



## Memorandum

**TO: PNGA AND WA GOLF CHAMPIONSHIP VOLUNTEERS**

**FROM: PNGA/WA GOLF CHAMPIONSHIP DEPARTMENT**

**DATE: MARCH 1, 2025**

**RE: 2025 RULES OFFICIAL CERTIFICATION PROGRAM**

As a past, current, or prospective volunteer, here for your review is an outline of the Pacific Northwest Golf Association and Washington Golf 2025 Rules Official Certification Program. Below you will find the requirements for being a Rules Official, information on how to become a Rules Official, our Rules Workshop tuition reimbursement program, and how to apply for Rules Official status.

### **GOAL**

The goal of the PNGA/WA Golf is to have at least four highly qualified Rules of Golf Officials on-site for each championship round and at all USGA qualifying events conducted. In order to meet this goal, the Associations have established specific criteria that must be met by those applying for Rules Official status and has created a tuition assistance fund in order to help officials pay to attend a USGA/PGA Rules of Golf Workshop. In addition, the Associations have developed a certification program that allows for individuals with little or no experience in the Rules to begin as a Rules Apprentice while they learn from experienced Rules Officials and Association Staff as they work towards becoming qualified.

### **APPLICATION PROCESS**

Anyone interested in becoming a PNGA/WA Golf Rules of Golf Official or Rules Apprentice must submit a resume to the Championship Department. The resume must contain the following information: ***Name and contact information, previous Rules of Golf experience, number of times and the years they have attended a USGA/PGA Rules of Golf Workshop or WA Golf Workshop, and their highest exam score and year it was attained along with a copy of the USGA certificate.***

### **QUALIFICATIONS**

WA Golf has developed a Rules Official Certification Program for all individuals who volunteer in a Rules capacity with WA Golf. To be a WA Golf Rules Official an individual must have either achieved Level 3 certification through the program **OR** have attended at least one WA Golf or USGA/PGA Rules of Golf Workshop in the last 4 years and achieved Advanced Certification on the Rules of Golf Exam (80 or 100 Question). Rules officials who have not had training prior to beginning with WA Golf can enter in to the certification program as a Rules Apprentice and

receive hands on training from experienced volunteer Rules Officials and WA Golf staff as they progress through Levels 1 and 2. Individuals who have had prior training and want to enter into the program as a certified Rules Official (Level 3 certification) must have achieved 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 in addition to completing WA Golf/PNGA Orientation.

### **RULES OFFICIAL CERTIFICATION PROGRAM – NEW OFFICIAL TO WA GOLF/PNGA**

After passing a USGA/PGA Rules of Golf exam under the current 2023 Rules of Golf, the final step before becoming a WA Golf/PNGA Rules Official is completing the Orientation Section of the WA Golf/PNGA Rules Official Apprentice Booklet, as well as shadowing a Level 3 or 4 rules official during a championship or qualifier. This is to learn specific procedures and best practices for WA Golf/PNGA Championships. Some new officials 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.

### **RULES OFFICIAL CERTIFICATION PROGRAM - APPRENTICE**

The WA Golf/PNGA Rules Official Apprentice Program has been created to allow individuals that have not taken or passed the current USGA/PGA Rules of Golf exam, but are interested in becoming a Rules Official, to learn from seasoned Rules Officials about the Rules as well as best practices while officiating. Rules Apprentices will work closely with Level 3 or 4 Rules Officials and WA Golf staff to obtain valuable on-course experience while they progress from Orientation through Level 2 certification in the program. After a Rules Apprentice has completed all requirements for Level 2 certification and/or achieved a score of at least 75 on the 100-question exam or 70 on the 80-question exam; or is certified as Golf Canada Level 3 or 4, then they will have achieved Level 3 certification and assume the duties of a Rules Official.

### **COMPENSATION**

For the most part, PNGA/WA Golf volunteers work on a voluntary basis and provide their time and expertise for “the love of the game.” That being said, the PNGA/WA Golf understands in many cases this is at a significant personal expense so we have put in place a plan to assist with education reimbursement for volunteers who attend a USGA/PGA Rules of Golf Workshop. To be eligible for reimbursement, a request must be submitted to the PNGA/WA Golf along with a copy of the most recent USGA Rules Workshop exam score certificate and a completed 2025 PNGA/WA Golf/USGA Qualifier Volunteer Schedule.

Reimbursement scale:

Volunteer 20 days – \$500

Volunteer 15 days – \$300

Volunteer 10 days – \$200

Volunteer 5 days – \$100

(\*\*Volunteer days can be any combination of PNGA/WA Golf Championships/USGA Qualifiers)

The PNGA/WA Golf Staff and Championship Committees look forward to bringing more dedicated volunteers into our “Rules of Golf Family.”

Thank you!

**RULES OFFICIAL CERTIFICATION PROGRAM APPLICATION**

Name: \_\_\_\_\_

Address (Include: City, State, Zip Code): \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**CHECK ONE OF THE FOLLOWING:**

- Applying to be a Rules Official: \_\_\_\_\_
- Applying to be an Apprentice in Rules Official Certification Program: \_\_\_\_\_

**Previous Rules of Golf Experience:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PGA/USGA or WA Golf Rules of Golf Workshops Attended/Year or Golf Canada Certification**

_____	_____
_____	_____
_____	_____

**Highest Exam Score or Level/Year Attained (If applicable)**

\_\_\_\_\_

**Most Recent Exam Score or Level/Year Attained (If applicable)**

\_\_\_\_\_

\*\*Please send a copy of your USGA or Golf Canada certificate to the PNGA/WA Golf Office or email to [volunteers@wagolf.org](mailto:volunteers@wagolf.org)