



WA Golf Championship Volunteer Roles

WA Golf Championships and Qualifiers require a handful of different volunteer positions working together to achieve success at an event.

During volunteer registration, volunteers will have the opportunity to select which roles they would like to perform during the upcoming season. WA Golf staff will do its best to rotate volunteers between desired position based on availability, past experience and qualifications.

WA Golf Volunteer Positions:

- Registration
- Rules Officials
 - Rules Official Apprentice
- Starting
- Pace of Play Monitors/Live Scoring
- Scoring
- Forecaddies
- Shuttle Driver

REGISTRATION

At all WA Golf Championships, one or two volunteers will occupy the registration table during registration hours. Typically, from 11:30 a.m. - 4:00 p.m. the day prior to the first round and during the first round up until 30 minutes prior to the last starting time. Volunteers in this position will be asked many questions pertaining to the event and should only answer if they are 100% certain. WA Golf staff will always be readily available to help over the radio or further assist.

Registration Duties Include:

- Arrive approximately 15 minutes prior to the start of registration for final instructions and check-in with championship staff.
- Pass out championship related materials to players such as course yardages, local rules, pace of play policy and championship specific materials.
- Provide each player with a custom bag tag and other tee prize's.
- Directing players to locations onsite such as practice areas, the first tee and restaurants.

STARTING

The primary responsibility of starting is to ensure that the players start at the time provided by the Committee as well as distributing scorecards and special notices to the players.

- Arriving at championship trailer or onsite office for pre-round briefing 30 minutes prior to the first tee time.
- All materials with the exception of scorecards, starters notes and the notice to players will be set-up on the first tee prior to the starters arrival.
- Make sure all equipment is set up. Please call WA Golf staff if something is not set up when you arrive.
- The starters box and tent should always contain the following items and materials:
 - Atomic Clock
 - Starters Notes



- Groupings and starting times on clipboard
 - Local Rules
 - Hole Location Sheets
 - WA Golf Local Rules and Terms of the Competition
 - WA Golf Pace of Play Policy
 - Official Scorecards
 - Course Scorecards
 - Caddie Bibs
 - Pencils
 - Divot Tools
 - Ball Markers
 - Permanent Markers (multiple colors)
 - Band Aids & Tape
 - Bug Spray
 - Sun Screen
 - Highlighter
 - Advil or Pain Reliever
 - Trash Bin
 - Cooler with Ice and Water
- NOTE: If play is delayed while starting times are in progress, **record adjusted starting times for all groups that start late**. Notify staff and Rules Committee members immediately if a delay occurs.

When players arrive in the tent, please go over the following information in the order below, unless instructed otherwise by WA Golf staff:

- Introduce yourself
- Pass out scorecards, local rules, hole locations and the pace of play policy to players.
- If a player takes a caddie bib, highlight his or her name on the player's scorecard.
- **Review the starters notes provided by WA Golf staff.** If there are any questions you cannot answer please notify WA Golf staff.
- If a player has not arrived at the tee within 5 minutes of his starting time, notify WA Golf staff via radio, then proceed to instruct the other players in the group.
- Do not delay starting a group if a player is missing. If the player arrives at the tee within 5 minutes of their scheduled starting time, the player may tee off and catch up with their group. Note the exact time that the player arrives and notify WA Golf staff before proceeding with teeing the player off.
- Announce the first player in the group at their scheduled starting time, using the script listed on the starters notes.



RULES OFFICIALS

Rules Officials are responsible for insuring WA Golf Championships and USGA Qualifiers are conducted fairly and in accordance with the Rules of Golf. Rules Officials make up the Committee at each championship along with WA Golf staff.

Philosophy: WA Golf expects Rules Officials to interact with the players in a friendly and positive manner. You will only have one opportunity to make a first impression and it will set the stage for the remainder of the situation. If a player is making a mistake, get involved. Do not inject yourself in a situation unless a player calls you for help, when the player is proceeding properly. **A Rules Official should not be looking to penalize a player but rather to help the player avoid penalties. We should always act as a Committee and should make decisions accordingly.**

When making a ruling, listen, ask questions, speak clearly, and make sure you get all of the relevant facts before acting. Remember, players usually approach you only when they have a problem and quite often are upset with their situation. You should try to leave the situation better than when you encountered it. **All decisions lacking 100% confidence must to be called in to the WA Golf staff member in charge. All penalties must also be called in over the radio to WA Golf staff and other Rules Officials on site.**

Qualifications: In order to be a WA Golf Rules Official an individual must have attended at least one USGA/PGA Rules of Golf Workshop in the last 4 years. Rules officials must achieve a score of at least 75 on the 100-question exam or 70 on the 80-question exam; or be certified as Golf Canada Level 3 or 4 within the last 4 years.

As per USGA guidelines, individuals who have achieved a qualifying score in the last 4 years on a USGA/PGA Rules of Golf Workshop exam, and individuals who have achieved Golf Canada Level 3 or 4 status in the last 4 years, will be eligible to officiate at USGA Qualifying and all WA Golf Championships and Qualifiers.

Individuals who wish to become a Rules Official but have not achieved a qualifying score on the USGA/PGA Rules of Golf Workshop exam or reached Golf Canada Level 3 or 4, in the last 4 years will be Rules of Golf Apprentices. Apprentices do not give Rulings but will be trained on the proper skills needed to be an effective team member and Rules Official. Typically, Rules of Golf Apprentices will ride along with a more experienced Rules Official.

Championship and Qualifier Daily Procedures: Rules Officials are asked to arrive at the time listed on the schedule provided by WA Golf staff, which is typically 30 minutes prior to the first starting time. In some cases, officials may be broken into early and late shifts. Please arrive at the listed time if that is the case.

Upon arrival, WA Golf staff will have Rules Official packets put together that will include all materials needed for the day. Packets Include: Local Rules and Terms of the Competition, Pace of Play Policy, Notice to Players, hole location sheets, timing cards, radio, earpiece, volunteer badge, etc., depending on the event.

A member of the WA Golf staff will brief all Rules Officials on the days' assignments, and any special information. Always find or contact a member of WA Golf staff before heading onto the course.

RULES OFFICIAL APPRENTICE

A **Rules Official Apprentice** can be a new WA Golf Rules Official, which has passed the USGA/PGA Rules of Golf exam and has yet to work an event or an individual that aspires to be a Rules Official and either has either not taken or passed the USGA/PGA Rules of Golf exam.

New Rules Officials – After passing a USGA/PGA Rules of Golf exam under the current 2019 Rules of Golf, the final step before becoming a Rules Official is shadowing an experienced official during a championship or qualifier. This is to learn specific procedures and best practices. Some apprentices may be ready after half a day of instruction and others that are



new to the craft, could need a few events to become ready. WA Golf staff oversees this policy with each individual to make sure they are comfortable and ready to be alone on the golf course.

Aspiring Rules Officials – Individuals that have not taken or passed the current 2019 Rules of Golf exam, but are interested in eventually becoming a Rules Official, are invited to shadow an experienced Rules Official during a championship or qualifier. WA Golf staff will also recommend attending a Rules of Golf workshop.

Rules Official Apprentices normally will work a pace of play/live scoring shift for half of the day and shadow an official for the other half.

SCORING

Scoring Responsibilities: Scoring is essential to the success of a championship or qualifier. Typically, one or two experienced volunteers will be assigned to the scoring area each day.

Scoring table volunteers have a few key responsibilities, which will always be listed on the scoring table notes sheet provided to the volunteers when they check in for the day with WA Golf staff. Distractions and conversation should be kept to an absolute minimum in scoring area.

- When players arrive at the table and sit down: the first thing the volunteer should ask is “Did your group have any unresolved rules issues today? Also, did anyone have to complete a hole playing two golf balls?”
 - If the competitors answer yes to either of those questions, immediately radio a member of WA Golf staff to the scoring table.
- The volunteer should then collect the player’s scorecards and verify the following:
 - Verify that there are 18 legible individual hole-by-hole scores in the correct boxes (scoring table volunteers are not responsible for adding 9-hole or 18-hole scores) .
 - Verify that the scorecard has a signature from the marker and competitor in the corresponding boxes on the card.
- Once the golfers leave the defined scoring area (defined by rope and stake) all scores are final:
- At this point, either have the assigned “runner” take the scorecards to WA Golf staff or wait for the staff member to come and collect cards. **NOTE:** never let more than two groups of scorecards compile without contacting WA Golf staff, it is important to get scores entered online consistently throughout the event.

The final step of scoring is posting the scores:

- At most WA Golf Championships, TV scoreboards linked with Golf Genius TM will be used and scores will not actually be posted to a paper scoreboard. In this case the scoring table volunteer will only be responsible for checking that the TV does not run into any technical issues throughout the day.
- At USGA Qualifiers and occasionally at WA Golf Championships, classic paper scoreboards with numbered calligraphy stickers will be used to display scores. When paper scoreboards are used, scoring volunteers will receive the official scorecards back from WA Golf staff after they are entered into the computer and confirmed.
 - The scoring table volunteers should then hold onto the scorecards and put them in order by total score, lowest total first. Volunteers should be sure to keep the scorecards in a secure place, out of wind and rain.



PACE OF PLAY MONITORS/LIVE SCORING

Responsibilities of Pace of Play Monitors/Live Scoring: The responsibilities of each pace of play monitor and live scorer is to ensure that the pace of play policy is enforced in a consistent manner to the entire field. It is always a top priority to keep play moving in a timely manner and within the set time par.

- Four (4) Check Points will be set during each round. **Typically, on Hole #4, #9, #13 and #18.** The monitor at each checkpoint's first priority is to log the time each group finishes the assigned hole. Second priority is to receive and enter the scores for each player on a set number of holes between checkpoints.
- Record the exact hour and minute that each group completes the checkpoint hole. Be consistent. It is very important to log accurately the time that a group completes the hole since this time could also affect a following group.
- Radio WA Golf staff as soon as a group has missed a checkpoint and give the necessary information (detailed instructions will be provided onsite).
- Volunteers should position themselves in a spot between the green of the checkpoint hole and the tee of the next hole being played. Carts should be parked where they are not in the way or in the sightline of players playing into the green.
- Volunteers will ask the players for their scores on the stretch of holes needed and record onto the paper scorecard provided for the group.
- Once the players have proceeded to the next tee, enter the scores into the scoring tablet.

FORECADDIES

Responsibilities of Forecaddies: Help keep play moving by spotting where balls land in order to assist players and officials locate balls, which may be lost, out of bounds or unplayable.

Forecaddies should always remember the following:

- Refrain from talking to players unless the player initiates the conversation.
- Do not give any information on the Rules of Golf if questions arise. Always radio a Rules Official or WA Golf staff member.
- Stand or sit in an area that is safe and out of the sight line of players teeing off.

SHUTTLE DRIVERS

Responsibilities of Shuttle Drivers: Getting players and caddies from one point to another in a safe and secure manner. At certain events, based on the course layout and the number on volunteer's onsite, a shuttle driver may also be asked to cover a pace of play/live scoring station or also serve as a forecaddie.

Shuttle Drivers will operate a variety of types of golf carts. Over the years anything from a standard golf cart up to an 8-seat golf cart have been used to transport players and caddies, based on the options available at the host facility. Volunteers should always take players first, and then return to assist any caddies that may need a ride.

Only shuttle players and caddies at the assigned location. In many championships and qualifiers where carts are not permitted, it is a penalty if the player or caddie accepts a ride anywhere other than where has been assigned by WA Golf staff.