

**SCAGGA**



**TOURNAMENT  
ADMINISTRATION  
& OFFICIATING**

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# Chapter 1: Starters Duties

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

1. The significance of the duties involved
2. 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.
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 enough time to accomplish the remaining duties listed below.
3. Hand each player his own score card so that he may check his name and handicap if applicable. Then you should oversee the exchange of the scorecards with fellow competitors ensuring 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.

# Chapter 1: Starters Duties

5. Suggest players tell each other what ball and marking they are using by saying “please
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 “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.) Make sure players are aware of any local rules that may be in effect for the competition.
9. Tell players the order-of-play (order listed on the pairings sheet).

## 10. Starting.

Before the First Group, announce:

“Ladies and Gentlemen, welcome to (Name of Championship) conducted by (Sun Country Amateur Golf Association or United States Golf Association) and hosted by (Host Club).”

For the first Group and Following Groups when the starting time arrives, and the fairway ahead is clear, announce:

“This is the (Time) Tee Time; please welcome from (City, State or country), (Player Name) “

# Chapter 1: Starters Duties

Do not allow play of any group to start before the listed starting time. You should not “catch up” groups and should instead keep proper spacing to ensure there is no accordion effect throughout the course. 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.

**11.** Note on the Starter's pairings sheet the actual starting time of each group, any player no shows and any player penalties incurred. Pass this information on to the CRO/OIC.

**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 and should be recorded on all Officials Raguzzi Charts.

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.

# Chapter 2: 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 Rule 3.3b to prepare yourself.

## **2.1 Then, taking the following actions at the Scorer's table can help prevent player disqualifications.**

- 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" as defined in the Notice to Players.
- Ask the player if he played a second ball under Rule 20.1c(3). If a player played a second ball under Rule 20.1c(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 and discussion serve to ensure that a Serious Breach did not occur.
- 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. Ask the player if the total score agrees with what they have.

# Chapter 3: Course Marking

When preparing for a competition, the Committee should make sure that the course is properly marked and refresh any markings that might be used for general play or change them if necessary. While there typically is no one “right” way to mark a course, failing to mark it properly or at all can lead to situations where a player is unable to proceed under the Rules or the Committee will be forced to make decisions while play is ongoing that might result in players being treated differently.

Where changes are made to the course’s marking for a competition, the Committee should ensure these are clearly communicated to any players who regularly play the course so that they are not confused and inadvertently proceed incorrectly.

## 3.1 Out of Bounds

The Committee is responsible for ensuring that all boundaries are marked properly. If lines or paint dots are being used to mark a boundary, they should be refreshed so that they can easily be seen. The Local Rules should clarify any boundaries that are defined in any manner other than stakes or fences (see Model Local Rule A-1).

## 3.2 Penalty Areas

Before a competition, the Committee may wish to reassess the marking of some or all penalty areas.

1. Penalty areas that contain bodies of water should not be made a part of the general area, but their edges may be adjusted.

# Chapter 3: Course Marking

2. Other penalty areas may be removed or added, or their edges altered to change the difficulty of a hole, such as where it is considered appropriate to provide a more severe penalty for an errant shot. For example, the Committee may decide to mark areas of dense trees and bushes as penalty areas for general play, but not for competitions. Care should be taken in doing this so that it is clearly communicated to any players who regularly play the course so that they are not confused and proceed incorrectly.

3. When possible, it is good practice to paint red or yellow lines around penalty areas rather than just relying on stakes. A line will ensure the proper areas are included or excluded, the edge will not be altered by the removal of a stake and a player will be able easily to determine where to take relief.

## **3.3 Bunkers**

For most courses, the Committee should not need to do anything special to prepare bunkers for the competition. They should be freshly raked on the morning of the competition and the rakes placed where the Committee prefers. If the edge of a bunker is difficult to determine, the Committee should consider whether it could be more clearly defined (either through maintenance practices, marking or a Local Rule) to avoid confusion among players and referees.

## **3.4 Abnormal Course Conditions and Integral Objects**

The Committee should review the entire course to ensure that any areas that should be marked as ground under repair are properly marked. It should also clarify the status of any obstructions or integral objects using Local Rules.

Ideally a Committee should mark any areas of ground under repair before the start of a competition. But a Committee can define an area to be ground under repair during the round in match play or stroke play if it is warranted.

# Chapter 3: Course Marking

Where relief is given from such an unmarked area during the round, the Committee should mark the area as ground under repair as soon as possible to ensure that all other players in the field are aware of the revised status of the area.

## 3.5 Temporary Obstructions

Temporary structures such as tents or grandstands may be constructed for some competitions. The status of these structures will need to be clarified in the Local Rules as either Immovable Obstructions or Temporary Immovable Obstructions (TIOs). If they are to be treated as TIOs, the Local Rule regarding Temporary Immovable Obstructions should be used (see Model Local Rule F-23). This Local Rule gives a player additional relief if there is interference on the line of sight so that he or she will not be required to play around or over the obstruction.

# Chapter 4: References

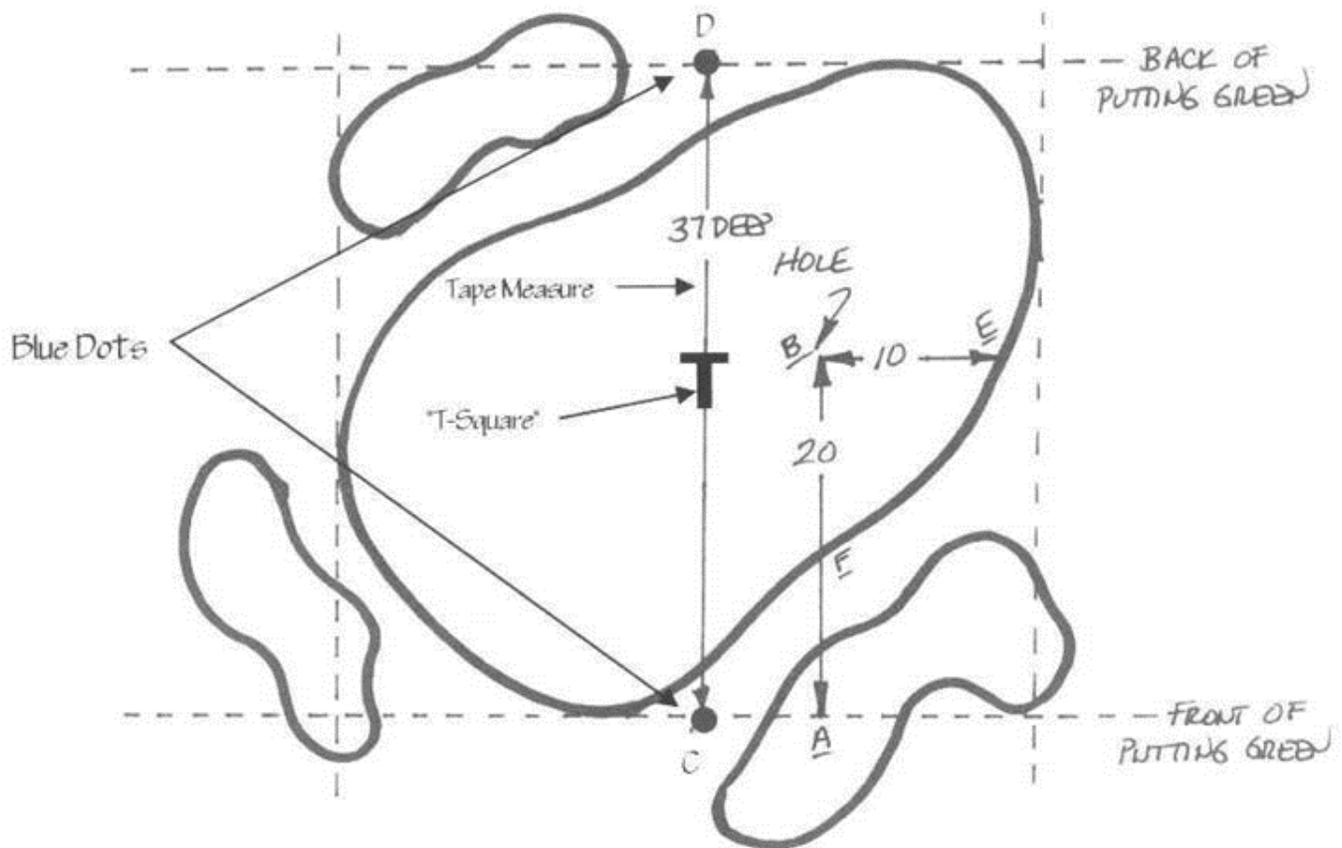
- <https://www.usga.org/content/usga/home-page/rules/rules-2019/rules-of-golf/rules-and-interpretations.html#!ruletype=cp&section=rule>

# Appendix A: Hole Locations

## How to Determine Location of Hole for 'Hole Location Sheet'

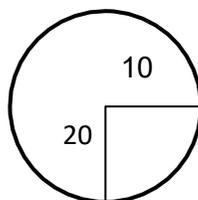
1. Draw an imaginary box around the putting green. Establish the points (C and D) that indicate the front and rear of the putting green, based on the typical angle of most approach shots. A blue dot should be painted at points C and D.
2. From the front edge of the putting green measure the distance to the rear edge (axis C to D). This distance, shown in yards, is the 'depth' of the putting green. In this example the putting green is 37 yards deep.
3. From front edge of the putting green measure distance to the hole (axis A to B). This is the distance to the hole from the front of the putting green. In this example, the hole is 20 yards from the front of the green.
4. Note – Do not use axis F to B for this measurement. Remember, measure from the front edge, not the nearest forward edge.
5. From the hole, measure the distance to the nearest edge of the putting green (axis B to E). This distance indicates to the player how much putting green is between the hole and the edge. In this example, the hole is 10 yards from the right edge.

# Appendix A: Hole Locations



Here is how it would look on the official hole location sheet.

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