

Prep Tour Handbook



2023

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Prep Tour Policies

Day of Event specific starter instructions supersede all published Prep Tour Rules.

The USGA rules will govern all play. If a ruling cannot be established among the playing group and there are no rules officials available, we ask that you play two balls and a ruling will be administered in the scoring tent. Please do not sign scorecards until an official ruling has been made.

EXCEPTION: Rule 7-2 Practice Between Hole The Prep Tour does not allow any practice chipping or putting between holes. Players are directed to move immediately to the next teeing ground upon completion of each hole played.

Tie Breakers

- Tie breakers for first place only will be decided by a sudden death playoff. The sudden death playoff will continue until we have a champion.
- In Single Day, 18 Hole Tournaments, all other ties for trophies will be decided by matching scorecards, as recommended by the USGA Rules of Golf. The USGA recommended tiebreaker is holes 10-18, Followed by 13-18, followed by 16-18, followed by hole 18 counting backwards until the tie has been broken.
- Tiebreakers for a 2 Day, 36 Hole tournament will be decided by the better Day 2 score— then by comparing Day 2 Holes 10-18 score, followed by 13-18, followed by 16-18, followed by hole by hole going backwards starting on Hole #18.
- Tie breakers will be utilized (other than for determining 1st place) for the sole purpose of trophy distribution. The official tournament results will list two competitors in the same position regardless of which competitor won the matching scorecard playoff. (Example- 2 competitors that tied for 3rd place will both be listed as T-3rd, and the next competitor will finish in 5th place. The 2 competitors will also split the sum of the 3rd and 4th place “points” divided in half.)

Distance Measuring Devices

Measuring devices and “apps” that measure **distance only** are allowed. Measuring devices and “apps” that measure wind and/or slope are not allowed.

Caddies and Pull Carts

The Tour does not allow caddies in the HS divisions. (except for the Mother’s Day event- Moms will be allowed to caddie this day only). Caddies are allowed in the Jr High Boys division,

subject to The Prep Tour Caddie Policy. The Prep Tour will allow the use of pull carts at all Tour events. **Players are not allowed the use of motorized carts.**

Headphones & Earbuds

The use of headphones, earbuds or other devices that play music are prohibited during the stipulated round. Players are allowed to use these devices as they warm up. However, please ensure they do not cause delay as you arrive at your scheduled tee time.



Prep Tour Code of Conduct

The Prep Tour Code of Conduct has been instituted to ensure an enjoyable event for each and every person attending the tournament. All Prep Tour competitors are expected to abide by all rules and regulations set forth by the Tour.

Behavior

The Prep Tour will not tolerate poor behavior at the host facility. All participants are expected to carry themselves as ladies and gentlemen at all times. Swearing, club throwing, yelling and cheating will not be tolerated. Club slamming and club tossing will be emphasized as Code of Conduct violations.

Golf Attire

All Tour participants are required to wear proper golf attire at the host facility. Blue jeans, cut offs, and t-shirts will not be permitted. If you show up to an event without proper attire, you will be asked to change clothing. If you wear a hat, it must be worn in a proper manner at all times. All golf shirts are required to have a collar or mock turtle neck (host facility permitting).

Drugs, Alcohol, and Tobacco

The Prep Tour does not allow the use of these products. These products will not be allowed on the golf course or any facility affiliated with the event. The use of these products will result in disqualification and possible suspension from future events.

Code of Conduct Violation Penalties

The Tour Tournament Committee, based on severity and frequency of the violation(s), may in accordance with USGA Rule 33-7:

- Warn the player
- Add a 1 stroke penalty, especially for throwing a club
- Disqualify the player from the tournament at which the violation occurs. A player's disregard of others is not limited to the current round but may include repeated offenses from tournament to tournament.
- The Prep Tour Director reserves the right to impose any penalties or disqualifications he deems appropriate or necessary to ensure the integrity and tournament experience for all Prep Tour participants.

Proof of Graduation Year

The Prep Tour's Directors reserve the right to request documentation of a players' graduation year. The Tour is committed to providing a fair and equal competition for everyone.

Spikeless Non-Metal Shoe Policy

Only "spikeless-nonmetal" shoes will be allowed at Tour events. Players found in violation of this policy are subject to disqualification.



Spectator Policy

Points of emphasis for 2023 that will be enforced at all tournaments

1. Spectators may not walk in the fairways at any time.

Spectators may not lag the players they are following. They may be in the rough or on the cart path one shot ahead of or parallel with their group, provided they are never in the fairway.

2. Spectator carts must remain on cart paths at all times.

Spectator carts are not guaranteed at Prep Tour events. The rental of spectator carts is subject to the availability and discretion of the host venue.

Prep Tour SPECTATORS MAY:

- Help search for lost balls.
- Carry drinks, food, umbrellas, medicine, etc. for their players; please be respectful of our host venues' policies regarding carry-on drinks and food.
- Rent carts from the clubhouse but **must keep carts on cart paths** at all times.
- Walk in the rough or on cart paths one shot ahead of or parallel with their player.
- Watch players putt by first **advancing their golf cart past the green towards the next tee.**

Prep Tour SPECTATORS MAY NOT:

- Lag behind the group they are following.
- Discuss scoring or rulings with the players.
- Offer any playing advice or suggestions during the round.
- Stand on the tee box behind players while players are teeing off.
- Watch players putt from their carts while parked short of the green; **please advance your cart toward the next tee before you watch players putt.**
- Call penalties on players.
- Violate host golf course policies/rules.
- Use profane/abusive language toward players or staff.

Please note that if any of the following guidelines are perceived as broken by a Prep Tour official, the player may be subject to penalty. Please remember that spectating is a PRIVILEGE not a RIGHT. **Spectators attend Prep Tour events at their own risk.**

Pace of Play Policy

Pace of Play Policy/Guidelines 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."

The Prep Tour does not wish to apply penalties for undue delay. However, in the interest of all, we insist that the pace of play be reasonable. We believe that it would be reasonable for a group of four (4) players to take 14 minutes, on average, per hole. Therefore, an 18-hole round should be completed in less than 4 hours and 20 minutes (Boys) and 4 hours 25 minutes (Girls). Course specific pace of play event times will be announced in the starter's instructions.

A group/competitor is considered out of position if at any point in the round:

- Group has proportionally fallen behind the course specific pace of play time to make.
- Group falls 1 or more holes behind the group in front of them (Flagstick to Flagstick) and the group is playing slower than the allotted 14 minutes per hole pace.
- A player, playing in a group deemed out of position, is taking more than the allotted time to play a stroke (45 sec from the time you arrive at your ball).

When a group is out of position the following will occur:

1. If a group falls 1 (or more) hole(s) behind the group in front of them AND has fallen behind the course specific pace of play time, a PACE OF PLAY warning will be given. The group will then be given the opportunity to regain their position.
2. If the group does not regain their position, a Prep Tour marshal will monitor the group to determine which player or players are causing the delay. The player or players deemed responsible for the tardiness of the group will have each shot timed until the group regains position. If that player(s) exceeds the 45 second time allotment, he/she could be subject to a 1 stroke penalty for each excessive time.
3. Excessive time penalties could result in disqualification (DQ) and repeat violations could result in suspension from the Tour.

The Prep Tour marshals will be monitoring the Pace of Play of all groups. We sincerely request your cooperation. If all competitors cooperate, each event will be a more pleasant experience for everyone.

Continuous Putting

The Prep Tour requires continuous putting at all its events.

Continuous putting was introduced to the USGA Rules of Golf as an optional Local Rule in 1966, became a USGA Rule in 1968, and was rescinded from the Rules in 1970. It applied to

single stroke play only, and essentially provided that once a player has begun putting on a hole, they must continue putting until the ball is holed. Players were not allowed to fix those 1960's steel spike marks on the putting surface.

Now under 2019 Rule 13.1c “players may repair damage on the putting green without penalty by taking reasonable actions to restore the putting green as nearly as possible to its original condition.” Damage to the putting green is defined as ball marks or shoes damage, old hole plugs, animal tracks and damage caused by clubs or the flagstick. This rule is only permitted on the greens and not anywhere else on the course. The new rule eliminates most questions about what can and can't be fixed on the course and speeds up play.

The Prep Tour implemented a Continuous Putting Condition of the Competition Rule beginning in the 2020 season. The Prep Tour immediately noticed nearly a 20 minute per round pace of play reduction. An efficient pace of play benefits the overall player experience and helps The Prep Tour retain our wonderful host venues. **The Prep Tour Continuous Putting Policy will remain in effect.**

Summary of Continuous Putting:

Playing in 3somes: Once all 3 players' balls are on the putting surface, the player whose ball is furthest from the hole putts 1st. If Player A misses his/her 1st putting attempt, it is still Player A's turn to putt. Player A may still mark, lift, clean, and align his/her ball before attempting his/her 2nd putt. **Once Player A successfully holes his/her putt, Player A should immediately proceed to the next teeing ground and tee off on the next hole.** Player B then continuously putts. Once Player B holes his/her putt, Player B should gather his/her bag and witness the number of putts it takes Player C to complete the hole. Player B and C then proceed to the next teeing ground and record scores with Player A for the recently completed hole. Player B and C then tee off and play briskly continues.

Playing in 4somes: The procedure remains nearly the same. Player A and Player B continuously putt and then immediately leave for the next teeing ground. Player C putts and then audits Player D's putts. Players C & D join Players A and B on the next teeing ground to record scores for the entire group for the recently completed hole.

REMINDER: It is imperative for Player A to leave the putting surface and go tee off. Do Not Wait for the other players to arrive at the teeing ground before you put your tee ball into play!

Pace of Play Tips

Our goal is to educate and inform our players on ways to continually improve pace of play. We realize that there are many factors that can affect the pace of play on any given day, however

the bottom line is that slow play affects not only the players in the tournament, but it also affects the Prep Tour Staff, the host facility and parents of the players.

- Play “ready” golf. This is where order of play is based on who is ready, not on whose ball is furthest away.
- Do not wait for the other players to play before using your range finder to determine your yardage. Remember, time spent using your rangefinder is considered part of your time to play. Your 45 seconds begins after the previous player completes his shot.
- Place your bag across from you, not behind you when you get to your next shot. This will keep you from constantly going back to your bag after each shot. Place your bag towards the next teeing ground as you approach each green.
- Members of a group should not travel as a pack, with all members walking together to the first ball, then the second, and so on. Each member of the group should walk directly (but safely to the side) and independently to his/her own ball.
- Walk athletically to your ball as if there was a collegiate scout watching you at all times. Use the time walking to your ball to think about the next shot - the yardage, club selection, etc.
- If you are unsure whether your ball has come to rest out of bounds, or may be lost in an area not considered a hazard, immediately declare and hit a provisional ball so that you won't have to return to the spot to replay the shot.
- Begin reading the green and lining up putts as soon as you reach the green. Don't wait until it's your turn to putt to start the process of reading the green. Do it as soon as you reach the green so that when it's your turn you can step right up and putt. Remember, your 45 seconds begins once the previous player completes his putt.
- After holing out, don't stand around the green chatting or take any practice putting strokes. Leave the green quickly, immediately heading for the next teeing ground.



Prep Tour Caddie Rules

The Prep Tour will allow the use of caddies in the Junior High Boys Division. All Junior High Boys and their caddies must review the caddie rules prior to the start of the competition. Not being aware of these Prep Tour caddie rules will not prevent a player or caddie from receiving a penalty, and/or a caddie suspension.

- Caddies will be allowed to push or carry (by non motorized means) the player's clubs and equipment during the play of a hole.
- Once a player's ball has come to rest on the putting surface, caddies MAY NOT communicate any further with the player until all golf balls have been holed and all players proceed to the next teeing ground. Caddies are NOT ALLOWED on the putting surfaces and may not give advice after their player's ball is on the green.
- Once a player's ball has come to rest on the putting surface, **the caddie MUST gather the player's clubs and begin walking towards the next tee. Continuous putting rules apply to Junior High Boys and their caddies.**
- A player may only have 1 designated caddie during the round. The designated caddie must be declared and present for the Starter's Instructions on the 1st tee. A caddie MAY NOT join a competitor after the round has begun. Players MAY NOT switch caddies during a round.
- A player may only receive advice from their designated caddie during competition. All other spectators/parents are still subject to the published Prep Tour spectator policies which prohibit advice/coaching during competition.
- Caddies are NOT ALLOWED to deliberately stand on or close to the extended line of play behind a player while a player is taking his stance until the stroke is made. Caddies may give advice to their player about relief options, but caddies are NOT ALLOWED to assess penalties on fellow competitors or make rulings for the group.
- Caddies are encouraged to assist with pace of play policies for their player and will not be a cause for slow play. The Junior High Boys division will still be subject to published Prep Tour pace of play standards and guidelines.
- Caddies are encouraged to help their player count and record an accurate score. Caddies should not confront other players in the group regarding reported scores. This is a player's responsibility and part of the competition.
- Caddies are not allowed in the scoring area at the conclusion of the round. This is a player's responsibility and part of the competition.
- The role of the caddie and the intent of this initiative is to help educate young players on tournament pace of play and the rules of competitive golf. A caddies' role is to emphasize sportsmanship, etiquette and positive attitudes.
- Caddies may not use tobacco or alcohol during competitions.

Breach of Policies and or rules by caddies·

- 1st Offense = Warning from a Prep Tour Official
- 2nd Offense = Caddie privileges will be suspended for the tournament.
- Final Offense = Caddie privileges will be rescinded for the rest of the year.

The Prep Tour Director has the authority to eliminate or modify this policy at any time.



Tournament Registration

- Tournament registration must be completed online through The Prep Tour webpage [Prep Tour Schedule](#) or through The Golf Genius Member page. The Prep Tour CANNOT and WILL NOT take walk-ons for any event.
- Tournament registration is on a first-come, first-serve basis. Players are automatically added to the “Pending List” upon registering.
- Players will receive a second email indicating your registration status: confirmed or waitlisted. It may take up to 2-3 days for your email confirmation of acceptance into an event, so we appreciate your patience.
- Your entry fee payment will remain as pending and your credit card will not be charged until your registration has been approved.
- Tee times and pairings will be emailed to players. Starting times are different for each event and can be found on the corresponding Tournament Information Page. Starting times are at the discretion of the host golf course and may be subject to change. The Prep Tour does not accept tee time or pairing requests.

Deadlines for Tournament Registrations

1. Registration closes 6 days prior to the start of the event
2. Deadline to WD with a refund is 6 days prior to the start of the event.
3. Tee Times are generally released 2 days prior to the start of the event.

Wait List Policy

At times throughout the season, The Prep Tour experiences more registrants for a tournament than the event can accommodate. For this reason, The Prep Tour allows for additional registrants to be put on a Wait List on a first-come, first-served basis for each tournament once the maximum field size has been reached. Each online registrant will be notified via email that they have been placed on a wait list.

1. Your entry fee payment will remain as pending and your credit card will not be charged until your registration has been approved.
2. Players on the Wait List will be notified via text that an opening has developed in their division. Players will have 2 hours to accept the open tee slot before the next player on the Wait List is contacted and offered the opportunity to accept the open tee slot.
3. Players are promoted on the Wait List dependent upon which playing division the opening occurs in and not necessarily the players Wait List position.

4. All Wait List decisions are at the discretion of The Prep Tour Director.

5. Players may remove themselves from Wait List consideration by editing their Golf Genius registration for that particular event.



Golf Genius Registration

- Every player must complete a Prep Tour/Golf Genius player profile to be eligible to register for Prep Tour tournaments.
- Each sibling must complete a unique player profile and register independently. • A player's \$15 Golf Genius software fee is good for the entire calendar year. This fee is paid just once annually and NOT repeated each time a player registers for a tournament.
- Carefully review all data fields before submitting the profile. The contact information you submit will be used all year to communicate tee times, schedule changes, weather delays, etc. Please make sure to enter **Player** information in the Players data fields and enter **Parents** information in the Parents/Guardians data fields.
- The link Prep Tour / Golf Genius 2023 Software Fee will be active beginning January 1st, 2023. The link will be located on The Prep Tour website Home Page.



Prep Tour Divisions

To coincide with the National Junior Golf Scoreboard guidelines, a players division is determined by his/hers scholastic grade (HS graduation year) & NOT by a players chronological age.

- Junior / Senior HS Boys
- Freshmen / Sophomore HS Boys
- Jr High Boys (6th grade - 8th grade)
- HS Girls (8th grade - all HS Girls)

Select events will feature the HS Girls division split into 2 contested divisions. (Jr/Sr & Fr/Soph). These occasional events offering a Fr / Soph HS Girls division can be found by carefully reviewing the Tournament Information Pages on The Prep Tour website (www.preptour.com)

Spring Season (March thru June)

A player's division is determined by the grade you are enrolled in on March 1st. (For example, boys who are current 8th graders on March 1st play in the Jr. High Boys Division for all Spring events)

Summer/Fall Season (July - Oct)

A player's division is determined by the grade you will be entering in the upcoming Fall. (For example, that same 8th grade boy will be entering HS as a Freshman in August. He would compete in the HS Boys Freshman / Sophomore Division for all Summer/Fall events)



Refund and Withdrawal Policy

If a player needs to withdraw/cancel a registration they should:

Log into your Golf Genius account:

Cancel Golf Genius Registration and request a refund using your Golf Genius/Prep Tour member ID#. This option is only available until 6 days before the start of the event. Players are no longer eligible for refunds inside a 6 day time period.

1. All refunds will be processed electronically as a credit back to the original form of payment and are subject to a **\$12** processing fee.
2. Transfers or member credits will no longer be allowed. Players simply register/pay for any new event they wish to play.
3. Refunds may take up to 7 days to appear as a credit against your original form of payment.

Withdrawing BEFORE event registration closes:

The player may cancel out of an event through Golf Genius and may receive a refund.

Withdrawing AFTER event registration has closed:

There will be NO REFUNDS for Withdraws after registration has closed.

To avoid a No Show Penalty The Prep Tour must be notified via text or email, before the event begins that the player will be absent from the event.

Rainouts and Inclement Weather

The Prep Tour believes that junior players should get the opportunity to compete under adverse weather conditions. It is an important and valuable aspect of golf competition. Therefore, the Prep Tour will play in the cold, rain, and wind!

The Prep Tour will make every effort to play an event to its conclusion. We will play through cold, wet and windy weather unless lightning or severe weather is in the near forecast. In the event that participants need to evacuate the course, tournament officials and the host facility will sound an air horn. Once the air horn is blown you must **discontinue** all play. Additionally, a message will be sent through Golf Genius to the player's cell phone.

Wherever your ball lies, please mark it and we will make every effort to resume play. In the event a stipulated round is canceled/shortened due to inclement weather, the Tour will make every effort to post a score for that particular day. 9 hole increments will be used for shortened rounds. An entire age division must have completed the same 9 holes for the score to be official

for that day; otherwise no official scores will be posted for that age division.

All weather cancellations or delays will be communicated via email & text updates through Golf Genius.

Refund Policy (Weather-related)

Should severe weather, frost, or other circumstances beyond the control of The Prep Tour or the host facility result in closure of the facility before or during a tournament; the following procedure will be used:

The Tour will automatically issue refunds to eligible participants for contests that cannot be completed due to severe weather or venue closure. The amount of the refund remitted shall be based on the associated costs of the administration of the canceled/shortened event. The Tour 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 Tour 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 participants is our number one priority!

NOTE: The Prep Tour wishes to protect our competitors from any weather dangers, but will wait all day if necessary to safely complete competitions. **If a player leaves a facility during a weather delay, and that player's division round is completed, no refund will be granted.**

Refund Policy Summary

1. Players may cancel their registrations through Golf Genius up to 6 days prior to the start of the event to be eligible to receive a refund.
2. Injury or illness does not affect the 6 day refund rule.
3. A **\$12** refund processing fee (per event) will be assessed and deducted from all refunds.
4. All refunds will be issued electronically.
5. If all players in an age group play at least nine holes, the round is considered complete and not eligible for a weather related refund.
6. Account credits or transferring of submitted funds is not an option.
7. There will be NO REFUNDS for Withdrawals after registration has closed.

Scoring



Mobile Scoring:

Each registered competitor must have the **Golf Genius app downloaded to their player cell phone**. It is the player's responsibility (one player per group) to enter Mobile Scores which are bound by our Conditions of Competition. A paper scorecard will also be provided to all players. Each player is responsible for keeping track of their competitors' scores (either electronically or on their paper scorecard) in addition to their own score. Failure to do so may result in penalty strokes.

Once the round is completed, competitors must proceed directly to the scoring area to verbally attest scores. This verbal attestation is the equivalent of players and scorers signing their scorecards.

Parents and Spectators DO NOT need the Golf Genius app, and can find scores on the Prep Tour Homepage (www.preptour.com) by clicking on Leaderboard.

***All scores are unofficial until verbally attested and players leave the scoring area.**

Mobile Scoring Instructions: [Golf Genius Mobile Scoring App Guide](#)

1. Go to the App Store on your cellular device. Search "Golf Genius".
2. Download the app (orange icon). →
3. Enter the GGID sent to you via text (Do not enter your email or any password)
4. Click on your name.
5. Enter the correct hole score for all the players in your group.
6. **After scores are entered for a hole, click "Save Scores".**



Once the round is completed, competitors must proceed directly to the scoring area to verbally attest scores. This verbal attestation is the equivalent of players and scorers signing their scorecards.

Abnormal Scoring Situations

DQ vs. WD vs. NS vs. NC

What do these mean on a player's scorecard?

Category Name	Designation	Explanation
No Show before competition begins	NS (DNS)	Those players who do not come to the tournament at all
No Show	NS	Completed one or more rounds of a multi-round tournament– fails to report for tee time and previously has not notified anyone
Disqualified	DQ	Reserved for actual USGA rules infraction that occurs without a deliberate or managed intention
Withdrawal	WD	Reserved for a deliberate voluntary action or decision of a player not to continue play after having started a competition and notified a Tournament Official. Player must have a compelling visible, verifiable or an extremely very special reason – for example: illness, cuts, swollen ankle, bee stings, family emergency, for example – otherwise see NC below.
No Card (worst action by a player)	NC	After having begun competition – a deliberate decision not to sign or turn in a card, walks off the course, does not report to scoring after their last hole, etc.

All final decisions are at the discretion of the Tournament Committee.

No Show Policy

If a player fails to withdraw from an event in accordance with the withdrawal policy, and does not play, it will be considered a No-Show.. If a player fails to show up for Round 2 of a 2-day event, without discussing it with the Tournament director, they will be recorded as a NS.

No Card Policy

If a player starts a round and does not turn in a score card with valid scores for the day, a NC will be posted as the player's score. Any player who leaves the course without notifying The Prep Tour Staff will be recorded as a NC.

