

SCAGA VOLUNTEER HANDBOOK FOR TOURNAMENT OFFICIALS

Purpose of Handbook

- To standardize procedures and practices among experienced volunteers
- To serve as a training aid for new volunteers

SCAGA Tournament Administration and Officiating

I. Philosophy of Officiating

When serving as a Rules Official, you are a representative of the SCAGA with considerable authority. It is important that you look and act professionally. Players in a tournament are under a certain amount of tension and you should avoid any actions that unnecessarily add to that tension. Above all be visible, calm, courteous and helpful.

There is ABSOLUTELY NO excuse for a Rules Official to ever be threatening, overbearing or belligerent. On the other hand, it is unprofessional to be overly friendly or folksy. Strike a reasonable middle ground of seriousness, sense of knowledge, and calmness. Maintaining a gentlemanly or womanly attitude that suggests an aura of helpfulness and quiet confidence will help avoid a confrontation. Calling a player "sir" or "madam," regardless of your comparative ages, is often a helpful aid to achieve cooperation. And, when called to a scene, asking "How can I help you?" can serve to defuse an otherwise tense situation.

Do not rush in making a decision. There is no need to hurry. Ask all pertinent questions to get all the facts (What is the form of play, Who is involved, Where on the course did the incident occur, What happened, When, Why – what was intent, Subsequent events). Consult the Chief Rules Official (CRO) by radio for assistance if you are not absolutely sure of the appropriate ruling.

It is sometimes desirable to show or read the pertinent rule/decision to the player to offer assurance that you are making the correct ruling. Remember, it is the Rules of Golf that impose the penalties and provide the options, not the Official! The Official is to assist with the understanding and application.

II. Authority on the Golf Course

In the Rules of Golf and the Decisions Book, the titles given those in charge of the competition, deciding questions of fact, applying the Rules and acting on breaches of the Rules are *Referee, the Committee or Committee Member*. There is no definition of or use of the term "Rules Official" in either of those texts. The USGA publication *How to Conduct a Competition* does use the terms Rules Official, Walking Rules Official and Official. That publication states they are representatives of the Committee stationed on the "course to observe play, be available to give rulings and otherwise assist players. Obviously, anyone assigned to the course as a Rules Official should be knowledgeable about the Rules."

We need to keep in mind that the *Decisions, the Rules of Golf, How to Conduct a Competitions, Officiating 101* and other event administrative materials are the “A” model. The “A” model presumes near perfect working relations, course conditions and sufficient committee (Rules Officials) to administer the event. The Committee then uses the principals in this model to address the less than perfect situations that may occur in an event – Rules infractions, slow play, abnormal ground conditions, unfavorable playing conditions caused by weather, unpleasant and disgruntled players, etc.

In the “A” model, a referee is assigned to accompany each group in the event (match or stroke play). He decides questions of fact, applies the Rules and must act on any breach that he observes or is reported to him. In SCAGA there are seldom enough Committee members available to have Referees with each group. In most SCAGA events your status as a member of the Committee (sometimes also referred to as a Rules Official) will be either as a Zone Official, an Official overseeing 2-4 groups; a Pace of Play Official, a Scorer, Starter, Rover or the CRO/OIC. It is the Committee’s responsibility, and as a member of the Committee, your responsibility, with the other members of the Committee, is to help to decide questions of fact, apply the Rules and act on any breach that is observed or is reported.

(Exception: In match play unless you are the referee you should not intervene in a match unless requested to do so by one of the players in the match, a claim has been made, there is a pace of play issue or there is reason to believe players are in breach of Rule 1-3 Agreement to Waive Rules.)

Authority is given by the Committee and the Committee may limit a Rules Official’s duties. An SCAGA Official does not have final say in deciding questions of fact or the application of a penalty. A player should always be permitted a second opinion and to have his situation referred to the Committee, whose decision is final.

(Exception: a Referee assigned to a match. In a refereed match, the referee’s decision is final and a player has no right to appeal to the Committee, unless the referee consents.)

In SCAGA events, and other events with which SCAGA assists in the Section, a few members of the Committee will be assigned to make final determinations on behalf of the Committee. This group will usually include the CRO and /or OIC, ED for SCAGA events or the representative of the organization whose event we are administering (i.e. NCAA, NMAA) and 2-3 other Rules Officials. Please note that the Committee’s decision is final in that the competitor has no right to a further appeal. However, Rule 34-3 does not prevent a Committee from correcting an incorrect ruling and imposing or rescinding a penalty provided that no penalty is imposed or rescinded after the competition is closed, except in the circumstances in Rule 34-1b.

Rule 34 and the Decisions under Rules 34-2 and 34-3 have a lot of wisdom and information with respect to authority of the Committee and Committee members. A good familiarity with this section is recommended. Some examples from that area:

- Unless you are a referee who has been assigned to a match, if you believe players are entitled to relief from an unmarked area of GUR, contact the CRO/OIC for authority to mark or have marked. If you are a referee assigned to a match, you have the authority (the Committee may not deny it unless you consent) to mark and thus give players relief from an area which had not been marked as GUR.

However, in SCAGA events and events SCAGA administers, the Committee asks that you contact the CRO/OIC before doing so. (Dec. 34-2/1)

- If in error you authorize a player to infringe a Rule of Golf the player is not penalized. Contact the CRO/OIC as soon as possible. (Dec. 34-2/2)
- In stroke play or if you are a referee in match play, you should intervene to prevent a player from infringing a Rule whenever possible. (Dec. 34-2/3) (But, see exception in paragraph 3 for Committee Members when a referee has not been assigned in a match.)
- If you become aware you have made an incorrect Ruling, there are times it must be corrected. Contact the CRO/OIC as soon as possible. (Dec. 34-2/7)
- If a player disagrees with your decision, you may suggest he invoke Rule 3-3. His case will automatically be reviewed by the Committee.

III. Talking to Players

This is a delicate subject that requires tact and judgment on the part of the Official. In match play, there are only two individuals/sides involved and each player/side is responsible for protecting the player's/side's interests. When assigned as a Referee for a match, you must intervene to prevent an action outside the rules whenever possible, e.g., in preventing a player from teeing outside the teeing ground.

In stroke play, however, every competitor has direct interest in the play of all other competitors. Since only those competitors in a given group can represent the interests of players in that group, it becomes the obligation of every Rules Official to represent and protect the interests of the remainder of the field.

Generally an Official should not approach a player unless asked. Exceptions may include:

- To preclude a player from incurring a penalty (Except in a match without a referee)
- To act on any infraction that you observed (Except in a match without a referee) or has been reported to you (NO – in a match without a referee unless an opponent is making a claim)
- For pace-of-play reasons
- To ask how long a search has been going on if you arrive at the scene while the search is in progress
- When a player acts befuddled and seems to be unsure of how to proceed (NO – in a match without a referee, unless asked by player)
- To ask if the player intends to play a provisional ball and whether it can be distinguished from the original (NO – in a match without a referee)

In any case, mere casual conversation should always be avoided. It is important to sense when to talk to a player and when to be silent.

IV. Radio Discipline.

Non-essential radio communications or chatter must be kept to an absolute minimum so that effective communications can occur when needed. It is extremely frustrating to need to talk to a person and not be able to contact him. Quite often the cause is the person being away from the radio. If you do not have/use a plug-in ear-piece/microphone, train yourself to take the radio with you EVERYWHERE, including EVERY TIME you step out of the cart. Take it with you when looking for a lost ball, making a ruling, having lunch or during a comfort break. Keep the volume up high enough to hear a call, but be conscious of not disturbing players. If you are near a player about to play a shot, turn the volume down or off. To remind yourself to turn the volume back up, keep one finger on the volume control knob.

Suggestions:

- Keep conversations short.
- Press the push-to-talk button BEFORE you begin speaking—not as you begin speaking.
- Do not release the push-to-talk button too soon.
- Two people cannot talk at the same time. Wait to hear the other person key off before speaking.
- Keep the radio microphone pointed out of the wind. Use the plastic bag to wrap the radio on windy days. If no plastic bag is available, cup one hand over the microphone to protect it from the wind when talking.
- Do NOT hesitate to use the radio to consult the CRO if you have any doubt about the proper ruling.
- Be aware that there is normally a radio in the pro shop and at the scoreboard and occasionally with coaches. These act as miniature PA systems. Keep conversations professional and do NOT mention players' names over the radio – an exception may be in attempting to locate a player who is late reporting to his starting hole. If there is a need to pass on a player's name to the CRO/OIC, meet the CRO/OIC at a convenient place and provide the information face-to-face or if available speak on a private channel.

V. Applicable Rules and Conditions

A. For each tournament, the ONLY rules and conditions to be used are: (1) The USGA Rules of Golf (The Rule Book); (2) The USGA Decisions on the Rules of Golf (The Decisions Book); (3) The “Notice to Players” and the “Application/Entry Form”- which include local rules and conditions for the event; and (4) The Organization’s Hard Card (if applicable). Do NOT use local scorecards, advisories from the pro shop staff, personal preferences or the like. Following this procedure ensures uniformity of the rules, that all competitors are on a level playing field, and that players will know exactly what the rules and conditions are for that event.

B. Rules Officials, fellow competitors in stroke play and coaches (unless the conditions of the competition provide otherwise) are not part of the player’s side and therefore are outside agencies (see section IX. F)

C. In general, a player must hole out with the ball played from the teeing ground. The obvious exceptions are: lost ball, ball out of bounds or substituted ball whether or not substitution is permitted. Two not so obvious exceptions are: when taking relief from a

water hazard and when taking relief from an unplayable lie. In these cases the rules specify “a” ball, not “the” ball.

D. When a ball is in play it is NOT part of a player’s equipment. When temporarily taken out of play, specifically when marked and lifted, it IS equipment.

VI. Pace of Play

One of the important duties of a Rules Official is to monitor pace of play. You must continually check to determine whether groups are "out of position." “Pace of Play Policy Guidelines” for the event will be provided to you. Additional copies are available in the Starter's Box at each Tournament. It is imperative that you be familiar with the “Pace of Play Policy Guidelines” and carefully implement them when appropriate or directed to do so. Any questions regarding pace of play issues should be brought to the immediate attention of the CRO.

VII. Lost Ball Searches and Timing

- Do not start timing until the player or his side arrives at the scene to begin the search. This does not preclude you from proceeding promptly to the likely area of the ball to begin searching before the player arrives (Note: There may be times when you may want to be sure the player wishes to search for his ball before searching, e.g., when the original ball is in deep junk and the provisional is in a good location).
- When the player/side arrives, start the clock and notify the player that the clock has started. You do not have to be at the scene to begin timing. If you are at a distance and see a group searching, start timing immediately. Do not wait until you arrive on the scene. Spectators may participate in the search if they so desire.
- Once an Official arrives at the search, he should ask the player whose ball is lost, how long the search has been going on and determine how much time remains to search for the ball.
- If you happen to move a ball in play, you are an outside agency and the ball must be replaced. (Rule 18-1) Rule 20-3 governs by whom and how the ball is to be replaced. It may be replaced by you or the player (or his partner), unless the spot is undeterminable. In this case the player must drop the ball (place on the green) Check Rule 20-3c for correct process. It is your responsibility to assist the player in getting his ball replaced correctly.

VIII. Abandoned Balls on Course

- Lost/abandoned balls sometimes result in a player not being able to readily differentiate his ball from another like ball nearby, thereby setting up a potential lost-ball situation. This is especially true since some players fail to put an identifying mark on their ball.
- The general rule is that lost/abandoned balls should be removed. **BUT**, be doubly sure that the ball removed is not a ball in play.

IX. Special Situations

A. Dropping the Ball. If a player has elected to drop *a/the* ball in taking relief, it is recommended that you warn the player, in advance, NOT to touch or pick up the dropped ball until it is determined whether it is a correct drop. (Note: Players can be very quick in picking-up a dropped ball that rolls on impact with the ground; when, in fact, it may be a

correct drop and the ball is in play.) When the drop is correct, you should announce in a firm tone, "The ball is in play."

B. Out of Bounds. When a ball is clearly out of bounds, do not pick it up. Rather, give the player a chance to verify that it is, indeed, out of bounds. If the call is close, stretch a string between the inside edge of the two bounding OB posts at ground level with the help of a player, if necessary.

C. Water Hazards. If the ball is in a water hazard or lateral water hazard and the player is going to take relief, the place where the ball last crossed the margin of the hazard needs to be determined. If you did not see the spot, it is proper to get the player, or all players who observed the line-of-flight, to agree on the place where it last crossed the margin of the hazard. Once agreement is reached, that place becomes the spot from which relief is taken. (Note: The player may substitute another ball when taking relief from a water hazard or lateral water hazard.) If the player decides to play the ball as it lies, remind the player that the ball is in a hazard; loose impediments may not be moved and the club may not be grounded.

D. Identifying a Ball. Never touch a ball in play. It is the player's responsibility to identify his ball. If the ball cannot be identified without touching it, Rule 12-2 applies.

E. Ball Unfit for Play. Generally as an Official you should not participate in the procedure for determining whether a ball is unfit for play, unless the players cannot agree. If the opponent, marker or fellow competitor wishes to dispute a claim of unfitness, he must do so before the player plays another ball. (Note 1 Rule 5-3)

F. Outside Agency. In case you inadvertently run over a ball, step on a ball during search, stop or deflect a moving ball, move a ball in play, etc., it is helpful to remember that you are an "Outside Agency." (Review the last point under VII.)

G. Ties and Play Offs: The method for settling ties should be prepared and published before the event. If you are in charge of a Hole-by-Hole playoff, remember that all playoffs are conducted under the same form that the competition was conducted, e.g., match play for match play events, and stroke play for stroke play events (Rule 33-6).

A hole by Hole-by-Hole playoff in match play is a continuation of the stipulated round, therefore a player may not do anything that is prohibited during the stipulated round, e.g. select different clubs. In stroke play, it is a new round, e.g. Player may select different clubs.

The order of play should be determined by a coin toss if two players are involved or by lot if more than two players are involved. In stroke play playoffs, players with a score higher than players with the lowest score on the hole are eliminated from further playoff contention until only one player remains. This player is the tournament champion.

X. Be Carefuls (i.e., Cautionary Notes)

A. There is a difference within the Rules between "a" and "the." For example, the general rule is that a player must hole out with "the ball" played from the teeing ground, unless it is lost or out of bounds or the player substitutes another ball, whether or not substitution is permitted. Sometimes the permission to substitute is not specifically

stated. Looking at Rule 26-1, note that if a player is not going to play from the hazard, each of the options for relief specifies "a ball." Thus, even if the original ball is easily recoverable, the player may substitute another ball. The same applies for relief from an unplayable lie in Rule 28.

B. The general rule when taking relief is that complete relief must be taken. This usually means lie of ball, stance, and area of intended swing. For example, interference in the case of Rule 24 (Obstructions) and Rule 25 (Abnormal Ground Conditions) involves lie, stance, and area of intended swing. Note, however, that this is NOT the case for Rule 26- Water Hazards which involves the lie of the ball only. Thus, if a player takes two-club-lengths relief from a lateral water hazard, drops a ball and it rolls back toward the hazard (but not in the hazard) where the player must stand in the hazard to play it, it is a correct drop and the ball is in play (even if the player is standing in water). No re-drop is required nor permitted without penalty.

C. When a ball is to be dropped as nearly as possible to a specific spot it must be dropped not nearer the hole than the specific spot which if it is not precisely known to the player, must be estimated. A ball when dropped must first strike a part of the course (*could be ground, tree bush, grass, weed, obstruction, construction declared as in integral part of the course, etc.*) where the applicable Rule requires it to be dropped. (*generally, that is either on: a spot, a half or sliver of pie shape 1 or 2 club lengths deep or behind the ball on an extension of a line directly from the hole, through the ball and behind where the ball lies*) If it is not so dropped, Rules 20-6 and -7 apply.

D. Only the player can declare his ball unplayable; this can occur anywhere on the course--except when the player's ball is in a water hazard. If a ball is dropped correctly in taking relief from an unplayable condition, and the ball rolls into the same or another unplayable condition, i.e., where the drop is correct except for the unplayable condition, a re-drop is NOT allowed or permitted without penalty. [Note: See Rule 20-2c (When to Re-Drop), which does NOT address Rule 28 (Ball Unplayable).]

XI. Unsportsmanlike Conduct & Serious Breaches of Etiquette

- The Rules of Golf do NOT specify stroke penalties for unsportsmanlike conduct or breaches of etiquette. Rule 33-7 does, however, give the Committee authority to impose a penalty of disqualification for a player found guilty of a serious breach of etiquette. Conversely, the NCAA (for collegiate tournaments) and the NMAA (for NM High School tournaments) do identify and specify stroke as well as disqualification penalties to be assessed for unsportsmanlike conduct. You will be provided with guidelines to identify acts of misconduct and procedures that are to be followed when officiating these events.
- For USGA qualifying events under USGA rules and conditions, incidents of unsportsmanlike conduct and breaches of etiquette (e.g., club throwing, foul language, damage to the course, abuse of Officials, disrespect of other players, or other displays of temper or disrespect) MUST be reported immediately to the CRO/OIC for action or transmission to the USGA for action.
- For SCAGA tournaments, breaches of etiquette or objectionable conduct reported to the Committee during or after an event may be cause for disqualification or action under Rule 33-7 and may jeopardize a player's status for eligibility for future SCAGA events

- Unsportsmanlike or objectionable conduct includes, among other things, foul language, club throwing, abuse of the golf course or Officials, disrespect of other players, other displays of temper or disrespect, or any conduct unbecoming of a golfer.
- For SCAGA tournaments, you MUST immediately report any act(s) of unsportsmanlike or objectionable conduct, or breaches of etiquette to the CRO for Committee investigation and action. Do NOT discuss the conduct or name of the player over the radio. Instead, call the CRO/OIC and arrange to meet at a convenient location.

XII. Starter Duties

After attaining some experience, you may be assigned as a Starter. This is an important position for two reasons:

- The significance of the duties involved
- Establishing the first impression of the entire Committee of Rules Officials as well as a proper tone of professionalism for subsequent player-Official interactions throughout the tournament

The Duties Of The Starter Include:

1. Arrive at the tee 30 minutes before the first starting time. Make sure the starting area is set up and secure. Take the Starter's Box to the first tee or tenth if a two tee start is used. Check its contents (listed under equipment in section XVI).
2. Five to seven minutes before the first starting time (or immediately after the previous group has left the tee) call the next group to the tee: "May I please see the players for the ____ starting time." This should provide sufficient time to accomplish the remaining duties listed below. Do NOT call players by name unless a player is missing and in danger of being penalized. Calling players by name may result in mispronunciations, thereby giving players an excuse for being late.
3. Hand each player his own card so that he may check his name and handicap if applicable. Then you should oversee the exchange of the scorecards with fellow competitors insuring that no player keeps his own card. For example, A keeps B's; B keeps C's and C keeps A's)
4. Suggest players count their clubs to ensure they have no more than fourteen (14) clubs in their bag. Should a player have more than fourteen (14) clubs, offer to take it/them for the player, for safekeeping during the round. (Note: If a player subsequently discovers an excess club(s), the penalties under Rule 4-4 apply, and immediately upon discovery the excess club(s) must be declared out of play by the player to his opponent in match play or his marker or a fellow competitor in stroke play. The player then must not use any club(s) declared out of play for the remainder of the stipulated round; if he does so, the player is disqualified.)
5. Suggest players place an identification mark on their balls. Recommend any ball they may play as a second ball or provisional have a distinct mark different from the original ball. Most events in which SCAGA is involved (including SCAGA events) require that balls used by players be on the USGA List of Conforming

Golf Balls. Be alert for any ball which might not be on the current USGA List of Conforming Golf Balls. This includes XXXed out balls (Decision 5-1/4).

6. Indicate to players that there are pencils, tees, and felt-tip pens for marking balls available in the Starter's box should they need them.
7. Hand out "Notice to Players" (Local Rules and Conditions for the tournament), "Hole Location Sheets" and other pertinent information which may be provided.
8. Provide the players with any special instructions or information. Typically such information will be provided to you by the CRO/OIC (Note: It is important to provide each group with the same information.)
9. Tell players the order-of-play (order listed on the pairings sheet).
10. Starting. When the starting time arrives, and the fairway ahead is clear, announce "From _____ (School/Team or Hometown), _____. Play away please." Then call each player in order by School/hometown, or team, and name. Do not allow play of any group to start before the listed starting time. Should a player be late for his starting time (*Defined as either not being present on the tee, ready to play, at the designated time, if play is not being delayed, or, if play is delayed, not being present when the first player in the group is announced*), inform the player and his marker that he has incurred a two stroke penalty on the first hole (in stroke play; loss of first hole in match play). If a player is more than five minutes late, the player is disqualified. (This assumes that the Note following Rule 6-3b is incorporated in the "Notice to Players." Otherwise, the penalty for being late is disqualification.)
11. Note on the Starter's pairings sheet the actual starting time of each group, any player no shows and any player penalties incurred.
12. Provide a radio announcement to all Rules Officials when tee times are completed, along with any deviations from the original starting times. Starting time deviations may be involved in pace-of-play decisions.

The demeanor of the Starter should be that of complete and assured professionalism. It is not your function to befriend players or to entertain them with idle chatter. Be serious, but not overbearing. Greeting the players, by offering a "Good Morning Gentlemen (or Ladies)," is certainly in order. Convey a sense that you are organized, know what you are doing and then do it simply and directly. As the Starter, you are "in control." Act the part and set a proper tone for the event.

XIII. Scorer Duties

Presiding at the Scorer's table is one of the more important duties of an Official. More player disqualifications occur there than anywhere else. Therefore, one of your primary functions at the Scorer's table is to help prevent player disqualifications. First, you should review all aspects of Rules 6-6 and 33-5 to prepare yourself. Then, taking the following actions at the Scorer's table can help prevent player disqualifications.

1. Do NOT permit a player to submit a score card without first checking to ensure that: (1) It is the player's scorecard; (2) Two signatures are present--the player's and the marker's; (3) The scores are legible; (4) Scoring began on the player's assigned starting hole and (5) The player has checked his hole by hole scores.

[Note: Doing #4 is essential if a shotgun or two-tee start is used. Doing #5 may preclude a player from signing for either a higher or a lower score than actually made. In the case of a lower score than actually made, this check precludes the player from being disqualified.]

The important aspect within the Rules for score card submission is when has a player "returned the card to the Committee" under Rule 6-6b. In professional tournaments, a score card is not turned in until the player leaves the vicinity of the Scorer's area. In some college tournaments, a score card is turned in when it is dropped into a box similar to a ballot box. In other cases, players may hand their score card to a Scorer. Regardless of the method of score card submittal, do NOT allow a player to turn in a score card until the above checks have been made.

2. Add the individual hole scores to get a total for the front side, back side, and total score for the round; then check and recheck the totals.
3. Ask the player if he played a second ball under Rule 3-3 or a wrong ball under Rule 15-3. If a player played a second ball under Rule 3-3, the player MUST bring the matter to the attention of the Committee before signing and submitting the scorecard for the round; failure to do so is an automatic player disqualification for the round. The query regarding a wrong ball under Rule 15-3 is to ensure that the player properly corrected his mistake in a timely manner to avoid disqualification. And, in both cases, the queries and discussion serve to ensure that a Serious Breach did not occur.

Note the phrase "as soon as possible" at the end of Rule 6-6b. This phrase is not very useful and is not specifically covered by a decision. In professional tournaments and USGA as well as other major championships, players are escorted directly to the Scorer's area from the 18th green (and 9th green if a two-tee start is used). Although, SCAGA has no escorts in the events it conducts, the location and definition of the scoring area are typically printed in the Notice to Players and/or indicated by the Starter. Great effort is made by Officials to direct players EXPEDIENTLY to the scoring area. The Notice typically will also indicate when the player's scorecard is deemed returned.

SCAGA has established that if a score card is not turned in by the time that two subsequent groups have submitted their cards, the player is subject to disqualification unless plausible, extenuating circumstances are evident.

Players should be afforded privacy and quiet in and around the scoring area to allow them to carefully check their score cards. As the Scorer you can assist by kindly asking caddies, coaches, friends, relatives and spectators to please keep the immediate area clear. Equipment needed at the Scoring Area is listed in Section XVI.

XIV. Training and Scheduling

Training

Each year, the USGA and PGA jointly conduct two-day "Introductory" and four-day "Regular" Rules Workshops at various locations around the country. The schedule for these Workshops is typically released in August of each year for the following year, and is available from the SCAGA Office or from the USGA web site – www.usga.org . Workshop fees, which vary, and any associated travel and lodging costs are not reimbursed by SCAGA.

Among the “Regular” Rules Workshops conducted each year, is at least one restricted to individuals who have scored 85% or higher at a “Regular” Rules Workshop in the last four years.

You do NOT need to go to an Introductory Rules Workshop in order to be eligible to attend a “Regular” Rules Workshop. You are encouraged to attend a USGA/PGA Rules Workshop every two or three years. Rules change years are especially beneficial to attend.

To optimize your benefit, it is recommended that you wait to attend a USGA/PGA “Regular” Rules Workshop until you have a minimum of two years experience as a SCAGA on-course Rules Official. That time period is dependent on the individual and his enthusiasm and knowledge of the Rules when becoming a volunteer. Some volunteers have found it beneficial to attend a four-day USGA/PGA Rules Workshop early on and more frequently.

The SCAGA conducts a Rules Review Seminar in late February or early March of each year (one in the ABQ area and one in the El Paso/Las Cruces area). Current Rules Officials will be notified by the SCAGA regarding the time and place for each SCAGA Rules Review Seminar. Notices will also be disseminated through the SCAGA Member Clubs to advertise the Seminar and invite any individuals interested in ultimately becoming SCAGA Rules Officials.

New Rules volunteers are also requested to team up with a seasoned Official or USGA Committee member in their area to work through the Officiating 101 tutorial. Contact your volunteer coordinator for a mentor/partner. The *How to Conduct a Competition* manual available from the USGA is also a great supporting tool of the trade.

Individuals interested in becoming SCAGA Rules Officials must first express their interest to a current SCAGA Rules Official or to a staff person at the SCAGA office. Once this interest is expressed and transmitted to the SCAGA, each individual will be designated an "Official-in-Training" and assigned to a seasoned SCAGA Rules Official. The anticipated plan will be for each Official-in-Training to accompany, observe, and learn from his assigned Rules Official throughout one golf season, or until both the Official-in-Training and his assigned Rules Official feel comfortable and confident that escorting is no longer necessary. Following a brief period of successful unescorted on-course service, an Official-in-Training will be formally designated a Rules Official by the SCAGA. Seasoned Rules Officials are also encouraged to become proficient in Tournament Administration, course set-up, and actual preparation for as well as conduct

of tournaments, so that they might serve as future CROs/OICs. Here, too, a mentor – protégé approach is used for training.

Scheduling

Scheduling will begin early each year by the SCAGA mailing or e-mailing a list of upcoming Tournaments, including dates and locations, to each Rules Official and Official-in-Training.

Each Rules Official and Official-in-Training must identify/mark those Tournaments, including specific Tournament dates that he would like to work, and send his marked list back to the SCAGA Office.

The SCAGA will subsequently provide a master list of tournaments, including dates, times, locations and assignments to each individual who has expressed an interest in working at least one Tournament. The SCAGA volunteer coordinator for your area, CRO or OIC for each Tournament will contact those who have signed-up to work each Tournament to confirm their participation before the event. Additionally, they will provide details about the Tournament, the players and participants, as well as expected arrival time, duties and responsibilities. If you cannot make a date that you've signed-up to work, please contact your volunteer coordinator or the SCAGA Office ASAP. Do NOT wait for a call from the CRO or OIC.

XV. Dress.

Volunteers will be issued one or more distinctive shirts with the SCAGA logo and a nametag. You are expected to wear these whenever officiating or conducting SCAGA business. Men are expected to wear khaki slacks. Ladies are expected to wear khaki slacks, skirts or Bermuda shorts. Navy blue blazers are optional; normally reserved for Starters. If worn, blazers may be removed when temperatures warrant. If you wear a hat on the course, please try to avoid hats with commercial logos.

XVI. Equipment/Tools of the Trade

A. As a Rules Official, you are expected to bring your own:

- Rules Book (Issued by SCAGA)
- Decisions Book (Issued by SCAGA)
- Twine or heavy string, 150 ft minimum
- Rain gear
- Watch, preferably a stop watch. (Note: Inexpensive electronic stopwatches are available at a variety of Department and Discount stores.)

B. At the course, you will be issued:

- Radio and earpiece (if available)
- Pairings Sheet
- Notice to Players and Hard Card, if applicable (i.e., Local Rules for the event)
- Pace of Play Policy Guidelines
- Cart Sign/Flag
- Cart
- Air Horn (not issued to everyone)

C. Not required but handy to wear or have:

- Golf Shoes (no metal spikes)
- Binoculars
- Divot repair tool
- Tees (~3)
- Note pad and pencils
- Small plastic bag and rubber bands (to cover radio in windy conditions)
- Dry towel
- Sunglasses and sun block
- Water bottle (filled with cold water or juice)
- Insect Repellent
- Band-Aids
- Umbrella
- Aspirin (or other pain reliever) ---DO NOT GIVE TO MINORS)
- Pen knife
- Small tape measure (or ruler)
- Pocket calculator

D. Equipment for the Starter (furnished by the Committee)

- Atomic clock (synchronized) and a synchronized watch as a back-up
- Radio (with an earpiece)
- Pencils and permanent marking pens
- Tees
- Official scorecards and extra blank scorecards
- Notice to Players (Local Rules Sheets)
- Event Hard Card (Rules and Conditions standard to the organization's events)
- Starting Sheet
- Special Notices
- USGA List of Conforming Golf Balls
- USGA List of Conforming Driving Heads (not applicable in all events)

E. Equipment for the Scoring Area (furnished by the Committee)

- Pencils with erasers
- Marking pens
- Calculator
- Atomic clock
- Radio
- Water
- Table and chairs
- Trash can
- Starting Time Sheet for Current Round
- Starting Time Sheet for Next Day (if applicable)
- Starting Time Phone Number for Round After the Cut
- Decisions Book

XVII Reimbursement.

The SCAGA reimburses individuals for SCAGA Competitions and USGA Competitions only. Check with the individual event CRO or OIC to see if your event qualifies for reimbursement.

SCAGA policy is to reimburse volunteers only for out-of-town service by providing actual out-of-pocket expenses for lodging and mileage. Out-of-town service is generally defined as working an event that is more than 50 miles one way. Mileage reimburse rate is determined by the SCAGA.

Reimbursements will only be provided for SCAGA requested and prior authorized out-of-town service expenses under the following guidelines:

- No alcoholic beverage costs will be reimbursed
- Driver reimbursed at a mileage rate established by SCAGA
- Lodging reimbursed at actual cost (Note: Volunteers and staff are encouraged to double-up on rooms to save costs.)
- Only authorized meals at cost (Note: At some local and out-of-town tournaments, meals will be provided by the host organization or facility. Officials are invited to participate in these meals. Otherwise, during on-course duty, a meal and beverage “tab” will normally be set-up by a SCAGA staff member, the CRO or the OIC. Volunteers will be provided access to this tab during the day.)

When reimbursement is authorized, a SCAGA Expense Voucher MUST be completed, signed and submitted to the SCAGA Office, with receipts attached, to obtain reimbursement. For SCAGA Expense Vouchers contact the SCAGA Office or download the form from Volunteer Central on the SCAGA Web Site - www.newmexicogolf.org. Vouchers should be submitted promptly after the event.

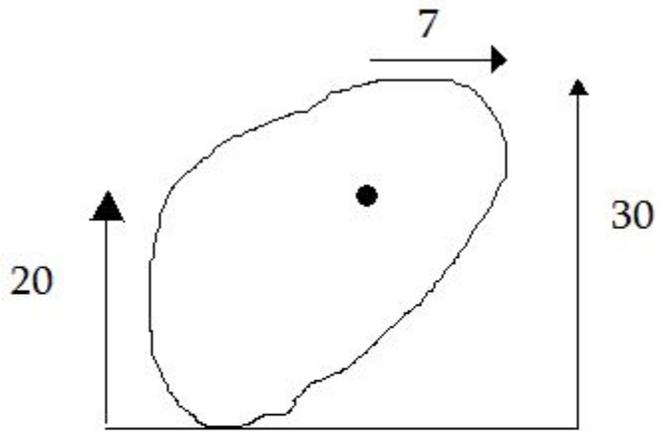
XVIII. Tournament Checklist

The Sun Country Amateur Golf Association has a check list of pre-tournament arrangements that should be made in advance of any tournament. The checklist is a guide to ensure necessary preparations are not overlooked. The items outline local rules, hazards and how they will be marked, who will be responsible for setting tees and hole locations, among various other items. Once each task is complete, the date and time should be recorded. SCAGA wants to ensure high quality; consistent events; these checklists help accomplish those goals.

XIX. Hole Locations

Measuring hole locations for SCAGA and USGA events should follow the outline provided in the USGA’s How to Conduct a Competition manual. Simply put, hole locations should be measured from the front edge of the putting green to the hole, then perpendicularly from the nearest edge of the putting green to the hole. **DO NOT** measure the depth of the hole location from a corner forward edge of the green (that is not the front of the green) to the hole. An illustration is provided:

INSERT HOLE LOCATION DIAGRAHM



Green Depth: 30

Hole Depth: 20

Nearest Edge: 7 Right

Please contact any CRO or the SCAGA Executive Director for more information on this policy or information within the How to Conduct a Competition manual.