



Commission on Athletics

Women's Golf Guide

July 2007

WOMEN'S GOLF

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WOMEN'S GOLF

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POSTCONFERENCE COMPETITION

All rules and regulations set forth in this guide are subject to review and modification by the Commission on Athletics (COA).

1. WOMEN'S GOLF

After conference competition is complete, women's golf postconference competition (PC) shall be in the form of regional matches in the north and in the south that shall qualify representatives to participate in the state championship.

2. CONFERENCE COMPETITION

- A. Conference competition ends four (4) Wednesdays prior to Thanksgiving..
- B. It is the responsibility of the conference to determine its representatives to PC.
- C. Conferences shall establish regulations to break ties without additional contests.

3. GENERAL GUIDELINES FOR PC

3.1. ON-SITE HOST ADMINISTRATORS FOR PC EVENTS (SEE COA BYLAW 6.12.)

3.2. ON-SITE PROTEST COMMITTEES FOR PC EVENTS (SEE COA BYLAW 6.13.)

3.3. FINANCIAL CONSIDERATIONS (SEE COA BYLAWS 6.8, 6.14, 6.15, AND 8.1.3.)

It is understood that it takes time for some institutions to obtain checks from offices outside of the athletic department. If this is the case at your institution, you must anticipate your financial needs and begin the process sooner.

For those who may be host sites, it would be effective to begin developing your event management procedures well in advance. Plan ahead!

Please feel free to request additional information or to address any problems to your conference commissioner, COA representative, or the COA Executive Director's office.

4. REGIONAL COMPETITION SITES AND DATES

- A. Regional competition shall not be scheduled to be played on the same site as that year's state competition.
- B. The site of the regional tournament **may** be rotated among the conferences located in each region. The establishment of regional tournament sites is the responsibility of the CCCLGCA Executive Committee. 4/7/06
- C. The following guidelines shall be used for site selection:
 - 1. Incur the least cost to participating colleges as possible.
 - 2. Be located as close to as many participating colleges as possible.
 - 3. Meet the United States Golf Association (USGA) golf course requirements and local course rules (Note: Local course rules supersede the USGA).
 - 4. Easily accommodate the number of participants in the regional for 36 holes of championship play.
 - 5. Accommodate the administration of a lunch meal for participants and food concessions for spectators.
- D. Sites shall be selected two (2) years in advance.

4.1. REGIONAL QUALIFYING 4/7/06

- A. The top two (2) teams in each conference shall qualify to regional team competition.
- B. The top 12 individuals in each conference shall qualify to regional individual competition.
- C. The 13th and 14th low individuals will be listed as alternates to the regional individual tournament, and their names will be submitted to the event manager.
- D. Each regional shall determine the manner in which the participants will be selected (i.e., ties).

4.2. SITE, DATE, AND TIME (SEE COA BYLAW 3.11)

- A. The regional qualifying tournament shall be held on the third (3rd) Sunday and Monday or Monday and Tuesday before Thanksgiving in November. It shall consist of 36 holes to be played over a two (2)-day period.
- B. The tournament must start prior to 10:00AM each day unless a later starting time has CCCLGCA Executive Committee approval. The event manager will generate a signed contract from the tournament site six (6) months prior to the first day of the tournament. The event manager will provide a signed copy of the contract to the president of the CCCLGCA..
- C. The tournament committee will arrange a practice round, available to all interested participants, the day prior to the start of the championships. The green fees for the practice round will be “complimentary” from the golf course or paid for by the CCCLGCA. If sufficient starting times cannot be arranged on the day prior to the championships, the available starting times will go to the participants traveling the greatest distance, and starting times for the remaining teams will be arranged for two (2) days prior to the championships, with no cost to the participants for green fees.
 - 1. Participating teams or individuals will be disqualified from the championship if they play all or part of a second practice round on the championship course in the two (2) days prior to the championship.
 - 2. College teams may make their own arrangements to play practice or competitive rounds at the regional course at other times during the COA golf season.

5. STATE TOURNAMENT**5.1. STATE TOURNAMENT QUALIFIERS 4/7/06**

- A. The top two (2) teams from each region shall qualify to the state tournament.
- B. At-large Individual Qualifying
 - 1. When a regional is played, the top 12 low medalists from that event shall qualify to the state tournament.
 - 2. The 13th and 14th low individuals shall be listed as alternates to the state tournament, and their names shall be submitted to the event manager.
 - 3. When there are fewer than two (2) conferences in a region and no regional is held, the top six (6) low medalists are determined by averaging the scores of dual-team play and conference championship tournament play to qualify to the state tournament.

5.2. SITE AND DATE 4/7/06

- A. The state team and individual championships shall be held on the second (2nd) Sunday and Monday or the second (2nd) Monday and Tuesday before Thanksgiving, simultaneously, at the same site (COA Bylaw 3.11). It shall consist of 36-holes to be played over a two-day period.

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- B. The tournament must start prior to 10:00AM each day unless a later starting time has CCCLGCA Executive Committee approval. The event manager will generate a signed contract from the tournament site six (6) months prior to the first day of the tournament. The event manager will provide a signed copy of the contract to the president of the CCCLGCA.
 - C. The state championship site shall alternate between the north and the south unless superseded by COA festival-type formats. The CCCLGCA Executive Committee will solicit bids and recommend tournament sites to the COA Women's Golf Representative and the Office of the COA Executive Director two (2) years prior to the state championship date.
 - D. The tournament committee will arrange a practice round, available to all interested participants, the day prior to the start of the championships. The green fees for the practice round will be "complimentary" from the golf course or paid for by the CCCLGCA. If sufficient starting times cannot be arranged on the day prior to the championships, the available starting times will go to the participants traveling the greatest distance, and starting times for the remaining teams will be arranged for two (2) days prior to the championships, with no cost to the participants for green fees.
 - 1. Participating teams or individuals will be disqualified from the championship if they play all or part of a second practice round on the championship course in the two (2) days prior to the championship.
 - 2. College teams may make their own arrangements to play practice or competitive rounds at the regional course at other times during the COA golf season.

6. PLAYING DETAILS AND OFFICIALS (Regional and State)

6.1. PLAYING RULES

- A. PC shall be played under United States Golf Association (USGA) rules and local course rules (Note: Local course rules supersede the USGA). 4/7/06
- B. Each event manager shall be responsible for contacting the area NCGA/SCGA office to request qualified referees. If NCGA/SCGA referees are not available, a rules committee shall be established to act in their place. The rules committee shall consist of the host PGA professional in conjunction with a representative of the CCCLGCA, who cannot be a representative from the host conference. The event manager shall fill unforeseen vacancies to the Protest and the Rules Committee by appointment at the coaches information meeting prior to the tournament. (See COA Bylaw 6.13 and the USGA Rule Book.) 4/7/06
- C. Regional and state participants shall be accompanied and supervised throughout the competition by a certified employee from the college. Lacking this supervision, participation shall be denied. Each certified employee shall be allowed the use of one (1) golf cart per college, for this purpose. 4/5/07
- D. Participants in all regional and state championship events including practice rounds shall dress in proper golf attire, in slacks or appropriate length shorts/skirts according to course regulation, and shirts with a collar. Players will be disqualified from that day of competition in which they do not wear the proper attire or if they alter their uniform. 4/7/06
- E. It is required that each player walk and carry/pull her own bag of clubs throughout the tournament.
- F. There shall be no substitutions after the start of each postconference tournament.
- G. The regional and state event managers shall meet with the host site course professional prior to their event in order to standardize the tee lengths for all regional and state championship competition.
- H. If a second round of competition is used, pin placements shall be changed prior to the start of the second round consistent with 6.1.G.

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- I. No electronic devices (i.e., cell phones, pagers, beepers, mp3, etc.) are allowed on the golf course at any time. Players will be warned about this rule by the event manager prior to the start of competition. Failure to comply will be immediate removal from the course. The Tournament Committee may grant special permission for the use of a cell phone. 6/5/07
 - J. One (1) designated coach can coach players from tee to green, excluding hazards, bunkers, and putting green.
 - K. Spectators, if allowed on the tournament course, must remain on the cart path only or a reasonable distance off the fairway. Spectators interfering with play will be removed from the site.

6.2. SCORING

- A. The team championship shall be determined by totaling the lowest four (4) of six (6) players' scores for each stipulated round in the PC event.
- B. The individual champion shall be decided by the participant with the lowest cumulative scores for each stipulated round in the PC event.
- C. The tournament director will make every effort to provide a volunteer walking scorer at regional and state championships. Each player will keep one (1) other player's score and her own score. Both players will sign and attest each card. Cards are then to be turned in to the official scorer.
- D. When ties occur, the qualifiers shall be determined as follows: (4/6/06)
 1. Team ties—As time and conditions permit, a 1-to-3-hole sudden death playoff will be held calculating the four (4) best scores after each hole. If the tie continues, the score cards of the best 4-of-6 players on each tied team or tied individuals will be "matched" using USGA rules listed below.
 - a. Those tied shall compare the best scores recorded on the back nine (9) holes played by only those four (4) whose scores created the tie.
 - b. When tied players have the same score for the back nine (9), the qualifiers shall be determined by comparing the scores on the last six (6) holes, the last three (3) holes, and finally the 18th hole. If still tied, refer to the USGA Rule Book. 4/7/06
 2. Individual ties—As in team ties, a 1-to-3 hole sudden death playoff will be held when possible. Should a tie still exist following the third hole, the tie-breaking process is determined by matching scorecards under 1a and 1b above.

6.3. PAIRINGS

- A. The pairings for the regional and state tournaments shall be as follows:
 1. On the first day, the individuals shall go out first in reverse order of how they qualify. The team qualifiers will then follow the individual qualifiers and will be paired up in the respective line-up order. In the State Tournament, two (2) players from the north and two (2) players from the south will be paired in each group.
 2. On the second day, the order will be reversed with the teams going out first.
- B. Regional pairings will be used unless the event manager receives an amended line-up within 24 hours of the completion of regional play.

7. AWARDS—REGIONAL AND STATE (See COA Bylaws 7.2.4 and 7.2.5.)

8. AUTHORIZED PC EXPENSES (See COA Bylaws 6.8, 7.2, and 8.1.)

- A. Officials (See COA Bylaw 6.7.5)

1. A minimum of four (4) NCGA/SCGA association-qualified officials will be provided by the event manager for all regional and state championships. (4/7/06)
2. There will be no additional pay to reimburse travel costs of regional game officials.

B. Concessions and Program Sales (See COA Bylaw 6.8.17.)

C. Miscellaneous Items

If an event manager foresees an expense which is not listed in this guide, she or he must contact the Office of the COA Executive Director 48 hours prior to the tournament for permission to incur that expense.

9. EVENT MANAGER (See COA Bylaws 6.8., 6.12, 6.14, 6.15, and 8.1.)

- A. An event manager shall be selected to administer the details of the tournament. He/she shall receive a stipend for his/her work. The COA Women's Golf Representative and the COA Executive Director shall establish the amount of the director's stipend.
- B. The event manager shall be responsible for the:
 1. Development of a proposed budget (see COA Bylaws 6.8, 6.14, 6.15, and 8.13).
 2. Communication with course directors, participating colleges, officials, and any other people involved in the details of tournament administration, including:
 - a. Assignment and supervision of building and parking lot security.
 - b. Procurement and administration of practice facilities for participants.
 - c. Preparation of awards and their presentation (see COA Bylaw 7.2).
 - d. Assignment and supervision of tournament officials.
 3. Procurement of a state tournament headquarters hotel that is geographically located to provide ease of transportation to the tournament site and will offer the lowest possible room cost for tournament participants.
 4. Development and administration of a state tournament hospitality room for the press and coaches and the arrangements for the players' lunches.

Excerpted from the COA Constitution and Bylaws, Bylaw 4:

4.3 Decorum

4.3.1 Decorum at California community college events is the responsibility of all participants. For the purpose of this policy, the following definitions apply:

- A. PARTICIPANT — is a player, coach, team member, team attendant, official, or college staff member.
- B. DISQUALIFICATION — is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc. and is not under the jurisdiction of this policy, but are covered by the rules of the sport.
- C. EJECTION — is defined as the immediate removal from further participation in an event as a result of abusive, verbal or physical behavior.
 1. First Offense: In addition to immediate ejection from the contest, the individual shall be suspended from the following contest. Each ejection shall be reviewed by the conference commissioner to determine if the ejection is a "strike" and covered by this policy.
 2. All ejections shall be treated as first offenses unless a previous "strike" has been declared by the conference commissioner.
 3. Second "strike" (same Individual): In addition to immediate ejection from the contest, the individual shall be

suspended from all remaining contests including PC.

4. Determination of whether or not an ejection is a “strike” may only be appealed to the conference appeals board. A decision by the conference appeals board is final.
- D. **VERBAL OR ABUSIVE BEHAVIOR** — is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection.
- E. **PHYSICAL ABUSE** — is defined as any physical act that results in ejection.
- F. **EVENT** — is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.
- G. **FOR WATER POLO: Game disqualification** — The official may issue a participant a disqualification which results in disqualification from that contest for overaggressive play or actions that are unacceptable within the spirit of the rules and are likely to bring the game into disrepute. All applications of the rule per the NCAA Rule Book.

(Adopted: April 6, 2007; Effective: July 1, 2007)

4.3.2 Where official playing rules and COA decorum rules differ, the most stringent rules shall be enforced.

4.4 Punishment for Physically Assaulting Officials

Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be disqualified from participation in California community college athletic activities for a period of sixty (60) months.

4.5 Punishment for Leaving Bench Area

Coaches or participants entering the field of play from the bench area in reaction to a confrontation shall be ejected and punished as outlined in Bylaw 4.3. If, in the opinion of the officials, a coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the coach may be waived.

4.6 Punishment for Violation of the Tobacco and Substance Abuse Policy

4.6.1 The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during California community college-sponsored athletic activity shall be punished by ejection.

4.6.2 Ejection for violation of Bylaw 4.6 shall be the same as those outlined in Bylaw 4.5.

4.7 Reporting of Ejections

4.7.1 Within 24 hours after a contest where there has been an ejection of a player or a participant, the coach of the team shall report the names and circumstances to the athletic director who, in turn, shall immediately inform the conference commissioner. Failure by a coach to report shall be penalized the same as in Bylaw 4.3 and 4.4. Failure of an athletic director to report may be referred to the conference commissioner for disciplinary action. Conference commissioners shall cause the report of ejections to be sent to the next team on the college's schedule.

4.7.2 Coaches or team attendants penalized by any of the above rules are prohibited from participation during a game only, not from carrying out assigned non--game responsibilities.

4.7.3 Each person participating in a California community college athletic event shall receive a copy of this decorum policy and provide a written acknowledgment of understanding.

Sports Information:

If your college does not have a sports information professional to assist you, the California Community College Sports Information Association (CCCSIA) has compiled the following to help you better serve your student athletes.

Prior to the start of each season, each coach should provide a *complete* roster (in column order: Number, Name, [first, then last], Position, Height, Weight, Year of Eligibility, Hometown, High School) to his/her college's sports information office or whoever handles sports information functions (public information, athletic secretary, athletic director, etc.), his/her sport's state statistician and the COA office. Updates should be sent as necessary.

The coach and his or her staff should also know who the local media are and have a directory (phone and fax numbers) of those media outlets. Results of each contest should be reported to the local media regardless of the outcome (win, lose, tie, rainout postponement). The coach is responsible for making sure adequate statistics are being kept on each contest and that a copy of those statistics can be provided to members of the media following each contest. Members of the California Community College Sports Information Association (CCCSIA) have adopted the NCAA standards for statistical reporting.

Coaches should also be willing to serve as ambassadors for their colleges and for the good of the entire community college athletic scene, working closely with their own sports information director, the opponent's sports information director, and the media covering the contest.

The CCCSIA was created in part to help provide direction in the practice of sports information. For other information on sports information responsibilities, questions on various functions of the sports information professionals, or training and instructions for individuals who will be handling sports information responsibilities, please contact a member of the CCCSIA Executive Board.

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