

## REGISTRATION / ELIGIBILITY INFORMATION

### COURSE/TEAM REGISTRATION

Team and player registration is handled through the website, [www.juniorgolfuniversity.org](http://www.juniorgolfuniversity.org). A login ID and password is required for the course manager, coach and assistant coach.

- ✓ Each course will receive an invoice once a team is registered.
- ✓ One foursome of golf from the course is to be donated as part of the registration fee. The certificates are used for Junior Golf University fundraising.
- ✓ There are absolutely no refunds after the registration deadline.
- ✓ The payment deadline is strictly enforced. Failure to provide timely payment will result in team disqualification.
- ✓ It is at the discretion of each team to provide participants with equipment, golf balls, team uniforms, etc. The fees charged to each team participant are at the sole discretion of the club.

### TEAM MANAGEMENT

Each team is allowed the following for a PJI season:

- ✓ Course Manager
- ✓ Head Coach
- ✓ Assistant Coach
  - All must be registered with the PJI through the JGU website.
  - The assistant coach can assume head coach responsibilities if the head coach is unable to attend a tournament.
  - If both are in attendance, only one person is allowed to communicate with the team.

### PLAYER ELIGIBILITY

- ✓ Male or Female
- ✓ Ages 12-18
  - Exemptions will be given for past participants younger than the new age requirement.
  - Must be 12 years old on the first event of the season.
  - Cannot be over 18 on the first event of the season.
- ✓ All high school students are eligible.
- ✓ No participants can have completed high school and be enrolled in a college or university.

In addition, team members are required to:

- ✓ Read and sign the PJI Player Responsibility Form prior to the start of the season. **The signed copy should be held by the Course Manager for the duration of the season.**
- ✓ Have sufficient knowledge of rules, etiquette, behavior, and pace of play so as not to interfere with other competitors.
- ✓ Serve as a proper example to other junior golfers and behave as a representative of his/her team at all times.
- ✓ Be able to walk and play 18 holes of golf in less than four (4) hours.

## TEAM ELIGIBILITY

- ✓ 5-8 junior golfers meeting the established player requirements.
- ✓ No player can be on multiple PJI teams.
- ✓ Participants may be added or replaced during the season.
  - No replacements or additions after the team's third Divisional tournament.
  - A maximum of two player replacements are allowed per team.

**Each player must compete in two (2) Divisional tournaments to be eligible for post-season competition (if applicable).**

**A Team must field at least four (4) players in each Divisional tournament to qualify for post-season competition as a team (if applicable).**

## DIVISIONAL TOURNAMENT INFORMATION

Each participating course is required to host one PJI tournament per team per season. Each tournament is 18 holes, consisting of a maximum of 25 players (Five players from each team within a Division).

- ✓ Maximum score is double par on every hole.

## DIVISIONAL TOURNAMENT DATES & START TIMES

Divisional tournament dates and start times are set by the host facility with the approval of JGU prior to the start of the season. Any changes after the start of the season must be approved by JGU.

- ✓ Please allow enough daylight for all competitors to complete 18 holes.

## TOURNAMENT TEAM ROSTER

- ✓ A Team Roster has five (5) team members for each PJI tournament.
- ✓ The tournament team roster must be submitted online by 11:59 PM, three (3) days prior to each tournament.
- ✓ When submitting the roster, players are to be arranged in order of skill level (#1 player = best player on the team).
- ✓ At least four (4) players define a "team".
  - You are not required to field a "team" for each Divisional tournament; however, to be eligible for post-season competition, you must field a "team" for each Divisional tournament.
- ✓ Teams or individuals not registered by the deadline will not be eligible to compete in the Divisional tournament.
- ✓ Substitutions or additions made after the roster selection deadline must be approved by JGU and the host course. Please contact Missy Linnens for approval (602-687-5282, 316-208-5411, [missyl@ping.com](mailto:missyl@ping.com)).

## DIVISIONAL TOURNAMENT YARDAGES

Prescribed yardages for all PJI tournaments are based on age and gender. Each course must do its best to adhere to the following chart as established by JGU:

<i><b>Age</b></i>	<i><b>Boys</b></i>	<i><b>Girls</b></i>
<b>12 – 13</b>	5,500	4,800
<b>14 – 18</b>	6,500	5,500

A 5% variance is allowed by JGU at each tournament.

## DIVISIONAL TOURNAMENT SCORING

<b>Place</b>	<b>Points</b>	<b>Place</b>	<b>Points</b>
1	75	14	21
2	70	15	18
3	65	16	15
4	60	17	13
5	55	18	11
6	50	19	9
7	46	20	7
8	42	21	5
9	38	22	4
10	34	23	3
11	30	24	2
12	27	25	1
13	24	<b>TOT</b>	<b>725</b>

- ✓ Maximum score is double par.
- ✓ PJI tournament format is individual medal play.
- ✓ Points will be awarded individually according to the chart.
- ✓ A maximum of 725 points are available at each Divisional tournament.
- ✓ All ties are split.
- ✓ Disqualified players, no-shows, and players failing to turn in a completed scorecard will receive zero points.
- ✓ All five players' points count toward the team's total score.
- ✓ The website automatically calculates individual and team scores.
- ✓ Season totals and Divisional standings are posted on the website.

## DIVISIONAL TOURNAMENT COACHING

Coaches are allowed on the course and can coach players during tournament rounds.

- ✓ Even if both coaches (head coach and assistant coach) are present, only one coach is allowed to communicate with their players during a tournament.
- ✓ Every coach/assistant coach must be registered with the PJI online through the JGU website.
- ✓ No cell phone contact with players during round, including text messaging.
- ✓ Carts can be used by coaches if the host facility allows.
- ✓ Coaches cannot shuttle players during play.
- ✓ Coaches can shuttle players back to original position if ball is lost, unplayable, etc.
- ✓ Coaches can shuttle players to a restroom.
- ✓ Coaches should use discretion when driving carts between groups, not to interrupt players.
- ✓ Coaches can use rangefinders.
- ✓ Coaches can assist with club selection.

## DIVISIONAL TOURNAMENT RULES & REQUIREMENTS

- ✓ USGA rules govern all play.
- ✓ Rules sheets are provided by the host facility for each Divisional tournament.
- ✓ Local rules are at the discretion of the host facility and must be included on the rules sheet.
- ✓ Course specific requirements will be emailed prior to each Divisional tournament (Dress code, spectator policies, push/pull cart rules, etc.).
- ✓ The host facility is required to provide practice range balls for all participants free of charge.
- ✓ Each player must be at his/her starting hole ten (10) minutes prior to his/her tee time.

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## DISTANCE-MEASURING DEVICES

- ✓ A player may obtain distance information by using a device that measures distance only.
  - Obtaining any other information (e.g., gradient, wind speed, temperature, etc.) with a device is a breach of Rule 14-3, for which the penalty is disqualification.
- ✓ Coaches are also allowed to use distance-measuring devices to assist their players.

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## SPECTATORS, PARENTS & GUARDIANS:

The host facility's policies regarding spectators will take precedence over those set by JGU. In addition to those established by the host facility, JGU will enforce the policies listed below. (A complete listing can be found online within the PJI Spectator Policy document.)

- ✓ Spectator carts will not be issued unless allowed by the host facility.
- ✓ Following the start of play, spectators are not permitted to provide advice or communicate with any PJI participant at any time.
- ✓ Spectators are required to keep an appropriate distance (25 yards) from all participants to avoid disrupting, impeding, or affecting play in any way.

**Note: Penalties for inappropriate conduct are outlined in the PJI Spectator Policy.**

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## TRAVEL

- ✓ Each PJI team member is responsible for transportation to and from each event.
- ✓ Unless otherwise indicated by the host facility, practicing, playing, or use of the host facility is prohibited following play.
- ✓ All participants are required to arrive at the tournament facility approximately one (1) hour prior to their tee time for registration, warm up, and a timely start.
- ✓ The Rules of Golf will be strictly enforced regarding late arrivals or missed tee times.

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## WEATHER

- ✓ If weather is a concern prior to the start of the tournament, contact the host facility.
- ✓ A weather delay, play suspension, and/or tournament cancellation, is at the discretion of the host facility.
- ✓ Play should be completed if weather allows.
- ✓ Should weather prohibit the completion of the round, rescheduling of the tournament will be considered if an open date can be agreed upon by all teams.
- ✓ If the tournament cannot be rescheduled, no points will be allocated to the final point total.

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## FAILURE TO COMPLETE TOURNAMENT ROUND (DARKNESS)

- ✓ If a tournament round is halted due to darkness, players not finishing will count as a tie.
  - For example, if the last group is a threesome (presumably the #5 players) and they do not finish due to darkness, those players will receive equal points (23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> places). The #5 players that completed their rounds will count as posted. Use the same process for the second to last group and so on, should other groups not finish due to darkness.
- ✓ If a tournament utilizes a shotgun start, the host facility will determine scores and points based on the number of holes that can be completed by every group.
  - For example, the host facility determines each group can finish 16 holes; therefore, each score would be based on 16 holes, starting with each group's starting hole.
- ✓ On the website, enter the three scores (or as many that do not finish) as one stroke higher than the highest score posted. The website will then properly calculate team points.
- ✓ Only points count for post season qualifying and awards; therefore, actual individual scores are irrelevant for team and individual standings.

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## NO PUSH CART COURSES

There are a few golf courses that do not allow push carts. In this case, **the host facility has the option** of allowing parent volunteers to drive carts, transporting bags around the course.

- ✓ Two carts will be assigned to each group.
- ✓ Participant golf bags will be loaded on the carts and shuttled around the course during play.
- ✓ Participants must walk the golf course.
- ✓ Participants that wish to walk and carry their golf bag are allowed to do so.
- ✓ Participants that initially decide to walk, however, during the round choose to make use of the golf cart to carry his/her bag, are allowed to do so.
- ✓ No coaching by parent volunteers driving carts.
- ✓ Parent volunteers can be assigned to their child's group.
- ✓ Only two parent volunteers will be assigned per group; absolutely no other individuals can ride in the cart.

IMPORTANT: If enough parent volunteers do not sign up to help, no participants are allowed to put their golf bags on carts; however, carts can be used to shuttle participants between holes on courses that have long distances between greens and tees.

## SEASON TIES

In the case of a team total score tie at the end of Divisional competition, the tie breaking criteria will be as follows:

- ✓ Most Points earned in final tournament
- ✓ Most Points earned in second-to-last tournament
- ✓ Most Points earned in third-to-last tournament
- ✓ Etc.
- ✓ Coin flip

## CHECKLIST FOR HOSTING A DIVISIONAL TOURNAMENT

### 1 WEEK PRIOR

- ☐ Complete and send the Course Details Form to Missy Linnens at [missyl@ping.com](mailto:missyl@ping.com). (Located under the Rules & Regulations tab online.)
- ☐ Solidify any necessary staff/volunteers for the tournament.
  - Rules official(s)
  - Registration
  - Ball spotters
  - Shuttles
- ☐ Verify start time and format online (tee times or shotgun start).
  - Tee times or a shotgun start may be used. (We encourage a shotgun start for all Divisional tournaments. This provides players with a better social experience following the tournament and allows all scores will be posted at one time. Also, this accommodates later start times.)
- ☐ Submit tournament team roster.

### 3 DAYS PRIOR

- ☐ Verify your tournament team roster prior to the registration deadline.
- ☐ Make any necessary changes to the pairings/tee times generated online.
- ☐ Finalize pairings/tee times with Missy Linnens ([missyl@ping.com](mailto:missyl@ping.com), 316-208-5411, 602-687-5282).
- ☐ Using the PJI Rules Sheet, modify the local rules and tee markers that will be used for your tournament (PJI Rules Sheet is located online under the "Rules & Regulations" tab).
  - Local rules are at the discretion of the host facility and must be printed on the rules sheet.
  - Colored tee markers should be set using the yardage charge and should be categorized as such within the rules sheet.

### 1 DAY PRIOR

#### COURSE SETUP

- ☐ Mark all necessary course hazards, ground under repair, etc.
- ☐ Determine pin locations.
  - These should be cut in fair locations keeping in mind pace of play (A good rule of thumb is to have six easy, six moderate and six difficult pin locations).
- ☐ Prepare pin location sheet.
  - Circles representing the green, noting the green depth, paces from the front, paces from side of green, and +/- from center.
- ☐ Print off three (3) PDF copies of the tee times/pairings ([www.juniorgolfuniversity.org](http://www.juniorgolfuniversity.org)).
- ☐ Determine hole-by-hole and total tournament yardages.
  - Colored tee markers should be set using the chart below and should be categorized as such within the rules sheet.
  - Prescribed yardages for all PJI tournaments are based on age and gender. Each course must do its best to adhere to the following chart established by JGU:

<b><i>Age</i></b>	<b><i>Boys</i></b>	<b><i>Girls</i></b>
<b><i>12 – 13</i></b>	5,500	4,800
<b><i>14 – 18</i></b>	6,500	5,500

A 5% variance is allowed by JGU at each tournament.

- ☐ Print the following PJI forms in the recommended quantities:

PJI Form	Distribution	Quantity*
Schedule	Registration, 1 <sup>st</sup> Tee & Golf Shop	3
Player Responsibility Form	Registration, 1 <sup>st</sup> Tee & Golf Shop	3
Pace of Play Guidelines	Registration, 1 <sup>st</sup> Tee & Golf Shop	3
Spectator Policy	Registration, 1 <sup>st</sup> Tee & Golf Shop	15
Pairing Sheet with Starting Times	Registration, 1 <sup>st</sup> Tee & Golf Shop	3
Hole Location	1 <sup>st</sup> Tee	30
Rules Sheet	1 <sup>st</sup> Tee	30
Tournament Scorecards	1 <sup>st</sup> Tee	As Applicable

\* Additional copies as deemed necessary

## MORNING OF DIVISIONAL TOURNAMENT

### COURSE SETUP

- ☐ Set up course according to PJI prescribed yardages.
- ☐ Create and post score sheets provided by JGU.
  - The scoring area is designed to display the scores of all participants along with team points earned.

### REGISTRATION

- ☐ Provide a registration area 90 minutes prior to the start of play. The registration table must include the following:
  - "PJI Tournament Registration" signage identifying the table.
  - Table to be located in a prominent location easily accessible to those who may be arriving at the golf course for the first time.
  - Staff member(s) seated and prepared to welcome and accommodate the participants.
  - Copies of PJI forms (see the PJI Form list above).

### RULES SHEET

- ☐ Provide a rules sheet to each participant on the first tee.
  - Local rules are at the discretion of the host facility and must be included on the rules sheet.
  - USGA rules govern all play.
  - Unfortunate rules decisions should be viewed as part of the development process for participating junior golfers and must be administered strictly and objectively.



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## PRACTICE FACILITY

- ☐ Provide practice range balls for all participants free of charge.
- ☐ Set up and prepare the range for participants 90 minutes prior to the start of play.
  - Transportation to and from the practice facility is NOT to be provided to tournament participants due to potential fairness issues.
  - All players are responsible for reaching the tee ten (10) minutes prior to their tee time.

## DURING DIVISIONAL TOURNAMENT

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### STARTER

If a tee time start is used, a staff member is to perform the duties of starter on the opening hole of play. The starting area must be equipped with the following:

- ☐ Starters table
- ☐ Starters tent (if available)
- ☐ Golf accessory items: tees, ball markers, divot tools, standard scorecards, candy, pencils, Sharpie markers, sun block, etc.
- ☐ PJI Forms

Participants are expected to report to the first tee ten (10) minutes prior to their tee time. The starter is charged with the responsibility of enforcing starting time rules policy and administering penalties or disqualification when necessary. Five (5) minutes prior to each tee time, the starter is to go through the following process:

- ✓ Welcome the group
- ✓ Ensure all spectators understand the PJI and host facility rules
- ✓ Hand out official tournament scorecards to each player
  - Each player must record another participant's score
- ✓ Remind participants to mark and identify their golf ball prior to the start of play
- ✓ Remind participants to count their clubs to ensure they do not exceed the 14 club limit
- ✓ Remind participants of the double par limit per hole
- ✓ Remind the participants to take a copy of the rules sheet and pin location sheet
- ✓ Review ALL local rules with the participants
- ✓ Instruct competitors to play two balls (Rule 3-3) if rules official is not present and there is doubt as to the correct procedure
- ✓ State the order of play to the group
- ✓ Starter is to announce the start of each group and of each player as scripted below:
  - "Welcome to HOST FACILITY and the PING Junior Interclub"
  - "Next on the tee, in the TIME starting time, representing HOME COURSE, please welcome PLAYER NAME"
  - "Play away please"
  - "Next on the tee, representing HOME COURSE, please welcome PLAYER NAME"

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### SHOTGUN START

If a shotgun start is used, a starter is not required. If transportation is necessary to certain holes, please have golf carts ready or shuttles scheduled.

- ✓ Players must arrive to their designated tee ten (10) minutes prior to the shotgun start time.

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## ON-COURSE ADMINISTRATION

The Tournament Director and any additional staff/volunteers are to be monitoring play on the golf course at all times. They are to be administering the following:

- ☐ Rules questions or rulings (have USGA rule book and decisions book available).
- ☐ Pace of Play enforcement (bring copies).
- ☐ Spectator Policy enforcement (bring copies).

Reminder: Always keep the safety of the participants in mind. Be sure everyone is sufficiently hydrated.

## FINALIZING DIVISIONAL TOURNAMENT

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### SCORING

After completion of play, all scores must be entered in the website. Please complete this process the same day as the event.

- ✓ The website will automatically calculate individual and team scores for the tournament.
- ✓ Season totals and Divisional standings will also be updated and posted on the JGU website.

The host facility is responsible for the following:

- ✓ Designated scoring table/area
- ✓ Staff member(s) seated and available as soon as the first group is finished

Professional staff member(s) will verify the following:

- ✓ Two (2) signatures per scorecard
  - Players are not responsible for math, but are responsible for hole-by-hole scores.
- ✓ Check scores, total, and verify the result with the player.
- ✓ Post scores on official JGU score sheet (provided) and [www.juniorgolfuniversity.org](http://www.juniorgolfuniversity.org).