



**2012 MCJGA  
Policies & Procedures**

# **2012 McHenry County Junior Golf Association**

## **POLICIES AND PROCEDURES**

The following policies and procedures are in effect for all members of the McHenry County Junior Golf Association:

### **CODE OF CONDUCT AND ETIQUETTE**

The MCJGA takes great pride in the quality of its players, host facilities and the level of tournament experience it provides. In order to continue making MCJGA tournaments enjoyable for everyone, the MCJGA requires all members to adhere to the code of conduct listed on the MCJGA membership application.

#### **VIOLATIONS OF CODE OF CONDUCT**

Any of the following actions by an MCJGA member at an MCJGA event constitutes a violation of the MCJGA Code of Conduct:

- Unsportsmanlike conduct, including abusive language, cheating, club throwing, disrespect to volunteers, officials or fellow competitors, or abuse of golf course property
- Not adhering to the MCJGA dress code or dress code of the host golf course
- Use or association with drugs or alcohol, smoking or chewing tobacco products
- Conduct not becoming of an MCJGA player, such as acting in anger or creating other distractions
- Physical abuse, threat of physical abuse or verbal abuse, slander or libel towards other players, parents, coaches, sponsors, host golf course staff or members, MCJGA staff or volunteers in any medium

#### **PROCEDURE FOR CODE OF CONDUCT VIOLATIONS**

In situations regarding violations of the MCJGA Code of Conduct, it is the policy of the MCJGA to address all disciplinary communication directly with the MCJGA member. Parents or legal guardians will be copied on all written disciplinary communication with that member.

It is the policy of the MCJGA that MCJGA staff under no circumstances will discuss any suspension, disciplinary action or penalty incurred by ANY member with anyone other than that penalized member and/or that member's parents or legal guardians.

#### **REPORTING OF CODE OF CONDUCT VIOLATIONS**

Code of conduct violations must be either witnessed first-hand by a member of the MCJGA Staff, or reported by a member of an event's active field within 24 hours of the close of competition of that event in order for the alleged violation to be investigated by staff.

#### **CODE OF CONDUCT VIOLATION PENALTIES**

If a severe breach of the Code of Conduct occurs:

The MCJGA Tournament Director will have ten (10) days from the date of the incident to decide on the status of that member.

In the event of a suspension, the player will have the option to submit a written appeal of the Code of Conduct violation to the MCJGA Tournament Director. This appeal must be received by the MCJGA within ten (10) days of notification of suspension.

Membership will remain suspended until the member completes all steps outlined within the reinstatement policy.

#### REINSTATEMENT POLICY

Players seeking reinstatement from MCJGA suspension must:

- Submit written request for reinstatement and/or appeal to the MCJGA Tournament Director within ten (10) days of notification of suspension.
- The MCJGA Tournament Director will have ten (10) days from the date of the submission to consider any additional information provided by the member as it relates to their potential reinstatement.
- The member will receive written notice of the Director's decision.

All decisions made by the MCJGA Tournament Director shall be final. A player may only request reinstatement once during the calendar year of the suspension. Additional requests may be considered in conjunction with future year's application for MCJGA membership.

A reinstated player that commits any additional violation of the Code of Conduct will be automatically suspended for the duration of the current MCJGA season and may be suspended indefinitely.

Violation of the MCJGA Code of Conduct may affect a player's eligibility for invitationals and postseason honors.

#### CODE OF CONDUCT/MEDIA RELEASE

Membership in the MCJGA signifies both the player and the parent/guardian understand and agree to adhere to the Code of Conduct. MCJGA membership also signifies the player's agreement of the use of their name and likeness for publicity and promotional purposes under NCAA and USGA guidelines.

#### DECIDING TIES

In the event of a tie for 1<sup>st</sup> place in all events, a hole-by-hole playoff will be conducted until one side wins a hole. Ties for 2<sup>nd</sup> or 3<sup>rd</sup> place will be broken by **matching scorecards, as recommended by the USGA Rules of Golf\***.

\*Matching Scorecards - This procedure will first consider the best score for the last nine holes (this nine will be the back nine of the course played). If the tying players have the same score for the last nine, the winner will be determined on the basis of the last six holes, the last three holes, and finally the 18th hole. Should the tie still remain undecided thereafter, a hole-by-hole count-back from the 9<sup>th</sup> hole shall be used to determine the winner. If all 18-hole scores are identical then duplicate prizes will be awarded. Please note that player of the year points for ties other than 1<sup>st</sup> place will receive equal points. The scorecard playoff is used only to determine onsite awards/trophies.

## **DISCONTINUANCE OF PLAY/PROTECTION AGAINST LIGHTNING**

The attention of all competitors in MCJGA events is called to Rules 6-8 (Discontinuance of Play) and 33-2d (Course Unplayable). Players have the right to stop play if they think lightning threatens them, even though the Committee may not have specifically authorized it by a signal. In order to protect players and spectators, the MCJGA requires all players to stop play immediately upon notification of a suspension due to a dangerous situation such as lightning.

Accordingly, the following Local Rule will be in effect at all MCJGA tournaments:

When play is suspended by the Committee for a dangerous situation, if the players in a match or group are between the play of two holes, they shall not resume play until the Committee has ordered a resumption of play. If they are in the process of playing a hole, they shall discontinue play immediately and not resume play until the Committee has ordered a resumption of play. If a player fails to discontinue play immediately, he is **DISQUALIFIED** unless circumstances warrant waiving the penalty as provided in Rule 33-7.

Penalty for breach of Local Rule stated above: **DISQUALIFICATION**

To avoid any unnecessary disqualifications - stop play immediately, mark your ball and seek the nearest shelter area! All practice areas shall be closed during suspension for a dangerous situation until the Committee has declared them open for use.

The MCJGA uses the following signals:

Discontinue play for a dangerous situation: One prolonged note of siren/horn.

All other types of suspensions: Three consecutive notes of siren/horn, repeated.

Resume play: Two short notes of siren/horn, repeated.

## **DRESS CODE POLICY**

The MCJGA takes great pride in the quality of its players and host facilities. In order to continue to develop and expand the outstanding relationship that the MCJGA has developed with their host facilities, the MCJGA Membership must adhere to the MCJGA Dress Code. Please note that the MCJGA Tournament staff has the right to deem other attire to be improper, even if it does not appear in this list.

MCJGA Dress Code Policy:

- The dress code must be observed by all players, **as well as parents and spectators.**
- Spectators in violation may be asked to leave the facility.
- Players in violation will not be allowed to tee off.
- Should a host facility have a stricter dress code, its policy will take precedence.
- Questionable attire will be reviewed by the onsite Tournament Committee.
- Proper attire is required at all times at the host facility.

Prohibited Attire:

- Tank tops and T-shirts.
- Shirts with offensive language or pictures.
- Shirts or hats with any alcohol, tobacco or drug references.
- Golf shoes with metal golf spikes.

- Slacks or shorts with holes, tears and/or frayed ends.
- Denim shorts, short shorts, cut-off shorts, gym shorts or jeans.

#### Required Dress Code:

- Hats/visors must be worn with brim forward
- Collared shirts must be worn and tucked in at all times. Fashion “mock-turtlenecks” are accepted.
- Women's fashion shirts without a collar are acceptable.
- Slacks and shorts must be hemmed at the bottom and NOT frayed.
- Spikeless/non-metal golf shoes or clean, appropriate tennis shoes.
- Women’s shorts or fashion/golf skorts or shorts must be no shorter than mid-thigh.

#### SPIKELESS/NON-METAL SHOE POLICY

It is a requirement of the MCJGA that all individuals participating in any MCJGA event wear “spikeless/non-metal” golf shoes. It is the sole responsibility of the MCJGA member to make sure that he or she complies with this condition of competition by wearing the appropriate conforming shoes while playing in the event. Any competitor found in violation of this policy after making a stroke from their first teeing ground will be disqualified from the event.

#### **ELIGIBILITY**

MCJGA event entries are open to amateur golfers, ages 13 to 18 inclusive. The member’s age as of August 7<sup>th</sup>, 2012 will determine the age flight they compete in for the entire 2012 season.

18 year olds who turn 19 during the summer may apply for membership and compete in events up to their 19th birthday. Please contact the MCJGA before attempting to register for membership or events in this circumstance.

#### **FORMAT OF PLAY**

MCJGA Tournaments are played at scratch, no handicaps, in Age Group Flights with Boys and Girls Divisions in each flight for most events.

- MCJGA Playing Member Juniors: 13-15 Year-olds
- MCJGA Playing Member Seniors: 16-18 Year-olds

Some events may have varying age requirements and not all events will have both Girls and Boys Divisions.

#### **LATE ENTRY INTO EVENTS**

The official entry deadline for all MCJGA events is 10 days prior to the event. However, if space allows, members may be allowed to sign up late at the discretion of the tournament director. All late entries will pay a \$10 Late Fee. There will be No Exceptions to this fee. Late entry into events cannot be done online. You must contact the MCJGA to request entry into a given event.

## **ON-SITE CHECK-IN AND TIME OF STARTING**

As a courtesy to fellow competitors, and to assure that events run as smoothly as possible, all players are requested to check-in at the MCJGA Registration Desk upon arrival to the course. If no Registration Desk is available, please check in with the Starter. USGA Rule 6-3a provides: "The player shall start at the time established by the Committee." The penalty for Breach of Rule 6-3 is DISQUALIFICATION. However, it is a condition of ALL MCJGA Conducted Competitions that if a player arrives at his/her starting point, ready to play, within five minutes after his/her starting time, in the absence of circumstances which warrant waiving the penalty of disqualification as provided in Rule 33-7, the penalty for failure to start on time is Loss of the First Hole in Match Play or Penalty of Two Strokes in Stroke Play instead of disqualification. If a player arrives after five minutes of his/her starting time, that player will NOT be permitted to play in that tournament.

## **PACE OF PLAY POLICY**

Rule 6-7 of the USGA Rules of Golf states: "The player shall play without undue delay and in accordance with any pace of play guidelines which the Committee may establish. Between completion of a hole and playing from the next teeing ground, the player shall not unduly delay play."

Note 1: If the player unduly delays play between holes, he is delaying the play of the next hole and the penalty applies to that hole.

Note 2: For the purpose of preventing slow play, the Committee may, in the condition of a competition (Rule 33-1) lay down pace of play guidelines including maximum periods of time allowed to complete a stipulated round, a hole or a stroke. In stroke play, the Committee modifies the penalty for a breach of this Rule as follows:

First offense - One stroke;

Second offense - Two strokes;

Any subsequent offense - Disqualification.

The first group to start will be considered out of position if, at any point in the round, the group is taking more than:

13 minutes to complete a par 3, 15 minutes to complete a par 4 and 17 minutes to complete a par 5.

Any following group will be considered out of position if the group:

1) Falls one hole behind and/or

2) Is taking more than the allotted time per hole to complete.

- Any group that fails to keep its position on the course will be alerted to the fact and requested to play at a faster pace.

- Monitoring will begin immediately and the time it takes each competitor to play each stroke will be recorded.

- Any competitor in a group out of position who takes more than 45 seconds to play a stroke on one occasion will be advised to that fact.

- If he/she exceeds the time limit on one more shot he/she will automatically incur a penalty of one stroke under Rule 6-7.

The timing of a competitor's stroke will begin when he has had a reasonable opportunity to reach his ball, it is his turn to play and he could play without interference by another person or another ball.

Except on the putting green, if a competitor has reached his ball, it is his turn to play and there are no distractions he will be allowed a few seconds to select his club after which the timing will begin. Thus, any time spent in walking backward or forward for measuring purposes will count as time taken for the next stroke. On the putting green, the timing will begin after the competitor has been allowed a reasonable amount of time to lift and clean his ball, repair his ball mark and remove loose impediments on the line of putt. Undue delay may occur between strokes. Accordingly, a competitor will be subject to penalty under Rule 6-7, even if he plays each of his strokes in less than the time allowed. As part of his responsibilities each MCJGA official will be monitoring the Pace of Play of all groups. We sincerely request your cooperation. If all competitors will cooperate, each event will be a more pleasant experience for everyone.

### **PLAYER OF THE YEAR POINT SYSTEM**

MCJGA Player of the Year Awards will be presented at the conclusion of play at the Tournament of Champions.

#### **POINT BREAKDOWN PER EVENT:**

1<sup>st</sup> Place: 100 pts

2<sup>nd</sup> Place: 75 pts

3<sup>rd</sup> Place: 50 pts

4<sup>th</sup> Place: 25 pts

5<sup>th</sup> Place: 20 pts

6<sup>th</sup> Place: 15 pts

7<sup>th</sup> Place: 10 pts

8<sup>th</sup> Place: 5 pts

\*Point values are doubled for the Tournament of Champions, the McHenry County Junior Amateur and the Crystal Woods Open.

\*\*No points awarded for Spring or Fall events.

### **POWERED GOLF CARTS AND CADDIES**

Players shall not use powered golf carts during MCJGA events. No caddies will be allowed; pull carts are permissible, if not prohibited by the host course. (Players covered under ADA provisions shall contact the MCJGA Tournament Director regarding a cart request.)

### **PRACTICE ROUNDS**

Practice rounds must be arranged with the host facility before the day of the event and are NOT included in any entry fees. All practice rounds are at the player's expense.

## **PUBLICITY, BROADCASTING & MEDIA COVERAGE**

The MCJGA may arrange for media coverage and publicity for all of our sanctioned tournaments. By their application, each entrant consents to references to themselves and their play in such publicity.

The cooperation of ALL players with authorized representatives of the media is required.

## **REFUND POLICY**

Membership in the MCJGA is non-refundable.

Competitors withdrawing from an MCJGA Sanctioned Event before the Closing Date will receive their entry fee minus \$5.

The Closing Date for all events is 10 days prior to the day of the event. If a member withdraws from an event less than 10 days prior to the event, no refund will be issued.

## **RULES**

Play will be governed by the 2012-2015 USGA Rules of Golf as approved by the United States Golf Association and the Rules and Regulations of the MCJGA. All questions shall be settled by the onsite MCJGA Committee, whose decision is final. Members are encouraged to familiarize themselves with the current USGA Rules of Golf and carry the Rules booklet in their golf bags at all times. Ignorance of the Rules is no excuse for breaking them. If you have any questions on the Rules, contact the USGA, your local PGA Golf Professional, or the MCJGA Tournament Director for assistance.

## **SCHEDULES AND CONDITIONS**

Contestants will be notified of their tee time(s) via email. Tee Times will also be posted on [www.mcjga.net](http://www.mcjga.net) approximately seven days prior to the event.

The MCJGA reserves the right to alter any of the schedules and conditions herein. The decision of the MCJGA Staff and/or on-site Committee, in any matter, shall be final.

## **SCORING**

The following procedures will apply and must be adhered to in all MCJGA conducted competitions:

- The MCJGA Starter will distribute an official MCJGA scorecard to all competitors.
- You will exchange score cards with fellow competitors in your group.
- Begin keeping score on the hole where you begin play;
- Keep up with the number of strokes of the player whose score you are keeping, as well as your own;
- Verify his/her score verbally **at the completion of each hole** before you write it down;
- Record his/her score, and your own score, in the proper places on the official MCJGA score card;
- Make sure all scores are correct and the card has been signed by both the player and the scorer.

- In stroke play, scorecards must be signed and attested in the official scoring area immediately following play in the presence of an MCJGA official.

When all scores have been posted on the official scoreboard and approved by the Committee, the results of the competition shall be deemed to have been announced and the competition officially closed.

### **SPECTATOR CARTS**

Spectator carts are permitted on the course at the discretion of the host facility. Cart Fees may apply.

### **SPECTATOR POLICY AND GUIDELINES**

In golf, customs of etiquette and decorum are just as important as the Rules that govern play. It is appropriate for parents and spectators to applaud successful strokes, but in order to secure the spirit of the game, we ask parents, coaches and ALL spectators to please adhere to the following guidelines:

(Please note that if any of the following guidelines are perceived as broken by a MCJGA official, the player may be subject to penalty. Please remember that spectating is a PRIVILEGE not a RIGHT.)

- Spectators attend MCJGA events at their own risk.
- All spectators must sign in at the registration area and wear a wristband issued by an MCJGA official. (This allows other MCJGA officials to be aware that the spectator has checked in and read MCJGA spectator policies.)
- Spectators must remain at least 50 feet from competitors at all times.
- Spectators must remain in the rough or on the cart path at all times. They are not permitted on tees, fairways, or greens.
- Spectators are not permitted to give advice to competitors-i.e. yardage, wind direction, club selection, pin position, etc. Advice (Rule 8) is any counsel or suggestion which could influence a player in determining his play, the choice of a club or the method of making a stroke. In addition, any conversation between player/spectator may be construed as advice. In either instance, penalty for breach of this rule is two strokes. Players are responsible for the actions of their relatives and spectators in regards to this rule.

Keeping the above statement in mind, keep your conversation with the player to words of encouragement as long as advice is not given. Be supportive of all players in the group/event.

- Spectators are not permitted to give rules advice under any circumstances. Please seek an MCJGA rules official if the need arises. If a rules official is not

around and a player is in doubt regarding a rules situation or has doubt as to procedure, the player may play a second ball under USGA Rule 3-3.

- Spectators are not permitted to caddy for competitors.
- Spectators are not permitted at the scorer's table when a group is reviewing and signing scorecards.
- Spectators are permitted and encouraged to assist in looking for errant shots of competitors.
- Spectators are permitted and encouraged to applaud and/or congratulate good shots.
- If a spectator has an issue with something they have witnessed on the course, bring it to the attention of someone on the MCJGA staff, not to the group or individual in question.
- Spectators are allowed to carry medicine, drinks, food, umbrellas, etc. for competitors.
- Please turn off all cell phones while on the course at an MCJGA event. Spectators in need of using a cell phone should proceed to the clubhouse area to conduct any phone call.

The MCJGA staff may assess a penalty based on the severity of the violation. If a serious breach has occurred, the spectator may be asked to leave the facility or the spectator may not be permitted to attend another MCJGA event.

For your personal safety, we ask spectators to exercise caution at all times. When inclement weather moves into the area, the MCJGA will suspend play by sounding airhorns/sirens. Accordingly, you should seek shelter immediately. The MCJGA staff will evacuate players from the course first, and then spectators.

#### **TOURNAMENT CANCELLATION (WEATHER-RELATED)**

Should severe weather, frost, or other circumstances beyond the control of the MCJGA or a host facility result in closure of the facility before or during a tournament, members may obtain a rain check to play the host facility at a later date. The host facility will be given a list of competitors. It is the competitor's responsibility to pick up the rain check at the host facility. No refunds will be issued.

The MCJGA defines an 18-hole stipulated round as completed when the same (9) nine holes of golf have been completed by all participants in a particular age/gender division. Individuals representing the host facility and/or the MCJGA have the authority to cancel

or delay events due to weather conditions prior to the completion of (9) nine holes by all participants.

The safety of our members is our number one priority!

## **TOURNAMENT REGISTRATION**

To register online, follow these easy steps below:

- Go to [www.mcjga.net](http://www.mcjga.net) and click on the members link. If not a member, you must register by filling out the membership application. There you will create a user name and password. If you're already a member, log in using the user name and password you created when you signed up initially.
- Click on the Tournaments link to show the list of all tournaments available.
- Click on Register for Event under the tournament you wish to register for. You can sign up for multiple events at the same time.
- Fill out all needed information including credit card information.
- You should receive an email confirmation upon registration for membership and/or events.
- Please feel free to e-mail the MCJGA with any further questions to [mhaase@mcjga.net](mailto:mhaase@mcjga.net).
- For technical support in the registration process please email [tim@wired2work.com](mailto:tim@wired2work.com).

## **WITHDRAWAL PROCEDURES**

### **WITHDRAWAL PRIOR TO TOURNAMENT**

If it becomes necessary for a player to withdraw from a tournament that they have been accepted to play in, he or she must either:

- Call the MCJGA at 815 353-3158 or
- Email the MCJGA at [mhaase@mcjga.net](mailto:mhaase@mcjga.net)

In either case, members withdrawing from an MCJGA Sanctioned Event before the Closing Date will receive their entry fee minus \$5.

The Closing Date for all events is 10 days prior to the day of the event. If a member withdraws from an event less than 10 days prior to the event, no refund will be issued.