



Iowa Girls' High School Athletic Union

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www.ighsau.org

Regional Golf Host Checklist / Information Sheet

Thank you for hosting the first round Girls' Regional golf tournament. Below is a checklist of things you should know for the upcoming event. Do not hesitate to contact us with questions.

Please use the checklist below for hosting your regional event:

_____ **Send meet information sheet to schools assigned to your location.** 10:00 AM is the preferred start time of all regional meets. The tournament manager may start the meet earlier if needed, no earlier than 9:00 AM to accommodate teams who are traveling. Check with the course about their outside food/beverage/cooler policy and notify coaches of it.

_____ **Remind schools assigned to your site that they need to prepare and submit to you the REGIONAL ROSTER ENTRY FORM found on the IGHS AU website five days prior to the meet.**

_____ **Collect green fees from participating schools.** \$10 / golfer. Paid either directly to the course or to the host school who will then cut a check back to the course. Payment method is at the discretion of the host. Please communicate accordingly with participating schools.

_____ **Select and confirm a five-member Rules Committee from the competing teams' coaches prior to the meet.** The Committee members shall administer the tournament under USGA and IGHS AU regulations. Introduce the Rules Committee at your coaches' meeting prior to the meet.

_____ **Address items on Coach / Golf / Spectator information sheet at the coaches meeting and players meeting** (will be emailed to host schools). Please note: Scorekeepers are permitted, but not required, at the regional meets. If scorekeepers are used, there must be enough for one per group.

_____ **Speak to the course about their emergency weather plan and inform the teams of it prior to teeing off.**

Advancing Teams:

- Teams: The top two teams in each region advance to the Regional Finals. For the first round of regionals ONLY, if the host school (playing on their home course) finishes first or second place in the first round of Regionals, then the third-place team will advance to the Regional Final match as well. To break ties, compare the 5th golfer score. If still tied, compare the 6th golfer. If still tied, those teams tie.
- Individuals: The top six individuals (and those tied for 6th place) also advance to the regional final, regardless of if they are on a qualifying team or not. All individual ties must be broken (except for 6th place ties) to determine each golfer's final rank. Use card back to break ties.
- **Individual and team awards will not be given at the first-round regional meet.**

_____ **Score Reporting: Immediately following your meet, enter the meet results for ALL teams/individuals at your site into Bound.** Please make sure someone is assigned to this task immediately following your regional meet if you are unable to do it immediately. Each regional host has the regional meet in their Bound schedule and has access to enter the meet results.

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