



Iowa Girls' High School Athletic Union

5000 Westown Parkway * Suite 150 * West Des Moines, Iowa 50266

Phone: (515) 288-9741

www.ighsau.org

Regional FINAL Golf Host Checklist / Information Sheet

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

Regional Final Awards Box: Please identify the following items mailed to you in your regional box:

- Two (2) State Qualifying Banners (2 qualifying teams)
- Two (2) Large Ticket Punched signs (2 qualifying teams)
- Two (2) bags of Bag Tags (2 qualifying teams) – individual qualifiers will get their bag tags at state.
- Six (6) Team Region
- Six Team Champion medals (team champion)
- Eight (8) Individual place winner medals (1st – 6th, 2 extras for ties for 6th)
- Eight (8) Small Ticket Punched signs (6 individual qualifiers, 2 extras for ties)

_____ **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 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.** 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 State Meet.
- Individuals: The top six individuals (and those tied for 6th place) also advance to the State Meet, 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.

_____ **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.

Ben Van Wyk
ben@ighsau.org