

# 2025-26 GOLF MANUAL

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## Kansas State High School Activities Association

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# WELCOME

The official manual for high school girls and boys golf with information concerning regulations and guidelines for conducting tournaments.

The purpose of this manual is to provide coaches of golf and school administrators with general information for the administration of this interscholastic program as well as postseason tournament information. Also included is important information on KSHSAA rules and regulations. Please read this manual carefully and thoroughly.

*The Spirit of the Game - Golf is played, for the most part, without the supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players and to abide by the rules. All players should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times, irrespective of how competitive they may be. This is the spirit of the game of golf.*

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## 2025-26 School Year - Dates To Remember

### Girls Golf

August 18 - Beginning Practice Date

August 22 - Earliest Possible Competition

September 30 - Sub-State Entry Form - Due Online (***Athletic Director submit online by Tuesday, September 30***)

October 13 or 14 - Sub-State Tournaments

October 20-21 - State Tournaments

### Boys Golf

March 2 - Beginning Practice Date

March 19 - Earliest Possible Competition

May 4 - Sub-State Entry Form - Due Online (***Athletic Director submit online by Monday, May 4***)

May 18 or 19 - Sub-State Tournaments

May 26-27 - State Tournaments

## Projected Calendar Dates

Year	SCW	2025-26	2026-27	2027-28	2028-29	2029-30
<b>Girls Golf</b>						
Beginning Practice Date	7	8/18	8/17	8/16	8/14	8/13
Earliest Possible Competition	7	8/22	8/21	8/20	8/18	8/17
Sub-State Tournaments	15	10/13	10/12	10/11	10/9	10/8
State Tournaments	16	10/20-21	10/19-20	10/18-19	10/16-17	10/15-16
<b>Boys Golf</b>						
Beginning Practice Date	35	3/2	3/1	2/28	2/26	2/25
Earliest Possible Competition	37	3/19	3/18	3/16	3/15	3/14
Sub-State Tournaments	46	5/18	5/17	5/15	5/14	5/13
State Tournaments	47	5/26-27	5/24-25	5/22-23	5/21-22	5/20-21

# CONTENTS

<b>01</b>	<b>Student Health &amp; Safety</b>	<b>5-6</b>
	Pre-Participation Physical Evaluation (PPE) .....	5
	KSHSAA Concussion and Head Injury Information Release Form .....	5
	Concussion Management/Kansas Law .....	5
	KSHSAA Recommended Procedures to Consider When Inclement Weather Occurs During a Contest.....	5-6
	Statement on PEDs and Nutritional Supplements .....	6
<b>02</b>	<b>General KSHSAA Policy Information</b>	<b>7-16</b>
	Coach/Sponsor CPR/AED Training Requirement .....	7
	KSHSAA Ejection Policy.....	7-8
	Prohibiting the Use of Drones.....	8
	KSHSAA Multimedia Use Policy.....	9
	KSHSAA Pre-Activity Timeout .....	9
	Summer Moratorium .....	9-10
	The KSHSAA Code of Ethics .....	10
	<b>Rule 20</b> - Awards.....	10-11
	<b>Rule 21</b> - Amateur.....	11
	<b>Rule 22</b> - Outside Competition .....	12
	<b>Rule 26</b> - Anti-Tryout & Private Instruction .....	12-13
	<b>Rule 28</b> - Music Festivals & Athletics .....	13
	<b>Rule 30</b> - Seasons of Activities .....	13-14
	<b>Rule 36</b> - Golf.....	15
	<b>Rule 52</b> - Citizenship/Sportsmanship.....	16
<b>03</b>	<b>General Information</b>	<b>17-21</b>
	Range Finders Permitted .....	17
	Attire .....	17-18
	Caddies, Motorized Carts.....	18
	Cell Phone Permission .....	18
	Coaches Not Allowed to Golf During Competition .....	19
	Student Manager Guidelines.....	19
	Coach Guidelines for Communicating with their Golfers .....	19
	Conduct/Sportsmanship.....	19
	Disqualification .....	20
	Etiquette.....	20
	Offseason/Summer Golf .....	20
	Respect for Others' Property.....	20
	Rules of Competition.....	21

<b>04</b>	<b>Tournament Information</b>	<b>22-26</b>
	Arbitration Committee .....	22
	Coaches Meeting.....	22
	Courses – Securing .....	22
	Courses – Unplayable.....	22
	Disqualification Report.....	23,34
	Galleries/Spectator Guidelines.....	23, 36
	Groups.....	23
	Inclement Weather .....	23
	Lightning Meter/Radar .....	23
	Markers Important and Required.....	23
	Marker Duties.....	23-24
	Marker Meetings.....	24
	Scoring Area .....	24
	Max Score Allowed .....	24
	Participant Information.....	24-25
	Playoffs for First Place.....	25
	Practice/Starting Times .....	25
	Questions/Rulings.....	25
	Tee-off Options .....	25
	Tiebreaking Procedure.....	26
	Scorecard Playoff .....	26
<b>05</b>	<b>Sub-State Tournaments</b>	<b>27-28</b>
	Dates, Assignments .....	27
	Sub-State Golf Assignment.....	27
	Entries, Sub-State Entries, Substitutions, Additional Team Members.....	27-28
	Medalists & Awards - Sub-State .....	28
	Tournament Results/Scoring.....	28
<b>06</b>	<b>State Tournaments</b>	<b>29-38</b>
	Qualifying for State - Team & Individual .....	29
	Sand Greens Qualifying Standards.....	29
	State Entry Fees.....	29
	Tournament Groups; Substitutions/Alternates .....	29-30
	Medalists & Awards .....	30
	State Site Information, Tournament Results/Scoring.....	30, 35
	State Format.....	31
	Golf Markers.....	32
	Marker Recording Form .....	33
	Disqualification Report Form .....	34
	Spectator Guidelines .....	36
	Tournament Manager Checklist.....	37-38

# 01 STUDENT HEALTH & SAFETY

## Pre-Participation Physical Evaluation (PPE)

No student is eligible to represent any school team (in practice and games) until there is on file with the superintendent or principal a statement (physical form) certifying that the student has passed an adequate physical examination and is physically fit to participate. The form must be signed by any of the following licensed health care providers: a physician, a chiropractor, a physician assistant (PA) or an advanced practice registered nurse (APRN). The statement (form) must also be signed by a parent or legal guardian, stating the student has permission to participate. The physical examination shall not be taken earlier than May 1 preceding the school year for which it is applicable.

## KSHSAA Concussion and Head Injury Information Release Form

This form must be signed by all student-athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.

## Concussion Management / Kansas Law

Below is a summary of our recommendations to our member schools to comply with the state law and the NFHS playing rule. A complete and detailed version can be found on the KSHSAA website in the sports medicine and safety section.

1. If concussion consistent signs or symptoms are observed in an athlete, the athlete should be immediately removed from the practice or contest.
2. The athlete should not be allowed to return to any practice or contest until written clearance is obtained from a health care provider (MD or DO).
3. The KSHSAA and the NFHS strongly recommend the athlete not be allowed to return to the practice or contest the same day the concussion consistent signs or symptoms were observed.
4. A gradual return-to-play protocol should be followed before the athlete is allowed to return to unrestricted participation in their sport.
5. The signed concussion and head injury information release form must be on file with the school.
6. Be sure all of your coaches view the free online course from the NFHS: Concussions in Sports, What You Need to Know. This course can be accessed through the sports medicine and safety section of our website or directly through [www.nfhslearn.com](http://www.nfhslearn.com). Schools may choose to use this course in group settings with parents, students or with school staff at in-service meetings.

## KSHSAA Recommended Procedures to Consider When Inclement Weather Occurs During a Contest

The safety of athletes (participants), spectators, coaches/directors, school personnel and all others present at an athletic contest must be the first and foremost concern of contest officials and building administrators.

1. When an interscholastic contest has been scheduled and dangerous playing conditions exist or severe weather is anticipated, the following should be considered:
  - a. Prior to beginning an athletic contest, when severe weather is anticipated, the head contest official and the principals of each school, or their designees, will meet to review the suspension and/or postponement procedures. This would include any playing rule book coverage.
  - b. The host school administrator will be responsible for informing contest officials, visiting school administrators and, if applicable, the individual responsible for public address announcements of designated shelter areas.

- c. If a TORNADO WATCH has been issued, the host team building administrator and the head contest official will notify coaches, school administrators and, if applicable, the individual responsible for public address announcements that the possibility of abrupt suspension of play exists.
  - d. If a TORNADO WARNING has been issued, the contest should be suspended immediately. Participants, spectators and all personnel involved with the contest will be advised to “take cover.” The procedure will be announced, when available, over the public address system.
  - e. When lightning is observed in the vicinity of a contest conducted outdoors, play should be suspended.
  - f. If any other life-threatening condition occurs, play should be suspended immediately and predetermined directions to safe locations will be announced.
2. When a suspension of a contest occurs, the following should be considered:
- a. If the suspension is 45 minutes or greater, resuming at a later date should be considered.
  - b. When it appears that weather conditions are no longer a threat to the safety of participants, spectators or contest officials, administrators from all schools involved will meet with the head contest official to determine if play will continue. If any administrator or the head contest official casts a negative vote for play to resume, the suspension should continue.
  - c. If play is to be resumed, contestants will be given at least a 15 minute warm-up period prior to competition.

***For more information check out [www.kshsaa.org](http://www.kshsaa.org)>Sports Medicine & Safety***

## **Statement on Performance Enhancing Drugs and Nutritional Supplements**

In order to promote the health and safety among all student-athletes, reduce health risk, maintain ethical standards as well as reduce liability risk, students should not use any drug, medication (over-the-counter or prescription) or nutritional supplement, as defined by the World Anti-Doping Agency, for the purposes of performance-enhancement. All school personnel, including coaches and school nurses, should never recommend the use of any drug, medication (over-the-counter or prescription) or nutritional supplement, as defined by the World Anti-Doping Agency, for the purposes of performance-enhancement.

School personnel should not dispense or administer any drug, medication (over-the-counter or prescription) or nutritional supplement, unless the student-athlete is under the direct care of a licensed health professional, licensed to practice in the state of Kansas and practicing within their scope of practice as defined by the Kansas Board of Healing Arts, and only as prescribed.

We recommend that coaches, athletic directors, nurses and other school personnel develop strategies that address the prevalence and growing concerns of using any drug, medication or nutritional supplement for the purpose of performance-enhancement. Athletes should be encouraged to pursue their athletic goals through hard work, appropriate rest, proper hydration and good nutrition, not unsubstantiated shortcuts. School personnel, coaches and parents should allow for open discussion about dietary supplement use, and should strongly encourage obtaining optimal nutrition through a well-balanced diet.

*(adopted by the KSHSAA Sports Medicine Advisory Committee and Executive Board, April 2017)*

# 02 KSHSAA POLICY INFORMATION

Attention coaches and school administrators, In order to avoid eligibility challenges, please become familiar with the following policies/rules and inform your student-athletes accordingly.

## **KSHSAA Coach/Sponsor CPR/AED Training Requirement**

Per *KSHSAA Handbook Rule 10-1-9*: Any person serving in the role of a head or assistant sport coach/aide or a head or assistant activity sponsor/aide in a KSHSAA member school shall be certified or trained in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) administration.

### **Components of the rule are as follows:**

1. Following an initial 30-day grace period from the start of the season, personnel are not eligible to work as a coach or sponsor for their school until proof of completion of CPR/AED training is on file with their school.
2. Every coach/sponsor must complete CPR/AED training every two (2) years.
3. The training shall be coordinated by a certified CPR instructor.
4. Online only training courses are not accepted.
5. There must be a hands-on educational component to the training process.
6. On an annual basis by activity, a school administrator must acknowledge through the KSHSAA website that each coach/sponsor is currently trained in CPR/AED administration. To acknowledge rule compliance, a school administrator should login to the KSHSAA website and go to the Coach/Sponsor Requirements page. Select the activity and enter the date of CPR/AED training next to each coach/sponsor name. If you do not see the coach/sponsor listed, add that person through the Update Directory process online. All head and assistant coaches/sponsors should be listed for every activity!

### **Training could be obtained from the following organizations:**

- American Heart Association
- American Red Cross
- American Safety & Health Institute / Medic First Aid
- National Safety Council

### **Potential sources for locating a certified CPR instructor:**

- School nurse
- School/community athletic trainer
- Local emergency personnel: EMTs, firefighters, police officers
- Community hospital
- Contacting the organizations listed above

## **KSHSAA Ejection Policy**

### **Requirements for Ejected Coaches**

Any coach ejected from a contest shall be suspended from the next contest at that level and for all contests at any level (in that activity) until the suspension has been served. Additionally, coaches who are ejected from a contest (at all levels grades 7-12) are required to complete the NFHS Teaching and Modeling Behavior course prior to coaching in their next game. (The course fee is \$20 and can be completed in one hour.) The next game is defined as the next regularly scheduled day of competition. In addition, the school administrator is responsible for providing the KSHSAA administrator with a copy of the coach's certificate of completion of the online course. (The coach may print this as the final step on the online course.) Recurring ejections result in a requirement to repeat the course.

## Requirements for Ejected Players

Any player ejected from a contest for unsporting conduct or behavior shall be suspended from the next contest at that level and for all contests at any level (in that activity) until the suspension has been served. Additionally, any player ejected from a contest at any level of play (grades 7-12) for unsporting conduct or behavior will be required to successfully complete the free NFHS Sportsmanship Course online, prior to the KSHSAA and school reinstating his/her eligibility privileges. The school principal or athletic director is responsible for overseeing compliance with this requirement. There is no cost for the course which takes approximately 20 minutes to complete. Schools are not required to submit the student's certificate of completion to the KSHSAA but should retain it on file. An appeal process utilizing video images from a school designated (Hudl, NFHS Network, or coaches game film) source may be requested by school administration. Such an appeal must be initiated within 24 hours of the ejection.

## Ejection Policy for Player, Coach, Spectator Involving an Official

Any participant (player, coach, spectator) who is ejected for making contact with an official, who is ejected for unsporting behavior directed toward an official, or who negatively confronts an official following a contest, shall be subject to a non-appealable suspension from the next contest at that level and for all contests at any level (in that activity) until the suspension has been served. Local school leadership may levy additional sanctions as they deem appropriate.

### **The KSHSAA staff reviews all ejection reports.**

**NOTE:** The requirement for all ejected students to complete the *NFHS Sportsmanship Course* and the requirement for all ejected coaches to complete the *NFHS Teaching and Modeling Behavior* course prior to being reinstated remains in effect.

## Prohibiting the Use of Drones (Unmanned Aircraft Systems or UAS's)

Unless granted special permission by the KSHSAA Executive Director, the use of drones (UAS) for any purpose is not permitted at any KSHSAA state tournament or postseason game or event. This prohibition applies to all fields of play, courts, arenas, mats, gym floors or pools, and includes a ban on the entire facility being used as part of the KSHSAA event, including the spectator areas and parking areas. During the regular season, member schools should have a drone policy. At no time should a drone be on or over the field of play.

### **If granted permission by the KSHSAA Executive Director, a drone may be utilized for filming purposes under the following conditions:**

1. Local law enforcement and host venue policies permit use of a drone.
2. The drone operator complies with all FAA regulations.
3. The host school provides written permission.
4. The venue owner provides written permission.
5. The drone is operated under the supervision of a school staff member (including a member of the coaching staff).
6. The drone is operated such that it is never closer than 30' from the boundary of the field of play projected vertically.
7. The drone is never operated directly over or within 30' of spectator seating.
8. The drone is never operated directly behind a goal.
9. The flight of the drone is within 5' of the center of a vertical cylinder (it is "tethered").
10. The drone is grounded whenever the wind speed exceeds 30 mph or whenever the pilot cannot maintain operation within the allowable vertical cylinder.
11. The drone operator/owner provides proof of third-party aviation liability insurance.

## **KSHSAA Multimedia Use Policy**

*Adopted by the Executive Board at their November 20-21, 2024 meeting.*

The member schools of the KSHSAA understand capturing images of student participants before, during, and after competitions/performances allow stakeholders the opportunity to share and reflect upon the experience. It is also a teaching and learning opportunity for student journalists. Photographing or video taping of events should never delay or disrupt an event nor compromise the safety of participants or photographers. School and event administrators may designate specified areas or times for photographers at any event.

### **Event/Competitor Pre-scout by Schools**

Member school staff or designees may not film any school's activity contest in which they are not a participant without advanced written permission from the principals of all schools involved in a contest/performance.

### **General Public**

1. Spectators of a KSHSAA event may not live stream any event. The host or designee are responsible for approving member schools and members of the media for livestreaming approval.
2. Video or photos should not be taken of individual students if the person taking the video or photos is not directly related to or preapproved by the student or member school administrator to capture video or photographic images.

### **Media**

Professional media should follow expectations and codes of conduct detailed by the Kansas Press Association, Kansas Broadcasters Association, and the KSHSAA.

## **KSHSAA Pre-Activity Timeout**

Purpose: As a proactive communication measure, schools are expected to designate a time prior to the start of any interscholastic contest to share event critical information with stakeholders. The following information should be shared/reviewed prior to the first contest at each location:

1. Introduction of home and visiting administration on duty (identify primary point of contact).
2. Identify the location of athletic trainer(s) or other qualified medical professionals.
3. Identify the location of the AED(s).
4. Identify emergency entrance/exits for the facility.
5. Identify the storm shelter location and communication plan for evacuation.
6. Identify the rapid body cooling plan (location of cold water immersion tub).
7. Identify the communication plan for leadership.
8. Identify the communication plan for respective groups (students, coaches, fans).
9. Identify any special events or concerns relative to the event.

These nine items are to be reviewed prior to the event by the ranking school leader of every school involved in the contest. Each participating school is to be represented in this pregame meeting. If an administrative representative is not in attendance, this responsibility belongs to the head coach.

**HAVE A PLAN. COMMUNICATE YOUR PLAN.**

## **Summer Moratorium**

June 29 - July 5, 2026 is the summer moratorium. There shall be NO school related athletic activities. During this time coaches (licensed teacher coaches and coach aides employed by member schools) shall be prohibited from engaging in any type of activity involving student athletes whether it be practice, training, weight lifting, conditioning, competition or travel. All member school athletic facilities will be closed during this period to school personnel and students grades 7-12. If member school athletic facilities also serve as non-school community recreation facilities, these facilities may remain open during the moratorium so long as no school teams are playing and no school coaches are coaching the teams/individuals. During this one week dead period, students may attend camps or competitions but may not do so with their school coaches. This moratorium does not impact fine arts or spirit activities.

Rationale: The last few years there has been a growing concern within the KSHSAA membership that students and coaches were not being able to have time to themselves during the summer. It was surveyed and discussed at the October Sub-State Board of Directors Meeting in 2017 and then voted on at the April, 2018 KSHSAA Board of Directors meeting to establish a rule to allow students and coaches a week off during the summer.

For Q/A on this policy, go to [www.kshsaa.org](http://www.kshsaa.org).

## **The KSHSAA Code of Ethics for Coaches, Directors, Aides, Adjudicators, Judges and Officials**

Believing that mine is an important part in the nationwide school activity program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules, observe the work of other coaches, directors, adjudicators, judges, or officials and will, at all times, attempt to improve myself and the activity.
3. I will conduct myself in such a way that attention is drawn not to me but to the young people participating in the contest.
4. I will maintain my appearance in a manner befitting the dignity and importance of the activity.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship, but I will not make statements concerning decisions made during the contest.
6. I will uphold and abide by all rules of the KSHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who participate under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the KSHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches, directors, adjudicators, judges or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the contest is more important than the wishes of any individual.
11. I will make responsible decisions about consumption of alcohol, including abstinence from alcohol at least 12 hours prior to a contest in which I will be involved.
12. I will not use tobacco or e-cigarette products while directly involved in interscholastic activities.

## **Rule 20 - Awards**

Any school violating this rule shall be suspended for a period not to exceed one year, unless reinstated by the Executive Board.

Any student who violates this rule shall be ineligible in that activity for a period of one year from the date of the violation, unless reinstated by the Executive Board.

### **Section 1: General Regulations (apply to grades 7-12)**

**Art. 1:** Member schools:

- a. may provide awards limited to traditional letters to students participating in interscholastic activities. Team patches, chevrons, and/or year dates are considered as part of the letter, should the school desire to provide them. Schools may give additional individual awards, in each activity, excluding cash, if the cost does not exceed \$50.
- b. may give framed or unframed certificates and photographs.
- c. may award medals, ribbons or certificates to their students for outstanding achievement where interschool activities is but one of several attributes and includes recognizing excellence in scholarship, or citizenship, or leadership.

- d. may award medals or ribbons to their students in league activities, invitational tournaments, music festivals or other activities involving competition among several schools. A list of the awards to be given shall be announced to the participating schools in advance of the activity.
- e. may award certificates, ribbons, medals or trophies to their students for participation in intraschool activities (intramurals, school plays, musical events, etc.)
- f. shall not be involved in fundraising or in financing students to attend outside school training sessions, tryouts or camps in competitive athletics and debate. Booster clubs, individual boosters and school or other charitable foundations are considered synonymous to schools for purposes of this rule.
- g. may not allow their interscholastic coaches and directors to accept gifts from any source(s) (accumulative per year), valued at more than \$100, in recognition for their services.

**Art. 2: Outside Agencies—School Participation**

- a. No cash or merchandise prizes shall be awarded to students. Medals, ribbons and certificates may be awarded. Scholarships payable to the educational institution of the student's choice are acceptable.
- b. Organizations may honor and recognize students with dinners, programs, paper certificates, photographs and video tapes for their participation in interschool activities.
- c. In keeping with the policies of the Executive Board, contributions for the purchase of equipment or other items shall be made through the local school authorities.
- d. Schools shall not accept awards for interscholastic activities from outside agencies, unless approved by the Executive Board.

EXCEPTION: Music groups representing member schools in "field trip" activities may receive trophies, medals, ribbons and certificates. No cash or merchandise prizes shall be awarded to member schools or students. (See **Rule 46-1-4b**, Music.)

**Art. 3: Outside Agencies—Non-School Participation**

- a. Students who participate in athletic activities, outside of interscholastic competition, shall not accept awards of cash or merchandise. Medals, trophies and T-shirts shall not be considered merchandise.

## Rule 21 - Amateur

Ineligibility under this rule holds for the entire time the student is in middle/junior or senior high school, unless he or she is reinstated by the Executive Board.

**Section 1: General Regulations (apply to grades 7-12)**

**Art. 1:** A student who uses his or her athletic skill or knowledge for gain, or who plays with a professional team, or who competes for a cash prize, shall be ineligible for that sport.

**Art. 2:** If the student signs a professional athletic contract, he or she shall be ineligible in that sport.

**Art. 3:** A student who receives pay for participation in athletics is ineligible in that sport under the provisions of this rule.

- a. A student may receive pay for teaching activities such as swimming, lifesaving, golf, tennis, wrestling, basketball, dancing, baseball, etc., provided he or she confines the work to teaching skills.
- b. A student may not receive pay for coaching teams or individuals involved in competition.
- c. A student may receive pay for officiating athletic contests.

**Art. 4:** It is permissible for a student to accept necessary meals, lodging and transportation while competing, if such are accepted in service rather than money or other material form.

**Art. 5:** The acceptance of merchandise, jackets, sweaters or other wearing apparel, athletic equipment, pay for pitching a game, remuneration for scoring a certain number of goals or making base hits, etc., or any other form of cash or merchandise award, is a violation of this rule. Neither may the foregoing be accepted as pay to cover necessary expenses.

**Art. 6:** Competing for a cash prize applies to one individual or team members. It does not matter whether the amount is sufficient to cover expenses, or whether an individual receives a portion.

## Rule 22 - Outside Competition

Violation of this rule shall make a student ineligible for the remainder of that sport or scholars bowl or debate season, unless he or she is reinstated by the Executive Board.

### Section 1: General Regulations (apply to grades 7-12)

**Art. 1:** A student who is a member of a school athletic, scholars bowl or debate squad effective Monday SCW #7 through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport, scholars bowl or debate activity. (*Exception: See Rule 4, United States Olympic Committee-Sponsored National Trials and Competitions.*)

**NOTE:** Informal participation on the part of the student athlete, such as that experienced on the black top (concrete), in the park, local "Y", etc., is not considered a violation of this rule, provided it was not formally called or organized, no coaching takes place, where no official score is kept, time kept, officials used, etc.

Intra non-school youth group athletic participation is not considered a violation of this rule. Inter non-school youth group athletic participation is a violation.

**Art. 2:** A student shall not be prohibited from competing on a special team within his or her own school such as an FFA team, etc. All members of such teams must be bona fide students, however, and eligible under the rules of the Association.

**Art. 3:** A student becomes a member of a school's athletic squad, scholars bowl or debate team when he or she first participates in a practice session.

A student ceases to be a squad member after his or her last contest for the school's athletic squad, scholars bowl or debate team or when the membership on a squad is terminated. (*See Rule 14-1-1, Bona Fide Student and Rule 30-2-2, Seasons of Activities.*)

See pages 16-17 under **Rule 36** for new executive board interpretation.

## Rule 26 - Anti-Tryout and Private Instruction

A student who violates this rule shall be ineligible in that activity for a period of one year from the date of the violation, unless reinstated by the Executive Board.

### Section 1: General Regulations (apply to grades 7-12)

**Art. 1:** A student may receive instruction from their parent(s) at any time. A student's parent(s) may attend their student's private instruction session without violating the provisions of this rule.

**Art. 2:** A student may receive private instruction at any time of the school year. During the time a student is a member of a school athletic squad, starting with the student's first day of school practice and ending with the student's last day on the school athletic squad, a student may receive private instruction subject to the conditions set forth in this rule.

**Art. 3:** Other individuals may be present at a student's private instruction session as long as they are there in a supportive capacity only and not giving or providing instructions to the student.

**NOTE:** Private instruction is defined as one student receiving instruction from one person during the period of instruction.

A group is defined as two or more students receiving instruction from an instructor during the same period of instruction.

Supportive capacity is defined as participating in the period of instruction without providing any instruction to the student or instructor or in a competitive situation/capacity.

**Art. 4:** A student shall not participate in group training sessions or tryouts held by outside agencies other than colleges in a sport while he or she is a member of a school athletic team in that identical sport.

**Exception:** The Kansas Legislature in the 2011 session enacted the following law:

*"(a) The Kansas State High School Activities Association (KSHSAA) and its member high schools, and administrators, principals, coaches, teachers and others affiliated with such association and member high schools, shall not adopt any rules and regulations or interpret any existing rule and regulation in any manner which would prohibit a student-athlete from training with any Kansas state high school league-sponsored sport or competition while the student athlete is participating in nonschool swimming athletic training or diving athletic training, or both, during the high school sport season and throughout the year if:*

- (1) *the nonschool swimming athletic training or diving athletic training, or both, is under the jurisdiction of and sanctioned by the national governing body of the sport, U.S.A. Swimming, Inc., or U.S.A. Diving, Inc. and is conducted in a manner which protects the health and safety of the student athlete; and*
- (2) *the student-athlete meets the reasonable and ordinary school-established requirements for participation in the student-athlete's high school swimming program or diving program, or both, including requirements designed to protect the health and safety of such student-athlete.*

(b) *This section shall take effect on and after July 1, 2011."*

**Rationale:**

An Anti-Tryout and Private Instruction requirement:

- a. Protects the school/coach/student-athlete relationship;
- b. Establishes guidelines under which a student-athlete may receive private instruction;
- c. Helps preserve the school's staffing integrity;
- d. Promotes and helps protect the student-athlete relationship to the school's team;
- e. Provides opportunity for specialized individual training;
- f. Prohibits student-athletes from trying out for nonschool teams during the school season of the same sport;
- g. Maintains a fair competitive environment for school teams;
- h. Protects the parent/child relationship.

## **Rule 28 - Music Festivals and Athletics**

### **Section 1: General Regulations (apply to grades 7-12)**

**Art. 1:** Athletic events for any student who has been or is a member of a large instrumental or vocal group are not approved prior to 6 p.m. on a school day of sub-state or state music festivals if these groups are entered in the festival. This applies only on the school day a school's music festival is scheduled for large instrumental or vocal groups.

## **Rule 30 - Seasons of Activities**

### **Section 1: General Regulations (apply to grades 7-12)**

**Art. 1:** A student shall not have more than one season of possible eligibility in grade seven and one season in grade eight. A student shall not have more than four seasons of possible eligibility in grades 9-12, nor participate in more than one season of the same activity in a school year, regardless of whether the ninth grade is included in junior high or in a senior high school.

**NOTE:** If a student is ineligible due to transfer, scholarship, etc., or elects not to participate, the season(s) during that period shall be counted toward the total number of seasons possible. Seasons missed are not preserved for participation at a later time. Transfer from another state with a different seasonal format, does not create an exception to this rule. *(See Rule 16-1-1, Semester Requirements.)*

**Art. 2:** Participation in a sport for any length of time, even though it may be only a part of one game, shall constitute a season.

**Art. 3:** During the school year a coach/coaches aide may only be involved with his/her athletes in a sport during the season.

During the school year, prior to or after season, a coach/coaches aide may not:

- a. Organize or conduct practices or competitions for his/ her athletes. However, a coach may be involved in one organizational meeting for a nonschool league to assure no more than three of his/her athletes in basketball, six in 11-man football, five in 8-man football, four in volleyball, six in soccer, five in baseball, or five in softball are on the same outside team; *(See Rules 32-1, 33-1-4, 35-1-2, 38-1, 39-1, 43-1-1.)*
- b. Practice or compete with or against his/her athletes;

c. Attend clinics or camps with his/her athletes.

Following the season of sport, seniors may receive instruction from their school coach, in the same sport.

**(NOTE: For information pertaining to summer coaching restrictions, see *Rule 10-1-6.* (See summer camp regulations, this section *Art. 6* for exceptions.)**

**Art. 4:** Prior to the opening practice dates, there shall be no called or scheduled meetings where instruction is a part of the program.

**NOTE:** Coaches are permitted to check out equipment, distribute physical examination cards and assign lockers without violating the standards.

**Art. 5:** Interschool scrimmages (practices) in all activities shall be prohibited.

*(See KSHSAA Handbook for a and b.)*

**Art. 6:** No school-organized spring or summer practice or school-organized summer camps shall be permitted. *(See Rule 20-1-1e, Awards.)*

*(See KSHSAA Handbook for a and b.)*

**Art. 7:** School coaches in all KSHSAA sponsored sports may hold only voluntary weight training and conditioning beginning Sunday of SCW #5 through and including Sunday of SCW #7. No school team practices shall be permitted until Monday of SCW #7.

**Art. 8:** Beginning Monday of SCW #7, the following practice rules apply to football, boys and girls cross country, boys soccer, girls volleyball, girls gymnastics, girls tennis and girls golf:

- a. Only one practice per day is permitted the first 5 days of practice. All individuals shall only practice once per day for the first five days the individual practices, no matter when the person joins the team or if the person misses days due to injury/illness.
- b. No single practice may last longer than 3 hours. All warm-up, stretching, conditioning and weight lifting is included as part of the 3 hour limit.
- c. A separate walkthrough is permitted in addition to the single practice. The walkthrough cannot be longer than 1 hour and must be separated from practice by at least 3 hours of rest. A walkthrough is defined as a teaching opportunity with the athletes in which no protective equipment is worn. No physically exerting activity, including any conditioning or weight lifting, may take place during the walkthrough.
- d. Beginning on practice day 6, double practice sessions are permitted for any individual who has completed 5 days of single practices. Double practice sessions cannot be held on consecutive days. The day following a double practice day would be either a single practice day or a rest/recovery day.
- e. On days of multiple practices, no single practice may last longer than 3 hours and total practice time combined shall not exceed 5 hours.
- f. To be deemed a practice, a majority of the squad members must participate in the organized team training session.

## **Section 2: Senior High Regulations**

**Art. 1:** The final date for school competition in all athletics shall end on the date the state championship series is scheduled. The final date for a member school's athletic practice is the date the school is eliminated from postseason competition.

**Art. 2:** A student who is enrolled at the start of a season of sport must be a member of the squad for the majority of the scheduled varsity contests in order to be eligible for postseason competition. *(See Rule 14-1-1, Bona Fide Student; and Rule 22-1-3, Outside Competition.)*

## **Section 3: Middle /Junior High School Regulations**

**Art. 1:** The opening date for athletic practice in any sport shall be Monday of Standardized Calendar Week #7. All athletic competition and practice shall close on the last day of school. *(See Rule 35-1-1, Football.)*

## Rule 36 - Golf (Girls & Boys)

**Section 1: General Regulations** (See *Rule 30-1-8a-e, Seasons of Activities*).

### Section 2: Senior High Regulations

**Art. 1:** Practice shall not begin—

- a. Girls—Prior to Monday of Standardized Calendar Week #7.
- b. Boys—Prior to Monday of Standardized Calendar Week #35.

**Art. 2:** Competition shall not begin—

- a. Girls—Prior to Friday of Standardized Calendar Week #7.
- b. Boys—Prior to Thursday of Standardized Calendar Week #37.

**Art. 3:** The state tournament

- a. Girls—Shall be held on Monday, insofar as possible, of Standardized Calendar Week #16. Sub-State, when needed, will be held the previous week.
- b. Boys—Shall be held on Monday, insofar as possible, of Standardized Calendar Week #47. Sub-State, when needed, will be held the previous week.

**Art. 4:** The Executive Board shall determine the number of Classes for grass greens competition.

**Art. 5:** There shall be one Class in the sand greens state tournament in the spring.

**Art. 6:** The Executive Board may schedule summer tournaments, if a sufficient number of schools enter summer competition.

- a. A school shall not participate during the school year and in summer competition.
- b. A school shall declare its choice in advance.

**Art. 7:** No student representing a member school shall participate in more than eight days of interschool competition during a season, exclusive of sub-state and state tournaments.

- a. Two dual matches, either nine or 18 holes, may be substituted for one day of the allowed eight days of competition provided no loss of instruction time would take place for competition and/or travel.
- b. Schools are encouraged to schedule as many quadrangular or smaller events as possible. It is recommended these events start after school hours.
- c. On those days when schooltime is used, only two matches or tournaments may start prior to 12 p.m. CST and additional matches or tournaments may start no earlier than 1 p.m. CST.

**Art. 8:** Following up to 36 holes of medal play in state tournaments, championships shall be awarded.

**Art. 9:** The Executive Board has the authority to revise the participation regulations and to establish regulations for outside tournament competition.

By Executive Board adoption in April of 2022: A student may participate in one KSHSAA approved outside competition, in place of one of their allowable eight, during the school season (not representing his or her school) without loss of interscholastic eligibility:

1. Each school year, the KSHSAA will develop a roster of amateur events which occur during the school season. Those events will be sponsored by Central Links Golf and/or the USGA and participation in one event will not be contrary to the **Outside Competition Rule 22** for member golf team members.
2. The participation in the event, if during the school year, is approved by the student's high school principal, and the KSHSAA is notified in writing by the principal of the intent of named student at the identified event at least 30 days prior to the start of the event.
3. All other individual eligibility requirements remain applicable including, but not limited to, **Awards Rule 20** and **Amateur Rule 21**.

### Section 3: Middle/Junior High School Regulations

**Art. 1:** No student shall participate in more than seven days of interschool competition during a season.

**EXCEPTION:** Ninth grade students in junior high schools shall be permitted to compete in the same number of athletic competitions as ninth graders in senior high schools.

## Rule 52 - Citizenship/Sportsmanship

INTRODUCTION—The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist—they must be integrated and support each other in “different” arenas. The concept of “sportsmanship” must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY—Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. **Sportsmanship is good citizenship in action!**

**ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE or DISRESPECTFUL!**

### Section 1: General Regulations (apply to grades 7-12)

**Art. 1:** SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- a. Be courteous to all (participants, coaches, officials, staff and fans).
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

**Art. 2:** Enforcement Procedure:

- a. It is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations and reinforce them as indicated herein.
- b. The Executive Board of the Kansas State High School Activities Association shall be responsible for the interpretation of these regulations, including “desirable and unacceptable behavior” and shall publish them in the association's *Citizenship/Sportsmanship Manual*.

# GENERAL INFORMATION

## Range Finders Permitted During Competition

Per Local Rule *USGA Rule 14-3*, range finders and GPS devices will be allowed during KSHSAA regular season competition and postseason tournaments with the following stipulations:

- Range finders and other multi-functional devices that calculate slope, wind speed/direction, temperature, etc. in addition to yardage are permitted. However, the slope function and any other function other than distance shall not be in use during play. Discovery of any function being used other than distance will result in penalty.
- If any player in a group uses a range finder/GPS device, all players in the group must have access to the information. If the player uses the device but does not provide information to the other players in their group, said player will be disqualified for a serious breach of etiquette (*USGA Rule 4-3a(1)*).
- Parents and spectators will not be allowed to provide any information from a range finder/GPS device to any player.
- Coaches may use a range finder to offer DISTANCE ONLY advice to their player and all players in the group.

### Penalty for Breach of Rule 4-3:

First offense = 2 stroke penalty

Subsequent offense = Disqualification

### Rationale for Use of Distance Only Range Finder/GPS Device:

- Golf is a challenging game in which success should depend on the judgement, skills and abilities of the players. The USGA governs the use of equipment and devices that might assist a player in making a specific stroke or generally in their play.
- With the USGA and KGA allowing the use of range finders/GPS devices for measuring distance, more players are now in possession of these devices.
- With factors of daylight and course availability/restrictions, use of this device will speed up play.
- The game of golf relies on the integrity of the individual to show consideration for other players and to abide by the rules. All players should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times, irrespective of how competitive they may be.

## Attire

**The KSHSAA Executive Board has authorized guidelines regarding attire for interscholastic golf. ALL GOLF ATTIRE MUST BE SCHOOL APPROVED.**

### Appropriate Attire:

- Pants or walking shorts
- Shorts must be worn at the waist with a minimum three-inch inseam.
- Collared shirt, blade polo or turtleneck top with sleeves (sleeveless acceptable for women).
- School colors and identification are desirable but not required.
- **Players are to be neat in their attire.**

### Inappropriate Attire:

- Jeans, jean shorts
- Ragged or cut-off shorts
- Tank tops

- Tops that do not cover the waist
- Torn shirts
- Clothing, headwear or other apparel with inappropriate pictures or verbiage

### **Jewelry/Logos/Headwear**

- There is no restriction on jewelry worn by competitors.
- There is no restriction on a single partial/whole manufacturer's logo/trademark (i.e., Nike symbol, etc.).
- When caps or visors are worn, the bill must be worn forward.
- Bandanas and do-rags are not permitted.

**Appropriate attire must be worn in the playing area at all times (including the award presentation). Removal of any part of the uniform is unacceptable behavior.**

- Tournament managers will not permit students to compete or participate in the awards ceremony if not appropriately attired.
- Member schools/coaches have a responsibility to enforce appropriate attire.
- Member schools/coaches that have a concern regarding another school's attire should contact the KSHSAA.

**ALL SCHOOLS MUST FOLLOW THE UNIFORM RULE DURING REGULAR SEASON AND POSTSEASON MEETS.**

### **Caddies/Motorized Carts**

Clubs may be carried or pull carts may be used. Caddies or motorized golf carts are not to be used in competition unless written approval has been given by the KSHSAA. The use of carts for players may only be used if there is a disability present.

To request use of a motorized cart, schools must do the following:

1. Submit a written request, including student's name and grade.
2. Provide documentation from a physician to include:
  - a. Description of disability
  - b. Release to participate
  - c. Reasonable estimated time player will need use of cart

Upon receipt of the above information the KSHSAA will notify the requesting school in writing. A copy of the KSHSAA letter granting permission must be in possession of the coach and presented to the tournament manager upon arrival.

Schools receiving permission to use a motorized cart are responsible for securing a cart in advance of the tournament and paying the rental fee.

Requests may be emailed to [jholaday@kshsaa.org](mailto:jholaday@kshsaa.org).

NOTE: Injured coaches may request use of a motorized cart by following the same procedure above.

Letters of permission from the KSHSAA are valid for the specified time/school year only.

Unless permission is given by the KSHSAA or tournament manager, no golfer on any golf team is allowed to ride in a cart, have their clubs carried in the cart, or even rest in a cart between holes.

**Penalty for breach of this rule: Disqualification**

### **Cell Phone Permission**

Participants will be permitted to carry a cell phone in their golf bag for emergency use and for the purposes of keeping score. The use of the phone for any other reason will be subject to disqualification.

## Coaches Not Allowed to Golf During Competition

By KSHSAA Executive Board policy, golf coaches are prohibited from golfing during all school competitions (regular season and postseason).

Coaches are significant adult role models in the lives of student-athletes and play an important role in the educational values the students receive from their participation in interscholastic activities. In addition, they are entrusted with the safety and well-being of the students they are privileged to be associated with.

The rationale for adopting this policy:

1. Coaches have the opportunity to coach during competition.  
Kansas high school head golf coaches may “offer advice” to their golfers during competition.
2. Coaches are responsible to assist with management of the event:  
Team supervision, serve as a marker, serve on the arbitration committee, etc.
3. Coaches have the responsibility for the well-being and behavior of their student-athletes:  
Injury/illness, sportsmanship/discipline issues during competition, etc.
4. High school golf events are for the student participants:  
No other school activity programs allow coaches to “play” while their athletes are playing.  
Coaches must keep in mind that the contest essentially belongs to the student participants.

## Student Manager Guidelines

School golfers who serve as a team manager during the opposite golf season must confine their duties to traditional managerial tasks (i.e., keeping statistics, organizing equipment, pre and post-practice/event duties, etc.) They may not hit golf balls or be part of taking or giving instruction as this would be a violation of KSHSAA **Rule 30**, Seasons of Activity.

## Coach Guidelines for Communicating with their Golfers

Golf is a game of honesty, integrity and honor. To this extent, the following guidelines have been established to allow two school coaches from each school to coach/communicate with their golfers from the tee to the green. Coaching/Communicating with a golfer should in no way hinder the pace of play.

Coaches may “offer advice” to their golfers during competition per the following:

- Coaches may not be on the green at any time to help read putts.
- No player may tee off until all golfers in the group are present on the teeing ground.
- Coaches may coach/communicate with their golfer until all golf balls have arrived on the green.

### **ID Badge/Wristband:**

All head coaches must attend the coaches meeting prior to the start of the tournament so they will be identified by the tournament manager. The coach will receive a KSHSAA wristband to wear throughout the event (postseason) and **ID Badge from host school (regular season).**

## Conduct/Sportsmanship

School activities are an important aspect of the total educational process. Appropriate sportsmanship and self-control are expected of all participants and will be strictly enforced by the tournament manager. The KSHSAA Executive Board condemns the use of profanity, the throwing of clubs and cheating. Penalty for breach of this rule: disqualification. **The Executive Board strongly recommends that coaches and school administrators establish and enforce standards and expectations regarding sportsmanship, conduct and course etiquette. Coaches, school administrators and tournament managers are asked to strictly enforce these policies.**

## Disqualification

USGA rules and regulations, with KSHSAA modifications, shall be followed and enforced in all interscholastic golf events. Players or coaches shall not agree to exclude the operation of any rule or to waive any penalty incurred (USGA Rule 1-3). Disqualification in KSHSAA interscholastic golf events shall also include, but is not limited to, the following: unauthorized use of caddies or motorized cart; use of profanity; throwing clubs; cheating; indecent exposure (public urination), etc.

## Etiquette

It is recommended that coaches spend some time at the beginning of the season teaching golf etiquette. Golf is an exciting sport that pits the individual against the golf course. Some players don't like to face the reality of shooting a poor score. Accepting failure is pretty important in the game of golf. It is a game of honor, and if a young athlete cannot accept having a bad day and doing poorly, it defeats the purpose of the game. Courtesy on the course includes: safety, honor, quietness, stillness, playing without delay, allowing players in front to clear, leaving the green quickly.

## Offseason/Summer Golf

It is not a violation of KSHSAA regulations for students to participate in any type of golf tournament during the school year, outside of their season, and during the summer.

- Students may not accept cash or merchandise and may not violate the Amateur and Award Rules (see Section 02).
- If a student participates in a team scramble, no one on the team may accept cash or merchandise.
- Students who take part in a Calcutta Tournament must not permit themselves to be purchased. This would be a violation of the Amateur Rule.
- Medals, trophies and t-shirts are acceptable prizes and are not considered merchandise.
- Receiving a sleeve of balls, etc., as part of the entry fee is not a violation of the Awards Rule.

**COACHES, PLEASE SHARE THIS INFORMATION WITH YOUR ATHLETES AND THEIR PARENTS!**

**Additional information is located at: [www.kshsaa.org](http://www.kshsaa.org)>Athletic>Golf>Important Information**

## Respect for Others' Property

Golf is one, if not perhaps the only, sport in high school where the school does not own the facilities. Therefore, it is important to take time to explain to players the privilege they have in using facilities that belong to someone else. This should not only be done in reference to your local course but especially when you are guests at other courses. Make sure that players understand what is expected of them to represent their school and the respect they should have for the property of others. **Care for the course includes:**

**Holes in Bunkers** – Before leaving a bunker, a player should carefully fill and smooth over all holes and footprints made.

**Repair Divots, Ball Marks and Damage by Shoes** – A player should ensure that any divot hole made and any damage to the putting green made by the ball is carefully repaired. On completion of the hole by all players in the group, damage to the putting green caused by golf shoes should be repaired.

**Damage to Greens – Flagsticks, Bags, etc.** – Players should ensure, when placing bags or the flagstick, no damage is done to the putting green and that they not damage the hole by standing too close to it, in handling the flagstick or in removing the ball from the hole. The flagstick should be properly replaced in the hole before the players leave the putting green. Players should not damage the putting green by leaning on their putters, particularly when removing the ball from the hole.

**Damage Through Practice Swings** – In taking practice swings, players should avoid causing damage to the course, particularly the tees, by removing divots.

# Rules of Competition

## Grass and Sand:

The USGA rules and regulations, with KSHSAA modifications, shall be followed.

1. The ball will be played down (as it lies) unless the club professional rules otherwise.
2. You must tee the ball between the markers not more than two club lengths behind the markers and never in front of them.
3. A stroke is any forward movement of the club with the intent of hitting the ball.
4. Play a provisional ball only if you think your ball is lost or out-of-bounds.
5. You may drop the ball if it lies on or touches some immovable artificial obstruction like a bench or drinking fountain or if the obstruction is so close as to interfere with your stance or swing.
6. The ball may be picked up and cleaned on the putting green. It must be returned to the exact spot from which it was lifted. (A ball marker shall be used.)
7. There is no such thing as conceding a putt. Every player must hole out on every hole.
8. The player shall start a stipulated round with no more than 14 clubs.

## Sand Only:

The general rules for the USGA shall apply to all tournaments and the following regulations will be a supplement to the USGA Rules for Sand Greens Golf:

1. No dragging of green until all balls are on the green.
2. Each person makes his/her own drag from the spot of the ball to the hole.
3. No fluffing the cup. It is recommended that the drag be from two to three feet beyond the cup.
4. If the ball strikes the mound area beyond the cup, a two stroke penalty will be assessed.
5. When putting the ball, if the ball leaves the drag strip, no penalty is assessed and the ball is placed back on the drag strip where it went out-of-bounds.
6. When putting the ball, if the ball hits the edge of the drag and rebounds into the cup, add one stroke. If the ball does not go into the cup, there would be no penalty.

# TOURNAMENT INFORMATION

The Sub-State Tournament will be conducted on one day consisting of 18 holes. The State Tournament will be played over two days consisting of 18 holes each day.

## Arbitration Committee

An arbitration committee will be appointed by the tournament manager **AND MUST STAY ONSITE UNTIL TOURNAMENT PLAY HAS CONCLUDED**. This committee will consist of three coaches who will handle any protests. If needed, a fourth coach will be appointed so members of the committee will not be involved in making decisions that would involve their own athletes. It is suggested the course pro also be available to assist the committee as needed.

## Coaches Meeting

A coaches meeting will be conducted by the tournament manager prior to tee-off. Managers are responsible to inform coaches of the time and location for this important meeting.

### Items to be covered include:

1. Introductions of tournament manager, course pro and other key tournament personnel.
2. Identify arbitration committee (see above).
3. Address course specifics (markings, ground under repair, specific hazards, etc.).
4. Review tournament schedule, awards procedure, projected weather forecast and what to do in the event of bad weather, etc.
5. Address sportsmanship, conduct and the coach's role.
6. Review coaches giving advice during competition (distribute two KSHSAA wristbands for school employed coaches if they have two coaches).
7. Questions, additional information.

NOTE: At the state tournament, all coaches will receive a packet with certificates of participation, a meeting agenda, etc.

## Courses – Securing

Since high schools do not have golf courses, it is important when negotiating with local courses to carefully explain your needs and desires for the event you are hosting. Items to address: tournament date and time; cost for use; number of participants; tee-off options; golf galleries; access to golf carts; availability of reasonably priced practice rounds; financial gain for course (i.e., cart rental, practice rounds, concession sales, pro shop sales, future business by those attending/participating). It is recommended that schools get something in writing from the course management indicating the terms of their agreement to host the event.

## Courses – Unplayable

If the tournament manager and the course professional/management considers that for any reason the course is not in a playable condition or that there are circumstances which render the proper playing of the game impossible, they may order a temporary suspension of play. When play has been temporarily suspended, it shall be resumed from where it was discontinued, even though resumption occurs on a subsequent day.

## Disqualification Report

Tournament managers are to complete and submit to the KSHSAA a Golfer Disqualification Report (page 34) should a golfer be disqualified from the postseason tournament they host.

## Galleries/Spectator Guidelines

Galleries will be permitted at sub-state and state tournaments subject to the approval of the course manager. **Individuals in the gallery may not offer advice to the tournament participants or interfere in any way with play.**

Page 36 lists the Spectator Guidelines. Please copy this page accordingly and provide for spectators at all interscholastic golf events.

**PLEASE REMIND YOUR GOLFERS:** At postseason tournaments, parents and coaches may not visit with golfers once they have finished playing 18 holes until they have signed the official scorecard. At the end of regular competition, all golfers in a group will be escorted by the marker to an official scoring area where the golfers will check scores and sign the scorecard.

## Groups

**Sub-State** – Sub-State managers will place golfers in groups of four (three where needed) based on average meet scores submitted on their school entry card. No two participants from the same school will be in the same group.

**State** – The KSHSAA will place the qualifying golfers in groups of four (three where needed).

**Sand Greens** – Because sand greens courses are 9-hole, tournaments will be conducted using a Shotgun Start.

## Inclement Weather

Bad weather (rain, wind) is in and of itself not a good reason for discontinuing play. You may choose to delay the start of the tournament but go ahead with the coaches meeting. **NOTE: If play is suspended, please notify the KSHSAA.**

**If play is suspended due to inclement weather**, the last nine holes of tournament play which have been completed by all players will be counted. (See "Lightning Safety Tips" in Section 01 of this manual).

## Lightning Meter/Radar

Tournament managers are encouraged to have a lightning meter or appropriate phone app for use the day of the tournament. In addition, access to radar for checking weather patterns will also provide valuable information.

## Markers Important and Required

- The KSHSAA Executive Board voted to require the use of markers at all KSHSAA postseason tournaments (sub-state and state).
- Tournament managers are responsible for securing markers.

**NOTE: Each participating school should be prepared to provide a marker (either a coach or a qualified adult).**

## Marker's Duties

- Personally record the hole-by-hole strokes of each golfer in the group.
- Strokes—when each stroke is taken put down a mark (1), if a penalty occurs (P), and putt (X).
- Please see page 32 for additional duties and information.

Please copy page 32 as a handout for your markers. Page 33 provides a sample scorecard for your markers to use, or you may choose to use your own.

## Marker Meetings

All postseason tournament managers will conduct a meeting with markers the morning of the tournament, prior to tee-off. Please have this meeting free from distractions.

- Hand out pencils and scorecards (*filled in with golfers' names*).
- Distribute scorecard for marker (page 33).
- Distribute and discuss the "KSHSAA Marker's Duties" handout (page 32).
- Review the tournament format/time schedule/method of tee-off, etc.
- Answer any questions.

## Scoring Area

The KSHSAA would like for tournament managers to have an area set up for competitors and markers to check-in at the end of their round. This area needs to have a tent and/or table and chairs so the competitors may sit down and check their score cards. The area needs to be away from distractions.

### a. Recording Scores

On completion of the round, the marker shall sign the card and hand it to the competitor. If more than one marker records the scores, each shall sign for the part for which they were responsible.

### b. Signing and Returning Card

After completion of the round, the competitor should check his/her score for each hole and settle any doubtful points with the Arbitration Committee. He/she shall ensure that the marker has signed the card, countersign the card himself/herself and return it to the committee as soon as possible.

Markers, please escort your group to the official scoring area when they finish their round. At the table, golfers would check their scorecards to see if they were all in agreement and then sign their card. The person accepting the cards would also be at the table to accept the official cards.

## Max Score Allowed

In boys and girls postseason competition, a golfer has the option to take a maximum score 12 on a hole. This would eliminate them from medal consideration but would allow the score to count toward their team score. The intent of this rule is twofold. To speed up play at postseason events; and also, to not embarrass golfers who are relatively new to the sport so hopefully they won't quit and they continue to participate in golf at school. The data shows a golfer who scores 10+ on a hole does not typically contend for medals and team scores are not typically in the top 50% of team scores. This is being implemented from the recommendation of the KCA and adopted by the KSHSAA Executive Board (June 2021).

## Participant Information

Important information needs to be shared with all postseason participants prior to tee-off in order to avoid challenges. It is suggested that the starter share this information with each group as they prepare to tee-off.

Please address the following items:

1. Ask golfers to introduce themselves to one another and the marker.
2. Ball check (check for mark); marker record on tally sheet.
3. Discuss the use of markers and their role.
4. Verify score with marker at tee box of next hole.

5. Address course specifics (markings, hazards, ground under repair, playing ball up/down, etc.).
6. Help each other find lost ball.
7. Allow players with honors to tee first.
8. Review conduct/sportsmanship issues (poor sportsmanship will not be tolerated).
9. Inform golfers that they will be disqualified for:
  - Unauthorized use of caddies or motorized carts
  - Receiving advice from spectators
  - Use of profanity
  - Throwing clubs
  - Cheating
  - Indecent exposure (public urination)
10. At the end of round, check hole-by-hole score before you sign the score card.
  - Golfers are responsible for their correct hole score.
  - Lower score = DQ; Higher score = keeper

## Playoff for First Place

Per the 36-hole golf proposal there will be no more playoffs for sub-state or state golf except for the sub-state and state champion. If there is a tie for first they will have a sudden death playoff. Finishers for 2nd-10th plus ties will receive "Top-10" medals. 11th thru 20th plus ties will receive "Top-20" medals.

## Practice/Starting Times

The course will be available for practice, provided each participant pays the course green fees and the course management approves. Practice will not be permitted the day of the tournament.

**The coaches meeting will be held prior to the competition. The time, date and location will be sent out via email to the athletic director and coach.**

## Questions/Ruling

Please call one of the following:

- KSHSAA, 785-273-5329
- Central Links Golf, 913-649-5242
- United States Golf Association (USGA), 908-234-2300

## Tee-Off Options

Tournament managers have several options to choose from for tee-off:

- a. Golfers start off #1 and #10 tees.
- b. All golfers start off the #1 tee.
- c. Shotgun start (golfers start off all tees when a signal is given).
- d. Other options as needed.

Note: KSHSAA must approve all options/time schedules.

## Tiebreaking Procedure

**All ties will be broken whenever trophies or numbered medals are involved.** Ties in team scoring shall be resolved by comparing the fifth persons' scores from the tying teams. The team with the best fifth-place score shall prevail. If one team does not have a fifth player, the team with the fifth player shall prevail.

If this procedure does not break the tie, then the sixth players' scores shall be compared. If one team does not have a sixth player, the team with six players shall prevail.

If the tie still remains, the winner shall be determined by totaling the scores of the first three players. If the tie still remains, it shall be resolved by totaling the scores of the first two golfers. If the tie remains unbroken, then the scores of the first golfers shall be compared.

If the tie remains, then duplicate awards will be presented and the tied teams shall advance to the next round.

**For Girls and Boys, All Classes**—The top five lowest individual scores that are not members of a qualifying team will qualify for the state tournament. All ties for the fifth spot will advance to the state tournament.

## Scorecard Playoff

Suggested from USGA (Rules and Decisions book; Appendix I)

If a playoff of any type is not feasible, matching score cards is recommended. The method of matching cards should be announced in advance and should also provide what will happen if this procedure does not produce a winner. An acceptable method of matching cards is to determine the winner on the basis of the best score for the last nine holes. If the tying players have the same score for the last nine, determine the winner on the basis of the last six holes, last three holes and finally the 18th hole. If this method is used in a competition with a multiple tee start, it is recommended that the "last nine holes, last six holes, etc." is considered to be holes 10-18, 13-18, etc.

For competitions where the handicap stroke table is not relevant, such as individual stroke play, if the last nine, last six, last three holes scenario is used, one-half, one-third, one-sixth, etc. of the handicaps should be deducted from the score for those holes. In terms of the use of fractions in such deductions, the committee should act in accordance with the recommendations of the relevant handicapping authority.

In competitions where the handicap stroke table is relevant, such as four-ball stroke play and bogey, par and Stableford competitions, handicap strokes should be taken as they were assigned for the competition, using the players' respective stroke allocation table(s).

# 05 SUB-STATE TOURNAMENTS

## Dates and Assignments

**Girls** October 13 or 14, 2025 (Monday or Tuesday) - Sub-State Tournaments

**Boys** May 18 or 19, 2026 (Monday or Tuesday) - Sub-State Tournaments

## Sub-State Golf Assignments

The KSHSAA Executive Board has approved the following procedures for sub-state golf assignments:

1. Each class will be divided geographically, equally into four parts.
2. Once established, the KSHSAA staff will ensure not more than three schools in the top 12 of the KGCA rankings\*\*\* are in one substate.
3. If there are four or more schools ranked in the top 12, school(s) will be moved to the adjacent sub-state competition insofar as possible.
4. Hosts will never be moved.

\*\*\**Each varsity competition shall be recorded on [www.kansasgolfscores.com](http://www.kansasgolfscores.com) so that proper rankings may be established. The will be the responsibility of each regular season host.*

## Entry Fees

**NOTE:** The \$60 sub-state entry fees are applied when a school submits their Fall Activity Participation Form (girls) and/or Spring Activity Participation Form (boys) to the KSHSAA. Athletic directors will be invoiced by the KSHSAA.

Each school may enter a maximum of six players in one of the sub-state tournaments.

## Sub-State Entries

Sub-State entries must be completed online under the school's administrator or coach account prior to the sub-state tournament. Schools may list no more than six players. Once entries are turned in on the due date, schools will still have time to make edits to the lineup (not the number) until the Thursday before sub-states are set to begin.

**A \$10 penalty payable to the host schools will be charged if entry is not submitted on or before the deadline date (boys season only).**

### SUBSTITUTIONS -

Schools may substitute a player(s) submitted on the sub-state entry up to noon on Friday preceding the sub-state tournament (girls, October; boys, May). After that time a written request (email accepted) for an emergency substitution must be submitted (and approved) to the KSHSAA by the member school principal or athletic director. The KSHSAA will notify the tournament managers of approved requests.

### ADDITIONAL TEAM MEMBERS

Schools entering fewer than six golfers and then choosing to add a member must do so before noon on Friday preceding the sub-state tournament.

## Our Sub-State Golfers

Schools must submit online by the due date (see inside front cover).

For recording keeping purposes, golfers our school will be entering for sub-state competition are:

Golfer Name	Grade	Average meet score for 18 holes (+,- par)	Sub-State Score (enter when done)

## Medalists and Awards - Sub-State

Plaques will be awarded to the first- and second-place teams in all sub-state tournaments. The top 10 finishers in all girls and all boys sub-state tournaments will receive medals. Playoffs will take place for the sub-state champion. Duplicate medals will be mailed to those tying for the 10th medalist position.

### NOTE:

- **It is possible to receive a sub-state medal and not qualify for the state tournament.**
- **It is possible to qualify for the state tournament and not receive a sub-state medal.**

## Tournament Results/Scoring

Postseason tournament results and scoring will be done electronically with the approved scoring platform of the KSHSAA. Individual players or the marker in the group will keep track of their own score, the groups score, or otherwise designated by the tournament director during the round. Sub-State tournament sites will be sent directions on using the scoring program. This program must be used for postseason tournament scores.

# STATE TOURNAMENTS

## Qualifying for State - TEAMS

**GIRLS—Class 6A, 5A, 4A, 3-2-1A** — The top three teams at each sub-state (four sub-state tournaments) will qualify for the state tournament.

**BOYS—Class 6A, 5A, 4A, 3A, 2A, 1A** – The top three teams at each sub-state (four sub-state tournaments) will qualify for the state tournament.

**Qualifying teams may change their team members from sub-state to state. Changes must be made known to the KSHSAA by 8 a.m. the morning after the sub-state tournament. Contact Jeremy at 785-273-5329 or [jholaday@kshsaa.org](mailto:jholaday@kshsaa.org).**

***\*Due to tournament course time constraints and factors of nature that impact “pace of play,” schools with qualifying teams are encouraged to send experienced players only to the state tournament.***

## Qualifying for State - INDIVIDUALS

If a school enters fewer than four participants at the sub-state tournament, they shall compete for individual medalist.

**For Girls All Classes (Grass)** – The top five lowest individual scores that are not members of a qualifying team will qualify for the state tournament. All ties for the fifth spot will advance to the state tournament.

**For Boys All Classes (Grass)** - The top five lowest individual scores that are not members of a qualifying team will qualify for the state tournament. All ties for the fifth spot will advance to the state tournament.

**NOTE:** Schools with four or more golfers qualifying as “individuals” are not eligible for team honors.

## Sand Greens Qualifying Standards

Qualifying for State Sand Greens will consist of a qualifying score for an individual, a score for a team and a minimum number of sand green events.

- a. To qualify for State Sand Greens Golf a school must compete in at least three (3) sand greens events of the eight (8) days of competition a school is allotted by KSHSAA Handbook Rule.
- b. In one of those three events, for an individual to qualify he/she must record an 18-hole score of 95 or lower.
- c. In one of those three events to qualify for a team score at state, a team must record a 380 mark or lower.
  - Team scores consist of four lowest scores added together in an 18-hole event.

Once those marks have been achieved the school must submit the form (which will be emailed to each school) to [jholaday@kshsaa.org](mailto:jholaday@kshsaa.org).

## State Entry Fees

The sub-state results submitted to the KSHSAA by the tournament manager automatically enter the qualifying golfers for state competition. Athletic directors will be invoiced a \$10 entry fee per state qualifier.

## State Tournament Groups

Golfers qualifying for the state tournament will be placed in groups by the KSHSAA. Unless a tournament manager requests otherwise, the golfers will be placed in foursomes and adjusted so there are no fewer than three in the last group(s). No two participants from the same school will be in the same group.

Groups will be put together by the host site for day two of competition immediately following the conclusion of play from day one.

**Barring weather challenges, etc., a list of the state tournament groups will be posted on the KSHSAA website ([www.kshsaa.org](http://www.kshsaa.org)) by noon on Wednesday after sub-state competition.**

## Substitutions/Alternates

Schools of qualifying teams may substitute a team member (i.e., golfers that qualified the team/school from sub-state do not have to be the same golfers that represent the team/school at state competition). The KSHSAA would appreciate notification of any substitutions/alternates before the state pairings are posted at noon on Wednesday (preceding the state tournament). After that time, approval for alternates must be made by a school administrator and approved by the KSHSAA. The KSHSAA will notify the state managers of approved requests.

There are no substitutions/alternates allowed for individuals who qualify for state competition.

## State Medalists and Awards

The player with the lowest medal score in each class will be declared the low medalist. The team champion will be determined by adding the best four scores. First-, second- and third-place teams will receive trophies and seven medals. The top 20 finishers will receive medals (sand greens, top 10).

## Sand Awards

For sand greens golf, the champion team will be awarded a plaque and the top 10 individuals and ties will be awarded medals.

## State Site Information

To assist golfers, coaches, school administrators and spectators, **information specific to each state tournament will be posted online 4-6 weeks in advance of the tournament date.** Information included will be directions to the tournament course, practice round opportunities, link to the tournament golf course website, time and location of coaches meeting, range balls the morning of the tournament, t-shirts and concessions available, markers, local motels and eating establishments, etc.

**To access this information, please go to:** [www.kshsaa.org](http://www.kshsaa.org)>Athletics>Golf>State Site Locations>Tournament Information (specific to each classification).

## Tournament Results/Scoring

Postseason tournament results and scoring will be done electronically with the approved scoring platform of the KSHSAA. Individual players or the marker in the group will keep track of their own score, the groups score, or otherwise designated by the tournament director during the round. State tournament sites will be sent directions on using the scoring program. This program must be used for postseason tournament scores.

## State Format for Girls and Boys Seasons

Medals will be awarded based on the best 36-hole score with 18 holes being played each day.

Tee times based on sub-state results will be used on day one of competition.

After the completion of the first 18 holes, the top six team scores and the individuals, not on one of the six teams, that bring the day two field to a total of 54 will qualify for day two.

Example: The top six teams comprises 36 golfers. The next 18 golfers on the leaderboard plus ties will qualify for day two. If a qualifying team is short of six members, then additional individuals (and ties for that spot) will qualify for day two. For example: If one of the qualifying teams has five members, then 19 individuals will be taken for day two and anyone tied with the 19th position.

Tournament management will set tee times for day two based on the scores from the first 18 holes.

Eighteen holes will be played on day number two to its completion. The top three teams and top 20 individuals will qualify for awards. Ties for first place (individual) will have a sudden-death playoff. All other ties will remain tied, receiving a "Top-10 Medalist" (2nd-10th) or a "Top-20 Medalist" (11th-20th) medal.

Team scores are calculated as the lowest four scores from day one added to the lowest four scores on day two.

Practice rounds will be available leading up to the tournament, with a primary date set for the day before competition.

Ties in team scoring shall be resolved by comparing the fifth persons' scores from the tying teams. The team with the best fifth-place score shall prevail. If one team does not have a fifth player, the team with the fifth player shall prevail. If this procedure does not break the tie, then the sixth players' scores shall be compared. If one team does not have a sixth player, the team with six players shall prevail. If the tie still remains, the winner shall be determined by totaling the scores of the first three players. If the tie still remains, it shall be resolved by totaling the scores of the first two golfers. If the tie remains unbroken, then the scores of the first golfers shall be compared. If the tie remains, then duplicate awards will be presented and the tied teams shall advance to the next round.

Schools may change their team entries from the sub-state competition to the state competition. However, those entries after the first 18 holes of state play may not be changed.

If weather cancels one of the days of state play, 18 holes will count. If a common nine holes is complete then 27 holes will count.

An individual who is disqualified because of a scoring error on the first day will be allowed to compete on day two, with their score counting towards the team score only. They will not be eligible for the individual medals because they must have a score for 36 holes. If an individual not on a team is disqualified on day one then they will not qualify for day two. If disqualified because of a sportsmanship issue, there will be no participation in round two.

If someone is injured during round one and unable to turn in a qualifying score, they may golf on day two for a team score but will be out of medal contention individually.

In the two-day championship format - after the completion of round one, no competitor may play or practice on the competition course. The putting green or driving range is still available at the discretion of course management.

# KSHSAA GOLF "MARKERS"

The KSHSAA Executive Board voted to require the use of markers for all KSHSAA postseason tournaments.

Tournament managers will be responsible for assigning a qualified adult to serve as a marker for each group. These individuals may be community volunteers. Participating schools should be prepared to provide a qualified adult to serve as a marker.

- All markers must attend a meeting with the tournament manager prior to tee-off.
- Markers are to be properly attired (no hats, clothing with inappropriate pictures or verbiage).
- Markers will not use tobacco or alcohol products while directly involved in interscholastic activities.
- Markers may not offer advice to any golfer.
- All markers should have a cell phone so they can notify tournament management of any challenges or emergencies.

## **A Marker's Duties Will Include:**

- Personally recording the hole-by-hole strokes of each golfer in the group
- Helping with the speed of play
- Watching tee shots and looking for lost balls
- Having golfers communicate their scores to the rest of the group after each hole
- Notifying the tournament manager immediately if golfers do the following: unauthorized use of caddies or motorized carts, in possession of or use of electronic communication devices, receive advice, use profanity, throw clubs, cheat, indecent exposure (public urination).

***A marker is not a referee and therefore may not decide questions of fact or apply the rules.***

When the hole is finished, the marker will ask the golfers for their scores. Should there be a disagreement between the marker and a golfer regarding the number of strokes on a hole, together they should quickly do a mental replay of the hole, pointing out each stroke and penalty. NOTE: A golfer who has incurred a penalty should inform their marker as soon as possible (*Rule 9-3*). **IT IS THE PLAYER'S RESPONSIBILITY TO KNOW THE RULES.**

## **USGA Rule 6-6. Scoring In Stroke Play:**

Markers are to escort their group to the scoring tent when they finish their round.

### **a. Recording Scores**

On completion of the round, the marker shall sign the card and hand it to the competitor. If more than one marker records the scores, each shall sign for the part for which they were responsible.

### **b. Signing and Returning Card**

After completion of the round, the competitor should check his/her score for each hole and settle any doubtful points with the Arbitration Committee. He/she shall ensure that the marker has signed the card, countersign the card himself/herself and return it to the committee as soon as possible.

No alteration may be made on a score card after a competitor has turned it in to the committee.

# KSHSAA MARKER SCORE CARD

Tournament \_\_\_\_\_ Course \_\_\_\_\_ Date \_\_\_\_\_

NAME	Strokes/Putts	Score	Strokes/Putts	Score	Strokes/Putts	Score	Strokes/Putts	Score
1								
2								
3								
4								
5								
6								
7								
8								
9								
OUT								
10								
11								
12								
13								
14								
15								
16								
17								
18								
OUT								
TOTAL								

Marker's Signature \_\_\_\_\_ Golfer Signature \_\_\_\_\_

Golfer Signature \_\_\_\_\_ Golfer Signature \_\_\_\_\_ Golfer Signature \_\_\_\_\_

A marker shall personally record hole-by-hole strokes of each golfer in the group.  
 For each stroke, write down a mark (1 1 1 1) or number (1 2 3 4). For each putt, use an x (x x x).  
 For a penalty, record a p and contact the tournament manager/official.

# GOLF DISQUALIFICATION REPORT

This report must be completed by the tournament manager and submitted to the KSHSAA immediately following the event.

1. Host School: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Location (Course, Town): \_\_\_\_\_

Event Manager: \_\_\_\_\_ Title: \_\_\_\_\_

Manager Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Manager Email: \_\_\_\_\_

2. Name of Disqualified Golfer: \_\_\_\_\_

School: \_\_\_\_\_ Coach: \_\_\_\_\_

Reason for Disqualification: *(i.e., USGA rule infraction, violation of KSHSAA golf or sportsmanship rule, etc.). Please be specific in explaining what transpired. Use the back of this form or attach detailed explanation.*

3. Other Personnel (who witnessed act and/or made ruling)

Name of Marker: \_\_\_\_\_ Phone : \_\_\_\_\_

Members of Arbitration Committee (Name, School): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Golfers in Group (Name, School): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Email completed form to [jholaday@kshsaa.org](mailto:jholaday@kshsaa.org)**

# STATE SITE INFORMATION

To assist golfers, coaches, school administrators and spectators, information specific to each state tournament will be posted online 4-6 weeks in advance of the tournament date. Information included will be directions to the tournament course, practice round opportunities, link to the tournament golf course website, time and location of coaches meeting, range balls the morning of the tournament, t-shirts and concessions available, markers, local motels and eating establishments, etc.

**To access this information, please go to:** [www.kshsaa.org](http://www.kshsaa.org)>Athletics>Golf>State Site Locations>Tournament Information (specific to each classification).

## Girls State Golf – October 20-21, 2025

- Class 6A**      **Site/Host:** **Hesston Golf Course, 520 Yost Drive, Hesston**  
Manager: Zach Frey; 620-327-2331
- Class 5A**      **Site/Host:** **Emporia Municipal Golf Course, 1133 S Hwy. 99, Emporia**  
Manager: Marcus Erkel; 620-343-5610
- Class 4A**      **Site/Host:** **Carey Park Golf Course, 9 Emerson Loop, Hutchinson**  
Manager: Colton Berk; 620-694-2698
- Class 3-1A**    **Site/Host:** **Salina Municipal Golf Course, 2500 E Crawford, Salina**  
Manager: Mike Hargrave; 785-826-7450

## Boys State Golf – May 26-27, 2026

- Class 6A**      **Site/Host:** **Firekeeper Golf Course, 12524 150th Rd #8819, Mayetta**  
Manager: Michael Powell; 785-966-2100
- Class 5A**      **Site/Host:** **Tallgrass Golf Club, 2400 N Tallgrass St, Wichita**  
Manager: Tanner Burkhardt; 316-684-4110
- Class 4A**      **Site/Host:** **Carey Park Golf Course, 9 Emerson Loop, Hutchinson**  
Manager: Colton Berk; 620-694-2698
- Class 3A**      **Site/Host:** **Salina Municipal Golf Course, 2500 E Crawford, Salina**  
Manager: Mike Hargrave; 785-826-7450
- Class 2A**      **Site/Host:** **Quail Ridge Golf Course, 3805 Quail Ridge Dr, Winfield**  
Manager: Jackson Strohl; 620-221-5645
- Class 1A**      **Site/Host:** **Turkey Creek Golf Course, 1000 Fox Run Drive, McPherson**  
Manager: Collin Duckworth; 620-241-8530
- Sand Greens**    **TBD**

# SPECTATOR GUIDELINES FOR GOLF

Welcome to all the parents and spectators! We are glad to have each of you here to watch the players. While you are watching, we ask that you observe the following guidelines. These guidelines are being provided to ensure consistency in all KSHSAA postseason golf tournaments.

1. **Spectators are required to follow golf etiquette at all times.** When the player you are watching finishes a hole, remember that the other players in the group may still be finishing.
2. **Spectators are asked to keep up with the group they are following. Stay even with and to the side (cart path if available) with the furthest golfer away from the green. Do not follow in the fairway. When all balls are on the green spectators may gather near the green to avoid possible approach shots from the following group.**
3. **Spectators are asked to NOT pick up any golf balls on the course during the tournament.** These players are not professionals and the owner of the ball may be several fairways over.
4. **Spectators may not offer any advice to any of the players.** This includes not offering your suggestions on the club selection, direction of wind, or possible rulings on a situation.
5. Spectators may help hunt for a lost ball, but may not be in front of the group to watch where their ball lands. (This is called being a fore caddie.)
6. Spectators shall in no instances move a player's bag or ball or offer or provide a ride in a cart during the round of golf. (The player shall be disqualified.)
7. Spectators shall not be involved in the scoring or the recording of scores for the group. The spectators may keep score but cannot correct or dispute the scores of any of the players of the group.
8. Spectators may give encouraging remarks such as "nice shot," "great drive" or "good putt." Please keep all comments positive and at the appropriate times and for all players in the group.
9. **Spectators are asked to turn cell phones off when in the vicinity of golfers.**
10. The tournament manager has the right to forbid spectators entirely if deemed necessary. They also have the right to ask any spectator to leave the course.

**If spectators are not able to abide by these guidelines, they will be asked to leave. Thank You for your cooperation!**

# CHECKLIST FOR TOURNAMENT MANAGERS

- Check arrival of and inspect plaques/trophies and medals (put state trophies together)
- Maintain open channels of communication with the host golf course management
- Contact your local CVB for possible assistance (hospitality room for coaches, etc.)
- State: arrange for sale of state t-shirts (information and shirts shipped to you from Western Associates, 785-273-5600)
- Secure markers (community volunteers and/or coaches of participating schools)
- POSTSEASON INFORMATION TO PARTICIPATING SCHOOLS (2-3 weeks in advance)**
  - \_\_\_ Tournament location
  - \_\_\_ Time and location of coaches meeting (8:00 a.m. recommended)
  - \_\_\_ Tournament starting time (8:30 a.m. recommended)
  - \_\_\_ Method of teeing off (see Section 04)
  - \_\_\_ Local lodging and eating establishments (get information from local CVB or Chamber of Commerce)
  - \_\_\_ Information regarding practice rounds
  - \_\_\_ Reminder that the course may not be used for practice the day of the tournament
  - \_\_\_ SUB-STATE: Reminder to submit sub-state entry form ONLINE
  - \_\_\_ Information on golf galleries (see Section 06, page 36)
  - \_\_\_ STATE: Availability of KSHSAA state championship t-shirts
- POSTSEASON INFORMATION TO KSHSAA**
  - See state site information (Section 06, page 35)
- TOURNAMENT ATMOSPHERE AND PUBLICITY**
  - \_\_\_ Banner/sign at tournament site to identify the event
    - EXAMPLE: 2025 KSHSAA GIRLS CLASS \_\_A (SUB-STATE/STATE) GOLF TOURNAMENT*
  - \_\_\_ Post large tournament score cards for recording results
  - \_\_\_ Contact local media (paper/TV) for before, during and after coverage
  - \_\_\_ If all teeing off on #1 & #10, announce golfer's name
  - \_\_\_ Announce outcome of tournament as awards are presented
- GROUPINGS**
  - \_\_\_ SUB-STATE: After receiving sub-state entry, place golfers in groups of 3-4 golfers
  - \_\_\_ STATE: State qualifiers will be placed in groups of 3-4 with sub-state medalists teeing off last
    - NOTE: Golfers from the same school will be placed in different groups.*
- MARKERS MEETING**
  - \_\_\_ Conduct morning of tournament
  - \_\_\_ Hand out clipboards, pencils and scorecards with golfers' names for assigned group
  - \_\_\_ Distribute and discuss KSHSAA "Marker's Duties" handout (page 32)
  - \_\_\_ Review tournament format/time schedule/tee-off method, etc.
  - \_\_\_ Address questions
    - NOTE: It is suggested that markers have cell phones (set on vibrate) should they need to contact the tournament manager about a situation.*

**COACHES MEETING**

- \_\_\_ Begin on time
- \_\_\_ Introduce tournament manager(s) and course pro/manager
- \_\_\_ STATE: Distribute KSHSAA packets to coaches
- \_\_\_ Identify arbitration committee (see Section 04)
- \_\_\_ Discuss coaches assisting as needed (markers, etc.)
- \_\_\_ Have course pro address items specific to course (markings, ground under repair, specific hazards, etc.)
- \_\_\_ Discuss conduct/sportsmanship and the coach's role
- \_\_\_ Distribute KSHSAA wristband to head coach; review when/where they may offer advice to their golfers

**PARTICIPANT INFORMATION**

- \_\_\_ Conduct prior to tee-off (If shotgun start, conduct as one group; otherwise, starter share info with each group)
- \_\_\_ Ask golfers to introduce self to their marker; do a ball check; have marker record on tally sheet
- \_\_\_ Discuss the use of markers and their role (see Section 04); verify score with marker at tee box of next hole
- \_\_\_ Address course specifics (markings, boundaries, hazards, ground under repair, playing ball up/down, etc.)
- \_\_\_ Help each other with lost balls
- \_\_\_ Allow players with honors to tee first; consider pace of play
- \_\_\_ Review conduct/sportsmanship issues; poor sportsmanship will not be tolerated
- \_\_\_ Inform golfers they will be disqualified for: the unauthorized use of caddies or motorized carts; receiving advice; use of profanity; throwing clubs; cheating; indecent exposure (public urination)
- \_\_\_ At end of round, check your hole-by-hole score before you sign the score card. You are responsible for your correct hole score. Lower score = DQ; higher score = keeper
- \_\_\_ Address any other issues of importance

**SPECTATORS**

- \_\_\_ Distribute spectator guidelines
- \_\_\_ Don't let spectator pace drag out the tournament
- \_\_\_ Spectators may not offer advice to golfers (penalty is disqualification of golfer)

**REPORTING TOURNAMENT RESULTS**

Hosts of sub-state and state tournaments will use Kansas Golf Scores. The program will be the method to report scores to the KSHSAA. (*[jholaday@kshsaa.org](mailto:jholaday@kshsaa.org)*)

- \_\_\_ Contact news media with tournament results (media guide mailed to managers)
- \_\_\_ Notify KSHSAA of any player disqualifications (see form, page 34)



