

# Tour Manual



Presented by



**AUTO GROUP**



**OSBORNE**  
Junior Series

36-Hole Events  Earn JGS Ranking

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Dear Junior Golfer,

Here's a little history lesson on how golf and junior golf developed in America.

Just before the turn of the 19th century, golf began in America. The father of American golf was John Reid, who built the first course in America in 1888. His club later became the St. Andrews Club in Yonkers, New York. The game became increasingly popular in the 1920's as great players like Gene Sarazen, Walter Hagan and Bobby Jones gave prominence to the sport. There were no junior programs then, but the youth learned the game through caddie programs.

In the late 1940's, caddie opportunities started to decline with the increased use of golf carts. At that time, golf leaders started to look for ways to preserve the game's future by developing golfers at an early age. This created an increased need for junior golf programs, so the PGA and many of its golf professionals looked to Francis Xavier Emmet for advice. Mr. Emmet, a resident of Washington, D.C., had been involved in organizing junior golf programs and events since 1927. His involvement in junior golf began at Georgetown Prep, where he developed America's first high school golf team. He then convinced other schools to do the same in order to have competition. This was the beginning of junior golf in America and his program in Washington, D.C. later became known as the "Cradle of Junior Golf." He has since been labeled "the founding father of American junior golf."

During my junior golf days in the Washington, D.C. area, I was fortunate to have Mr. Emmet's junior golf programs around to help me develop in golf. Over time, I became a top junior competitor in the area, which started to attract the attention of college golf coaches. Soon thereafter, I achieved one of my goals and received a college golf scholarship to Marshall University in Huntington, West Virginia. Since college, I have enjoyed a career in golf as a member of the PGA of America, and I continue to enjoy golf and all of its greatness year after year. When I look back, I can really see the benefits of getting involved in Mr. Emmet's junior golf competition at an early age.

In 1992, I saw an opportunity to improve junior golf in the Cleveland area and began the North Coast Junior Golf Tour. For more than 20 years, we have provided our Tour Members with one of the best junior golf experiences in the game. More than 3,000 juniors have played the tour and most have taken golf to the next level, and some beyond. Almost all of our members continue to keep golf as a part of their lives. Many have gone on to play college golf, some have made golf their career, and an elite few have become PGA Tour and LPGA tour members. We are very proud of our accomplishment in junior golf and our great alumni. As we strive to reach the next level year in and year out, we now invite you to become a Junior Tour Member, where hopefully you can be one of our outstanding juniors today and on into the future. Please take a few minutes to review this Tour Manual and learn how to become a Tour Member.

We'll see you on Tour!

Wishing you straight drives and many one putt greens,  
Mr. Tony Milam  
Founder and Chairman

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# The Tour

## ABOUT

The North Coast Junior Golf Tour (“NCJT”) is dedicated to the development of young men and women by providing a robust tournament schedule for junior golfers who are looking to experience and improve at competitive golf. The tour experience offers junior golfers a chance to play a variety of courses, develop honor and respect for the game, its rules, etiquette and traditions, while creating a golf social network based around the true spirit of the game.

The tour hosts three types of events: regular events (which are open to all Members), invitational tournaments (where elite players receive invitations to play), and championship events (where the top tour achievers qualify for season ending major championships). The tour has a long history for being a launch pad for most of the region’s top juniors, and many have gone on to become nationally ranked juniors, state champions, college players, PGA members and a few have become LPGA and PGA Tour players.

## ELIGIBILITY

NCJT tournaments are open to Members and Non-Members. Championships and Special awards are only for Members. Events are open to male and female junior golfers 19 and under, who meet our playing standards and agree to adhere to tour policies. The tour season starts in May and ends in early August. Age division determination is based upon the member’s age as of **June 1** of the season. Players will not change age division during the season.

### PLAYING STANDARD

To maintain a competitive environment on the tour, player’s are expected to be capable of meeting the 18 hole scoring standards set below:

Boys 16-19:	Better than 90	Girls 16-19:	Better than 110
Boys 14-15:	Better than 100	Girls 15 & U:	Better than 120
Boys 13 & U:	Better than 110		

If a player demonstrates that they are unable to play to these standards, they may be required to discontinue play on the tour.

## REGISTRATION

### MEMBERS AND NON-MEMBERS

The entire registration process must be done on the NCJT website ([www.ncjt.org](http://www.ncjt.org)). We no longer have mail-in membership or tournament entries. Full instructions can be found on the How To Guide page under Membership on the menu. The signup process is as follows:

1. Parent joins first to create the master account.
2. Parents add juniors under their account.
3. Once all accounts are setup, then Parents can purchase tour membership and tournaments through the master account.
4. Multiple parents may join and add the same juniors to their account. This way either parent can purchase entries for their junior golfers.

## MEMBERSHIP

Annual Membership cost \$95.

Member Benefits include:

- Membership Packet
  - Personalized Tour Bag Tag
  - Welcome favors and gifts valued at more than \$40
  - Current Rules of Golf Booklet
  - Tour Rules Card
- ShotStat College Recruiting Page
- GHIN Handicap
- Access to NCJT Championships and Team Events
- Reduced Entry Fees over Non-Members
- Classic Cup Awards
- Consideration to NCJT Hall of Fame

### MEMBER PACKET

All tour members will receive a membership packet in the mail shortly after registration is processed. The packet will include; NCJT Rules Card, USGA Rules of Golf Booklet, personalized bag tag and some unique tour gifts. The mailing of member packets will begin in mid-April.

### COLLEGE RECRUITING PAGE

An exciting feature of tour membership is a college recruiting page to promote your accomplishments to college golf coaches. Register for free on the ShotStat tab online.

## GHIN HANDICAP

Each member will be issued a GHIN number to setup a handicap on the official USGA GHIN System. See your Player Profile page for your number.

### **NOTICE TO NEW MEMBERS**

If this is your 1st year applying for membership, then you are a New Member. As a New Member, you should to complete our **Tour School**. Tour School details can be found under the Membership tab. Tour School is designed to help all golfers learn about the game, it's rules of play, and it's amazing spirit — that breeds honor, humility and a unique social grace. You will also learn about the tour and it's policies and procedures. Upon completion you will be confident and ready to be a tour player!

## **TOURNAMENTS**

### **Regular Seasons Events**

These include single day events that are not listed as Invitations (Joe Haase Cup & Sand Ridge) or Championships (Tour Championship & Match Play Championship). Members and non-members are eligible to play (extra fee for non-members).

### **Osborne Junior Series (“OJS”)**

- These events are 36-hole stroke play events that are posted to the Junior Golf Scoreboard (“JGS”) and earn players ranking status in their junior world ranking. The JGS ranking's are a valued source for college coaches looking to fill spots on collegiate golf teams. An OJS event is created by seaming the two weekly regular season events together and making it into a 36-hole competition. The Sand Ridge Junior Invitational and the Tour Championship are also OJS events. Members and non-members are eligible to play (extra fee for non-members).

### **Championship Events**

The Tour Championship at Quail Hollow and the Jim Dawson Match Play Championship are championship events. Caddies and spectators are welcome for all championships and invitationals. The details on qualifying are as follows:

## TOUR CHAMPIONSHIP

72 players qualify for the Tour Championship, based on the following in order:

1. Event winners and ties
2. The Classic Cup points will determine the balance of the field, based on results through the last posted regularly scheduled event.

<b>Tour Championship Field Make-Up</b>	
<b>Division</b>	<b>Players</b>
<b>Boys 16-19</b>	<b>24</b>
<b>Boys 14-15</b>	<b>18</b>
<b>Boys 13 &amp; U</b>	<b>9</b>
<b>Girls 16-19</b>	<b>12</b>
<b>Girls 15 &amp; U</b>	<b>9</b>

Players are encouraged to submit an entry prior to the deadline if they appear to be on track or close to qualifying. Deadline is the day after the final regular season event.

## JIM DAWSON MATCH PLAY CHAMPIONSHIP

To qualify, you must be a Tour Member and earn a spot in the qualifying event at Shaker Heights. Tour Members must register to play at the Shaker Heights event and the Jim Dawson Match Play Qualifier. Both entries are required to earn a spot in the match play championship. Qualifying scores will determine seeding in the bracket.

<b>Match Play Field Make-Up</b>	
<b>Division</b>	<b>Players</b>
<b>Boys 16-19</b>	<b>16</b>
<b>Boys 14-15</b>	<b>16</b>
<b>Boys 13 &amp; U</b>	<b>8</b>
<b>Girls 16-19</b>	<b>4</b>
<b>Girls 15 &amp; U</b>	<b>4</b>

## Invitational Events

The Classic Cup points are used to determine eligibility for NCJT invitational events and in some cases winners/champions may also be used. Each event has its own criteria and here is the details of each. Sand Ridge and the Joe Haase Cup are Invitationals. Qualifying details are as follows:

### SAND RIDGE JUNIOR INVITATIONAL

This event is open to elite players in the region by invitation and NCJT players based on the Classic Cup points. Additionally, all Joe Haase Cup qualifiers from any tour, from any year are eligible. All players that meet, or expect to meet, invitational eligibility should make application for entry as soon as possible. The field is limited to 80 players on a first come basis. For full details refer to the official entry form, found on the event information page online. NCJT eligibility is based on points from current year or prior year, players meeting either criteria qualify.

Sand Ridge Junior Invitational Field Make-Up	
Division	Players
Boys 16-19	Top 30 & 10 At-Large
Boys 14-15	Top 20 & 10 At-Large
Boys 13 & U	Top 5 & 5 At-Large
Girls 16-19	Top 10 & 5 At-Large
Girls 15 & U	Top 5 & 5 At-Large

### JOE HAASE CUP

This annual event is hosted on Mother's Day at Firestone CC. There are four junior tours that participate in this tour challenge competition. Each tour is represented by a 24 member team. The NCJT team is selected from the prior year's Classic Cup points using a weighted adjustment formula for those who move up in division. Automatic spots go to Tour Championship winners and Jim Dawson Match Play winners. Points carry forward when a player changes age divisions. The players official age for the event is Mother's Day.

An official invite is sent to the qualifiers in January and acceptance is due in February. Caddies and spectators are welcome. One of the main features of the Joe Haase Cup is the Mother's Day Brunch hosted for players, caddies and their families. Invites include the extra brunch ticket form and those tickets must be purchased in advance (a late April deadline will be listed on the form). The team make-up is below.

Joe Haase Cup Team Make-Up	
Division	Players
Boys 16-19	8
Boys 14-15	8
Boys 13 & U	2
Girls 16-19	4
Girls 15 & U	2

## Special Events

### PARENT-JUNIOR FOUR-BALL

A special Four-Ball event eligible to all current and former members. See official entry form on event information page online for complete details. Team make-up can be any of the following: Father/Son, Mother/Son, Father/Daughter, Mother/Daughter. Grandparent also qualify as parents. This is one of the most fun events we host. The field is limited to 40 teams.

## TOURNAMENT ENTRIES

Log-in to the master account (Parent's account). Open the Tournament Schedule page. The Player name(s) under the master account will appear to the left of each event. If the player has already entered a tournament a green check mark will appear next to the name. If the player has not been entered into the event a box to enter will appear next to the name. Check all boxes that you wish to enter and click Register at the bottom left when ready to checkout. Follow the steps to complete the purchase. Once the transaction is complete an email summary will be sent to the master account email on file.

## **EVENT DEADLINE**

The entry deadline for regular season events is 12 mid-night 2 weeks prior to the event.

The Tour Championships deadline is one day after the final regular season event and Sand Ridge is July 3rd. Late entries and late withdrawals are subject to additional fees.

## **LATE ENTRIES**

Entries made after the entry deadline are deemed as Late Entries. Late Entries are accepted by our online system up until the event day. Late Entries will be added to the field if the field has openings (not full). If the event is full, then Late Entries are listed as Alternates (wait listed). If spots in the field become open, the tour staff will fill those spots with Late Entries in Alternate order. Late Entries are subject to fees.

### **LATE ENTRY FEES**

- After deadline - \$5
- Within 4 days of event - Additional \$5 (\$10 total)

## **TEE TIMES**

Tee times are posted about 3 days before the event and can be found under View Details for each event.

## **EVENT WITHDRAWAL**

To withdraw from an event, please email the tour staff. Please include name, event to be withdrawn from. Please add WD to subject line. The email time stamp will be used to determine the Withdrawal Fee. Withdrawals are only honored up until the start of tournament day (12:00 AM). No credit is issued thereafter.

### **WITHDRAWAL FEES**

- Prior to entry deadline - No Fee
- After entry deadline - \$5 late withdrawal fee
- Within 4 days of event - Additional \$5 (\$10 total)

## **CREDITS & REFUNDS**

Player credits for withdrawals and/or cancelled events will be posted back to the master account and will be automatically applied upon checkout of your next purchase. Unused credits will carry over from year to year. Refunds will only be issued by request. To view your credit balance, go to Your Account Dashboard.

## **THE CLASSIC CUP**

The Classic Cup is a season-long award to honor our Player of the Year. The award will be in the form of a plaque and is awarded to the highest point earner for each age division at the end of each tour season.

## **THE CLASSIC CUP - POINTS SYSTEM**

The Classic Cup points system awards points according to the players finish based on the field size. There are five types of points as outlined below:

### **REGULAR POINTS**

- One point is awarded for each player you finish higher than. The winners point total will be equal to the field size. Example: 50 players in division, 1st= 50 points, 2nd = 49 points, etc last position = 1 pt.

### **BONUS POINTS**

- Bonus points will be awarded for up to 3 places based on the field size. See bonus table.

<b>Bonus Table</b>			
<b>No. of Players</b>	<b>Bonus Pts.</b>		
	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
<b>15 Players and up</b>	<b>30</b>	<b>20</b>	<b>10</b>
<b>8 to 14 Players</b>	<b>20</b>	<b>10</b>	
<b>3 to 7 Players</b>	<b>10</b>		

Ties for position and bonus points will be split evenly.

### **OSBORNE JUNIOR SERIES POINTS**

- Regular and Bonus points are doubled.

### **TOUR CHAMPIONSHIP POINTS**

- Regular and Bonus points are doubled.

### **JIM DAWSON MATCH PLAY POINTS**

- Regular points will be awarded based on the number of matches won, as follows;

<b>Wins</b>	<b>Points</b>
<b>0</b>	<b>10</b>
<b>1</b>	<b>20</b>
<b>2</b>	<b>30</b>
<b>3</b>	<b>40</b>
<b>4</b>	<b>50</b>

- Bonus points: Champion = 40, Runner-Up = 20

# Tour Policies

## **RULES OF PLAY**

The USGA Rules of Golf govern play, as modified by the NCJT Rules Card. The rules card is revised and printed each year. The card is provided to all members in the member packet. Please carry and refer to the rules card during all NCJT tournaments.

Please remember all local rules posted at golf courses are NOT in effect during NCJT tournaments, unless listed on the rules card. Ball dropping zones are only allowed if “NCJT” is painted in the drop area or notice has been given by the committee to allow its use.

## **CADDIES & PULL CARTS**

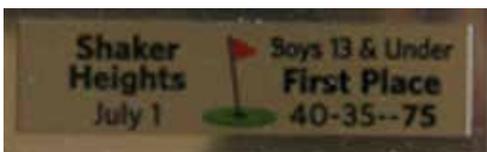
All players are required to walk and carry their own clubs. Pull carts are allowed for all players 15 and under. Caddies are not permitted (except for Championships and Invitationals). Riding carts may be used by the committee to shuttle players during play to help with pace of play matters. During suspensions of play spectator carts should be used to help the committee clear the course, otherwise spectators carts should not be used to shuttle players unless authorized by the committee.

## **AWARDS**

The number of places to be awarded is based on field size, as follows:

Awards Table	
No. of Players	No. of Places
15 Players and up	3 Places
8 to 14 Players	2 Places
3 to 7 Players	1 Place

Each tournament award will be in the form of a plate. Each plate will be added to a season long plaque that will be delivered by mail at the conclusion of the season. A sample is shown here.



## **FLAG SYSTEM**

The official flag system on tour will be Red, White & Blue. The flag color on the Flagstick indicates the portion of the green where the hole position is located.

Red - Front

White - Middle

Blue - Back

## **SCORING**

Each player is assigned as an official Marker for a Fellow Competitor in their group. The role of the Marker is to protect the field and the integrity of the competition by making sure the Player follows all rules of play, applies all penalties correctly and scores honestly.

Please remember to mark scores while walking or when not stopping play.

Things to remember about scoring:

- Score from green to tee
- At the tee while others are playing
- Avoid scoring hurdles (use only when a group discussion is needed)
- Confirm the score, do not accept a score
- Signing score card – after play, the marker should complete the scores and total the card.
- Do not read off scores verbally, tear off tab with your score (Markers Score), return card to the player.
- Once the player has his own card completed and signed by the Marker, take the tab and lay it directly above the scores and verify that the hole-by-hole scores match, if everything matches and you believe all scores are correct, sign and return to the committee. If a score is recorded incorrectly, resolve it with the Marker and other fellow competitors if needed.
- If a score cannot be resolved by the group, please seek the committee before turning in the score card to the committee.



## **DRESS CODE**

All players will be required to wear proper golf attire during NCJT events.

### **BOYS**

- Shirts for boys must have a collar. Mock collars are allowed when intended for golf. Pants or shorts are allowed.

### **GIRLS**

- Women's golf attire is acceptable. Short shorts and tops that expose belly are not acceptable.

### **FOR ALL**

- All logos must be golf or sports related. Apparel must be clean and shall not contain worn holes or frayed threads. Shoes must be clean and in good condition.

The committee will rule on any dress code issue and its decision is final. Players not meeting the dress code will be excluded from play and the competition.

## **SPECTATOR POLICY**

No Advice to Contestants (Rule 8)  
(2 stroke penalty for breach)

NCJT's best advice for sharing in the tour's spirit (*and staying penalty-free*):

- Keep your distance and have limited contact with players
  1. Don't give the appearance of advice
  2. Avoid private conversations
  3. Cheer for all; saying "Good Shot," "Nice Putt," "Great Up & Down," etc ...enhances the "Spirit of the Game"
- Stay ahead of play and fore-caddie for entire group
- Always help with ball searches.
- Spectators with a better vantage point than the players, should assist with point of entry on hazards or other rules matters (otherwise let players handle).

Spectator Carts are permitted

- Please avoid interference to all play throughout the course, including play from other holes.
- Do not ride contestants, unless a committee member approves.

When Spectator Carts can be used to shuttle players:

- If a player has a lost ball and must return to spot

where last played to re-hit, please take him and his entire bag back to re-hit. Entire bag is important! Shuttle until back in position.

- If the group has fallen behind the group ahead and there is a significant distance from green to tee (100 yards or more), then a cart shuttle is allowed by the committee.
- Assist course evacuation during suspension of play.

Abuse of the spectator cart privilege and/or player shuttling may be treated as a Code of Conduct violation.

## **CODE OF CONDUCT**

The tour takes pride in the quality of its players, its host facilities, and the many committee members who help administer the finest junior tournaments anywhere. The spirit of the game is based on making golf more enjoyable for everyone, therefore we established guidelines for our members on Code of Conduct and Etiquette.

The code is a guideline for members to follow on and off the course. We pledge to treat members as young adults with an interest to help them grow and mature both competitively and socially through tournament golf. In return, all members are expected to honorably respect all facets of NCJT.

### **VIOLATIONS OF THE CODE OF CONDUCT INCLUDE:**

- Abusive language
- Club throwing
- Cheating
- Disrespect to committee members, volunteers, course officials, spectators or fellow members
- Abuse to the golf course
- Use of tobacco products
- Not adhering to the dress code
- Leaving the course without NCJT permission
- Or, any other conduct unbecoming of a NCJT member

### **PENALTIES FOR BREACH**

Based on severity, any or all may apply

- Warning letter to player and parents
- Tournament Disqualification
- Loss of playing privileges
- Termination of Membership

## **ETIQUETTE: BEHAVIOR ON THE COURSE**

Section I of the USGA Rules of Golf Booklet (“booklet”) provides etiquette guidelines on the manner in which the game of golf should be played. Please refer to the booklet for complete details. NCJT has established the following policy regarding violations of etiquette guidelines.

If a player consistently disregards any of the etiquette guidelines during a round or over a period of events, the committee will consider appropriate disciplinary action against the offending player as a Code of Conduct violation.

A more immediate approach will be taken by the committee regarding “Care of the Course” violations. If a player disregards any of the “Care of the Course” etiquette guidelines outlined in the booklet including; smoothing of bunkers, repair of divots, damage by ball markers, or any other unnecessary damage; notice of such breach will be handled as follows:

### **COMMITTEE ACTIONS**

- First Offense - Immediate Warning
- Second Offense - Final Warning
- Third Offense - Loss of playing privileges
- Serious Breach - Refer to Code of Conduct actions

## **WALKING SCOREKEEPERS**

Any spectator can volunteer as a walking score keeper for the group they are planning to watch. This assistance is recommended by the committee, as we are trying to promote honor and responsibility among our junior players. The committee prefers scorekeepers that can score for all 18 holes, however fewer is allowable as well. Scores kept by the scorekeeper are not official scores, they only provide a third party source for the contestants and the committee to solve scoring issues. The player has the final responsibility for signing for the correct hole-by-hole scores. The addition of the scores or the totals, are the committees responsibility.

### **PROCEDURE TO GET STARTED**

- Pick-up a scoring sheet and clipboard at the registration tent.
- At the starting tee, prior to the group’s start of play, inform the starter that you are planning to be the

scorekeeper for the group.

- The starter will introduce you to the players.

### **DURING PLAY**

- Every player is assigned as a Marker for another player within their pairing. For the most part please let the players handle scoring without scorekeeper assistance.
- If you hear a score that differs from yours, join the discussion to help the players with the recording of the proper score.
- Encourage players to discuss and mark scores while walking from greens to tees.
- Try to stay close to players when scores are being discussed and listen closely to see if scores are checking out. Also, scorekeepers can spot check scorecards, by asking to review the scorecards.
- Do not allow scoring huddles, unless there is a need to resolve an issue that involves other players.
- Be an advocate for fast play, when players arrive at tees, make sure they grab clubs not scorecards.