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This handbook serves as a guide to Membership in the Oahu Junior Golf Association and contains all Rules, Regulations and other Requirements as of the date of publication (January, 2010). New and Returning Members, as well as Parents and Guardians, should familiarize themselves with the contents of this handbook.

***Handbook is subject to change.***

***If your address, e-mail or telephone number should change, please notify your Tournament Director immediately to ensure that you receive all information generated by the Association via email throughout the year.***

## **Mission Statement**

The Oahu Junior Golf Association (OJGA) has been an established non-profit association since 1966 and it continues to grow and serve the youth of Oahu. The OJGA is currently under the leadership of Mr. Norman Asao, President of the Association. The Officers and Board of Directors of OJGA, with support from parents and the golfing community, are dedicated to providing increased opportunities in competitive golf for the children of Oahu.

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

- To introduce as many juniors as possible 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; including golf ethics and proper golf etiquette;
- To expose the juniors to the pride that comes with individual accomplishment.

## **Board of Directors**

Oahu Junior Golf Association (OJGA) is directed by its Board of Directors, which meets on the second Monday of each month, beginning at 6:30 p.m. 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 Association.

Elections for Board positions are held every August. An established Nominations Committee 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 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 Golfers. Please contact any Board member to share any ideas or to volunteer your talents.

<i>President</i>	Norman Asao
<i>Vice President</i>	Dr. Kensey Inouye
<i>Secretary</i>	Shirley Kaya
<i>Treasurer</i>	Cheryl Inouye
<i>Corresponding Secretary</i>	Sue Asao
<i>Assistant Treasurer</i>	Lesley Kaneshiro
<i>Director</i>	Anna Agosto
<i>Director</i>	Jerry Fonacier
<i>Director</i>	Garret Hayashi
<i>Director</i>	Dr. Mike Kawate
<i>Director</i>	Lance Suzuki, Golf Professional
<i>Director</i>	Neal Takara
<i>Director</i>	Conney Hanchett
<i>Director</i>	Kevin Ing
<i>Legal Counsel</i>	Mervyn Kotake
<i>Aloha Section PGA Rep.</i>	Beau Yokomoto
<i>Tournament Director</i>	Anna Agosto
<i>PAT Coordinator</i>	Andy Hopoi

## **Overview of Program**

**The OJGA Players' Tour** is designated for the Junior Golfer with extensive course experience. The program consists of competitive tournaments only, with no swing mechanic lessons. Potential members wishing to enter the "Tour" must pass the OJGA Player's Ability Test (PAT) or produce a GHIN Handicap of 18 or lower. All returning OJGA members in good standing from the previous year automatically become a member the following year.

## **Age of Eligibility**

All OJGA members must be between the ages of seven (7) and eighteen (18) as of June 30, 2010 and not yet attending college.

## **OJGA Membership Fees**

Membership Fee for the Program ending December 2009 is \$125.00 (Green Fees are additional at a subsidized cost.)

## **Program Cost Per Member**

OJGA Players' Tour: Approximate Cost Per Jr.

2 OJGA golf shirts	\$50.00
OJGA golf towel	\$6.00
Tournament Awards	\$30.00
Major Tournament Awards	\$25.00
Awards Banquet	\$25.00
Liability Insurance	\$6.00
*Operational Expenses	\$100.00
Total	\$242.00

\*Operational Expenses include tournament operational costs, communications, postage, supplies, printing, hospitality, web hosting, Blue Golf, etc. Most of these costs are covered through fundraisers.

It is the responsibility of each Jr. Golfer's family to participate with the yearly fundraising events to receive green fee subsidy.

## **Fundraiser Proceeds**

**OJGA** is no different from any other non-profit youth organization where fundraisers are needed to help defray the various program costs not covered by its membership fees. As stated on the 2010 OJGA Membership Application form, parent participation in the fundraising efforts of the Association is MANDATORY. Parent participation is critical to the success of our program and volunteers are needed throughout the year serving on various committees.

### **Some of the program costs that require subsidizing include:**

- Operational expenses
- Tournament green fees (OJGA subsidizes the green fees for each junior at tournaments throughout the year--this is essential with many of the tournaments being held on the weekends)
- Mementos/Slide Show for the graduates
- Golf Course Hospitality

## **Fundraisers**

The major fundraising event for the year is the Annual Guinea Kop Memorial Golf Tournament which is held at the Pearl Country Club in March.

This tournament hosts 72 teams in a three-man scramble format. The success of this event depends on each member's support. Each family is required to solicit teams, prizes, donations and manpower for the tournament. Please mark your calendars and sign up to help today.

Additional fundraising events may be held throughout the year during tournaments sponsored by other organizations that have invited the OJGA to participate.

## **How Do I Become a Member?**

### **Players' Ability Test (PAT)**

**New members must pass a PAT to gain entry into the OJGA's Players' Tour or possess a GHIN Handicap of 18 or lower.**

Generally, the sites for PATs will be designated by the Volunteer PAT Coordinator.

## **Responsibilities of the Parents**

The OJGA requires 100% parent/family participation. The OJGA is a non-profit organization that depends solely on volunteers. You do not have to be a golfer to volunteer and support this program, but you are required to volunteer and assist with program operations and fundraising. There are a number of areas where OJGA can utilize your skills.

***All parents/guardians/guests/volunteers shall comply with the CODE OF CONDUCT AND DRESS CODE. Parent/guardians/guests/volunteers shall conduct themselves in a manner that is not detrimental to OJGA, its members and the host facilities.***

In addition, the OJGA 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:

**Ethics Committee:** Facilitates all disciplinary actions through Incident Reports issued by Tournament Directors. Reviews and makes judicial decisions. Maintains records of all infractions.

**Public and Community Relations Committee:** Maintains the OJGA website. Also coordinates and handles duties relating to the image and communication of the Association to the general public.

**Manpower Committee:** Coordinates all aspects of securing volunteers to insure the strength of OJGA. Solicits participation from Members and their Parents to support the Association's needs.

**Accoutrements Committee:** Coordinates the "outfitting" of all members. Outfitting includes the sizing, ordering and distribution of collared shirts, and golf towels.

**Guinea Kop Memorial Fund Raising Committee:** Coordinates all aspects of the tournament operations, including establishment of sub-committees, applications, donations, banquet, special events, etc.

**Par 3 Fund Raising Committee:** Coordinates all aspects of the Closest-to-the-Pin fundraising contests including refreshments, prizes, and contest format.

**Banquet Committee:** Coordinates all aspects of the End of Season Banquet, including graduation program, awards, invitations, graduate slide show RSVP, etc.

**Nominations Committee:** Coordinates the nomination of persons to fill vacancies on the Board of Directors and conducts annual elections in August of each year.

**Tournament Committee:** Committee members include the Tournament Director, Officers and President.

**Registrar:** Responsible for master membership roster and updates.

## **Responsibilities of the Junior Golfer**

In order to promote the high character expectations of the Association, each member, and his/her parents, must comply and adhere to the CODE OF CONDUCT adopted by the Board of Directors.

Each member, and his/her parents, of the OJGA must abide by the adopted DRESS CODE at all OJGA functions. These functions include but are not limited to tournaments, fundraisers, clinics and banquet.

OJGA encourages all junior golfers to perform community service acts in order to develop an appreciation and concern for others. If an opportunity arises for community service, it will be announced through the Tournament Director via e-mail.

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 established. Tee Times are based on a first come first served entry. ***No exceptions to deadlines.***

Additional information and/or notices of information changes (i.e. 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 for communicating 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.

## **OJGA Dress Code**

OJGA's Junior Golfers shall abide by the following dress code standard at ALL OJGA 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 return to it to depart from the premises where the OJGA 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.**

### **Required Dress:**

**OJGA collared shirts ONLY** will be worn and tucked in at all times. **Mandatory OJGA shirts required for Juniors only**

- Crew necked T-shirts, MOCKS, tank tops, halter-tops or crop tops will NOT be allowed.
- Belts must be worn if trousers/shorts have belt loops sewn on them.
- Hair should be neat and well groomed.
- Pants should be worn in appropriate size and fit. Short-shorts, saggy/baggy trousers/shorts will not be allowed.
- Shorts no shorter than 4 inches above the kneecap are required.
- Denim will not be allowed.
- Tennis shoes or covered golf shoes required.
- Hard-soled shoes, golf sandals or slippers will be allowed.
- Non-metal golf spikes or "soft spikes" are required.
- All types of hats/visors, when used must be worn properly at all times - *with brim forward* and should be removed before entering the clubhouse..
- Boys must remove any earrings.
- All facial pierced jewelry is prohibited.

## **OJGA Ethics 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/her parent or guardian. The parent/guardian will receive a copy of the Incident Report. The OJGA Board of Directors and/or Ethics Committee may assess any or all of the applicable penalties based on severity and frequency of the violation(s).

It is important to note that all violations will be carried forward for each year that the Junior is in the OJGA program. Example: If a Junior has three Category III violations in prior years, the next violation will result in expulsion from the Association.

When a violation in the Code of Conduct results in expulsion from the Association, Parents/Guardians and Junior will be given the option of an appeal conference with the Board of Directors. The Board will make a final determination. Any Junior who has been expelled from the Association will not be eligible for post-season honors.

## **OJGA Code of Conduct**

The Oahu Junior Golf Association (OJGA) takes great pride in the quality of its Junior participants and host facilities at each tournament. In order to continue making OJGA tournaments enjoyable for everyone, the Association 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 OJGA 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 Oahu Junior Golf Association. It also applies to their parents/guardians and guests for the duration of the junior participants membership in the Oahu Junior Golf Association.

*Note: Where appropriate, "Participants" – means OJGA 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. Un-sportsmanlike 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.
3. Spectators (parents, relatives, friends, etc.) *may not* accompany a Junior participant during tournament play. Exception: When permitted by the host golf course and by the Tournament Committee, spectators may be allowed on the golf course as observers only, not as advisors. This exception applies to the 11-18 age division *only*. Please note the spectator policy below:
  - Spectators must remain on cart paths, where provided, or in the rough, away from any Junior participant and must keep up with the group they are following.
  - Spectator carts are prohibited, unless required by host facility.
  - Talking to the Junior participants or using any form of visual communication with the Junior participants is prohibited.
  - Spectators may assist in searching for lost balls and may indicate ball location to help speed of play.
  - ***Failure by spectators to abide by these rules will result in disqualification of the related participant.***

4. Spectators (parents, relatives, friends, etc.) in the 10-Under division may not accompany their Junior during tournament play. Parents from the 10-Under division are required to be walking scorers.
5. Cellular phones carried by participants should be placed on vibrate. Cellular phones may not be used during the competition unless an emergency exists.
6. **Use of any electronic devices, including yardage devices, game devices, i-pods, etc. are prohibited during tournament play.**
7. A participant may NOT use a caddie or motorized cart in any event. Hand-cart/pull-carts are permissible.
8. Participants shall abide by the OJGA Dress Code at all OJGA sponsored functions.
9. Pace of Play: Participants shall keep pace with the group in front of them. Any group out of position will be warned and asked to close the gap. The group will be monitored for slow play, which may include being timed, until the gap is closed. Timing of a Junior participant will begin when it is his/her turn to play. Each Junior participant will be given 40 seconds to play a shot. If the Junior participant exceeds the time limit, the Junior participant shall incur the following penalty:
  - 1st offense – 1 stroke.
  - 2nd offense – 2 strokes
  - 3rd offense – disqualification
10. All scoring rulings or rule information must be reported to the tournament official(s) before the scorecard is attested. Each Junior participant must perform his responsibility to the field by reporting any rule infraction. Junior participants are reminded that under USGA Rule No. 1-3, no Junior participant may exclude the operation of a rule or waive any penalty incurred.
11. ***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 week prior to a scheduled tournament. Applicable fees will not be refunded for cancellations made after the deadline.***

***Spectators/parents/guardians/guests/volunteers must abide by the OJGA Dress Code and host facility policies.***

## ***Type of Offense***

### **Category 1**

#### ***Description***

- Possession, sale or use of illegal substances, drug paraphernalia or alcohol.
- Smoking and/or use of tobacco products
- Gambling
- Theft or vandalism (abuse of host facility)
- Assault
- Possession/use of dangerous weapons/instruments/firearms
- Physical or verbal abuse

#### ***Consequence***

- Disqualification from the tournament with immediate removal from the Host facility
- Expulsion from the Association
- Legal Authorities may be notified

### **Category 2**

#### ***Description***

- Cheating
- Use of obscene, offensive or abusive language and gestures
- Insubordination
- Unsportsmanlike conduct, including throwing or pounding of clubs and/or equipment
- Littering of Host facility

#### ***Consequences***

##### ***1<sup>st</sup> Offense***

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

##### ***2<sup>nd</sup> Offense***

- Expulsion from the Association

### **Category 3**

#### ***Description***

- 10-Under division, must check-in 30 minutes before tee time

#### ***Consequence***

- 2 Stroke penalty

#### ***Description***

- No-Show at tournament or OJGA event without cancellation

#### ***Consequence***

- Suspension from next tournament entered or entitled to enter

#### ***Description***

- Use of cell phones, i-pods, game devices or any other electronic devices

#### ***Consequence***

- **Disqualification from tournament**

## **Category 4**

### ***Description***

- Failure to replace divots and or rake bunkers
- Horseplay, teasing or any conduct unbecoming of a Junior Golfer
- Excessive/inappropriate celebrations and/or boasting of one's play/score during or after tournament play
- Interfering with another player

### ***Consequences***

#### ***1<sup>st</sup> Offense***

- Verbal warning

#### ***2<sup>nd</sup> Offense***

- Disqualification from event where the 2<sup>nd</sup> offense occurs.

#### ***3<sup>rd</sup> Offense***

- Expulsion from the Association

## **OJGA Players' Tour**

### ***Tournament Director – Mrs. Anna Agosto***

Welcome to the OJGA Player's Tour, for junior golfers ages 7 (7 year olds as of 06/30/2010) to 18 years old (18 yr olds not yet in college). Returning OJGA members, in good standing are automatically qualified for the following years tour. New players must pass a Players Ability Test (PAT) with an acceptable score designated in the handbook, or produce a GHIN handicap of 18 or lower.

#### **Overview**

This program is designated for the junior golfer with extensive course experience who is interested in participating in competitive golf tournaments. Swing mechanic lessons are NOT part of this program.

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

#### **Additional Division Rules**

**Age and gender division for OJGA events are as follows:**

##### **Division 10-Under Combined Boys/Girls**

- Shortened Tees

10-Under participants shall register with the person(s)-in-charge at least one-half hour prior to the first starting time of the tournament. Late check-in will result in a 2-stroke penalty on the 1st hole. To maintain a safe environment as well as to ensure that all juniors in the 10-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 parents/guardian (including golf teacher/coach) are allowed on the course unless working as a tournament official, scorekeeper or spotter. Scorekeepers will be assigned at least three (3) groups away from their own child, whenever possible.

##### **Division 11-12 Boys**

- Forward Tees
- If less than 6 players per tournament, combine with 11-12 Girls and may create 2 flights.
- Participants shall register with the person(s) in charge no less than 30 minutes prior to your starting time.

##### **Division 11-12 Girls**

- Forward Tees
- If less than 6 players in 11-12 Girls, combine with 11-12 Boys and may create 2 flights.
- Participants shall register with the person(s) in charge no later than 30 minutes prior to your starting time.

### **Division 13-14 Boys**

- Middle Tees
- If less than 6 players in 13-14 Boys, combine with 13-14 Girls and may create 2 flights.
- Participants shall register with the person(s) in charge no later than 30 minutes prior to your starting time.

### **Division 13-14 Girls**

- Middle Tees
- If less than 6 players in 13-14 Girls, combine with 13-14 Boys and may create 2 flights.
- Participants shall register with the person(s) in charge no later than 30 minutes prior to your starting time.

### **Division 15-18 Girls**

- Middle Tees
- If less than 6 players in 15-18 Girls, combine with 13-14 Boys and may create 2 flights.
- Participants shall register with the person(s) in charge no later than 30 minutes prior to your starting time.

### **Division 15-18 Boys**

- Back Tees
- Participants shall register with the person(s) in charge no later than 30 minutes prior to your starting time.

### **Additional Division Rules**

While all age divisions for OJGA events are determined by the junior golfer's age as of June 30, age divisions for participation in HSJGA or other Junior Golf Tournaments are usually determined by the junior golfer's age as of the last day of competition.

Outside food or drinks are not allowed. Juniors should patronize golf course food establishments.

Parents/guardian (including golf teacher/coach) cannot talk "golf" with their child or give advice after tee-off and before score attestation is completed.

Juniors must remain in the immediate vicinity of the tournament committee until his/her score is posted.

## **Green Fees and Tournament Fees**

Green fees are generally reduced and subsidized through OJGA fundraisers. 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. Green fees for Match Play (if applicable) rounds are payable as the junior advances through the matches. OJGA reserves the right to assess a tournament fee in addition to green fees to cover unusual tournament expenses (i.e. glowball, facility fees, etc.).

## **Tournament Application**

Entry into each and every OJGA tournament must be made by way of the OJGA Players' Tour Tournament Application. *Completed application and payment of any fees must be made online through the OJGA webpage at [www.ojga.org](http://www.ojga.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 phone 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 OJGA of all fees paid.

## **Tournament Schedule**

A schedule of all tournaments will be posted on the OJGA website at OJGA.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 OJGA Tournaments and Trophies**

OJGA's "Majors" consist of the following tournaments:

- The Iwalani Gomard 36-Hole Stroke Play Championship
- The Lori Ige Memorial 36 Hole Stroke Play Championship
- The OJGA 36 Hole Stroke Play Championship
- Trophies for place winners in these events are awarded at the End of Season Banquet.

## **Tournament Day**

### **Breaking of Ties**

All ties for medal places in Majors and first place in all other events will be decided by sudden death playoff immediately following the completion of the tournament (if conditions permit). All other ties shall be decided by matching cards over the last 9 holes; 6 holes; 3 holes and 18 hole. If this procedure does not produce a winner, the matching shall continue to the first 9 holes; last 6 holes of front 9, last 3 holes of front 9 and 9th hole. (The last 9 holes shall be holes 10-18 as posted on the scorecard. These 9 holes may not be the same as the last nine holes played in the event split tees were used in the competition).

### **Pace of Play**

Players must keep pace with the group ahead of them. Should a group start to fall back, it is recommended that the group forego the Honors system and play "ready golf" until the gap is closed. Pace of Play penalties as contained in the Code of Conduct shall be strictly enforced.

### **Rulings**

OJGA Rules Officials are designated at each tournament. In the event of a question as to ruling or procedure and a Rules Official is not readily available, Participant should proceed to play two balls, but must declare which ball he wishes to score with if the rules allow. Declaration must be made prior to making a stroke on either ball. The score for each ball should be recorded and 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. Walking scorers may not give rulings.

### **Parent Volunteers**

Parent/guardian participation as volunteers at tournaments are vital to the success of our tournaments. Volunteers are needed to assist with tournament operations throughout the season. Assistance is required for Scoring, Registration, Scoreboard, Marshals, Statisticians, Starters and other duties as needed. Parent(s)/guardian(s) who decline to assist as a tournament volunteer may jeopardize their child's participation in a scheduled tournament, and/or risk having their membership revoked. All members are required to help with fundraising.

### **Tee Time Assignments**

It is the responsibility of each player to check the OJGA website prior to the scheduled OJGA 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 (when available) and should report to their starting tee at least 10 minutes prior to their assigned tee time. A two-stroke penalty will be assessed to any player not at their starting tee when the OJGA Starter calls the player to the tee. Penalty for arrival at the tee after all players in the group have played their first stroke is disqualification. It is a condition of competition, however, that if the player arrives at the starting point, ready to play prior to his group completing the first hole, and in the absence of circumstances which warrant the penalty of disqualification a further penalty of 2 strokes will be assessed instead of disqualification.