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Introduction

The Florida State Golf Association was founded in 1913 by Jacksonville resident A.C. Ulmer. The objective of the association is to improve, preserve and promote the game of amateur golf. The FSGA is a non-profit corporation. Operating income is primarily derived from the GHIN handicap service and annual fees paid by individual members and FSGA member clubs.

From these modest origins comes an association which now includes over 675 member clubs, courses and organizations plus an additional 165,000 individual members from across the state.

The Association actively cooperates with the United States Golf Association, the Professional Golfer's Association of America, Golf Course Superintendents Association of America, the Florida Women's State Golf Association, the International Association of Golf Administrators and all other golf-serving associations.

The FSGA pursues its goals and objectives through the effort of two groups. A paid professional staff which deals with the administrative aspects of the Association; and the hundreds of volunteers who serve for the love of golf and the promotion and preservation of the true spirit of the game.

While the FSGA concerns itself with all aspects of the game, it is the interaction of the two groups - Volunteers and Staff- that has contributed most to the emergence of the Florida State Golf Association as the regional golf association that conducts more state Championships and USGA qualifying events than any other regional golf association in the United States.

Policies of the FSGA are established by the FSGA Executive Committee and the Board of Directors. The Executive Director is charged with management and administration of policy and is supported by the staff of the FSGA.

The purpose of this manual is to provide you with an overview of the FSGA organization, its tournament program and a detailed description of your duties and responsibilities as a FSGA tournament volunteer.

Tournament Committee Code of Conduct

The Committeeman's "Code of Conduct" is always 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 end result. Your approach should be, "What can I do to help you?" You must listen and 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. Your task is to act and leave that situation better than when you encountered it. Occasionally you will become involved with a player who is belligerent and an embarrassment to his fellow competitors. If you feel that a player should be removed from the competition, do not make that decision yourself, but summon the Tournament Chairman who shall act accordingly. In addition to this "Code of Conduct", Tournament Committee members are expected to adhere to the following guidelines and regulations:

General

As a Committeeman you will naturally have frequent person-to-person contact with tournament players. At times that contact may be nothing more than an exchange of pleasantries or assistance with Rules interpretations. At other times it may involve a ruling or decision that is unfavorable for the player. Whatever the circumstances involving your contact with a player may be, you ARE the Florida State Golf Association at that moment. You must act the part by conducting yourself in a professional - not officious - manner. You must look the part by presenting a neat, well-groomed appearance when attired in the official uniform. Remember, the player views you as the FSGA; accordingly you MUST BE the FSGA.

Uniform

At all FSGA Championships, FSGA Qualifiers and USGA Qualifiers each member of the Tournament Committee will be required to wear the daily uniform. The daily uniform consists of a white logoed FSGA golf shirt and khaki slacks along with a name badge. Women may wear khaki shorts at their option. The FSGA will furnish each new Committee member one FSGA uniform shirt and name badge. For each 20 tournament days worked, a tournament volunteer will receive one additional uniform shirt or straw hat at his option. Additionally, golf caps or visors may be earned by each 10 tournament days worked, a bucket hats for each 15 tournament days and a long or short sleeve wind shirt for each 25 tournament days worked. Uniform items are also available for purchase from the FSGA at a very inexpensive price.

Expenses

Committeemen are responsible for all of their own expenses except for meals which are provided when on a work assignment. (The Tournament Chairman or staff assigned should pay for the meals and furnish a receipt to the FSGA for reimbursement.)

Alcohol

Committeemen are prohibited from consuming any alcoholic beverage while on a work assignment. It is absolutely essential that your conduct be beyond reproach and your rulings be well thought out so as to protect the tournament field and the integrity of the FSGA.

Tournament Committee Training and Rules Seminars

The FSGA makes every effort to ensure that each Tournament Committee member is well trained and confident in his/her duties. To this end, the Association annually conducts Tournament Workshops Procedures for the Committee Members as well as Rules of Golf Seminars at various locations around the state. Each seminar consists of classroom instruction and/or on-course instruction. The FSGA also advocates attendance at USGA/PGA Rules Workshops which are held annually at several locations throughout the United States.

Tournament Committee

FSGA Tournament Committees are the backbone of the Association's Tournament Program. Tournament Committees are typically comprised of a combination of paid FSGA staff members and volunteers who give freely of their time solely because of their love for the game of golf. Due to the number of events run concurrently around the state, it is sometimes not possible for a FSGA staff member to be present at an event. At these times, a Tournament Committee may be comprised of volunteers only and supported by the FSGA staff via frequent communications and pre-tournament coordination. The Tournament Committee for each event consists of a Tournament Chairman, Rules Officials, and General Committeemen.

Volunteer Registration Process

Each February a tournament schedule will be mailed or emailed to every FSGA volunteer interested in choosing to be part of a Tournament Committee. Each prospective Committee member should indicate on the tournament schedule which Tournament Committees he/she wishes to serve on and return it to the FSGA office or register online through our website at www.fsga.org in the "Volunteer Central" section.

Tournament Chairman

Before each season begins the FSGA staff will appoint a Tournament Chairman for each qualifying event. The selection of Tournament Chairmen will be based on experience and availability. Regardless of the event (Championship or Qualifying) the Tournament Chairman bears the ultimate responsibility for the conduct of the event. To this end, the FSGA staff will assist the Chairman by providing him with all of the information and/or documentation necessary. In the case of FSGA Championships, the position of Tournament Chairman will generally be filled by a member of the FSGA tournament department. Anyone selected as a Tournament Chairman will have demonstrated to the Association an ability to run all aspects of an event and must be a certified FSGA Rules Official.

Rules Official

A Rules Official must be able to understand and interpret the Rules of Golf. Rules Officials will act as on-course administrators of the event; officiating, ensuring that the event is conducted in accordance with the Rules of Golf and the FSGA tournament policies. To become certified as a Rules Official for the FSGA, a Tournament Committee member must:

1. Attend a PGA/USGA Rules of Golf Seminar at least once every four years
2. Attain a score of 85 or higher on the annual PGA/USGA Rules of Golf examination during the last four years

3. Attend a FSGA Rules Seminar at least once every 4 years
4. Attend a FSGA Tournament Volunteer Workshop at least once every 4 years
5. Receive a positive evaluation from a Tournament Chairman and
6. Be appointed by the FSGA Tournament staff.

The FSGA understands that attendance at a PGA/USGA Rules of Golf workshop requires a considerable commitment of time and that attendance at a workshop may not be feasible for everyone. However, the FSGA strongly recommends attendance of a PGA/USGA Rules Seminar to experience the in-depth three and one-half day instruction on the Rules of Golf.

General Committeemen

General Committeemen will be assigned for all other necessary tasks including registration, starting, course set-up, scoring, observing, scoreboard duties, or player registration. Volunteers must demonstrate to the Association an ability to aid in the administration of an event in accordance with FSGA policy to be selected as a General Committeeman. General Committeemen are requested that they attend the Tournament Workshop Procedure at least every other year.

Information and Documentation

Approximately 3 weeks before each event, the FSGA staff will send a letter confirming your availability, the tournament pairings and tournament information sheet to all members of the Tournament Committee. Two weeks before the event the FSGA staff will send the Tournament Chairman a package containing the pairings, scorecards, score sheets, and any other items needed by the Tournament Chairman. Any last minute changes to the pairings or field will be communicated to the Tournament Chairman in a timely manner so that they can be incorporated into the pairings, scorecards, and score sheets.

Tournament Chairman Responsibilities

Tournament Committee Coordination

Approximately two weeks before each event, the Tournament Chairman will have received a list from the FSGA of all tournament Committee volunteers that have volunteered to work the event and contact information for each qualifier. The Tournament Chairman will contact each Committee member to confirm their availability. It is the Tournament Chairman's responsibility to coordinate all efforts of the Tournament Committee including final confirmations and work assignments.

Pre-Tournament Site Visit

Sometime in the weeks prior to an event, the Tournament Chairman should meet with the host club staff (Head Professional, Director of Golf and Superintendent) to ensure that all aspects of the event are planned, to discuss any preliminary course marking with the superintendent, and to become familiar with the club's policies.

Course Setup and Local Rules

In the days prior to an event the Tournament Chairman will finalize the course markings, prepare any necessary Local Rules, select tee placements and hole locations. For a complete description of the specific duties involved in course setup, please refer to the Tournament Chairman Notebook.

The Tournament Chairman will insure that all information and hole location sheets are complete and that there are plenty of copies for all competitors and tournament Committee members.

Final Event Preparation

In the days prior to an event, the Tournament Chairman will finalize scoreboard details, volunteer lunches and cart staging and signage.

Tournament Day Procedures

Tournament Chairman

The Tournament Chairman must arrive at least one hour prior to the first scheduled starting time and brief the staff, Committee and/or host site personnel as appropriate. Specific duties of the Tournament Chairman also include reviewing the following:

1. Assignments and personnel
2. Unexpected changes in course conditions
3. Equipment needed
4. Items to be briefed
5. Cart arrangement for Committee

Brief Committeemen and Rules Officials at least 30-45 minutes prior to the first scheduled starting time covering the following items:

1. Welcome and introduction of volunteers and staff
2. Distribute Committee assignments
3. Issue equipment and radios
4. Review assignments
5. Review Pace of Play Policy
6. Review evacuation procedure
7. Playoff procedure
8. Scoring procedures
9. Club policies and restrictions on the use of carts

Throughout the day, the Tournament Chairman will keep in constant contact with the members of the tournament Committee so as to keep up-to-date on how the round is proceeding. If it is necessary for the Tournament Chairman to leave the tournament site for any reason, he will notify all Committee members and assign someone to act in his absence. Remember to always remain up-to-date on all weather patterns and forecasts for the area. Keep in contact with the Tournament Chairman so that any difficult situations can be handled quickly and efficiently.

Committee Assignments

Course Setup

The Tournament Chairman will have prepared the course prior to competition days. This preparatory work will include selecting hole locations, teeing area to be used, identifying hazards, ground under repair, out of bounds, obstructions and/or integral parts of the course, etc.

The course set-up official will generally be the first Committee member on the course each day of competition.

The set-up officials need to be on the course at least one half hour before the first scheduled tee time. Normally, they will catch up with the course maintenance crews and need to wait to set tees or review hole locations. You may wish to ride the course ahead of these crews and review other areas as listed below.

Equipment

1. Radio
2. Paint
3. T-Square (optional)
4. Hole location sheet, Notice to Competitors (Local Rules)
5. Set-up notes from Tournament Chairman

Procedure

Set tee markers perpendicular to the center of the landing zone of a par four or five or the center of the putting green of a par three. (Tournament Chairman will have slashed or dotted the tee area to locate the tee markers)

1. Place a small dot in front of each marker using a paint can. (# of dots should equal round)

2. Markers should be six paces apart and a minimum of two paces from the back of the teeing ground.
3. Ride the hole, look for casual water in bunkers, stakes which have fallen over, branches that have fallen from tees, etc. (Overnight storms)
4. Look for any course signage that may need to be removed. (Drop Zone)
5. On the putting green, pace the distance from front of the green to the hole parallel to the intended line of flight to confirm the “paces on the green” measurement. Then, perpendicular to that intended line of flight, pace the distance to the nearest side of the green. If your location does not match the hole location sheet (+/- 1 pace), contact the Tournament Chairman.
6. Check that actual hole is cut properly and that the hole liner is at least one inch below ground level.
7. Pay attention to the area in close proximity to hole; if any areas are damaged, (i.e. excessive ball marks).
8. Record on the hole location sheet as the review and set-up of each hole and its tee markers and hole location is completed.

Keep the Committee informed as to how far along your set-up has been completed and be certain to contact the Tournament Chairman immediately if any areas of concern arise.

Upon completion of your side or assigned holes, inform Tournament Chairman. (“Front nine is ready for play”).

Registration

At most FSGA/USGA events, a registration table is set-up and while it is not mandatory that players check-in, the majority will. The Committee member(s) assigned to this function is normally the first contact a player has with the FSGA at an event. **BE PREPARED** as you are the information center.

Equipment

1. Radio
2. Alpha and pairing sheets
3. Hole Location sheets
4. Notice to Competitors
5. Tee gifts (at some events)
6. Highlighter/Pen/Pencils

Procedure

1. Check off player name on pairing sheet
 - A. Confirm tee time and starting tee with player
 - B. Distribute tee gift if available
 - C. Distribute Notice to Competitors and hole location sheets
 - D. Distribute additional information sheets as needed (Hard card, Pace of Play Policy, etc)
2. Remind players to pay cart fee if applicable (All FSGA/USGA qualifiers)
3. Keep starters informed (i.e. “starter on #1, all players thru the 8:30 time have checked in”)
4. Announce via radio when all competitors have checked in
5. Clean-up registration area

Information

Review your Committee packet and discuss with Tournament Chairman basic information that you may be asked about.

1. Location of: practice range and putting green, pro-shop, 1st and 10th tees, restrooms, snack bar, coffee, etc.
2. Spectator Policy
3. Specific Conditions (One Ball Rule, Cart path only, etc.)

Starter

The function of the starter is a very important one and a professional attitude and conduct are important to set the tone for the players and for the tournament. The starter may be the only official a player has contact with during an event. A starter's primary duty is to start the players at the time laid down by the Committee. Secondly, starters hand out and announce any information that is necessary to aid the player during the tournament and answer or get answers for any questions asked by the players.

Equipment and Materials

The equipment and materials the starter should have are as follows:

1. Starter's Box containing the following:
 - a. tees
 - b. pencils
 - c. marking pens
 - d. FSGA/USGA Hard Card
 - e. FSGA Pace of Play Policy
 - f. hole location sheet
 - g. Notice to Competitors
 - h. starter's list
 - i. competitors score cards
 - j. club score cards
 - k. FSGA Members Guide
 - l. entry form
 - m. Current Rules of Golf Book
2. Radio
3. Clock (This serves as the Official Time)
4. List of special reminders or announcements the Tournament Chairman requires

Preparation

The starter should arrive at the assigned teeing ground at least 20 minutes prior to the first scheduled starting time to do the following:

1. Arrange the starter's table to the rear of the tee and away from the tee markers
2. Inspect the starter box and make sure it is properly stocked with the items from the above list
3. Compare the Starter's List with the competitor scorecards and make certain that every name on the sheet has a scorecard (*If there are any conflicts, radio the Tournament Chairman immediately and inform him of the situation*)
4. Have the hole location, Pace of Play and Notice to Competitors sheets ready and available to the players along with tees and pencils
5. Place the clock so the players can see the time when they arrive at the teeing ground. (*Verify with TC that your clock has the correct official time*)
6. Review the Tournament information and Notice to Competitors so you can answer any questions that may arise.
7. Ride and become familiar with your starting hole, (i.e. Out of bounds, water hazards, areas where balls may not be found easily.)
8. Inform the Tournament Chairman when your tee is prepared to start.

If there appears to be any no show to the tee, notify the Tournament Chairman of the situation and any recommendations for pairing changes. The Tournament Chairman will notify you of any pairing changes prior to the starting time.

Introductions

Approximately four to five minutes before a group's starting time, gather the competitors of that group and introduce yourself and the competitors to each other. Distribute the scorecards, ensuring that no player receives his own card, and verify that each player has received a hole location sheet and Notice to Competitors.

Reminders

The following Rules reminders to the players will aid them in their day's play:

1. Count clubs-14 club maximum (Rule 4-4).
2. Place an identifying mark on the ball (Rules 6-5 and 12-2).
3. Doubt as to procedure, play a second ball (Rule 3-3)
4. Pace of Play Policy

Scoring Announcements

Remind the competitors of their responsibility to ensure that hole-by-hole scores are correct and to return the scorecards to the scoring area immediately after their round. In match play, recommend that at least one player keep the score of the match or in four-ball stroke play, tell the competitors that Rule 31-4 will be strictly enforced.

Starting Procedure

Before starting, inform the players of the order of play for the group and take a position on the teeing ground where you can prevent premature play. At the starting time, if the landing area is clear, call the first player to the tee and take a position as to be able to see the landing area in the fairway. Announce the group as follows:

“Welcome to the first round of the 2004 Florida State Senior Championship. This is the eight o’clock starting time. On the tee, from Orlando, Mr. John Doe. Play away please.”

The starter should then position himself where he will be able to see if the competitor is teeing his ball within the teeing ground. Call each successive player to the tee. Start each group at the time laid down by the Committee. Do **not** start the group early, even though the landing area may be clear and do **not** delay a group because a player is not present at the time laid down by the Committee. When all scheduled competitors have teed off, announce on the radio that your tee is clear. Check with the Tournament Chairman regarding return of equipment at your tee and how it should be handled.

Starter’s List

The starter’s list serves as an official record and should remain in the starter box along with any unused scorecards. Please make notes on the list of any player who no shows and also the actual time each group plays from the tee. If you fall behind on the tee and groups are starting late, advise the Committee members so that Pace of Play schedules may be adjusted. Also, Committee members should be made aware of any groups that are missing a player. (I.e. the 8:10 group off #1 is now a twosome or the 8:20 group actual started at 8:24)

Late to the Tee

It is the **responsibility of the player** to be at the assigned tee ready to play at the time laid down by the Committee. The official time is kept **only** at the clocks on the 1st & 10th tees. **NOTE: All competitors in a group must be present and ready to play at their scheduled time of starting. The order of play is not relevant (Decision 6-3a/2).** The FSGA’s Conditions of Competitions provides that if a competitor arrives at his starting point, ready to play, **WITHIN FIVE MINUTES** after his starting time, the penalty for failure to start on time is loss of the first hole in match play or two strokes at the first hole in stroke play instead of disqualification. If the player arrives within the five minutes, announce this over the radio and inform the player of the penalty. When the player’s five minutes have expired, announce it over the radio that that player is disqualified. If a player arrives after the five minutes have elapsed, radio the Tournament Chairman and inform him of the situation.

Review with the Tournament Chairman any areas that may need clarification regarding a player arriving late or any additional concerns regarding your responsibilities.

Related Rules, Notes and Decisions for the Starting to be familiar with:

- 1) Rule 33-3
- 2) Rule 6-3
- 3) Note at end of 6-3 regarding the 5 minute grace period
- 4) D6-3a/1.5
- 5) D6-3a/2

- 6) D6-3a/2.5
- 7) D6-3a/4

Scoring/Scoreboard

It is the responsibility of this assignment to see that all official scorecards are handled properly. Only the players, FSGA Officials on duty, and caddies, if requested by the players, shall have access to the scoring tent. All conversation with the players should be kept to a minimum.

Scoring Area Materials

Please make sure you have the following items at the scoring area:

1. Pairing sheets/starting sheet
2. Radio
3. Pens
4. Erasers
5. Pencils
6. Next day's starting time information (if applicable)
7. Prize list and breakdown (if applicable)
8. Clipboard (s)

Procedure

FSGA Officials receiving scorecards should establish a routine such as the following:

1. Suggest that the competitors wait until all cards in the group have been checked
2. Make certain that both the competitor and marker have signed the scorecard
3. Check the competitor's score hole by hole
4. Check that the name on the scorecard belongs to the player whose score it actually is
5. You and the competitor should agree on the total score
(In the event the competitor fails to enter totals on his scorecard, you should add the scores for him. Rule 6-6 states that the Committee is responsible for the addition of the scores and not the player)
6. Place your initials on a predetermined section of the card when you have checked the scorecard

Incomplete Scorecards

It is important for incomplete scorecards to accurately reflect what actually happened. Therefore, the scorer should write on the competitor's scorecard one of the following notations – whichever is applicable:

WD This notation should be used when a player officially withdraws ahead of his starting time with a FSGA Official or due to serve injury during play.

DNS This notation should be used when a player fails to appear for his starting time without prior notification.

NC This signifies a player who fails to return a scorecard after being issued a scorecard and beginning his round. *(Generally by walking off the course or discarding his scorecard after his round instead of returning it to the scoring area)*

DQ This is the appropriate classification for a Rules violation which necessitates a competitor's disqualification.

Completed Scorecards

When the scorecards are completed, they should be placed in a pre-determined location at the scoring area. The scorecards will then be picked up by the Committee member assigned to scoreboard duties, posted on the official scoreboard, and if required, entered into the tournament computer.

Related Rules & Decisions for scoring:

- | | |
|--------------|-----------------------------------|
| 1) Rule 33-5 | 14) D6-6b/5 |
| 2) Rule 6-6 | 15) D6-6b/7 |
| 3) D6-6a/1 | 16) D6-6c/1 |
| 4) D6-6a/2 | 17) D6-6d/1 |
| 5) D6-6a/3 | 18) D6-6d/2 |
| 6) D6-6a/4 | 19) D6-6d/3 |
| 7) D6-6a/5 | 20) D6-6d/4 |
| 8) D6-6a/6 | 21) D6-6d/5 (& call on the radio) |
| 9) D6-6a/7 | 22) D33-1/7 |
| 10) D6-6b/1 | 23) D33-7/3 |
| 11) D6-6b/2 | 24) D33-7/4 |
| 12) D6-6b/4 | 25) D33-7/4.5 |
| 13) D6-6b/6 | |

Playoff Procedures

This section describes the playoff procedures most frequently used by the Florida State Golf Association. Whichever method is selected for a particular event must be published in the conditions of the competition.

Match Play

Any match that is tied after 18 holes will be decided using a hole-by-hole playoff until one side wins a hole. The playoff should start on the hole where the match began. In a handicap match, strokes shall be allowed as in the prescribed round.

Stroke Play

Any time a playoff is required in a Championship or a qualifying event, it will consist of a hole-by-hole stroke play playoff (Exception: State Amateur three-hole aggregate total).

EXAMPLE (1): Five players tie for last two qualifying spots. Player A records a birdie on the first hole; he qualifies. Player's B, C and D continue play. Player E records a bogey; he is eliminated.

EXAMPLE (2): If only one spot was available, Player A wins; the others are eliminated.

Evacuation Procedures

With the nature of the Florida weather, it is of extreme importance to establish an efficient course evacuation procedure in the event of severe weather. The evacuation procedure developed by the Tournament Chairman should encompass the following:

1. The course should be divided into approximately equal sized sections. Each section being small enough so that one air horn can be heard from anywhere within the section.
2. A Committee member should be assigned to each section to ensure that all players have been cleared from the section after the suspension. The Tournament Chairman should ensure that each Committee member has a full understanding of both the overall evacuation procedure and their specific assignments.
3. In events requiring players to walk, the Tournament Chairman must arrange for transportation for all competitors. Vans and/or golf carts should be in place immediately before the suspension. The players should also be made aware of the assigned "pick up" areas around the course.

In the event of severe weather, it is crucial to be able to suspend play and evacuate the course in a timely and efficient manner. The following list outlines some general information about severe weather evacuations.

1. All Committee members will be informed of an impending suspension with as much notice as possible.
2. All Committee members that have been assigned to a specific area of the course should be in that area with their air horns ready and their radios on.
3. Radio communication should be kept to a minimum so that the Tournament Chairman can give clear instructions.
4. If at all possible, air horns should not be sounded while a player is in the middle of a stroke.
5. Once play has been suspended, Committee members should make note where players were on the course when play was suspended. This aids in course preparation and player accounting when play is resumed.

Post Tournament Procedures

Tournament Chairman

This individual has five priority items following a tournament. Each Tournament Chairman should before you leave:

1. Discuss his/her summary of the tournament with the FSGA Staff.
2. Make sure the radios and any other equipment that belongs to the FSGA/Tournament Chairman have been returned
3. Tear down any miscellaneous items
4. Thank the host site staff for their hospitality
5. Send back the scorecards, evacuation plan, Notice to Competitors and hole location sheet to the FSGA office

Related Rules & Decisions for the Starter

6-3. Time of Starting and Groups

a. Time of Starting

The player must start at the time established by the [Committee](#).

b. Groups

In stroke play, the [competitor](#) must remain throughout the round in the group arranged by the [Committee](#) unless the [Committee](#) authorizes or ratifies a change.

PENALTY FOR BREACH OF RULE 6-3: Disqualification.

([Best-ball](#) and [four-ball](#) play — see [Rules 30-3a](#) and [31-2](#).)

Note: The Committee may provide in the conditions of a competition ([Rule 33-1](#)) that, if the player arrives at his starting point, ready to play, within five minutes after his starting time, in the absence of circumstances that warrant waiving the penalty of disqualification as provided in [Rule 33-7](#), the penalty for failure to start on time is **loss of the first hole in match play or two strokes at the first hole in stroke play** instead of disqualification.

33-3. Times of Starting and Groups

The [Committee](#) must establish the times of starting and, in stroke play, arrange the groups in which [competitors](#) must play.

When a match-play competition is played over an extended period, the [Committee](#) establishes the limit of time within which each round must be completed. When players are allowed to arrange the date of their match within these limits, the [Committee](#) should announce that the match must be played at a stated time on the last day of the period unless the players agree to a prior date.

6-3a/1.5 Circumstances Which Warrant Waiving of Disqualification Penalty Under Rule 6-3a

Q. A Committee may in exceptional circumstances waive the penalty of disqualification under Rule 6-3a for failure to start on time (Rule 33-7). With reference to the following examples, what circumstances are considered exceptional such that the Committee would be justified in waiving the penalty if the player failed to start at the time laid down:

- (1) The player gets lost on the way to the course.
- (2) Heavy traffic results in the journey to the course taking longer than expected.
- (3) A major accident results in the journey to the course taking longer than expected.
- (4) The player's car breaks down on the way to the course.
- (5) The player was present at the scene of an accident and provided medical assistance or was required to give a statement as a witness and otherwise would not have failed to start on time.

A. There is no hard-and-fast Rule. The proper action depends on the circumstances in each case and must be left to the judgment of the Committee.

Generally, only example (5) constitutes exceptional circumstances which might justify waiving the disqualification penalty under Rule 6-3a.

It is the player's responsibility to ensure that he allows enough time to reach the course and he must make allowances for possible delays.

6-3a/2 Time of Starting; All Competitors Must Be Present

Q. In a stroke-play competition, A, B and C were drawn by the Committee to play together starting at 9 a.m. A and B were present at the appointed time. C arrived at 9:02 a.m. after A and B had played from the teeing ground, but just in time to play in the correct order.

What is the ruling?

A. C is disqualified for failure to start at the time laid down by the Committee (Rule 6-3a) unless circumstances warrant waiving the penalty under Rule 33-7.

All competitors in a group must be present and ready to play at the time laid down by the Committee, in this case 9 a.m. The order of play is not relevant.

If the Committee had adopted the Note to Rule 6-3 as a condition of the competition, the five-minute period would have started at the time laid down by the Committee. Therefore, in this case the time started at 9 a.m. and C would incur a penalty of two strokes, rather than be subject to disqualification.

6-3a/2.5 Meaning of "Time of Starting"

Q. A player's starting time is listed on the official starting sheet as 9:00 a.m. He does not arrive at the 1st tee until 9:00:45 a.m. and claims that, as it is still 9:00 a.m., he is not late for his starting time. What is the ruling?

A. When a starting time is listed as 9:00 a.m., the starting time is deemed to be 9:00:00 a.m. and the player is subject to penalty under Rule 6-3a if he is not present and ready to play at 9:00:00 a.m. Therefore, the player is disqualified unless circumstances warrant waiving the penalty under Rule 33-7. (New)

6-3a/3 Time of Starting; Both Players in Match are late

Q. In a match-play competition with the Note to Rule 6-3 in effect, A and B were to start their match at 9 a.m. A arrives at the 1st tee at 9:01 a.m., but before B, who arrives at 9:03 a.m. What is the ruling?

A. If neither player had circumstances which would warrant waiving the penalty for failure to start on time, each player would incur a penalty of loss of the 1st hole (Note to Rule 6-3). Therefore, in equity (Rule 1-4), the 1st hole is deemed halved and the match would commence on the 2nd hole.

6-3a/4 Time of Starting; Player is Late but Group Unable to Play Due to Delay

Q. A player is assigned by the Committee to a group with a 9 a.m. starting time. He arrives at the first tee at 9:06 a.m. but for whatever reason (e.g., weather, slow play or a ruling) the starting time has been delayed until after he arrives (e.g., 9:10 a.m.). What is the ruling?

A. As the group was unable to start at the time originally established by the Committee and the player arrived before it could do so, the player is not in breach of Rule 6-3a.

Related Rules & Decisions for Scoring Area

6-6. Scoring in Stroke Play

■ a. Recording Scores

After each hole the [marker](#) should check the score with the [competitor](#) and record it. On completion of the round the [marker](#) must sign the score card and hand it to the [competitor](#). If more than one [marker](#) records the scores, each must sign for the part for which he is responsible.

■ b. Signing and Returning Score Card

After completion of the round, the [competitor](#) should check his score for each hole and settle any doubtful points with the [Committee](#). He must ensure that the [marker](#) or [markers](#) have signed the score card, sign the score card himself and return it to the [Committee](#) as soon as possible.

PENALTY FOR BREACH OF RULE 6-6b: Disqualification.

■ c. Alteration of Score Card

No alteration may be made on a score card after the [competitor](#) has returned it to the [Committee](#).

■ d. Wrong Score for Hole

The [competitor](#) is responsible for the correctness of the score recorded for each hole on his score card. If he returns a score for any hole lower than actually taken, **he is disqualified**. If he returns a score for any hole higher than actually taken, the score as returned stands.

Note 1: The [Committee](#) is responsible for the addition of scores and application of the handicap recorded on the score card — see [Rule 33-5](#).

Note 2: In [four-ball](#) stroke play, see also [Rule 31-4](#) and [-7a](#).

33-5. Score Card

In stroke play, the [Committee](#) must provide each [competitor](#) with a score card containing the date and the [competitor's](#) name or, in [foursomes](#) or [four-ball](#) stroke play, the [competitors'](#) names.

In stroke play, the [Committee](#) is responsible for the addition of scores and the application of the handicap recorded on the score card.

In [four-ball](#) stroke play, the [Committee](#) is responsible for recording the better-ball score for each

hole and in the process applying the handicaps recorded on the score card, and adding the better-ball scores.

In bogey, par and Stableford competitions, the [Committee](#) is responsible for applying the handicap recorded on the score card and determining the result of each hole and the overall result or points total.

Note: The [Committee](#) may request that each [competitor](#) record the date and his name on his score card.

6-6a/1 Lone Competitor Appoints Own Marker

Q. In a stroke-play competition, a lone competitor had no marker. No member of the Committee was present to appoint one. So the competitor played with two players playing a friendly game, and one of them served as his marker. Should the Committee accept the card?

A. Yes. Since the Committee failed to provide a marker, the Committee should give retrospective authority to the player who acted as the competitor's marker.

6-6a/2 Competitor Plays Several Holes without Marker

Q. A plays three holes by himself while his marker, B, rests. B then resumes play and marks A's scores for the holes he (A) played alone as well as his scores for the remainder of the holes. Should A's card be accepted?

A. No. A should have insisted on B accompanying him or have discontinued play and reported to the Committee. Since A was not accompanied by a marker for three holes, he did not have an acceptable score.

6-6a/3 Hole Scores Entered in Wrong Boxes; Marker Corrects Error by Altering Hole Numbers on Card

Q. In stroke play, a marker recorded some of the competitor's hole scores in the wrong boxes. He altered the hole numbers on the card to correct the error. Should the card be accepted?

A. Yes.

6-6a/4 Marker Refuses to Sign Competitor's Card After Dispute Resolved in Favor of Competitor

Q. In stroke play, B, who was A's fellow-competitor and marker, refused to sign A's score card on the ground that A had played outside the teeing ground at the 15th hole. A claimed that he played from within the teeing ground. The Committee decided in favor of A. Despite the Committee's decision, B continued to refuse to sign A's card. Should B be penalized?

A. No. A marker is not obliged to sign a card he believes to be incorrect, notwithstanding the determination of the Committee. However, the marker must report the facts and authenticate those scores which he considers correct. The Committee should accept certification of A's score at the 15th hole by anyone who witnessed the play of the hole. If no witness is available, the Committee should accept A's score without certification.

6-6a/5 Marker Attests Wrong Score Knowingly But Competitor Unaware Score Wrong

Q. In stroke play, a competitor returned a wrong score because his score card did not include a penalty he had incurred. The competitor was unaware that he had incurred the penalty. The competitor's marker (a fellow-competitor) was aware of the penalty but nevertheless signed the card. The facts were discovered before the result of the competition was officially announced. The competitor is, of course, disqualified — Rule 6-6d. Is the marker also subject to disqualification?

A. Yes. The Committee should disqualify the marker under Rule 33-7.

6-6a/6 Requirement That Alteration on Score Card Be Initialed

Q. May a Committee require that alterations made on score cards be initialed?

A. No. Nothing is laid down in the Rules of Golf as to how alterations should be made on a score card.

6-6a/7 Duplicate Card Returned When Original Lost

Q. At the end of a round in stroke play, A discovered that he had lost B's card. A duplicate card was prepared, signed by both A and B and returned promptly. Should it be accepted?

A. Yes.

6-6b/1 Competitor and Marker Sign Score Card in Wrong Places

There is no penalty if a marker signs the competitor's score card in the space provided for the competitor's signature, and the competitor then signs in the space provided for the marker's signature.

6-6b/2 Competitor Records Initials in Space Reserved for Signature

Q. Instead of recording his usual signature on his score card, a competitor records his initials. Has the competitor met the requirements of Rule 6-6b?

A. Yes.

6-6b/4 Score Cards Not Returned Promptly Due to Committee Failure to Advise Competitors Where to Return Cards

It is a duty of the Committee to inform competitors where and to whom to return their score cards. If the Committee fails to do so, and as a result some competitors delay in returning cards, a penalty of disqualification under Rule 6-6b or any other Rule would not be justified.

6-6b/5 Marker Not Appointed by Committee Signs Cards

Q. In stroke play, A and B were appointed by the Committee as markers for one another. During the round, C joined them as a spectator; from that point, C marked the cards of both A and B, signed them at the end of the round and returned them to A and B. A and B checked their respective cards, signed them and returned them to the Committee. Before the competition closed, the Committee became aware that A had not signed B's card and vice versa. What is the ruling?

A. Since C had not been appointed as a marker by the Committee and there were no exceptional circumstances, A and B should be disqualified under Rule 6-6b.

6-6b/6 Marker Disappears with Competitor's Score Card

Q. In a stroke-play event, competitors were instructed to return their score cards at the scoreboard. Unbeknownst to a competitor, his marker leaves the course hastily at the end of the round and does not report to the scoreboard. He takes the competitor's score card with him. What should the Committee do?

A. The Committee should make every effort to reach the marker. If unsuccessful, the Committee should accept certification of the score by someone else who witnessed the round, perhaps the marker's caddie or the competitor's caddie. If no one other than the marker witnessed the round, the score should be accepted without attestation by a marker.

6-6b/7 Score Corrected by Competitor after Marker Leaves Area in Which Card Returned

Q. A marker signed a competitor's score card, gave it to the competitor and left the area. The competitor discovered an error in his score for the 14th hole; the marker had recorded a 5 when, in fact, the competitor had scored 4. Without consulting the Committee, the competitor corrected the card, signed it and handed it in to the Committee. Later, the Committee heard what had happened, interviewed the competitor and his marker and established that the competitor did, in fact, score 4 at the 14th hole. Was the competitor in breach of Rule 6-6b and thus disqualified?

A. Yes. When the competitor altered the score card, he invalidated the attestation of his score by the marker. Therefore, he effectively returned a score card which was not signed by the marker. If the competitor had informed the Committee, before returning his card, that he was correcting the error; he would not have been subject to penalty.

6-6c/1 When Score Card Considered Returned

Q. Rule 6-6c prohibits alterations to the score card "after the competitor has returned it to the Committee." When is a score card considered returned?

A. This is a matter for the Committee to decide and it will vary depending on the nature of the competition. The Committee should designate a "scoring area" where competitors are to return their score cards (e.g., in a tent, a trailer, the golf shop, by the scoreboard, etc.). When it has done so, Rule 6-6c should be interpreted in such a way that a competitor within the "scoring area" is considered to be in the process of returning his score card. Alterations may be made on the score card even if the competitor has handed the score card to a member of the Committee. He is considered to have returned his score card when he has left the scoring area.

Alternatively, the Committee may require a competitor to return his score card by placing it in a box and thus consider it returned when it is dropped into the box, even if he has not left the scoring area.

6-6d/1 No Score Entered for One Hole but Total Correct

Q. In stroke play, A returned his score card. The Committee discovered that no score had been entered for the 17th hole; however, A's total score for the round as recorded on the card by A or his marker was correct. What is the ruling?

A. A should be disqualified for a breach of Rule 6-6d.