download MHSAA Golf app and create an iWanamaker profile. **(Local tournament management will determine the scoring platform to be used.)**



TOURNAMENT MANAGER POLICIES & PROCEDURES (ALPHA by Subject)

ADMISSION POLICIES – There is no admission charge for spectators.

ALCOHOL/TOBACCO – Use of alcohol or tobacco, including e-cigarettes or other smoking devices, is prohibited at MHSAA tournament events by players, coaches, and spectators. Managers should stress in coaches' meetings that they are not to use tobacco at the tournament venue. Alcohol should not be served to spectators during the tournament.

AWARDS CEREMONIES – Finals Managers shall conduct an appropriate awards ceremony honoring team and individual champions. Tournament hosts, volunteers and others can be recognized and thanked at this time. Physical distancing should be considered and practiced in accordance to the latest health and safety recommendations during a pandemic.

FINALS PRACTICE POLICY – Teams in the UP Boys & Girls Finals may not practice on the Finals course on the day of the Finals. All practice rounds must take place prior to the Finals. Courses should make reasonable accommodations for practice rounds by UP schools prior to the tournament.

CADDIES – Use of caddies is not allowed for high school players during the MHSAA tournament.

CARTS – During MHSAA regular season and tournament golf competition, use of motorized carts by competitors is not allowed. EXCEPTION: Permission for use of motorized carts for medical reasons may be granted by the MHSAA when a written request is made by a school administrator. The written request must include a physician's statement specifying the medical need. Permission will be granted only when the medical need is due to a legitimate physical disability, recovery from a serious surgical procedure or a chronic medical illness such as a serious heart condition or debilitating illness. A physician's statement by itself does not automatically allow for use of a motorized cart. Fees associated with such use are the responsibility of the student and/or school.

Coaches may rent carts at their own expense at tournament locations. Local cart policy regarding weather, restrictions, etc. applies. Coaches should not use carts to transport equipment for players, nor transport spectators and/or parents.

Note: Carts may be rented only to those spectators with handicapped parking privileges with course and Finals Manager approval. Managers should first offer to transport such persons to areas of the course. A policy of good judgement applied on a case-by-case basis is usually the best approach.

COACHING SUPERVISION REQUIREMENTS – No individual or team may participate in an MHSAA event UNLESS ACCOMPANIED TO THE EVENT BY THE COACH, administrator, or appointee of the school.

COACHING PRIVILEGES & RESTRICTIONS – During the MHSAA Finals golf tournaments, the following regulations govern coaching privileges, responsibilities, and restrictions:

Coaching Privileges Defined – During the MHSAA tournament two school designated coaches with proper lanyard ID will be allowed to coach players from his/her school team during play. The coaching period will be anytime during play except when the coach's player has physically reached the green, at which time coaching is no longer allowed. While players are conducting tee shots, it is recommended that coaching and/or communication with players in a group be kept to a minimum. Coaching shall not slow pace of play. Coaches may deliver food and water during the Finals round. Coaches shall exhibit good sportsmanship, monitor sportsmanship of players, keep spectators at a reasonable distance and keep pace of play moving. Violation of conduct expectations shall result in the loss of coaching privileges.

- Coaches may not call rules violations or assess penalties but are encouraged to remind players and rules officials of possible rules violations or penalties when they occur, and/or assist in preventing any such rules violation.
- Coaches may not be physically on the green to perform duties such as reading or lining up putts or tending the pin and coaches may not rake bunkers or carry a player's clubs. Coaches should keep a reasonable distance from the green while players' putt.
- **Coaches may check and monitor scorecards during the round.**

CELL PHONES/ELECTRONIC DEVICES – Cell phones can be used by players in four specific circumstances. (MHSAA Local Rule)

- **To call a coach or tournament manager for a health or safety issue**
- **To call a rules referee with questions**
- **To input scores for live scoring or other scoring programs being used**
- **To use as a distance measuring device**

COACH IDENTIFICATION – Managers should create a lanyard or badge to identify coaches who wish to use coaching privileges on the course.

COACH-PLAYER MEETING – The Tournament manager is required to conduct a meeting with coaches and players on the morning of the tournament. Topics covered should include:

- Scoring protocols, marking and scorekeeping
- Returning to the course regulations
- Coaching on the course rules and limitations
- Local rules
- Pace of play
- Rules infractions, rules authority, rules committee
- Sportsmanship & conduct
- Marking golf balls

- Restrictions on gallery, team member communication
- Procedures for turning in scorecards and reviewing scoring issues
- Alcohol & tobacco policies
- Weather policies & procedures
- The use of the MHSAA Golf App – iWanamaker app (if used).

CONCUSSION PROTOCOLS – “Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.” This language appears in all National Federation sports rule books reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. Some sports rules required officials to remove from play any athlete who was “unconscious or apparently unconscious.” This new language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious as is provided for under the current rule. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care provider for an exact determination of the extent of injury.

2. If it is confirmed by the school’s designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.

3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.

- An MD/DO/PA or NP may clear the individual to return to competition.
- The clearance must be in writing.
- The clearance may not be on the same date on which the athlete was removed from play.
- An Officials Report shall be filed with a removed player’s school and the MHSAA.

4. In cases where an assigned MHSAA tournament physician (MD/DO) is present, his or her decision to not allow an athlete to return to competition may not be overruled.

COURSE MARKINGS – The course shall be marked with appropriate stakes and/or lines to distinguish water hazards and ground under repair.

DRESS CODE – Proper golf attire, including a golf shirt, will be required at all MHSAA tournament events. Bermuda shorts are permitted. Short shorts, cut-offs, jeans and tank tops are NOT permitted. Hats worn backward are not legal. Mock turtleneck shirts designed and sold as golf attire are allowed. **Coaches** - Please enforce this dress code with players at all MHSAA Tournament competition. Managers will ask to have all golfers on your team change clothing prior to tee time if they are not dressed properly. Any player not dressed properly WILL NOT BE ALLOWED TO COMPETE. It is the coach’s responsibility to familiarize players with the rules of play and etiquette.

DISTANCE MEASURING DEVICES – Distance measuring devices that measure distance only will be allowed for use in the MHSAA Regional and Finals tournament as a “local rule” adopted by the MHSAA under USGA Rule 14-3 as follows:

“...the device must be limited to measuring distance only.” Features that would render use of the device contrary (i.e., illegal) to the local rules include:

- The gauging or measuring of slope.
- The gauging or measuring of other conditions that might affect play (e.g., wind speed or direction or other climate-based information such as temperature, humidity, etc.).
- Recommendations that might assist the player in making a stroke or in his/her play (e.g., club selection, type of shot to be played, green reading or any other advice related matter).
- Calculating the effective distance between two points based on slope or other conditions affecting shot distance.

If, during a stipulated round, a player uses a distance-measuring device that is designed to gauge or measure other conditions that might affect his/her play (e.g., gradient, wind-speed, temperature, etc.), the player is in breach of Rule 4.3.a , for which the penalty is disqualification, regardless of whether any such additional functions are used.

ENTRY REQUIREMENTS – To be eligible for MHSAA sponsored meets and tournaments, a school must have a bona fide team, which is one that has an actual schedule in that sport for the current school year and has participated against MHSAA member schools in four or more contests in that sport during the current year.

A member school will be allowed to enter less than a full team (four golfers) into the UP Finals competition. Therefore, a member school may enter one to five golfers in the MHSAA golf tournament series. A school entering four or five golfers will be competing for team and individual honors. A school entering one, two or three golfers will be competing for individual honors ONLY. The MHSAA Golf Committee and Representative Council recommend that schools enter only golfers who can score an average of 65 or better for 9 holes.

ENTRY PROCEDURES - The following items must be mailed to the Finals Manager of the Tournament where the school is assigned:

1. Master Eligibility List
2. Roster of players
3. Average team score and ranking of players

ALL ABOVE ITEMS MUST REACH THE UP FINALS TOURNAMENT DIVISION MANAGER BY THE OPT- OUT DUE DATE, Friday, MAY 20, 2021 by 4 p.m. If materials listed above are late, they can be accepted by payment of a **\$50** late fee before players are arranged in foursomes. No materials will be accepted after the foursomes have been established. **THE LATE FEE WILL BE RETAINED BY THE HOST SCHOOL.** No additions to Master Eligibility List can take place after foursomes have been arranged.

EXPENSES – All expenses incurred by participating school teams and/or individuals are the responsibility of the participating school or individual athlete. The MHSAA does not reimburse for expenses at any level of the tournament.

FOURSOMES, PLAYER GROUPINGS – Finals managers will group players in foursomes (or threesomes) by team “waves”.

FORMAT – The MHSAA UP Finals Tournament will be stroke play competition conducted over 18 holes. A shotgun or modified shotgun start shall be used. The top four scores from each team count towards the team score. Teams may have a maximum of five players.

FINANCIAL FORM – HOST EXPENSES – Managers of Tournaments must complete a Financial Report Form and send to the MHSAA within two weeks after their event. A manager fee and host school fee are paid by the MHSAA and other itemized expenses reasonable and appropriate such as postage, materials for badges and lanyards, signage, etc. Hospitality, food & beverage items are not expenses reimbursed by the MHSAA.

FINALS COURSE ASSIGNMENTS – The 2023 MHSAA UP Boys/Girls Finals Tournament will be played May 31st, June 1st or 2nd at the following locations:

D1 – Boys – Escanaba HS – May 31 – Sweetgrass GC, Harris
D1 – Girls – Escanaba HS – May 31 – Sage Run GC, Harris
D2 – Norway HS – May 31 – Oak Crest GC, Iron River
D3 – Powers North Central HS – June 1 – Highland GC, Escanaba

GALLERIES – Golfers are not permitted to converse with members of the gallery (except at the turn in clubhouse area). Should communication between golfer and a gallery member be necessary during play, it shall be a duty of a rules official or tournament management to talk to gallery in golfer's behalf. When player-gallery conversation pertaining to advice, counsel or suggestion which could influence play, choice of club, or method of making a stroke (Rule 10.2) is detected by another player in that foursome, penalty should be enforced. Violation of rule must be reported to the observer by another golfer in foursome, and the observer shall record violation when it occurs. Penalty for such violation shall be:

First Offense – Two Stroke General Penalty
Second Offense – Disqualification

In addition, team members are discouraged from conversing with one another while playing the tournament course.

INJUNCTION/RESTRAINING ORDER – If an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition). If the meet/event has begun, it shall be completed.

INTERNET STREAMING - If spectator limitations are in place for an MHSAA Tournament sport, live over-the-air television, cable broadcasts and video internet streaming are permitted within the following limitations for events prior to Finals:

1. NFHS Network will have first right of refusal to all games. This includes all participants in the School Broadcast Program hosting games. All rights are exclusive – no third parties allowed.
2. Schools not participating in the NFHS Network wishing to live stream on their own platform must make access information available to all competing teams.

MANAGER AUTHORITY – The local tournament manager has full jurisdiction over the policies of the tournament site. If the above guidelines do not cover a certain situation, the decision on the matter shall be that of the tournament manager.

MASTER ELIGIBILITY LIST – Participating schools are required to submit a Master Eligibility List to the tournament manager by May 19, 2023 for the MHSAA Tournament. No changes can be made to the Master Eligibility List once the MHSAA tournament begins. In order for an athlete to participate, they must be on the Master Eligibility List.

MEDIA – Providing accommodations and services to the media covering MHSAA tournaments is the responsibility of the host tournament manager. [Comprehensive information on MHSAA Media Policies can be found here.](#)

The tournament manager shall communicate the results of the event as proscribed. News media representatives are encouraged to call managers in advance of the events they desire to cover, but it is not unusual for a working member of the media to show up unannounced. Your gate attendants should be alert for media passes (the MHSAA annually issues passes good for tournament events), and admit those individuals when appropriate – as long as they are attending the game in a working capacity.

Press pass/seating arrangements should allow the media attending at your site to arrive on their timetable.

Photographers – still and video – may be granted appropriate access to shoot (i.e. sidelines, baselines), if they are from an accredited media outlet, an MHSAA Licensed Photographer, or an individual identified by a school administrator to the Tournament Manager who is authorized to capture such content exclusively for the school's publication, promotional, educational or public relations uses. Because of the large number of teams involved for individual events (bowling, cross country, golf, gymnastics, skiing, swimming & diving, tennis, track & field, individual wrestling), no passes and access will be authorized for schools.

MEDICAL EMERGENCY POLICY – Host school Tournament managers should follow all local school district policies regarding medical emergencies for participating athletes, coaches, student and adult spectators for competition conducted in school facilities. It is advised that AED devices be readily available during tournament competition. In addition:

- Trainers are an allowed expense and encouraged, but not required
- All MHSAA concussion protocols will be followed.
- MHSAA policy on tornado watches and warnings shall be followed.
- MHSAA policy on managing heat and humidity shall be followed.

When MHSAA tournament contests are conducted at non-school facilities, plans should be developed for the following needs and/or circumstances:

- Student, coach and spectator shelter for outdoor events
- Host facility emergency equipment such as AED's, fire escape, etc.
- Emergency communications, i.e. phone numbers, school administration contact
- Coordination with facility management regarding evacuation, first aid, on-site responsibilities
- Medical transport or first responder contact procedures
- Proximity/directions of nearest medical facility

MERCHANDISE SALES – Only MHSAA licensed merchandise may be sold at tournament venues. Managers should check with Josie at EA Graphics for information on selling officially licensed MHSAA tournament merchandise through EA Graphics.

OPT-OUT DUE DATE – Participating school teams/individuals must have all entry materials (Master Eligibility List, Roster form and player ranking) to the Finals tournament manager by 4 p.m. on Friday, May 19, 2023.

PACE OF PLAY – Tournament managers are the sole authority on pace of play issues. This subject should be covered at the coach and player meetings. Managers should monitor pace of play problems and advise groups as necessary to keep play moving. Each player is responsible for playing without undue delay under – see USGA Rule 5-6. An acceptable time frame for playing a stroke is no longer than 40 seconds once a ball has been found and identified and it is clearly his/her turn to play. Each player is responsible for his/her group maintaining a proper position on the course, i.e., no more than approximately one starting interval behind the preceding group throughout the round. When a group is out of position due to slow play, tournament management will issue a warning prior to penalties being assessed.

PRACTICE ON TOURNAMENT COURSE – Schools assigned to the Finals course may practice on the course on days prior to the tournament. Practice on the course on the day of the tournament is not allowed. Managers should make sure that course management gives access to the tournament course for practice rounds in advance of the tournament.

PROTESTS – There are no protests in MHSAA tournament competition. All issues of playing rules are to be settled by the Manager and Rules Committee on the day of the event.

RAIN DATES – Finals events that cannot play due to bad weather should re-schedule (or resume) play on the next possible day. Every effort must be made to complete competition on the scheduled date. If an emergency or Act of God prevents more than 40% of the contestants (not schools) from competing, the tournament is to be rescheduled for the next available day, and prior to next level. The same time schedule is to be used. Every effort should be made to conduct the tournament as scheduled.

RESULTS – Finals Managers should direct teams and competitors to MHSAA.com and the MHSAA Golf app for official results. Complete results should be electronically sent to the MHSAA after the tournament concludes on the same day of the event.

RETURNING TO THE COURSE REGULATION – After a player's score is verified at the scoring area, they may return to the course as a spectator, where they are governed by MHSAA spectator rules and guidelines.

ROSTER FORM – Each participating school must fill out a roster form listing their players in rank order for tournament managers to use for "wave" grouping purposes. The form must also include the average team score (4 players) for Finals pairings. Name and grade in school must be included.

RULES – Playing rules for all MHSAA Tournament competition will be those of the USGA. In areas where the MHSAA has jurisdiction (sportsmanship, conduct, amateur status, awards, etc.) such MHSAA regulations will supersede. All local rules and tournament rules will be stated and

reviewed at the coaches & players meeting prior to competition. Pace of play is the responsibility of and shall be monitored by tournament managers. Preferred lies or lift clean & play rules may be utilized under inclement weather conditions at the discretion of tournament management.

RULES AUTHORITY – During MHSAA Tournament competition, assigned rules referees in conjunction with tournament management are the sole authority for enforcement and interpretation of USGA playing rules. Rules officials may assist in keeping pace of play moving and monitoring sportsmanship and spectator conduct. They shall consult and cooperate with MHSAA Tournament managers on all matters of rules application. At the MHSAA Regionals and Finals, in addition to making rulings, MHSAA rules officials may assess penalties when they observe (first hand) violations of playing rules.

RULES COMMITTEE – Managers will select a Rules Committee prior to the beginning of the tournament which will be available throughout the tournament to make decisions regarding reported rules infractions. It is strongly suggested that at least three individuals make up this Committee including:

1) Tournament manager or designee; 2) MHSAA Rules Referee 3) Golf Pro 4) 2-3 coaches of participating teams.

DECISIONS MADE BY THE RULES COMMITTEE BASED ON USGA RULES AND MHSAA REGULATIONS ARE FINAL. Any coach whose team is involved in a rules infraction decision shall be excused from serving on the committee. A RULES OFFICIAL IS TO BE PRESENT FOR THE DURATION OF TOURNAMENT PLAY.

SCHOOL COMMUNICATION – Managers shall send participating schools an information packet in advance of their event stating starting time, greens fees, range access policies, directions, parking, dress code, etc. Course description and other pertinent course and tournament information shall be included.

SCHOOL COMMUNICATION – Managers shall send participating schools an information packet in advance of their event stating starting time, greens fees, range access policies, directions, parking, dress code, etc. Course description and other pertinent course and tournament information shall be included.

SCORING – Tournament competitors will keep score for each other at all MHSAA Tournaments. TOURNAMENT MANAGEMENT WILL DETERMINE WHICH COMPETITOR WILL SCORE FOR ANOTHER IN EACH PLAYER GROUP PRIOR TO EACH DAY OF TOURNAMENT.

- Each competitor acting in the capacity of a marker will keep official score for one other player in the group.
- Each marker is required to keep track of and mark each score by hole on the official MHSAA SCORECARD for the assigned player.
- Score shall be verbalized by players so all in group, including the scorer for that player, can hear. If there is a discrepancy between score marked and score announced, the marker shall ask the player to review strokes in presence of other players in group.

All questions on number of strokes shall be settled before starting play on next hole. Score must be verified before first tee shot is made on next hole. At the end of the round all members of the playing group shall bring scorecards to the scoring table together and review scores and questions with tournament management and score recording personnel. Scoring issues regarding USGA rules and/or addition can be corrected while players remain in the scoring area. All players in the group shall remain in the scoring area until scorecards are signed, scores are posted and confirmed.

The following shall be the procedure after a round is completed for all MHSAA Golf venues.

- 1) At the completion of the round, the competitors in a group sit down at the scoring table. On the opposite side of the table, there will be at least one committee member or their designee.
- 2) The competitors confirm their hole-by-hole scores with their marker (this can also be done prior to going to the scoring table).
- 3) The competitors are asked if they have any rules questions. The competitors are also asked if a second ball was played under Rule 20.1c(3) at any time during the round.
- 4) The committee member will ask the competitors review and verify scores and turn them in when they are satisfied that their hole-by-hole scores are correct. The competitors remain at the table.
- 5) As the committee member is totaling, they can ask the competitors for clarification, if there are any questionable scores (Ex. "Is that a 3 or an 8?"). The committee informs the competitors of their totals and if a competitor disagrees, he/she can voice their concern and have their scores rechecked and recalculated. Once all competitors' scores have been totaled and verified, the competitors leave the table and the scores are then moved to the board for posting.

Player Scoring Responsibilities Statement

All players in the MHSAA Tournament are responsible for the accuracy of their own score and that of the player for which they are scoring. Players who record false scores for themselves or knowingly allow other members of their group to record false scores or violate USGA rules are subject to penalty and/or disqualification.

SPORTSMANSHIP, PLAYER CONDUCT - Unsportsmanlike conduct, such as, but not limited to, club throwing, foul/abusive language, smoking or destroying golf course property will not be tolerated at MHSAA Golf Tournaments. A player or coach who witnesses such player behavior will notify the player that their conduct will be reported to the Rules Committee. Upon receiving a report of unsportsmanlike conduct, the Rules Committee shall investigate the circumstances and, if warranted, shall disqualify the player. MHSAA Regulation V, Section 3(D) next day of competition disqualification will be enforced.

Taunting - Regulation V, Section 3 - In all sports, officials and managers are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending coach or contestant from that day of competition (and the next day of competition). A warning may be given, but is not required before ejection.

Note: If a player is disqualified for unsportsmanlike conduct or taunting, it is the tournament manager's responsibility to notify the school administration of that player's school and the MHSAA.

START TIMES – Finals Managers will notify competing schools of the starting time of their Tournament. All contestants and coaches or designated adults must be present and checked in with the tournament manager 30 minutes prior to the designated starting tee off time and have all changes made. There shall be no delay of the start of the Coaches/Players Meeting or tee off time due to unexplained team/coach absences.

The following method is to prevail at all MHSAA Golf Tournaments when any member of a scheduled group is late at the starting tee when a shot-gun start is used: Using USGA Rule 5.3a. Note - The MHSAA shall be considered the committee who determines the conditions and penalty for a player not ready to play at the scheduled time.

1. If a player arrives at the tee within five minutes after scheduled starting time, a two-stroke penalty will be invoked.
2. If a player arrives at the tee more than five minutes after scheduled starting time, disqualification occurs.

NOTE: The "scheduled starting time" is when the starting signal is sounded. It is the responsibility of the tournament management to allow players time to get to their designated tee area. It is the responsibility of tournament management or his/her designees to check tee areas to see that foursomes have arrived at their designated tee area.

All qualifiers and coaches or designated adults must be present and checked in and have all changes made 30 minutes prior to tee off time. There shall be no delay of start of Coaches/Players Meeting or the start of the tee off time due to unexplained team or coach absences. Tournament managers may allow participation by late arriving teams/individuals due to legitimate travel delays. Schools should be supplied with course and manager contact numbers so they may notify tournament management about such delays.

SUBSTITUTIONS – Coaches may make substitutions for team members at the Finals tournament 30 minutes prior to play. Substitutes must be on the school Master Eligibility list.

TROPHIES/MEDALS - Trophies and medals are being sent to all Finals Managers. Medals and trophies should be examined immediately upon receipt by tournament managers to make certain that engraving is correct and that there is no shortage or breakage. Trophies and medals will be supplied by ESCO of Milwaukee, Wisconsin (800-852-4266). Trophies and medals should be received no later than May 20, 2022. Each team champion and runner-up receive a trophy and team medals. Individual medals will be given to the medalist and top five individual scorers.

TIEBREAKER PROCEDURES – At the **MHSAA UP Finals**, the team champion is based on the total score of the best 4 scores of 5 scores from a team. When a tie for Finals team championship honors occurs, the tie shall be broken by adding the 5th scores. (A school team with 4 golfers that is tied with a school team of 5 golfers loses on this tiebreaker criteria) If the tie is still not broken:

1. The 5 players from each team shall compete in a sudden victory play-off to break the tie.
2. All 5 players' scores count in the play-off to break the tie.
3. Place two members and three members from each team into fivesomes.
4. The tournament host and golf course professional will determine the hole where the play-off will begin.

When a tie for team runner-up honors occurs, the tie shall be broken by adding the 5th scores. If there is still a tie after checking 5th player scores, co-runners-up will be declared, there is no playoff and both teams receive trophies & medals.

The medalist honor will be awarded to the player with the lowest total score over the 18 holes. Only ties for medalist will be broken by a sudden victory playoff with the Finals host determining the starting hole. Team ties should be broken before individual ties.

UNMANNED AERIAL VEHICLE (DRONE) POLICY - The use of unmanned aerial vehicles ("UAV"), also known as drones, is prohibited for any purpose by any persons at MHSAA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed. For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for MHSAA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the MHSAA.

WEATHER POLICIES & PROCEDURES – Tournament managers and host course personnel are the sole authority for making decisions regarding delay of start times, suspension or cancellation of play. Every effort should be made to complete play on the scheduled date. MHSAA policies regarding suspension of competition for a minimum of 30 minutes when thunder or lightning is present and tornado policies apply as stated in the MHSAA Handbook.

Prior to the tournament date, the tournament manager should have the home phone number of each coach or school personnel. This information will assist the tournament manager if he/she must contact competing teams to notify them of a later starting time or of a rescheduled date.

On threatening days, tournament management should consult with golf course management about steps to be followed if conditions worsen. When suspending an outdoor contest, the tournament management shall follow these guidelines.

- Lightning necessitates that contests be suspended. The occurrence of lightning is not subject to interpretation or discussion—lightning is lightning.
- Severe weather in the form of rain or snow may make the course unplayable.

When a contest is suspended, the host school administration shall attempt to arrange for the security of all participants.

- Contestants and support personnel shall be moved to appropriate cover, indoor facilities, or buses and vans.

- When lightning is observed **or thunder is heard** and the contest is suspended, play may resume when lightning has been absent from the sky **and thunder has not been heard for 30 minutes**.
- Spectators shall be advised of the action being taken to seek shelter. (Some hosts may be able to offer shelter to spectators but are not required to do so.)

In considering resumption of competition, if the tournament can be resumed and completed before darkness, using shot-gun system it shall be resumed. A postponed contest should be rescheduled on the next possible date the course is available.