

Golf Manual



SY26



Introduction

Please review this Golf Manual document for key program information, requirements, and rules and regulations as it relates to the season, to the Chicago Public League (CPL), and to the Illinois High School Association ([IHSA Boys Golf](#)/[IHSA Girls Golf](#))

Non-compliance with any of the following information may result in the forfeiture of a coach's season stipend.

All questions pertaining to the Golf program can be directed to the Athletic Program Administrator (APA) listed below.

Athletic Program Administrator:

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OSA Mission Statement

The Office of Sports Administration oversees the equitable implementation of sports programs across all elementary schools and high schools within the Chicago Public School District (CPS). Through effective sports policy creation and program management, OSA helps create an environment for schools to provide essential athletic and academic development for each student-athlete. It is the goal of OSA to promote sportsmanship, teamwork, integrity and a sense of community as we prepare students for the next level in athletics and in life. Our students will be able to learn the importance of Academics, Athletics, and Social Awareness as they advance through our program and become leaders in their communities.



General Governance and Key Links

The official rules of the National Federation of High School Associations shall govern all Public League competitions. Any exceptions to these rules are listed in these Terms and Conditions. The Chicago Public League is governed by the [Chicago Public Schools Athletics Constitution and By-laws](#). All coaches must read this document to be informed about CPL policies, procedures and expectations.

Whereas specific terms, conditions and protocols are listed in this document, the [General Chicago Public League Rules](#) is an appendix to this document listing issues of general governance, coach expectations, roster management/vertical movement/eligibility and eligibility certificates, and other issues of league contest management. consistent with all CPL Sports

The [2025 Golf Resource Sheet](#) contains other logistical information regarding the season for coaches and athletics directors, including the coaches directory.

CPS Calendar – Regular Season Information

Season Starts - 1st Practice	August 11, 2025
Team Roster Loaded to ASPEN Deadline	August 11, 2025
First Contest Allowed	August 14, 2025
Hard Copy Central Office Record Sheets (CORS) Due	September 22, 2025
CPS Regular Season Competition Starts	August 19, 2025
CPS Regular Season Competition Ends	September 27, 2025

CPS Calendar - Post Season and Championship Information

Team/Individual Rosters for Qualifier Rounds Due	September 14, 2025
Boys and Girls Playoff Qualifiers	September 25, 2025
CPL Championships (Girls)	September 27, 2025
CPL Championships (Boys)	September 25, 2025

IHSA Series Calendar

List of Participants Due On-Line (Wed. Week 12)	September 24, 2025
Regionals (Wed. Week 13)	October 1, 2025
Sectionals (Mon. Week 14)	October 6, 2025
State Final (Fri.-Sat. Week 14)	October 10 & 11, 2025
Season Ends (Sat. Week 15)	October 18, 2025

Team Approval and Expectations

Team Approval consists of a series of tasks that must be completed by the Athletics Director and Head Coach from each team. Failure to complete the following tasks will result in the resignation of coaching stipends or delayed payments. Anticipated team approval will be reflected in the [Inventory](#). It is the responsibility of the school Athletic Director



(assisted by the head coach) to communicate with the appropriate Athletic Program Coordinator regarding the confirmation of team approval.

Teams must have at least 5 student-athletes registered per team and submit a hard copy [Central Office Record Sheet](#) to the Office of Sports Administration by the specified deadline.

Teams must compete in all CPL-sponsored contests, including conference games and the CPL playoffs (*2 forfeits in a season result in loss of team approval*).

Teams are expected to compete in the IHSA Series, if signed up. Teams that sign up but do not show up to matches will be mandated to pay a \$500 penalty fee, paid directly to the IHSA. [Online Entry Process for the IHSA Series](#)

Teams looking to join the League for the 2025 season must complete the google form, [School Request to Add a Sport/Level](#).

Host Arrangements

All matches are conducted on municipal courses.

Coach Expectations

- A. [Chicago Public League Coaches' Code of Conduct and General Expectations](#)
- B. Coaches must complete IHSA and CPS certification requirements before coaching student-athletes. [Certifications for all coaches](#)
- C. The Chicago Public League requires all its students, officials, coaches, spectators and school staff to promote sportsmanship before, during and after every match. Offensive language, including profanity and/or derogatory or intimidating remarks of any kind directed at event staff, student-athletes, coaches or team representatives, will not be tolerated. For sportsmanship to prevail, all coaches, students, staff, and spectators must display respect and civility to enthusiastically support our student-athletes to create a safe and inclusive environment. [Sportsmanship Guidelines](#)
- D. The coaching staff is expected to organize and prepare athletes through consistent practice, specifically designed to enhance their performance in matches.
- E. The coaching staff is responsible for the following Contest Management for every contest:
 1. Preparing a printout (preferably laminated) of emergency contact information identified for each student (name and jersey number) for quick reference by medical personnel.
 2. Possessing an ASPEN Generated Eligibility Certificate. *Only students listed on this certificate are eligible for that contest.*
 3. Ensuring that the results of all matches are reported to the score mechanism determined by the APA in charge of Golf within 24 hours of the match.
- F. Coaches must accompany teams to all matches and remain until the match is completed.
- G. Coaches shall not use tobacco products or drink alcoholic beverages or be under the influence of alcoholic beverages or any illegal substance at any time while performing their coaching duties.

Playing/League Regulations

Contest Limitations	18 dates exclusive of the IHSA series
Minimum Matches for Team Approval	3 + playoff, if eligible



Maximum Students on the Roster	Unlimited
Minimum Students on Roster	5
Minimum Students Needed on Match Day	4

- A. Individual schools are responsible for their own transportation. The Office of Sports Administration covers the cost of green fees for contests scheduled through the department. Individual schools are responsible for practice fees, practice rounds, and non-conference matches.
- B. An AED must be onsite for all practices and meetings with personnel trained to operate the machine.
- C. Uniforms:
 - 1. Caps must be worn with the bill forward, and shirts/**blouses must be tucked in ???**. Teams must be in *uniform*, and **boys** shirts must have collars, **and girls must adhere to proper golf attire ???**. Jeans and sweatpants are prohibited. The dress code must be adhered to by coaches as well as players! Any reports of dress code violation will be reviewed by the CPSGC and enforced at their discretion.
- D. Miscellaneous Code of Conduct
 - 1. Coaches should begin each match by introducing themselves and announcing the pairings for the day. Coaches are also responsible for having a copy of this CPL Golf Manual at all competitions.
 - 2. Players and coaches are expected to show respect for themselves, their opponents, and the golf course. Matches shall begin and end with a handshake. Any unsportsmanlike conduct such as smoking, foul language, taunting and destructive behavior will be penalized, subject to the discretion of the Director of Sports Administration and the Athletic Program Administrator (APA) in charge of Golf.
 - 3. The use of cell phones for the purpose of scorekeeping is allowable. However, use of electronic devices (cell-phones, mp3 players, etc.) for any other purposes, is strictly prohibited by players. Spectators are encouraged to limit use of electronic devices so as not to cause distraction to the participants.
 - 4. Any reports of dishonesty by players will be reviewed by the CPSGC and enforced at their discretion.
 - 5. Use of drugs, alcohol, or tobacco products is prohibited during competition and the penalty is subject to the discretion of the Director of Sports Administration and the Athletic Program Administrator (APA) in charge of Golf.
- E. Total stroke scoring is to be used in stroke play.
 - 1. SCOREKEEPING: Athletes are encouraged to keep the scorecards; however, those will not be exchanged. Official record keeping will be done through the *Wanamaker App*, which is officially approved by IHSA and CPS/OSA.
 - 2. If scorecards are used, they must be maintained at the school and the official scores must be submitted to the mechanism for score reporting designated by the APA in charge of Golf.
 - 3. Balls are played as found. Changes due to course conditions must be agreed upon by coaches prior to the match.
 - 4. All putts must be holed out. No putts may be conceded. In all regular-season matches, “continuous putting” will be used. Players are strongly encouraged to putt continuously until they have holed out.
 - 5. At the end of every hole, all players must agree on their scores. Any disputes must be resolved before play can resume.
 - 6. In the case of a lost ball, a three (3) minute search will be permitted. Players should hit a provisional ball if there is doubt about a lost ball. USGA Rule 27-1 will apply: *If the ball is determined to be lost, the player must play a ball, under penalty of one stroke, as nearly as possible at the spot from which the original ball was last played.*
 - 7. During conference play only, in order to keep proper pace of play, **a six (6)/three (3) rule will apply**. The maximum score a player may record on any given hole is nine (9). If a player has not reached the green after



six (6) strokes, that player is required to place the ball at the spot on the green closest to the teeing ground and resume play. If it takes more than three (3) strokes to hole out from that point, the player is required to pick up the ball and record a score of nine (9) for that hole. Players that have not invoked the 6-3 rule prior to reaching the green are required to putt, if necessary, until they have reached the total stroke limit of nine (9). At the city championships, boys will not use a **six (6)/three (3) rule** and for the girls, the golf coordinator and coaches will decide whether or not to implement a **six (6)/three (3) rule**.

8. Coaching will be allowed on the course per the IHSA rules. Coaches cannot coach on the green and must stop communicating as soon as their golfer steps on the green. Coaches may not delay teeing off on the next hole. Coaches are encouraged to assist the golf facility staff by keeping the proper pace of play. Foursomes are expected to finish nine holes in no more than 2 hours and 15 minutes.
9. If more than half of the match (based on the number of groups playing) has been completed and play is suspended due to darkness or weather, and a group is not able to finish play, then all players affected shall take a double bogey on each hole they have not completed in a 9-hole match.

F. Lineups

1. Lineups and eligibility sheets must be exchanged before the competition begins. Exchanged lineups cannot be altered. Enforcement depends on the honesty and integrity of the coaches involved.
2. Matches will consist of similarly ranked players from each team in a foursome. For example, in a dual match, the first group will have all the one (1) ranked players and all the two (2) ranked players,
3. If teams have an uneven number of players, coaches are responsible for modifying pairings (changing foursomes to threesomes, if necessary) to ensure that players compete with at least one person from the opposing team.
4. No match will be considered official unless both teams have four (4) players present. Penalty is forfeit of the match by the offending team.

G. Matches

1. Weekday matches are scheduled for 9 holes and determined to start at 3:30 or 4:00 pm based on course availability, and weekend matches are scheduled for 18 holes, with morning or early afternoon tee times depending on course availability. If a team arrives after the scheduled start time, they will forfeit the match.
2. Teams must report to the golf course at least thirty minutes prior to the start of the match. Not present at scheduled start time results in a forfeit. A forfeited match shall be considered a loss.
3. All postponed matches must be played before the playoffs, on open dates in the schedule. If a team match is called before completion due to unusual weather or another emergency, the match shall be declared "no contest" and shall be replayed from a new start. Rescheduling must be done through the Athletic Program Administrator (APA) in charge of Golf.

H. Forfeiture Policy

1. 1st Forfeit: Loss of Match. The school that was ready to participate should shoot the course and the Individual scores earned will count for playoff consideration.
2. 2nd Forfeit: A school forfeiting two matches will lose team recognition/approval. A letter to the principal, athletic director and coach shall notify the school of the impending action, which will include forfeiture of the coaching stipend.
3. Forfeits can only be declared official by the Athletic Program Administrator (APA) in charge of Golf.
4. Any school not participating in the playoffs or city championship may be sanctioned to be determined by the administrator in charge of CPS Golf.

I. All non-conference games should be contracted with the opposing school.

J. Inclement Weather

1. All postponed matches must be played before the playoffs, on open dates in the schedule. If a team match is called before completion due to unusual weather or other emergency, the match shall be declared "no contest"



and shall be replayed from a new start. Rescheduling must be done through the Athletic Program Administrator (APA) in charge of Golf.

- K. Matches affected due to a work stoppage will be managed according to the IHSA Constitution and Bylaws.

Officiating Matches

- A. The Spirit of the Game: Unlike many sports, golf is played, for the most part, without the supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players and to abide by the Rules. All players should conduct themselves in a disciplined manner, always demonstrating courtesy and sportsmanship, irrespective of how competitive they may be. This is the spirit of the game of golf.

*USGA The Rules of Golf

Student Eligibility

- A. A student is eligible to participate in a contest when listed as “Eligible” on an ASPEN generated Eligibility certificate (or otherwise documented pertaining to Charter Schools).
1. [Student-Athlete Eligibility](#)
 2. [Home School Student Eligibility](#)
 3. [Newcomer Student Eligibility](#)
 4. Students that have transferred to your school since the end of the previous season are ineligible for interscholastic competition without a ruling from the Office of Sports Administration or the IHSA.
- B. Competitive Levels:
1. Varsity teams shall consist of students in the first, second, third, or fourth year of attendance who will not reach their 20th birthday at any time during the sports season.
- C. While a member of a school team, a player shall not be allowed to represent any other organization in that sport during the official sports season.
- D. Contest results can be protested according to [Article XI – Infractions and Protests of the Chicago Public Schools Athletics Bylaws](#) if there is some irregularity or infraction of the rules occurring during the contest.

1. League Structure and Standings

[Golf Alignment](#)

- A. Conference Stipulations
1. Boys Red/White/Blue Conference teams and Girls teams shall be composed of a minimum of four (4) players, with up to six (6) players competing in a match. Five (5) players must be present on the Central Office Record Sheet for a team to be recognized. Four (4) players must be present for scores to count toward team standings. When six (6) players are present, the four (4) lowest scores will be used for the team score, while the other two (2) will count toward individual records only. Players are to be seeded from one (1) and up according to ability.
 2. The boys’ and girls’ schedules are distinct from one another.
 - a. Following each season, the golf committee/coaches will meet to determine if changes need to be made to the league organization for the following season.
 - b. A school forfeiting two or more matches on the basis of lack of players will lose team recognition. A letter to the principal, athletic director and coach shall notify the school of the impending action, which will include forfeiture of the coaching stipend.
- B. Tie Breakers



1. If teams are tied after a match, the strokes of the 5th golfer will be compared if available. If the teams are still tied after considering the 5th golfer, the strokes of the 6th golfer will be compared if available.
2. If comparing the strokes of the 5th and 6th golfers cannot break the tie, the number of the team whose top 2 golfers with the lowest number of strokes will assume the higher position.
3. If the comparison of the top 2 golfers does not break the tie, the higher position will be determined by a coin flip.

Chicago Public League Playoffs and Championships

- A. Following the conclusion of regular season competition, the top four (4) Red Conference teams based on season standings will qualify for an 18-hole stroke play playoff tournament.
- B. Following the conclusion of regular season competition, the top four (4) White Conference teams based on season standings will qualify for a 9-hole, stroke-play, playoff tournament
- C. Qualifying teams are required to submit their final playoff roster to the APA in charge of Golf 48 hours in advance of the playoff tournament.
- D. The top ten (10) individual players based on scoring average who carry a scoring average of 45 or below in a minimum of four (4) matches, whose teams do not qualify, will receive a special exemption to compete in the championship tournament. Developmental players are eligible to compete if qualified. Qualifying scores should be from the Blue Tees.
- E. Teams will be seeded according to regular season finish position and/or player and/or team scores.

City Championship Tournament

1. Qualifying Rounds, Playoffs and Championship. All playoff events are played on nine (9) holes. The champion is played as an 18-hole event, unless agreed upon to shorten to nine (9) holes due to extenuating circumstances.
2. *BOYS LEAGUE*: Top four (4) scoring teams from regular boys and top ten (10) individual players not on qualifying teams that met the listed conditions above will automatically qualify for the championship event.
3. *GIRLS LEAGUE*: The top four (4) finishing teams, along with the top ten (10) individuals from teams that did not finish in the top four (4) from the Qualifying round will advance to the 18-hole Championship round.
4. The (Team) CPS Champion (Boys' and Girls') is the team that records the lowest gross score during the Championship round.
5. The (Individual) CPS Champion (Boys' and Girls') is the individual player who records the lowest gross score during the Championship round.
6. Team awards will be offered to the top 2 teams and individual awards will be given to the top 3 golfers both boys' and girls' after the Championship round.

Media/ Social Media Expectations

The Chicago Public League (CPL) is proud to offer in-depth coverage of all our student-athletes across each sports season.

To continue to tell these stories, the CPL Sports Communications team asks the following of all participating coaches and student-athletes:

- Ensure all student media consent forms are signed via the standard CPS enrollment packet.
- Make coaches / players available as requested for pre and post-game interviews.
- Share accomplishments and milestones with the CPS Sports Communications Team so they can highlight your school.
- Interact and follow all CPL athletics content via our website CPSAthletics.com or via Twitter [@CPLAthletics](https://twitter.com/CPLAthletics).



CPS Sports Communications Team:

- Communications Manager - Joey Gelman - jdgelman@cps.edu
- Communications Specialist- Dominic Scianna - dscianna@cps.edu
- Communications Specialist - Michael Wojtychiw - mmwojtychiw@cps.edu

Digital Citizenship:

Being a good digital citizen on social media means that you are positively contributing to the digital space, respecting other people's views even if you do not agree and reporting issues that disrupt a positive digital environment. Your digital footprint and reputation are left online when you post on blogs, upload videos and pictures or leave comments on websites and social media. You must consider the temporary and or permanent effect your actions online can have for yourself and your community both in the digital space and in person. That is why we at the Chicago Public League ask all athletic staff, coaches and student-athletes to engage in respectful and positive social media interaction. Should there be any inappropriate social media being created or shared in your community, please report it to CPS administration within your school building so they can assess the situation and take appropriate action if necessary to ensure a safe environment for all those involved in athletics.