

**2013
Tour Manual**



PRESENTED BY

CLASSIC

AUTO GROUP



**OSBORNE
Junior Series**

36-Hole Events  *Earn JGS Ranking*



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(440) 357-6258 --- www.ncjt.org

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 as great players like Gene Sarazen, Walter Hagan and Bobby Jones made the game popular in the 1920's. Quality junior players in those days emerged from country club 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 and many of the nation's 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 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 in good standing.

We look forward to providing you the best in junior golf.

Wishing you straight drives and many one putt greens,
Mr. 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.

MEMBERSHIP

Tour membership is open to male and female junior golfers 19 and under, that meet our playing standards and agree to adhere to tour policies. The tour season starts in early-June and ends in early August. Age division determination is based upon the member’s age as of June 1 of the season. Members 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.

MEMBERSHIP REGISTRATION

HOW TO APPLY

There are three ways to apply for membership:

ONLINE:

- To apply online, please visit the Registration Page and click on the Online Registration button (shown here) complete the form, submit the form, add to cart and then pay via Google Wallet. A processing fee of \$3.50 will apply to all online purchases.



MAIL-IN:

- To apply via U.S. mail, please use the Membership Card herein to submit your application. Complete the card and return with payment to: NCJT, PO Box 506, Chardon, OH 44077

REGISTRATION EVENT:

- Sunday, May 19th at [Quail Hollow Country Club](#) from 9:30 AM to 11:30 AM. Go to NCJT Tent by practice tee.

Once your membership is processed by our staff (usually within 24 hours), your name will appear online in the player’s directory on the Players page. When your name appears in the directory you are now able to enter events via the online procedure. See Event Entry for more details. 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.

NEW MEMBERS

If you are a New Member, you must complete our **TOUR SCHOOL** as outlined in the Notice to New Members below and submit Proof of Age (mail or email scan accepted). Acceptable proof of age documents:

- Birth Certificate
- Driver’s License
- Passport

Mail a copy of one to the tour PO Box.

Prior to completing Tour School your member status will be listed as PENDING in the Player’s Directory online. Once **TOUR SCHOOL** is complete and verified by our staff, your status will change to NEW MEMBER and you will become eligible for tournament play on NCJT.

NOTICE TO: NEW MEMBERS

*If this is your 1st year applying for membership, then you are a New Member. As a New Member, you are required to complete our **TOUR SCHOOL**. Details on how to complete **TOUR SCHOOL** will be posted on the tour’s website on the Registration page. **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!*

PRIOR MEMBERS

Prior members must re-register for membership each season using either method as outlined above. As a prior member Tour School is not required, but it is recommended as a rules refresher and to keep up with rule changes by both USGA and NCJT.

EVENTS

EVENT TYPES

REGULAR SEASONS EVENTS

- These include single day events and some of the Osborne Junior Series events. They are all events other than Invitations (Joe Haase Cup & Sand Ridge), Championships (Tour Championship & Match Play Championship).

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 rankings are a valued source for college coaches looking to fill spots on collegiate golf teams.

CHAMPIONSHIP EVENTS

- Qualifying for championship events is based on The Classic Cup points. Event winners of regular season events (single day or OJS) or Sand Ridge automatic qualify for the Tour Championship.

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:

ELIGIBILITY

REGULAR SEASON & OJS EVENTS

- All tour members who have completed membership registration are eligible to compete in all regular season events or all Osborne Junior Series events that are not deemed as Championship or Invitational.

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.

Tour Championship Field Make-Up	
Division	Players
Boys 16-19	24
Boys 14-15	18
Boys 13 & U	9
Girls 16-19	12
Girls 15 & U	9

- 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

- The field is based on The Classic Cup points, through the last posted regularly scheduled event.

Match Play Field Make-Up	
Division	Players
Boys 16-19	16
Boys 14-15	16
Boys 13 & U	8
Girls 16-19	4
Girls 15 & U	4

JOE HAASE CUP

- This is a team event that started in 1999 as a tour challenge event. Currently, 4 junior tours, from Northern Ohio, meet each Mother's Day at Fires-tone CC for the annual tour challenge. Each tour brings a team of 24 players, made up of Boys 16-18 = 8 players, Boys 14-15 = 8 players, Boys 13&U = 2 players, Girls 16-18 = 4 players, Girls 15&U = 2 players. NCJT team members are determined by The Classic Points for the prior year. 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.

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, players meeting either criteria qualify.

- 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

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.

HOW TO ENTER

Event entry can be done through the tour's online entry process or by submitting an entry form through the mail (see below for more details).

ONLINE ENTRY

- Go to the "Players Directory"
- Click "Players Name" to open Info Page
- Click the "Create Online Entry" box shown here:



- Select the event to enter from pull-down list
- Confirm Selection with Green Arrow (**CAUTION: there is a major delay before the next page appears, please do not hit the Green Arrow again and again. Each click on the Green Arrow creates another entry on the system ...see Multiple Entries herein.**)
- Once at the Entry Confirmation Page, click "Add to Cart," a window in the top right will appear and your purchase is ready for checkout.
- To add more entries to your cart, please hit the "Add More Entries" button.
- Follow the same steps to reach the Entry Confirmation page, click "Add to Cart" and the new entry will be added to the cart.
- Once all entries are in the cart, proceed to checkout with Google Wallet.

If you do not checkout and pay immediately after creating an official entry we will deny your entry when we reconcile (within 24 hours).

MAIL-IN ENTRY

- A mail-in entry form, which includes all events on one form can be found on any Event Information page.
- To print the PDF Entry Form, go to any Event Information page and find the Entry Form PDF. The form will open in the website frame. Right Click on document to get Print option to appear.



[Entry Form - 2013.pdf](#)

- If you do not have access to the tour's website, please contact the tour office to have copies mailed to you.
- Complete the form and mail to NCJT or hand-in any tour event (Registration or Scorers Table). Incomplete entries or entries without payment may be denied.

MULTIPLE ENTRIES - TROUBLESHOOTING

If you go to "Player's/Entries" and click the triangle to the left of the name, the view will expand to show all entries on the system. If you see multiple entries for an event you just entered, then you got trigger happy with the Green Arrow (the Green Arrow delay is a known issue). This is nothing to fear and it does not mean you paid for multiple entries. No one has ever been charged for multiple entries for being a Green Arrow clicker. When the tour staff reconciles entries-to-payments those multiple entries will be deleted, so don't worry or contact us, we'll catch it on our end and clean it up. Please don't try doing withdrawals or anything to fix it, that creates even more of a clean-up.

EVENT DEADLINE

The entry deadline for regular season events is in-hand by 5:00 PM by mail or 12 midnight for online entries, 2 weeks prior to the event.

Championships are one day after the prior 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 add-

ed 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)

PLAYER'S EVENT STATUS

Players should check their entry status ONLINE to ensure acceptance into the field. Status can be checked at the tour's website under Players/Entries. Click arrow by name to expand view. This view includes all event entries for the season and the columns include Event Status, Scoring and Points for each entry.

EVENT STATUS DEFINITIONS

- Blank - entry has not been reconciled by staff
- Accepted - the player has been accepted to field
- Pending - the player is pending something, like qualifying, payment issue, etc. Usually player will know reason, if uncertain contact tour office.
- Alt-1 - denotes alternate (on waiting list) and number denotes position on list. Alt-1 will be assigned the next on opening into the field. Alternates should continue to monitor their status every few hours within the last 24 hours of event day, even on morning of event. If an alternate does not make the field, a credit will be issued to their account.
- Withdrawal - denotes player has submitted a withdraw for the event. See Event Withdrawal for more details.

TEE TIMES

There are two views online to locate Tee Times. Go to "Events" to locate the two secondary menu tabs.

- Tee Times - where players find their tee time on an alphabetical list. Click expansion arrow left of event name. The view shows tee time and tee marker.
- Pairings - where players find their playing partners on a tee time list (aka Pairings List). Click expansion arrow left of event name. It also shows the same column information as the Tee Time view.

EVENT WITHDRAWAL

To withdrawal from an event you must follow the two step process as outlined below:

Go to “Players/Entries.” Click on the event name to open the Players entry form. On the entry form click on the “Withdrawal Me From This Event” button. This completes the first step.

- On withdrawal confirmation page, read the Stop Sign. A confirming email must be sent to the tour office to make the withdrawal official. Withdrawals are subject to fees.



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

The tour manages an account for each member and logs purchase and payment activity to each player’s ledger. When a credit is due from an event withdrawal or any other method, it is posted to the ledger. Ledger balances are not available for viewing. Players should keep track, or contact us, if they need to know the balance. Credits can be used against future events or purchases, using the Mail-In entry method only. Credits can not be used for Online Entries (system limitation). If there is a credit balance after the season ends, refund check will be issued by mid-August.

THE CLASSIC CUP

The Classic Cup is a season-long award to honor our Player of the Year. The cup will be awarded 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 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.

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

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;

Wins	Points
0	10
1	20
2	30
3	40
4	50

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

Tour Policies

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.
- Assist course evacuation during suspension of play.

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, so they know your role.

DURING PLAY

- Every player is assigned as a markers 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 are grabbing clubs, not scorecards.

RULES OF PLAY

The NCJT Rules Card is the official rules document for all NCJT tournaments. It is revised and printed each year and is provided to all members in their annual membership 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 or notice has been given by the committee to allow.

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