

# Volunteer Job Descriptions

## Starting Official

Two volunteers will be set up on or around the first tee. One volunteer will be required to provide all competitors with the required materials. The second volunteer will ensure the competitors are present at the tee, and announce them as they tee off.

1. Be at the designated starting area no later than 20 minutes prior to the first tee time.
2. A radio check should be done to ensure the radio works and is on the correct frequency. Please keep the radio on silent when players are teeing off and on low when they are not. Players and spectators should not be privy to any radio conversations.
3. Once all players are present for their tee time, hand out scorecards, Notice to Competitors and Standard Local Rules. Indicate to the players the availability of any notices, pencils and tees.
4. Scorecards - the starter will then see that the official scorecards are given to the correct markers to score for the correct fellow competitor. Competitors NEVER score for themselves. **Do not hand out scorecards until all players in the pairing are at the starting table.**

All starters are to follow the same score card procedure:

Put all score cards in the current pairing in order, do this by looking at the draw. Take the first scorecard and move to the back of the pile. Looking at the draw, hand the first score card to the first player on the list, and so on.

Mr. A, you are scoring for Mr. B.

Mr. B, you are scoring for Mr. C.

Mr. C, you are scoring for Mr. A.

5. **Announcing Pairings** - Please be consistent when announcing.

Correct pronunciation of names and clubs are important. Check with the competitor if in doubt. It is often a good idea to check the names on your draw well in advance of starting. Write their name down phonetically on the draw to help you out. Often when you request players by name to come to the starting area for registration, they will often correct the pronunciation.

**Welcome to the 2021 Manitoba Junior Championship (only announce once at the first tee time)**

Then . . .

**First on the tee, from Southwood G & C C is NAME**

**Next on the tee, from Teulon G & C C is NAME**

**Next on the tee, from Golf Manitoba P P C is NAME**

Once the player has hit their ball never comment on their shot (good or bad), but do wish them a good round.

6. **Late Players/No Shows/Withdraw** - CALL TOURNAMENT STAFF

All players must be present and ready to play. It is the responsibility of the player to check in with the starter and be prepared to begin play at their allotted time and in their prescribed position in the draw. You are not responsible for hunting down any players, and as we are a guest at the golf course, there will be no yelling out a player's name. As soon as you think a player may be late, please call Tournament staff to help. We will do our best to track down the player.

If any player is not ready to play on the tee box when their name is announced, they are late. **Tournament Staff must be informed as soon as a player is not present** and ready to play. Golf Manitoba Standard Local Rules state a five (5) minute grace period is given before the competitor is disqualified.

Tournament Staff along with Starters will handle the situation as follows:

**Lateness of one player:** All players are announced at the time they are to tee off in the proper order on the draw. Announce **all players** in draw order even if a player is not present. Once the players that are present have tee'd off, the scorecards are then re - issued so that the remaining players score for each other. The Lead Rules Official or a Rules Official mandated by them then rules on the late player.

If the player shows up to the tee box after they have been announced, and within five minutes of such announcement, they will be allowed to tee off. The Rules Official will then drive the player to their golf ball, and re - issue the scorecards once again, telling the marker of the late player what penalty to apply.

If the player does not show up within the five (5) minutes allotted, the Rules Official will Disqualify them.

**No show (NS):** A Player who fails to register or is not present to play the round. Proceed as above, except a Rules decision is unnecessary. CALL TOURNAMENT STAFF.

**Withdraw (WD):** A Player who informs a Golf Manitoba Staff, Starter or Rules Official that they will not compete. CALL TOURNAMENT STAFF.

**Disqualification (DQ):** A Player who has been disqualified for a violation under the Rules of Golf. Example: Rule 5.3 Time of Starting. This is only done by a Rules Official.

7. If for any reason the starting times fall behind or are delayed, the starter must inform Tournament Staff. Under no circumstances should a starter attempt to make up lost time by starting a group or groups earlier than the allotted time interval if the delay is due to a suspension of play caused by rain or a dangerous situation. In the case of lost balls, rulings, etc., the starter may attempt to make up lost time within reason.

## Scoring Official

Two volunteers will be set up at a table on or around the 18<sup>th</sup> tee.

Players, once finished all 18 holes will proceed to the scoring table. Two volunteers will double check the scorecards of each player using a series of structured guidelines.

1. **Scorecards** - The players, on completion of 18 holes of play should be encouraged to proceed directly to the scoring table.
  - The **MARKER** will verify all 18 hole scores on the scorecard of their playing partner and then sign the card where it is marked **MARKER**. They will then hand the scorecard to the **PLAYER** for their verification. The **PLAYER** will then check their hole by hole scores with the tear off portion and sign the card where it is marked **PLAYER**.
  - The tear - off portion of the official score card is for the personal use of the player for their own score. They can check the hole - by - hole figures as scored for by their playing partner.
  - The player is not responsible, nor required to total their score, either for nine or 18 holes. The player is solely **responsible for the hole - by - hole scores they sign for** and hand to the scoring official.
  - A player is entitled to ask a scoring official to read their scores back to them at the scoring table. Do so once the other players have checked their scores so as to not create a distraction.
  - On receipt of the card, duly signed and attested by both players involved, **the first and most important check by the scoring officials is to see that there are two signatures at the bottom of the card**. The scorer **MUST** put two check marks on the card to confirm that there are two signatures. If a player does not sign their scorecard and leaves, and staff or volunteers are unable to find them, they are **DISQUALIFIED** from the event.
  - Check to see that all scores are legible, if not, ask for clarification from the marker. Any changes by the marker are initialled and, only then total the 18 holes. Initial the card near each 9 hole total, the 18 hole total and if applicable, the two day total at the top of the scorecard. Each scorecard must be checked by two volunteer scorers. This completes the verification of the scorecard. The officials should make every

effort to have the players remain in the scoring area until the score card has been checked, but you can not force them to do so. If a player wants to leave politely remind them they have a duty as a marker to stay until their fellow competitor's card is finalized. Once the player leaves the scoring table there can be no changes to the card.

- If a card is signed for a higher hole score than it should have been, the higher score stands and forms part of the official total. If a card is signed for a lower hole score than it should have been, the player is disqualified. In both cases the Scoring Official **MUST** call the Tournament Director to the table, who, with a Rules Official, will rule on the scorecard. Please do this before the player leaves the table.

## 2. **3" X 5" Cards**

The most vital part of any golf championship is the recording of each player's score and cumulative score, day by day.

- The scoreboard does this for spectators, the 3" X 5" cards for staff.
- The scorecard information is transferred to the player's 3" X 5" card. Each 3" X 5" card must be double - checked by both scoring officials and initialled.
- The 3" X 5" card system is a scoring technique used by the scoring officials to register immediate and constant information relative to each player's position in the tournament.
- The 3" X 5" cards are kept in sequence, low score to high score.
- If there are ties in the sequence, the player who tee'd off first, will have their 3 x 5 card placed first in the pile. The 3" X 5" cards are now in sequence, low to high, with ties in sequence of priority.

As mistakes can easily occur in the scoring area, it is imperative when players are checking their scores, that no other players, officials, media, caddies, family etc. be permitted into the scoring area. Caddies should be allowed only at the request of the player who wishes to check their score card with their caddy. As well, a scoring official should not talk to any players, unless the player has requested him to. All communication in the scoring area should be kept to a minimum.

## **Rules Official Responsibilities**

**Providing a ruling** - competitors are often under pressure at an event. A heavy handed or unsympathetic approach may be unhelpful and can have a detrimental effect on a player. A rules official should always attempt to perform their duties with understanding and tact. It is important to sense when to talk to a player and when to be silent.

When providing a ruling, the official should turn off their radio if they do not have an earpiece. If wearing sunglasses, it is courteous and good practice to remove them so that good eye contact is made with the player. This ensures the player is receiving your undivided attention and avoids distraction.

If the situation requires that the player put the/a ball back in play, as soon as the ball is in play (dropped/placed and does not require a re - drop/re - place) the official should advise the player by saying 'that ball is in play'. As soon as the official has provided a ruling and it is clear the player no longer requires their assistance, the official should immediately leave the area.

Players may request a second opinion on a question of rules. This will be provided as a courtesy by Golf Manitoba. Once you have radioed a fellow rules official wait until the official has arrived, introduce the player to the official and then leave. Never stay and relay the situation to the new official. The second opinion will be final.

**Lead Rules Official** - This person has the responsibility to daily carry out the pre - course check as advised by the Tournament Staff and ensure that the appropriate translation of the Rules of Golf are made available to every competitor.

- Keep your knowledge of The Rules of Golf current by attending Golf Manitoba/Golf Canada Rules Sessions.
- Meet with Tournament Staff and Head Professional and discuss course conditions and set up.

Do a pre course **check no later than 1 hour prior to start of play**. If an issue arises, the Tournament Staff and Lead Official will have time to resolve **PRIOR** to the start of the event. Must be finished no later than 15 minutes prior to tee off.

- Ensure that all Rules Officials are present at their scheduled times and that all rulings are made in a professional manner.
- Meet with Tournament Staff and other Rules Officials and discuss set up of course and markings, Notice to Competitors, any issues that could potentially arise and possible difficult rulings. Review with each Official any Rules questions which they may have.
- Plan and discuss hole coverage during the event (no more than one Rules Official to leave the course for a break at a time). Please contact Tournament Staff prior to dismissing any official for the day.

### **Rules Official**

- Keep your knowledge of The Rules of Golf current by attending Golf Manitoba/Golf Canada Rules Sessions.

- If you wish to eat before you head out onto the course, please arrive well ahead of your scheduled time.
- Meet with the Tournament Staff and the Lead Rules Official to discuss course set up and markings, Notice to Competitors, any issues that could potentially arise and possible difficult rulings.
- Tour the course if the Lead Rules Officials deems necessary. Familiarize yourself with the area you are to cover.
- Advise Lead Rules Officials and Tournament Staff of any unusual circumstances that have arisen, and when needed, confer with another Rules Official on a ruling.
- Stay close enough to play to observe and intercede, but do not interfere.
- Ensure pace of play is adhered to. Keep Tournament Staff and Lead Rules Official apprised of Pace.
- Unless you are ruling on a late player, **NEVER DQ** a player without a second opinion from another Rules Official and Lead Staff.

### **Golf Canada - Spirit of Officiating**

***“Participants in an event are keenly conscious of the spirit in which it is conducted. There is no more certain way to injure the reputation of a tournament than by lax management. It may be difficult and unpleasant to be thorough in enforcement of Rules, but it is a rare golfer who does not prefer to compete in a well run event.***

***Players are quick to recognize the official who makes use of the position to watch the play better or to inflate their own sense of importance. Authority should be exercised for the sole purpose of helping to ensure that an event will be fairly played under sporting conditions”.***

### **Pace of Play Rovers**

- Rovers will assist in implementing the pace of play at all major championships along with the Lead Rules Official.
- You will be given a motorized cart for the entire day.
- You will continually drive the course monitoring pace of play, confirming information with each timer as you drive by their check - point holes and relaying any appropriate information to the Lead Rules Official.

- If a group has been warned you will monitor that specific group and time their shots.
- You will not be required to administer any penalties to players or their group. That will be the job of the Lead Rules Official and Staff.
- Please work in co-operation with the Lead Rules Official.

## **Walkers & Standard Bearers**

- A walker and standard bearer will be grouped with a pairing as assigned by Staff. Each stroke will be recorded for each player for all 18 holes. This score will be unofficial, it will only be used to assist the players, officials and spectators.
- After each hole, the score +/- will be mounted on the standard.
- Walkers will not be available for rulings of any kind. If a player needs or asks for a ruling the walker may be required to phone/radio for a rules official.
- Walkers may assist in spotting golf balls **if requested** by the player. Do not point out the location of a possible lost ball unless asked by the player.

## **Forecaddies**

- Will be present at trouble areas on the course to spot player's tee shots.
- Step out from the trees into the fairway when raising a flag so the player has a clear view.
- Forecaddies should assist in searching for golf balls **if requested** by the player. Do not point out the location of a possible lost ball unless asked by the player.

Red Flat - hit another ball

Green Flag - current ball is good

Red and Green Flag above head crossed - did not see the ball

## **Scoreboard Marker**

- Will write the hole by hole score of each player onto the score sheets/score board.

## Runner

- Will transfer the player's scorecards from the scoring table to the score board, and from there to Tournament Administration.

## Expectations of Volunteers:

- Please dress in your Golf Manitoba volunteer shirt and your Golf Manitoba name tag. We recommend bringing head wear (Golf Manitoba), warm clothing and rain gear. Always be prepared. Please familiarize yourself with the host club dress code as well, as it may be more restrictive.
- Be on time, volunteer starting time is indicated on your volunteer roster. Be prepared to work the entire duration of your shift. Please do not assume you may leave early as Golf Manitoba does not have enough staff to cover your position.
- If you are not able to volunteer on a scheduled date you **must** make arrangements for a replacement from the volunteer roster and then email Lisa at [lisa@golfmb.ca](mailto:lisa@golfmb.ca) to relay the change.
- Professionalism.
- **NO SMOKING around the starting table, scoring table, players or spectators.**
- We do not expect you to take any abuse from players, caddies, families or club staff. Please call for tournament staff to help in any situation.

## Things to think of

- Radios, watch what you say on them and volume level.
- Remind players with motorized carts to not go beyond the point at which their ball is at and to ignore ALL local rules on a club scorecard.

**Golf Manitoba will supply all material needed to perform your duties.**

**STAFF AND RULES OFFICIALS WILL ALWAYS BE AROUND TO ASSIST IN INSTRUCTIONS**