



HANDBOOK

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Introduction

This handbook serves as a guide to Membership in the Junior Golf Association of Hawaii and contains all Rules, Regulations and other Requirements as of the date of publication. New and returning Members, as well as parents and guardians should familiarize themselves with the contents of this handbook. This handbook is subject to change.

Contact Information update is mandatory. If your address, e-mail or telephone number should change, please send your information to support@jgah.org. This will ensure that you receive all information generated by the Association via email, phone, or mail throughout the year.

Mission Statement

Junior Golf Association of Hawaii (JGAH) shall exist to provide today's youth with an opportunity to experience the game of a lifetime. JGAH will commit to the creation and maintenance of a golf program geared to introducing youngsters to tournament golf and re-enforce the life skills of Respect, Integrity, Character and Honor.

- (a) Provide playing opportunities to the youth that may not have otherwise been afforded, so that they can enjoy the benefits of Golf's life lessons: Honesty, Responsibility, Courtesy, Integrity, Perseverance, Sportsmanship, Confidence & Respect.
- (b) In partnership with other entities, promote community involvement and service by developing and creating a Junior Golf program that gives our juniors the opportunities to develop as responsible and successful citizens and to promote benevolence and outstanding ethical conduct through the participation of golf activities and other organized learning experiences.

The JGAH is administered by an all-volunteer Board of Directors whose main goals are:

- To introduce juniors to the lifelong game of golf;
- To develop the junior golfer's knowledge, appreciation, and skill in the game of golf by conducting junior golf tournaments;
- To instill in each junior a sense of integrity and honor which are inherent to the game.
- To expose the juniors to the pride that comes with individual accomplishment and help them discover that through hard work, dedication and perseverance, they will build the character that will allow them to succeed and excel at whatever they pursue;
- To help all junior golfer achieve an understanding and appreciation for the rules of the game, golf ethics and golf etiquette;
- To meet other junior golfers and establish friendships that will last a lifetime;
- To develop character through promotion of community involvement.

Board of Directors

The Junior Golf Association of Hawaii (JGAH) is directed by its Board of Directors, which meets monthly on a date to be determined. All Board meetings are open to the general membership and anyone interested in attending a meeting may contact either the President or Secretary of the JGAH.

An established Nominations Committee (made up of Board Members) solicits nominations for positions from the membership. Votes are cast by way of secret ballots by the existing Board members and tallied by the Nominations Committee. The President is exempt from voting and nominations.

The Board is always looking for dedicated volunteers willing to donate their talents and energies toward the improvement of our program for the benefit of the junior golfer. Please contact any Board member to share any ideas or to volunteer your talents.

“Ex-Officio” - An ex officio board member typically holds expertise in a particular area that can be helpful to the Board of Directors in carrying out its duties.

OFFICERS/DIRECTORS:

<i>President</i>	Guy Moriwaki
<i>Vice-President</i>	Brian Nagai
<i>Secretary</i>	Kristi Choi
<i>Treasurer</i>	Ai Nagai

BOARD OF DIRECTORS:

<i>Director</i>	Danny Lau
<i>Director</i>	
<i>Director</i>	Alissa Silva

Ex-Officio Members Ed Chung

Legal Counsel

Tournament Committee: Guy Moriwaki, Chair

Media/Merchandising Committee: ***Alissa Silva***, Chair

PAT Coordinators: Randy Furusho, Chair

Volunteer/Manpower: Ryan Lee, Chair
Rules/Discipline Committee: Danny Lau, Chair

Nomination Committee: Guy Moriwaki, Chair

Brian Nagai, Chair

Handbook Committee:

Alissa Silva, Chair

Kristi Choi, Chair

Banquet Committee:

Guy Moriwaki, Chair

Wes Sakamoto, Chair

Grant Committee:

Ai Nagai, Chair

Overview of Program

The JGAH Players' Tour is designated for the junior golfer with demonstrated competence in competitive tournament play. The program provides competitive tournaments, with no swing mechanics lessons. Potential members wishing to enter the "Tour" must pass the JGAH Player's Ability Test (PAT). Acceptance is subject to BOD review. All returning JGAH members in good standing from the previous year do not have to re-qualify. Exemptions are at the discretion of the Board of Directors in compliance with the rules of the PAT. Yearly registration for membership is required. Visit JGAH website for more information at www.jgah.org

Player's Ability Test (PAT)

The PAT is done at a golf course where a membership candidate is observed by a PAT evaluator/s. Areas

focused on, but not limited to, are:

- Display of basic competence in the rules of golf and maintains a required pace of play.
- Display of courtesy and sportsmanship to other players while participating in play.

Age of Eligibility

Age restriction requires JGAH members be between the ages of seven (7) and eighteen (18) years of age as of June 30th of the current season and not yet attending college.

JGAH Membership Fees

The membership fee for the program is \$150.00 per person per season. Fees include a JGAH logo golf shirt. The current season JGAH shirt is expected to be worn at all tournaments.

Donation Proceeds

JGAH is no different from other non-profit youth organizations where donations are needed to help defray the various program costs not covered by its membership fees. Parent participation is critical to the success of our program and volunteers are needed throughout the year serving in various capacities

Some of the program costs that require subsidizing include:

- Operational expenses
- Tournament green fees
- Awards

- Cart fees
- Refreshments and ice
-

Responsibilities of the Parents

JGAH is a non-profit organization that depends on parent/family volunteers. You do not have to be a golfer to volunteer and support this program, but you are encouraged to assist with tournament operations and fundraising. There are numerous areas where JGAH can utilize your assistance.

All parents/guardians/guests/volunteers shall comply with the code of conduct and dress code. Covered toe footwear must be worn while on the golf course.

Parents/guardians/guests/volunteers shall conduct themselves in a manner that is not detrimental to JGAH, its members, and the host facilities.

In addition, the JGAH has standing committees to handle other operational functions of the Association. The following is a list of committees where your talents and resources can be utilized:

Public and Community Relations Committee: Coordinates and handles duties relating to the image and communication of JGAH to the community.

Manpower Committee: Coordinates all aspects of securing volunteers to ensure the strength of JGAH. Solicit participation from members and their parents to support the JGAH needs.

Banquet Committee: Coordinates all aspects of the end of season banquet including graduation program, awards, invitations, graduate slide show, RSVP, etc.

Tournament Committee: Committee members include the Tournament Directors, Officers, and President.

Responsibilities of the Junior Golfer

To promote the high character expectations of JGAH, each member, and his/her parents or guardians, must comply and adhere to the code of conduct adopted by the Board of Directors.

Each member of JGAH, and his/her parents, must abide by the adopted dress code at all JGAH functions. These functions include but are not limited to tournaments, fundraisers, clinics, and banquets.

JGAH encourages all junior golfers to participate in JGAH coordinated community service events to develop an appreciation and concern for others. JGAH coordinated community service events will be advised to the membership as they occur.

Registration and payment of green fees are required prior to each and every tournament. Each junior is responsible for submission of any tournament applications within the time deadlines are established. Tee times are based on a first-come first-served entry.

No exceptions to deadlines.

Additional information and/or notices of information changes (e.g., tournament schedules, etc.) are either announced at tournaments, sent via e-mail, or posted on the website. It is the responsibility of each junior to check the website or to follow up with the Tournament Director at each tournament and to communicate any posted or announced information to their parents or guardians. We encourage you to establish a connection with another junior golfer so that you may receive important information despite your inability to attend a scheduled tournament, or not having access to e-mail/internet.

JGAH Dress Code

JGAH's junior golfers shall abide by the following dress code standard at all JGAH sanctioned activities. Proper attire is required for parents and juniors at all times at the host facility. Should a host facility impose a more stringent dress code, its policy will take precedence. The dress code shall be in effect from the time you leave your vehicle in the parking lot to the time you depart from the premises where the JGAH function is being held. *Juniors in violation of the dress code will not be allowed to participate in the tournament as determined by the Tournament Committee.*

Golfers' Required Dress Code:

Unless otherwise stated, current JGAH uniform shirts must be worn by players. Boys' shirts must be tucked in at all times. Girl shirts must be tucked in if style allows it, otherwise they may be left untucked.

- Belts must be worn if trousers or shorts have belt loops sewn on them.
- Hair shall be neat and well groomed.
- Pants shall be worn in appropriate size and fit. Short-shorts, swim-type shorts, saggy trousers or/shorts or denim shorts will not be allowed.
- Appropriate golf footwear is required.
- No metal type spikes are allowed.
- All types of hats or/ visors, must be worn properly - with brim forward and should be removed before entering the clubhouse.
- No dangling or potentially injurious earrings allowed.
- All facial pierced jewelry is prohibited.

JGAH Rules/Discipline Committee and the Code of Conduct

Any Code of Conduct violations will result in an incident report being issued to the player and/or his/or her parent or guardian. The parent/or guardian will receive a copy of the incident report. The JGAH Board of Directors and/or Rules/Discipline Committee may assess any or all of the applicable penalties based on the severity and frequency of the violation(s).

It is important to note that all violations will be carried forward each year that the junior is in the JGAH program. Example: If a junior has three (3) Category III violations in prior years, the next violation will result in expulsion from the JGAH.

When a violation in the Code of Conduct results in expulsion from the JGAH, parents or guardians and the junior will be given the option of an appeal conference with the Board of Directors. The Board will make a final decision. Any junior who has been expelled from the JGAH will not be eligible for post-season honors.

Parents/guardians (including golf teacher/coach) cannot coach and/or give advice to their child after tee-off and before the player has submitted his/her score has left the scoring area.

JGAH Code of Conduct

The Junior Golf Association of Hawaii (JGAH) takes great pride in the quality of its junior participants and host facilities at each tournament. To continue making JGAH tournaments enjoyable for everyone, the JGAH requires all members, parents/guardians and guests to adhere to a set of guidelines known as the Code of Conduct.

Purpose: Its purpose is to help JGAH participants grow and mature by understanding and accepting the consequences of their actions. The Code of Conduct is to be followed throughout the junior golfer's membership in the Junior Golf Association of Hawaii. It also applies to their parents/guardians and guests for the duration of the junior participant's membership in the JGAH.

Note: Where appropriate, "Participants" – means JGAH Junior golfers, Parents/guardians and guests.

1. Participants shall conduct themselves as "ladies" and "gentlemen" while on the course and in or around the clubhouse and other golf course grounds. Unsportsmanlike conduct, including but not limited to, abusive language, disrespect to volunteers, officials and/or fellow competitors, club throwing or vandalism of golf course property will not be tolerated.
2. Play shall be governed by the USGA Rules of Golf. Any local and/or special tournament rules will be announced and/or posted at the tournament site on

the Notice to Player (NTP).

3. Spectators (i.e., parents, relatives, friends, etc.) may not accompany a junior participant during tournament play. Failure to abide by these rules may result in disqualification and removal of the related participant from the golf course.
4. Cell phones and all other electronic devices cannot be used for leisure or gaming purposes during the tournament. See "Distance Measuring Device" below for exception of Cell phone use.
5. **Distance Measuring Device:** A player may obtain Distance Only Information by using a measuring/electronic device. If, during a stipulated round, a player uses a device to gauge or measure any other conditions (e.g. elevation changes, wind speed, temperature, etc.), that may affect his/her play; the player is in breach of Rule 4-3 (1). Cell phones may be used for (1) electronic scoring (2) determining distance (3) requesting assistance (4) emergency.

Penalty:

1st Offense – Upon violation discovery, 2 strokes for each hole at which violation occurred; maximum penalty 4 strokes.

2nd Offense – Disqualification.

6. A participant may not use a caddie or motorized cart at any event. Handcart/pull-carts are permissible.
7. Participants shall abide by the JGAH Dress Code at all JGAH sponsored functions.
8. Pace of Play: The lead group shall keep up with the pace of play as stated in the NTP. All subsequent groups shall keep pace with the group in front of them. Any group determined to be out of position will be monitored for slow play until the gap is closed and/or until a player/s disqualification is issued for slow play.
 - Warning – On the 1st Tee and as written in the NTP
 - 1st offense – 1 stroke
 - 2nd offense – 2 strokes
 - 3rd offense – disqualification

The tournament committee reserves the right to remove any competitor from the tournament if it is determined he or she is unable to keep up with the pace of play and is the cause for delay.

9. All scoring discrepancies or possible rule infractions must be reported to the tournament official(s) and resolved before the scorecard is attested, signed, and the player leaves the scoring area. Each junior participant must perform his/her responsibility to the field by reporting any rule infraction. Players are reminded that

under the Rules of Golf, no player may exclude the operation of a rule or waive any penalty incurred. This ruling states that all scores are final and cannot be contested after player leaves the scoring area. After the awarding of the medals, the tournament shall be deemed closed and final.

10. If a participant is unable to compete in an event that he/she has registered to play in, the junior participant shall notify the tournament chairperson no later than one (1) week prior to a scheduled tournament. Applicable fees will not be refunded for cancellations made after the deadline.
11. Close of Competition: The tournament is considered closed when awards have been distributed in each respective division. No tournament discrepancy discussion will be entertained from anyone other than the player/s and/or the Committee.

All parents/guardians/guests/volunteers shall comply with the Code of Conduct and Dress Code. Parents/guardians/guests/volunteers shall conduct themselves in a manner that is not detrimental to JGAH, its members and the host facilities.

Type of Offense:

Category 1

Description (occurring at any time while at the host facility of any JGAH event)

- Possession, sale or use of illegal substances.
- Gambling.
- Theft or vandalism (including abuse of host facility).
- Assault.
- Possession or/use of dangerous weapons, /instruments, or/ firearms.
- Physical or verbal abuse.

Consequences

- Disqualification from the tournament with immediate removal from the host facility.
- Expulsion from JGAH.
- Legal authorities may be notified.

Category 2:

Description (occurring at any time while at the host facility of any JGAH event)

- Cheating.
- Use of obscene, offensive or abusive language and gestures.
- Insubordination.
- Littering of host facility.

Consequences

1st Offense

- Disqualification from the tournament with immediate removal from the host facility.
 - Suspension from the next tournament entered or entitled to enter.

2nd Offense

- Expulsion from JGAH.

Category 3:

Description

- All age divisions must check-in 30 minutes prior to your tee time.

Consequence

- 2 Stroke penalty.

Description

- No-show for a tee-time or JGAH event without cancellation.

Consequence

- Suspension from next tournament entered or entitled to enter.

Description

- Use of cell phones, iPods, game devices or any other electronic devices during a stipulated round and until the competitor has returned his score card to the Committee after completion of the round.
(*Exception:* Cell phone may be used for (1) electronic scoring (2) determining distance (3) requesting assistance (4) emergency.

Consequence

- Disqualification from tournament.

Category 4:

Description

- Failure to replace divots and or rake bunkers during a stipulated round.
- Horseplay, teasing or any conduct unbecoming of an JGAH member. (e.g. excessive or inappropriate celebration and/or boasting of one's play or score during or after a stipulated round).
- Failure to abide with JGAH dress code.
Unsportsmanlike conduct, including throwing or pounding of clubs and/or equipment.

Consequences

- 1st Offense: Verbal warning.
- 2nd Offense: 2 stroke penalty/disqualification from event where the 2nd offense occurs.
- 3rd Offense: Expulsion from JGAH.

JGAH Players' Tour

USGA Rules of Golf apply to all competition tournaments and are strictly enforced. The junior golfer must exhibit good golf etiquette and know the basic rules of golf.

Division Specification

Age is determined as of June 30th of the current season.

Division 10-Under Boys/Girls

Age 10 and Under participants shall register with the person(s)-in-charge. To maintain a safe environment as well as to ensure that all juniors in the 10 and under division are properly supervised, a junior's parent/guardian or adult designee is required to remain present the entire time the junior is on the golf course premises. *If there is no parent/guardian or adult designee supervisor for the junior, he/she will not be allowed to participate in the tournament.* No parent/guardian (including golf teacher/coach) is allowed on the course unless working as a tournament volunteer. Parent scorekeepers will be assigned in a separate tee time away from their own child, whenever possible.

- Age-appropriate JGAH Designated Shortened Tees may be employed.
- **Double Par Pick Up:** If you have not holed out with your double par stroke, pick up your ball and add 2 additional strokes for that hole (score for hole = double par plus 2).

Division 11-12 Boys/Girls

- Forward Tees, as determined by the committee.

Division 13-14 Boys/Girls

- Middle Tees as determined by the committee.

Division 15-18 Girls

- Middle Tees - as determined by the committee.

Division 15-18 Boys

- Back tees – as determined by the committee

Playing up

A player may elect to play above their respective age division up until the last 2 tournaments of the season which includes the Championship Tournament. The player will forfeit current points accumulated in his/her previous division and will not be permitted to return to his/her previous division until the following season. A Playing Up request must be submitted by a parent/guardian 30 days prior to the next tournament. The request will be reviewed by the Board of Directors for approval or denial.

Green Fees and Tournament Fees

Green fees are generally reduced and subsidized through JGAH donation activity. These fees are in addition to the membership fees and are normally payable upon application for a scheduled tournament. Juniors must also bring their municipal or military golf ID's to the courses if required. Non-compliance may result in a non-resident green fee or even a rejection from the golf course. JGAH reserves the right to assess a tournament fee in addition to green fees to cover unusual tournament expenses (i.e. facility fees, etc.).

Tournament Application

Entry into each and every JGAH tournament must be made online at www.jgah.org. *Completed application and payment of any fees must be made online through the JGAH webpage at www.JGAH.org.* Tournament slots are limited by the availability of tee times at the host course and are filled on a "first come, first served" basis. **Deadlines will be strictly observed.**

If play slots are filled prior to receipt of your tournament application, you will be notified via e-mail that you have been wait listed. Wait lists are compiled in the order of the date the application is received. Wait listed players are notified by email in the event that a play slot becomes available.

All players must notify the Tournament Director of their inability to play in any event they have registered for, no later than one week prior to the start of the event. Failure to do so will be counted as a "No Show" and will result in the issuance of an incident report and retention by JGAH of all fees paid.

Tournament Schedule

A schedule of all tournaments will be posted on the JGAH website at www.jgah.org. Tournament dates and times are subject to change. Players will be notified by way of the website. It will be your responsibility to check the website on a regular basis.

Major JGAH Tournaments and Trophies

- To be determined

Tournament Day

Breaking of Ties

In this tournament, all medal contenders will be determined by “sudden death” playoff as conditions permit. If conditions do not permit a playoff, the winner will be determined by matching scorecard hole by hole scores beginning with the last hole played by the competitors and continuing consecutively backwards to the first hole played. If no winner can be determined after matching all holes of play, the winner will be determined by a coin toss. All other rankings will be determined by matching scorecard hole by hole scores beginning with the last hole played by the competitors and continuing consecutively backwards to the first hole played. If no winner can be determined after matching all holes of play, the winner will be determined by a coin toss.

Rulings

JGAH Rules Officials are designated for each tournament. In the event of a question as to ruling or procedure request, and a Rules Official is not readily available, player should proceed to play two balls, and must declare which ball he/she wishes to score with as the rules allow. Declaration must be made to a fellow competitor prior to making a stroke on either ball. The score for each ball must be recorded. Scorer and player must consult a Rules Official prior to the signing of the scorecard. *Unavailability of a Rules Official will not constitute a valid reason for slow play.* Only Rules Officials are permitted to give rulings.

Parent Volunteers

Parent/guardian participation as volunteers at tournaments is vital to the success of our tournaments. Volunteers are needed to assist with tournament operations throughout the season. Assistance is needed for Scoring, Registration, Scoreboard, Marshals, Statisticians, Starters, spotters, shuttle drivers and other duties as needed. Parents may volunteer by email at volunteer@jgah.org

Tee Time Assignments

It is the responsibility of each player to check the JGAH website prior to the scheduled JGAH tournament for his or her assigned tee time. Each player should check-in with the registration table at the tournament site at least 30 minutes prior to assigned tee time and should report to their starting tee at least 15 minutes prior to their assigned tee time.

Rules of Golf 5.3a: If a player arrives at his/her starting point, ready to play, within five (5) minutes **after** his/her posted starting time, the penalty for failure to start on time is a two (2) stroke

penalty at the first hole for stroke play, or loss of hole in match play. If a player arrives **after** five (5) minutes of his/her posted time at the starting hole, he/she will be **disqualified**. If arriving after 5 minutes of the start time due to warranted circumstances, the tournament committee may assess a further penalty of 2 strokes instead of disqualification.

Player of the Year

Player of the Year is determined by the junior with the highest number of points earned at the end of the season. To be eligible for Player of the Year, a player must meet the following:

Played in at least 50% of all Tournaments

Participate in at least one Community Service Project

Tie breakers will be determined by using stroke-average of all tournaments played (Par 70 or greater).

JGAH POINTS

All Junior Tour Tournaments will have the following points awarded:

Place	Regular Tourn.	1 Day Major	2 Day Major
1st:	100	200	300
2nd:	80	160	240
3rd:	60	120	180
4th:	40	80	120
5th:	35	70	105
6th:	30	60	90
7th:	25	50	75
8th:	20	40	60
9th:	15	30	45
10th & below:	10	20	30