

Prep Tour Handbook



2025

Table of Contents

Prep Tour Policies	3
Tie Breakers	3
Distance Measuring Devices	3
Caddies and Pull Carts	4
Headphones & Earbuds	4
Prep Tour Code of Conduct	4
Behavior	4
Golf Attire	4
Drugs, Alcohol, and Tobacco	4
Code of Conduct Violation Penalties	5
Proof of Graduation Year	5
Spikeless Non-Metal Shoe Policy	5
Spectator Policy	6
Prep Tour Policy	6
Prep Tour Spectator Conversations	7

Pace of Play Policy	8
Continuous Putting	9
Pace of Play Tips	10
Tournament Registration	11
Deadlines for Tournament Registrations	12
Wait List Policy	12
Golf Genius Registration	13
Prep Tour Divisions	14
Refund and Withdrawal Policy	15
Rainouts and Inclement Weather	15
Refund Policy (Weather-related)	16
Scoring	17
Mobile Scoring:	17
Abnormal Scoring Situations	18
No Show Policy	18
No Card Policy	19



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 attest scorecards until an official ruling has been made.

EXCEPTION: Rule 7-2 Practice Between Holes: 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.

Furthermore, players may NOT use the additional Out of Bounds option allowing them to advance their ball. (USGA Local Rule Stroke and Distance E5) If a ball is deemed Out of Bounds, players must replay the shot from its previous position. Please use provisionals!

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 Prep Tour does not allow caddies .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 similar devices 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 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.

3. Spectators may not stand on the tee box behind players as players are teeing off.

4. Players will be held responsible for excessive conversations with Spectators.

5. Pets are NOT ALLOWED at Prep Tour events.

Prep Tour SPECTATORS MAY:

- Help search for lost balls.
- 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.

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.
- Bring pets to Prep Tour events.
- 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.**

Player - Spectator Conversations:

In the game of golf, like any other sport, spectators are a welcome element, but are required to be silent observers of the game, not injecting themselves in any way unless on the request or instruction of a rules official. Being a spectator is a privilege, not a right. Understanding that concept, the The Prep Tour requires of spectators:

1. Advice (Rule 10.2) is any verbal comment or action that is intended to influence you or another player in choosing a club, making a stroke, or deciding how to play during a hole or round. In addition, any conversation between player/spectator may be construed as advice. This includes any conversation between player/spectator in their native language. In either instance, penalty for breach of this rule is two strokes. **Players are responsible for the actions of their relatives and spectators in regards to this rule.**
2. Keeping the above statement in mind, please keep your conversation with the player to words of encouragement as long as advice is not given.
3. Please silence your cell phone while at Prep Tour events or abide by the Host Facilities policy, whichever is more strict.

SPECTATOR/PLAYER GIVING OR SOLICITING ADVICE – As listed above per USGA Rule 10.2, the soliciting of advice by a player or giving advice or discussions between player and spectator that may be construed as advice is prohibited. Advice or construed advice may include:

- Information on what club to hit or distance to a hole/marker/landmark
- Information regarding break or slope on a putting surface
- Information regarding weather, wind direction, elevation change, etc.
- Any digital communication between player & spectator
- **Extended conversations/walking with player of any nature, regardless of actual subject**
- Player sitting in spectator cart when not approved by rules official

If a player gets advice from someone other than his or her caddie (such as a spectator) without asking for it, he or she gets no penalty (on initial occurrence). However, if the player continues to get advice from that same person, **the player must try to stop that person from giving advice.** If the player does not do so, he or she is treated as asking for that advice and gets the penalty under Rule 10.2a. The penalty for breach of Rule 10.2 is the General Penalty (2 strokes).

Pace of Play Policy

- 1. All players/groups will still be required to “clear the green.” The 1st player that holes his/her putt is required to immediately leave the green, head directly to the next tee, and be the 1st player to tee off without delay.**
- 2. Only groups who are out of position and behind the published, event specific, Pace of Play time standard will be required to Continuously Putt.**

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 20 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. Groups that have been determined out of position must begin “Continuous Putting” until the group has regained position.**
- 3. 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.**
- 4. Excessive time penalties could result in disqualification (DQ) and repeat violations could result in suspension from The Prep 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 any group that is “out of position and behind the pace of play published standard” to continuously putt until the group has regained position .

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 updated 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.



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.
- 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 and you have been entered into the Tournament Field.**
2. Players promoted to the Tournament Field from the Waiting List receive an electronic notification of acceptance.
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.

Players are required to log in to their Golf Genius profile and remove themselves from the Waiting List if they are no longer interested or available to play.

“Unavailable” players electronically promoted into an event from the Waiting List are still subject to the Prep Tour Refund Policy.



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 \$20 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 2025 Software Fee will be active in mid January 2025. The link will be located on The Prep Tour website Home Page.

Please review and proof each player's Golf Genius profile before submitting.

All information entered should be the PLAYER information. Only the Parent email and the Parent cell phone require parental information fields.



Prep Tour Divisions :

The Prep Tour will contest 3 age groups in 2025. Players will not "Prep Tour graduate" on June 30th any longer. 2025 HS Graduates may compete throughout the entire Summer season.

1. **"Varsity"** (Boys): 6500 - 6800 yards. 2025, 2026, and 2027 HS Graduates. 2028 Graduates must be Prep Tour trophy winners to play up in this division.
2. **"Fresh Soph"** (Boys): 6100-6400 yards. 2027, 2028 and 2029 HS Graduates. 8th grade boys must have knowledge of tournament rules, play independently without spectator input, and be able to walk 18 holes efficiently to meet Prep Tour Pace of Play standards. Players need to have demonstrated scoring averages less than 110 to play in this division. 2030 HS graduates that wish to play distances of 6100 yards + may petition The Prep Tour Director to play an introductory event on a "trial basis".
3. **HS Girls:** 5000-5700 yards. 2025, 2026, 2027, 2028 HS Graduates are eligible. 2029 HS Graduates (8th grade girls) must have knowledge of tournament rules, play independently without spectator input, and be able to walk 18 holes efficiently to meet Prep Tour Pace of Play standards. Players need to have demonstrated scoring averages less than 110 to play in this division.



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 **\$15** 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.

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 **\$15** 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.

