



# UP BOYS & GIRLS GOLF FINALS MANAGERS MANUAL 2026



Opt-Out Due Date: **May 16, 2026**

## BOYS AND GIRLS UP GOLF FINALS DATES AND SITES

- D1 – Boys – Escanaba HS – Sweetgrass GC, Harris | May 27**
- D1 – Girls – Escanaba HS – Sage Run GC, Bark River | May 27**
- D2 – Painesdale-Jeffers HS | Portage Lake GC, Houghton | May 27**
- D3 – Lake Linden Hubble HS | Lac Vieux Desert GC, Watersmeet | May 27**



## **2025 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 2026.)**
- 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/or 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 2026 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:** As a general rule, spectators are not permitted to rent carts for the purpose of observing play. However, individuals with mobility-related disabilities may be allowed to rent a cart, subject to the approval of both the course and the tournament manager. Approval will depend on consideration of multiple factors, including course conditions and the availability of carts. Managers are encouraged to first offer transportation assistance to such individuals to accessible areas of the course. Regional hosts are not required to offer any spectator carts. In the event that carts are not available, shuttle service will be provided to assist individuals with mobility-related disabilities in reaching designated viewing areas on the course.

**Requests should be handled using sound judgment on a case-by-case basis, with an emphasis on tournament fairness, and safety.**

**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 Regional and Finals golf tournaments, the following regulations govern coaching privileges, responsibilities and restrictions:

- During MHSAA Regionals and Finals, participating teams will be allowed **TWO** coaches with coaching privileges on the course. During the MHSAA Finals, individual qualifiers will be allowed **ONE** coach with coaching privileges on the course.
- All coaches must be school-designated, meeting all of the necessary MHSAA requirements for participation in the MHSAA tournament. Only school-designated coaches with proper ID lanyards or wristbands will be allowed to coach players from their school team during play.
- A player may not have more than one coach providing coaching at any one time. Two coaches coaching a single player simultaneously during play is not permitted.
- The coaching period will be anytime during play except when the coach's player has physically reached the putting green, at which time coaching is no longer allowed.
- Coaching and/or communication with players in a group should be kept to a minimum while players are conducting tee shots.
- Coaches shall exhibit good sportsmanship, monitor sportsmanship of players, keep spectators at a reasonable distance, and keep pace of play moving. Coaching shall not slow pace of play.
- Violation of conduct expectations shall result in the loss of coaching privileges.

**Additional clarification on coaching:**

- Coaches **should** monitor sportsmanship and report player conduct issues to the Tournament Manager immediately
- Coaches **should** be on the course checking scores on the golf app, keeping galleries at a reasonable distance, and helping with pace of play.
- Coaches **may not** carry a player's clubs or be physically on the green to perform duties such as reading or lining up putts, or tending the flagstick. Coaches should keep a reasonable distance from the putting green while players putt.
- **Coaches are allowed to rake bunkers to facilitate the pace of play.**
- Coaches **may** "intervene" with their own players and other players when advising or reminding a player to consult USGA rules and be proactive in matters of rules compliance. When doing so, coaches should not pose as a Rule Referee, or as a member of the rules committee.
- Coaches **may not** give rules interpretations; only remind players of options and the need to follow rules.
- Coaches **may** communicate to a player they can request a Rule Referee and assist in summoning a Rule Referee for the player.

- Coaches **may not** assess penalties to players.
- Coaches **may not** use carts to transfer players or spectators. Exception: Transport of players and/or spectators to safety in bad weather/lightning situations.

**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**

**NOTE:** See “Distance Measuring Devices” language regarding the approved use of conforming devices. Any player who receives information using electronic devices is subject to a two-stroke penalty for each occurrence (Rule 10.2a, Advice). Continued violation of this rule will result in disqualification. Spectators who use cell phones or other electronic devices on the course to communicate with players or coaches are subject to removal from the course.

Player use of noise cancelling ear buds and headphones is prohibited during MHSAA competition (MHSAA Hard Card - Model Local Rule G-8).

**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 penalty areas, out-of-bounds, ground under repair, etc.

**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, jean shorts and tank tops are NOT permitted. Hats worn backward are not legal. Mock turtleneck shirts designed and sold as golf attire are allowed. Any player not dressed properly WILL NOT BE ALLOWED TO COMPETE.

**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 are permitted for use during MHSAA Regional and Finals tournaments in accordance with USGA Rule 4.3, provided the device is used to measure **distance only**.

Functions 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 variable environmental conditions that might affect play, such as wind speed or altitude.
- 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, putting green reading or any other advice related matter).
- Calculating the effective distance between two points based on slope or other conditions affecting shot distance.

Multi-functional devices capable of operating prohibited functions (e.g., slope measurement) are permitted, provided these features are turned off or do not automatically activate and display prohibited information during the round.

If, during a stipulated round, a player accesses prohibited information on a distance-measuring device, the player is in breach of Rule 4.3a. Penalty for the first breach: General Penalty (two-stroke penalty). Penalty for a second breach during the same round: Disqualification.

NOTE: The use of GolfLogix within the MHSAA Golf App is compliant with USGA and MHSAA rules regarding distance measuring devices, and its use is permitted during MHSAA competition.

**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 15, 2026 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 2025 MHSAA UP Boys/Girls Finals Tournament will be played May 27, 28, 29, 30, or 31 at the following locations:

D1 – Boys – Escanaba HS – Sweetgrass GC, Harris – May 27

D1 – Girls – Escanaba HS – Sage Run GC, Bark River – May 27

D2 – Painesdale-Jeffers HS – Portage Lake GC, Houghton – May 27

D3 – Lake Linden Hubble HS – Lac Vieux Desert GC, Watersmeet – May 27

**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 15, 2025 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/MULTIMEDIA** – 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, students, and adult spectators for competitions conducted in school facilities. [Please use this form to report any tournament medical incident](#). 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 must 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

**IMPORTANT NOTE:** For all MHSAA tournaments conducted at either school or non-school facilities, an Automated External Defibrillator (AED) is required to be within visible distance of the event.

**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 15, 2026.

**PACE OF PLAY** – 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.

**RAFFLES-50/50 POLICY** – MHSAA tournament hosts can conduct 50/50 raffles provided the host site manager requests and receives the appropriate license from the State of Michigan.

<https://www.michigan.gov/cg/raffles>

**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. If not using the MHSAA Golf app and iWanamaker scoring platform, 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:

DECISIONS MADE BY THE RULES COMMITTEE and RULES REFEREE ARE 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 AUTHORITY IS TO BE PRESENT FOR THE DURATION OF TOURNAMENT PLAY.

INFRACTIONS – The following procedures shall be used when a rule infraction occurs

1. Each competitor is advised to carry a Golf Rule Book for their own interpretation and in case a question arises among players in foursome.
2. Golfers are reminded to play a second ball, if appropriate, when a rule interpretation is not immediately available to the golfer. The marker shall record on the back of the scorecard that a second ball was used, record type of ball used, and briefly outline the situation.
3. Record reports of rule infractions on the scorecard before the first player tees off on the next hole. Reports of infractions must be made by any member of the foursome and may include violations of playing rules or tournament rules such as smoking, conversing with the gallery, or returning to the course during regular 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.

**SCORING** – Teams may play a maximum of five players, with the top four scores counting for team score. All competition is stroke play.

Tournament competitors will keep score for each other at MHSAA Regional and Finals Tournaments using the MHSAA iWanamaker Golf app. Each player in the group must download the MHSAA app and use this to score during the round. Live scoring is mandatory for each player.

- **Maximum allowable score of 10 strokes will be used in MHSAA play.**
- Each competitor will score their own round as well as serve as a marker for another player within their group using hole-by-hole scoring on the MHSAA iWanamaker app.
- Scores will be entered using the player's own personal devices as used all season. If a

player does not have a device, scores may be entered by the tournament administration or a coach. Instructions on this will be given on-site by Tournament Manager. All live scores are considered unofficial until the close of competition and all scorecards are turned in.

- All live scores are considered unofficial until the close of competition and all scores are in.
- A live scoreboard with team and individual scores will be available on the MHSAA Golf app.
- Digital scorecards are required for players in MHSAA events. Paper scorecards may be used as a backup for the digital scorecard.

Scores should be recorded before starting play on the play on the next hole. All questions on number of strokes shall be settled before starting play on next hole. Scores should be verified before first tee shot is made on next hole. At the end of the round all members of the playing group must bring scorecards/phones to the scoring area together and review scores and questions with tournament management and score recording personnel. Scoring issues can be corrected while players remain in the scoring area. All players in the group shall remain in the scoring area until electronic scorecards are confirmed, scores are verified and attested.

The following will be the hole-by-hole scoring procedure during MHSAA competition:

- 1) At the end of each hole, the marker should tell their player what score they had on their hole. Specifically, the marker should NOT ask what score they had.
- 2) The score shall be verbalized by players so all in group can hear.
- 3) If there are any disagreements with the number of strokes, the player and scorer should count back the number and location of each shot.
- 4) All questions on number of strokes should be settled before starting play on next hole.
- 5) The score should be verified and entered in the MHSAA Golf App before the first tee shot is made on the next hole.
- 6) If a group cannot come to an agreement on the number of strokes, then a coach or Rule Referee should be called before teeing off on the next hole.
- 7) Players should attest their scores accurately before teeing off on the next hole.
- 8) No changes should be made on any scorecard after those players have teed off on the following holes.
- 9) If a mistake was found after teeing off, the players are to call a coach and/or Rule Referee to explain why the score was not accurately entered and not accurately attested. This is to keep players from changing scores 3-4 holes later where the accuracy of the score could be in question.

The following shall be the procedure after a round is completed at all MHSAA competitions:

- 1) A designated scoring area will be established for players to report to at the conclusion of their round.
- 2) At the end of the round, all players are to report to the scoring area with their playing group to attest their complete round using the MHSAA Golf app. A member of the Tournament Management Team or their designee will be present with the group in the scoring area.
- 3) The players are asked to review and verify that all hole scores are correct. Players click on their name in the MHSAA Golf app and it will show all their hole-by-hole scores and total.
- 4)
- 5) The players are asked if a second ball was played under Rule 20.1c(3) at any time during the round.
- 6) The players are asked if there were any rules questions during the round.
- 7) Once all players in the group have verified their scores, they must attest to their accuracy. This is done by selecting the “Attest: Touch to Sign Your Scorecard” option in the MHSAA Golf app, which serves as their digital signature.
- 8) After scores have been attested, they will be officially posted, and the players may leave the scoring area.

**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. This means that you are to be honest about your scores and the scores of your competitor. Golf is a game rooted in honesty, integrity, and respect, emphasizing adherence to the rules, good sportsmanship, and fostering friendship.

**SPORTSMANSHIP, PLAYER CONDUCT** – Unsportsmanlike conduct, such as, but not limited to, club throwing, foul/abusive language, taunting or destroying golf course property will not be tolerated at MHSAA Golf Tournaments. Coaches who witness such player behavior shall warn the player immediately that their conduct will be reported to the Rules Committee and Tournament Manager. Coaches must report sportsmanship issues to the tournament manager immediately.

Upon receiving a report of unsportsmanlike conduct, the Tournament Manager and Rules Committee shall investigate the circumstances with the player and his/her playing partners to confirm the facts and exercise the following options:

Option #1 – If the conduct is deemed to be inappropriate but not serious, a warning, followed by a stroke penalty is satisfactory with subsequent sportsmanship violations resulting in a disqualification.

Option #2 – Issue a two-stroke General Penalty on the player

Option #3 – A disqualification for the remainder of the day/round only.

Option #4 – If the conduct is deemed to be a flagrant unsportsmanlike violation under MHSAA Regulation V, Section 3, a disqualification is issued with the player also suspended from the next day of competition, a decision to be made jointly with the Tournament Manager and MHSAA.

A tournament manager may proceed immediately to Option #4 if the conduct is flagrant and unsportsmanlike.

Disqualifications based on USGA rules infractions are not considered violations of MHSAA Sportsmanship policies in Regulation V, Section 3. If a player is disqualified for unsportsmanlike conduct or taunting, the tournament manager should notify the school administration and the MHSAA of the disqualification.

**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). 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 5<sup>th</sup> 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 5<sup>th</sup> scores. If there is still a tie after checking 5<sup>th</sup> 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** – For the purposes of the policy, the word “drone” applies to all Unmanned Aerial Vehicles. The policy is written for all MHSAA tournament contests, while local laws and policies control all regular season contests.

Drones are prohibited for all indoor tournament contests in all sports. For outdoor sports local, state, and federal laws govern the use of drones. Drones may never be flown over spectators, athletes, or the playing surface. All drones must stay outside of the “restraining line” or the normal footprint of the playing surface. This includes never flying over bleachers, press box, or anywhere that spectators sit or gather for a contest. The operator of the drone must be registered with the FAA and follow local, state, and federal law when flying the drone. [https://www.faa.gov/uas/getting\\_started/register\\_drone](https://www.faa.gov/uas/getting_started/register_drone)

Drones can never be used to scout opponents' games or practices. Facilities reserve the right to restrict drone use on their property. 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.