

KCAC GOLF GUIDELINES

Updated August, 2007

Statement of Responsibility

The coach will be held accountable to the Athletic Director, Faculty Athletic Representative, and President of the College for properly and professionally monitoring and abiding by the guidelines set forth by the KCAC. Each coach is required to sign the following document prior to the beginning of the academic year stating that he/she will abide by the KCAC and NAIA regulations. A coach is defined as any staff member, volunteer or paid, student-assistant and / or manager.

Coaches Agreement

I have read and clearly understand the regulations that are set forth by the KCAC for in season and out of season sports participation. I accept responsibility for monitoring and abiding by the guidelines set forth for my sport and will be held accountable to my A.D., F.A.R. and C.E.O. I further understand and accept responsibility for the rules of the NAIA.

Head Coaches Signature _____

Date _____

Maximum Weeks of Participation

Each golf program must adhere to a maximum of 24-weeks of participation. There shall be no more than three break periods during the 24 weeks. NAIA approved postseason shall not be counted as part of the 24-week period. A week is defined as Sunday (12:01 a.m.) through Saturday (11:59 p.m.). Any practice, competition or conditioning during this period shall constitute one of the 24 weeks permitted. The 24-week participation period begins with pre-season fall practice and ends with the completion of the spring term. Participation is defined as follows:

1. **Preseason.** A member institution shall not commence official golf practice sessions before the Monday of the week that September 1 falls. Five contact hours per day is permissible and includes teaching and/or practicing the game of golf and required conditioning workouts. Meetings involving orientation, policies, rules, guidelines, and checking out equipment are not included in the five contact hours.
2. **Playing Season.** Playing season for golf is limited to 20 participation hours per week and one day per week with no participation. Participation includes practice, team meetings, individual meetings, conditioning, strength training, and tournaments. Tournaments count as four hours of participation. Playing Season Regulations include:
 - a) 14 matches (spring or fall)
 - b) No scrimmages allowed.
 - c) Alumni game is not counted in the total number of regularly scheduled games
3. **Out of Season.** Out of season golf is limited to 8 participation hours per week. Out of season is defined as November 1st and ends January 31st. Student-

athletes and members of the coaching staff shall not engage in athletically related activities outside the preseason and playing season, except for the following:

- a) Conditioning. A student-athlete may participate in a conditioning, strength training, and agility program. A coach may conduct a conditioning, strength training and agility program. No clubs or balls can be used in the conditioning, strength training and agility program.
- b) Practice. A student-athlete shall be limited to 10 (one hour per day) practice sessions with no practices permitted on Sundays and shall be conducted according to the following guidelines:
 1. A practice activity conducted by a coach is limited to classroom/office teaching, film review, and on the course technique work. Small group is defined as up to 2 student-athletes. No other student-athlete may be observing or present during the practice activity.
 2. Clubs and balls can be used.
 3. An out of season practice session shall not exceed one hour per day and shall be limited to a total of 10 sessions of instruction per athlete.
 4. Each institution has the responsibility to monitor the out of season practice activities that may occur according to the above mentioned guidelines.

Out of Season Competition

KCAC colleges and universities do not sponsor out-of-season teams or individuals to participate in contest or scrimmages against other colleges, sports clubs, leagues, etc. KCAC college and university names should not be used as the team name for such events, and a KCAC coach (as defined above) may not coach student-athletes with eligibility remaining in intercollegiate golf in such events. The KCAC Governing Council must approve exceptions.

KCAC Golf Procedures

The following procedures in the KCAC provide for more clarity in the operation of conference policies. It should be of particular value to athletic personnel new to the conference that occasionally finds it difficult to know various conference procedures.

1. Any proposed amendment to the procedures must be submitted to the 2nd Vice President of the Conference and to the President of the Conference in time for the 2nd Vice President to provide each member of the Governing Council with a copy of the proposed amendment at least ten days prior to the time for the meeting at which the amendment is to be considered.
2. Limitations on scheduling will not include NAIA or other affiliated post-season contests. Exceptions need to be cleared with the KCAC Governing Council.
3. Statistics and reporting of game results - The host school is responsible for providing the visiting school with game statistics and reporting game results to the media.
4. Sports camps, which involve college athletes, shall not be scheduled in a way that would violate pre-season regulations.

5. Head coaches, SID, head athletic trainer and athletic directors from each college are expected to attend KCAC Coaches' meetings.
6. It is expected that all KCAC member colleges honor a letter-of-intent and refrain from further recruitment of an athlete who has been signed. Violations can be sent to the compliance/protest committee.
7. Each sporting event must have someone designated as a game administrator.
8. If during, or particularly after the season, a team must forfeit games/matches for any reason, the win/loss records of all participating schools will be revised and a champion determined.

Article I Season

- Section 1 Organized golf practice may not be scheduled to start prior to the Monday of the week that September 1 falls.
- Section 2 Scheduling. Playing season regulations include:
[a] 14 meets maximum
[b] No scrimmages allowed

Article II KCAC Championship Tournament

- Section 1 The KCAC Tournament date and site will be determined by the Conference golf coaches soon after the August coaches meeting.
- Section 2 The KCAC Tournament will be administered by the conference golf coaches. The sport chair will be responsible for administering the responsibilities to each coach and talking to the host site for preparation of the tournament.
- Section 3 Criteria for tournament site selection
[a] Neutral site
[b] Reasonable cost structure, including green fees, practice round, motels, and travel costs. Try to keep total costs per team to around \$1,000
[c] Location must be within reasonable driving distance for all schools
[d] Course must be of championship caliber
[e] Hospitable host course management is important to make teams feel welcome
{f} Carts should be available for coaches
{g} Food and Drink will be made available for golfers
{h} The course should be playable even under high wind conditions
{i} A range must be available to the golfers on site offering at least 30 balls per person for warm-up purposes

Article III Tournament Format –

Section 1 54 Hole two day tournament with 36 holes played on the 1st day and 18 holes played on the 2nd day.

Section 2 Scoring

[a] Count the low four scores on each 18 holes.

[b] The two day total (54 holes) determines the champion. The conference champion will be determined by each team participating in one fall tournament and two spring tournaments plus the conference championship. Conference coaches will make final approval of designated conference tournaments based on tournament courses and dates. In each of the designated tournaments the scoring will be one point for each team in the conference for that year thus 7,6,5,4,3,2,1 for each team with 7 going to the first place team. Player points will be 5 places per number of teams in the conference for that year thus 35 thru 1 for these designated tournaments with 35 going to the 1st place medalist of the tournament. The conference championship points are doubled for player and team points. The winning team and top ten players will determine the conference champion and the all conference players.

[c] A player that is disqualified is disqualified only for that round and may participate with their score counting in subsequent rounds. In case of a sudden-death play-off, that player may participate as a member of his team.

Section 4 Sudden Death Play-off.

[a] In the event of a tie(s) those teams involved will compete in a sudden victory hole by hole. The initial hole will be chosen by the tournament committee. If daylight or weather is not permitting the tie will be broken by the 5th mans score then the 4th man's score to the first man's score.

[b] Any ties for individual medalists for the top ten places will be determined by a sudden death play-off. In case of daylight or weather not permitting, the tie will be broken by the last 18 holes played then the middle 18 holes then the 1st 18 holes of the conference tournament.

Section 5 Pairings

[a] First day pairings will be determined through a random draw by team.

[b] Second day pairings will be determined by the scores of the first day with the highest scoring teams paired together and scheduled to receive the first tee times.

[c] Second day pairings will go off in the number 5-4-3-2-1 sequence.

Section 6 USGA Rules will govern all play with the following exceptions:

[a] Club throwing or profanity may result in a two stroke penalty or disqualification.

- [b] The “one ball” rule is waived.
- [c] If in doubt of a “ruling”, play two balls and get a ruling prior to signing the scorecard.
- [d] All scorecards must have two signatures; one by the scorer and attested by the competitor.
- [e] Rainouts or weather related tournaments will not be made up.

Section 7 Tournament Awards

- [a] First place team plaque
- [b] Second place team plaque
- [c] Ten individual medalist awards
- [d] The ten individual medalists and ties for the entire season will be designated as **ALL KCAC**.

Section 8 Miscellaneous Items

- [a] The “coach of the year” selection will be made with ballot circulated on the second day of play.
- [b] The Rules Committee will consist of the local golf professional and the conference golf coaches.

Duties of the KCAC Golf Chair

The duties of the golf chair will include but may not be limited to:

1. Organize and chair meetings of the KCAC Golf Coaches.
2. Keep track of point earned in designated conference tournaments for teams and individuals.
3. Coordinate the conference golf tournament assigning all duties to conference coaches in a timely manner.
4. Oversee the recording of the conference records.
5. Be a liaison to the region.
6. Keep a record of the minutes of the golf coaches meetings.
7. Keep golf policies and procedures updated.
8. Send a current copy of the golf policy and procedures to each conference golf coach prior to the beginning of the season.