

Championships Manual  
Competitions & High Performance  
*Policies, Responsibilities, and Procedures*



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## Introduction to the Championships Manual

Congratulations! You are playing an important role as part of a Tournament Committee. Organizing and conducting an Alberta Golf (AG) championship is both challenging and rewarding. It requires the time and dedication of many volunteers and staff from both Alberta Golf and the host club. Competitions staff will provide guidance, support, and leadership to produce a best-in-class championship for all stakeholders.

Each tournament event is an opportunity to engage our host clubs, local communities, competitors, and volunteers to ensure a memorable and positive experience. Alberta Golf conducts tournaments, including Provincial championships, for the benefit of members and to build teams for regional, provincial, national, and international competitions. Our goal is to run the championships in an efficient and professional manner, providing a rewarding and valuable experience for all involved. Here are some “keys to success” for a well-run championship:

1. **Delegate and Respect.** Define the tasks and assign duties to specific individuals or groups. Identify the key people to take on leadership roles and respect each individual’s contributions and boundaries.
2. **Build a TEAM** of leaders to handle the many challenges and responsibilities involved in this event. The Tournament Director (TD), Tournament Chair (TC), and Tournament Rules Chair (TRC) must communicate effectively to succeed in their respective roles.
3. **Enjoy and Be Creative.** As important as this championship is at the local and provincial level, it should also be fun and educational. You are encouraged to take it all in, enjoy some of the golf, the local community, and embrace everything that this event offers. You are certain to form many lasting relationships that you will value long after the championship is over. Be creative in sharing different ideas that could enhance the experience.
4. **Participate.** People are the essential ingredient in running an event of this caliber. Your decision to participate and engage in the organization of this championship will be a rewarding experience.
5. **Question.** No one is expected to know everything about conducting a successful championship. Don’t be afraid to clarify something you are unsure about or say “I don’t know, let me get back to you with the right answer”. It is better to clarify the correct procedure than to proceed in error.

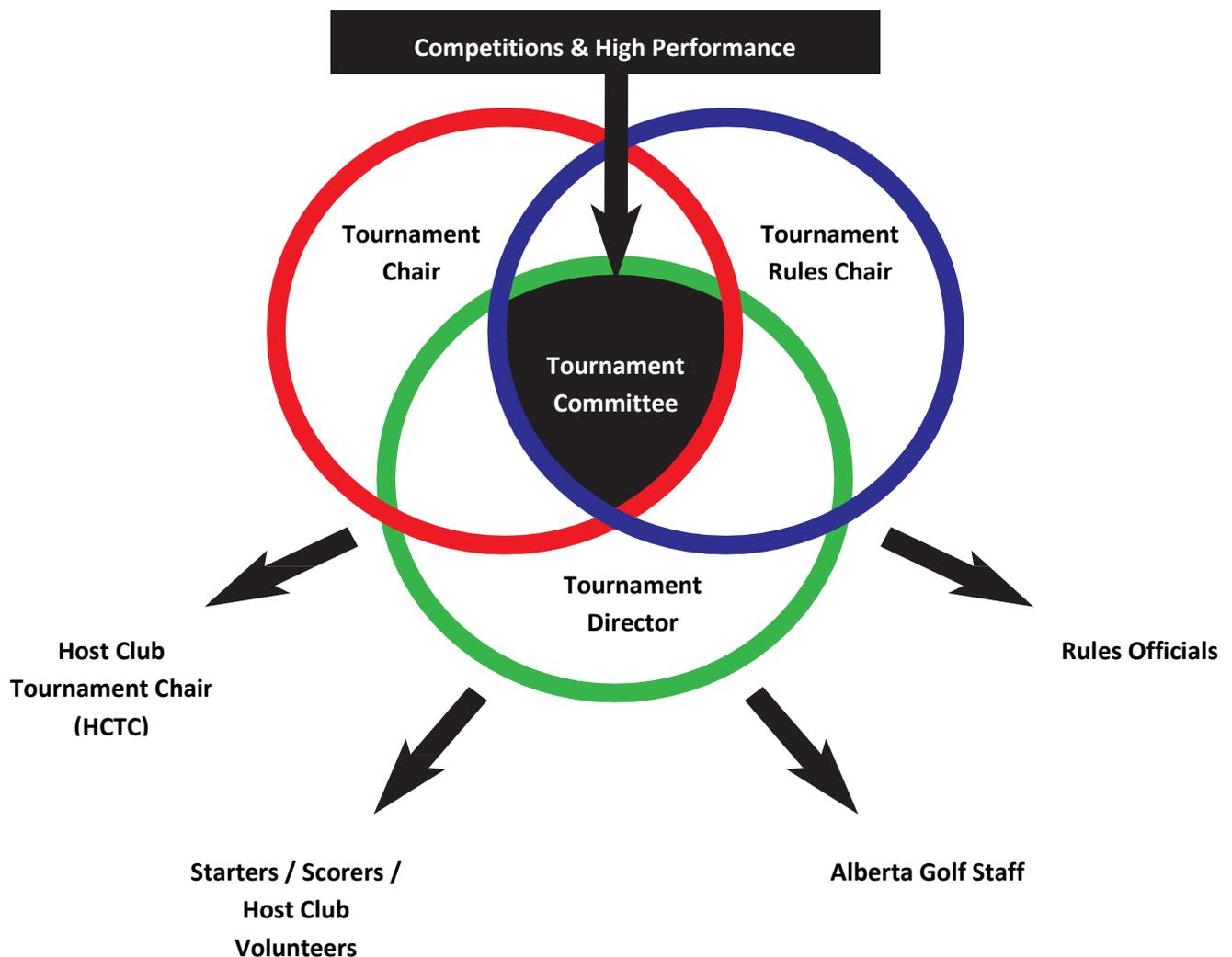
Please use this Championships Manual as a guide. This is a living document that has and will continue to evolve with your input and suggestions over time. Each individual has assigned duties but everyone is part of the team. At the discretion of the TD, one person or group of people should be charged with the responsibility for each specific task. That person can and should seek feedback from the other committee members to ensure a best-in-class experience for our members. Tournament Committees can get support from the experienced and knowledgeable members of the Alberta Golf Competitions & High Performance Committee and staff. Use them as much as you can. The appendices in this manual contain helpful information and sample forms to use as a reference.

***PLEASE MAKE SURE YOU UNDERSTAND THE KEY DUTIES OF EACH ROLE.***

***TOURNAMENT COMMITTEES ARE EXPECTED TO MEET ALL OF THEIR OBLIGATIONS.***

## Championships Organizational Chart

Championships require the concerted efforts of a well-functioning team in order to make them operate effectively and professionally. The TD, TC, and TRC work closely together as part of the Tournament Committee. Each role has distinct responsibilities as outlined on the following pages, and each individual should work with the other members of the Tournament Committee to ensure the success of the event. The Competitions & High Performance Committee oversees each Tournament Committee and its members are available to assist and provide guidance and feedback as needed. The Tournament Committee oversees the host club volunteers, starters, scorers, Alberta Golf tournament staff, and rules officials.



## General Responsibilities of Alberta Golf Competitions Staff

### *Administrative Duties*

1. Revise the Championships Manual annually, in consultation with the Competitions & High Performance Committee.
2. Prepare budgets for all tournaments.
3. Seek venues for all tournaments in consultation with the Competitions & High Performance Committee and volunteers as needed.
4. Produce the duty roster from information supplied by the Competitions & High Performance Committee and volunteers. Distribute the duty roster to all volunteers each year. Alberta Golf staff and volunteers will be assigned to events with sensitivity to gender issues, geographic, and financial considerations. Experience, skills, and current certification are primary considerations for event assignments.
5. Design and set-up Alberta Golf website to accept entries for each tournament.

### *Pre-Championship Duties*

1. Prepare posters and entry forms for tournaments, and mail to host venues.
2. Ensure upkeep of trophies and arrange for annual engravings.
3. Order appreciation plaques or other gifts for host venues.
4. Order tee gifts, crystal, and tournament giveaways as needed.
5. Prepare draws and registration sheets for each tournament.
6. Print scorecards for the first rounds of each tournament.
7. Prepare and take or send to the tournament site all tournament materials and equipment (local rules, hole placement sheets, tournament kits, starter kits, trophies, gifts, etc.).
8. Ensure local media are aware of the event as appropriate.
9. Attend and provide guidance to site visits for major championships.
10. Update checklists for each tournament and communicate outstanding information to the appropriate individuals.

### *Championship Week Duties*

1. Attend and work in areas of the tournament as needed (registration, starting, scoring, rules).
2. Liaise with TC on all matters pertaining to the tournament.
3. Set-up and take down of all equipment.
4. Prepare press releases prior to and at the conclusion of each day of the tournament, and forward to Alberta Golf communication and social media staff for updating the website and various feeds.

### *Post-Championship Duties*

1. Pack up all equipment and materials in an organized fashion.
2. Compile detailed binder information complete with draws, daily results, and prize lists.
3. Pay all tournament invoices and keep an accounting of all tournament and project expenses.

## Key Roles and Responsibilities

### Tournament Director

The TD is integral to a successful championship and is a staff member of Alberta Golf. They are responsible for ensuring that the Championship runs on budget and according to approved policies and procedures. They provide leadership to the Tournament Committee for each event. Major responsibilities include:

1. Serving as a key member of the Tournament Committee with the TC and TRC.
2. Overseeing the entire operation of the tournament and being the main contact for the TC and TRC. All major decisions require the Tournament Committee's approval.
3. Ensuring that the championship is conducted on budget in accordance with the specific guidelines in the respective tournament manuals.
4. Ensuring that all equipment and materials needed for the tournament are available and set up.
5. Communicating with the host club and Tournament Committee using conference calls, phone calls, and emails.

### *Pre-Championship Duties*

1. Set up an initial planning site visit with the TC and TRC.
2. Attend the site visit to review the Tournament Checklist and become familiar with host club personnel and facilities. Ensure all items on the checklist are discussed and planned for.
3. Provide input into all logistical plans for the event.
4. Confirm scheduled Rules Officials on the duty roster by sending an invitation to officiate and asking for confirmation.
5. Book host hotels.
6. Develop the Schedule of Events in coordination with the TC.
7. Ensure communications, media relations and photography is scheduled.
8. Ensure that online registration is set up and that the Tournament Information Page (TIP) is updated and informative.
9. Work with the TC on host club volunteer & clothing requirements and provide on-site training.

### *Championship Week Duties*

1. Arrive one day prior to the tournament for final meetings and set up.
2. Set up and organize the Tournament Office.
3. Take responsibility for Tournament Committee, rules officials, and player requirements.
4. Manage all special functions (registration, player meetings, rules clinics, banquets, receptions, social activities and awards presentations).
5. Work closely with host club contacts.
6. Carry out administrative duties during the tournament.
7. Assist communications staff by preparing press release information daily.
8. Manage printed material for registration, scorecards, scoring, results, draws, pace of play, hole locations, local rules, tie breaking, prize lists, qualifying calculations, teams, etc.
9. Attend and take notes at pre- and post-round meetings of the Tournament Committee and rules officials to review daily operations and other items on the agenda.
10. Ensure the championship dress code for personnel and competitors is followed.

### *Post-Championship Duties*

1. Ensure successful wrap up of the event, thank host club contacts, and ensure that all staff and volunteers assist in timely event teardown and packing-up so that the host club is left clean.
2. Ensure that the TC prepares a brief event report for the Competitions & High Performance Committee.
3. Ensure, in coordination with the TC, that thank-you letters are written to the host club contacts in the week following the event.
4. Distribute volunteer, host venue and participant surveys in the week following the event.
5. Ensure, in coordination with the TC, that expense claim forms and host club invoices are submitted to Golf House for processing within one week of the conclusion of the event.

## **Tournament Chair**

The TC is integral to a successful championship and is a volunteer position. They work in coordination with the Tournament Committee and host club to ensure that the event is best-in-class from a people resources perspective. Major responsibilities include:

1. Serving as a key member of the Tournament Committee with the TD and TRC. Responsible for ensuring communication between the key stakeholders involved in the operation of the championship.
2. Acting as the Master of Ceremonies (MC) for all social functions and presentations.
3. Responsible for recruitment of a Host Club Tournament Chair (HCTC) if desired and host club volunteers.
4. Overseeing and communicating with all ALBERTA GOLF and host club volunteers including spotters, starters, scorers, and rules officials regarding schedules, meals, clothing, training etc.

### ***Pre-Championship Duties***

1. Attend an initial planning site visit with the TD and TRC.
2. Chair the site visit meeting to introduce the TD and TRC, describe the roles and allow the TD to review the checklist items for discussion.
3. Discuss the potential of recruiting a HCTC.
4. Provide input into all logistical plans for the event.
5. Forward questions and concerns to TD.
6. Review Blue Golf TIP and forwards any changes and additions to the TD.
7. Develop the Schedule of Events in coordination with the TD.
8. Liaise with the HCTC if applicable. Responsible for reviewing host club volunteer needs with the TD and for ensuring that required numbers are recruited, orientated, trained, communicated with, and supervised throughout the event.

### ***Championship Week Duties***

1. Serve as MC for player meetings, social activities, banquets, and awards ceremonies.
2. Be available to greet players and answer any questions or concerns.
3. Thank volunteers and ensure they are comfortable in their roles. Coordinate all volunteers and review procedures and guidelines for their positions.
4. Assist the TD with any concerns or issues that ALBERTA GOLF volunteers have during the championship.
5. Serve as the chief contact for sponsors and media throughout the event.
6. Chair pre- and post-round meetings of the Tournament Committee and ALBERTA GOLF personnel to review the daily operations and other items on the agenda.
7. Ensure the championship dress code for ALBERTA GOLF personnel and competitors is followed.

### ***Post-Championship Duties***

1. Ensure successful wrap up of the event, thank host club contacts, and ensure that all Competitions staff and volunteers assist in timely event teardown and packing-up so that the host club is left clean.
2. Submit a brief event report to the TD for submission to the Competitions & High Performance.

3. Ensure, in coordination with the TD, that thank-you letters are written to the Host club contacts in the week following the event.
4. Write thank-you cards to fellow ALBERTA GOLF personnel who worked at the event.
5. Ensure that TD distributes volunteer, host venue and participant surveys in the week following the event.
6. Ensure, in coordination with the TD, that expense claim forms for ALBERTA GOLF personnel and host club invoices are submitted to Golf House for processing in the week following the event.

## Tournament Rules Chair

The TRC is integral to a successful championship and is an operational volunteer position. They work in coordination with the Tournament Committee and host club to ensure that the event is best-in-class from a Rules of Golf and Course set-up perspective. Major responsibilities include:

1. Serving as the chief contact between the host club and ALBERTA GOLF with regard to course set-up, marking, evacuation plans, time par, supplementary local rules, and other rules-related topics.
2. Serving as a key member of the Tournament Committee with the TD and TC.
3. Ensuring that the championship is conducted in accordance with the specific guidelines in the tournament manuals. This includes being an expert on the ALBERTA GOLF Hard Cards and local rules for the tournament.
4. Serving as the leader of the Rules Officials assigned to the tournament. This includes reviewing ALBERTA GOLF Hard Cards, local rules, procedures, and hole assignments.

### *Pre-Championship Duties*

1. Attend an initial planning site visit with the TD and TC.
2. Provide input at the site visit meeting related to the competition requirements.
3. Provide input into all logistical plans for the event.
4. Consult with the TD and host club contacts (General Manager, Head Professional, and Superintendent) on course set-up and hole locations.
5. Develop a hole-by-hole summary of the course, documenting potential hole placements, problem areas for pace of play, potential rules issues, and a general idea of how the course should be set-up and marked for championship rounds.
6. Take responsibility for all rules-related equipment needs in coordination with the TD.
7. Mark the course in coordination with the TD and host club 1 or 2 days before the competition.
8. Forward questions and concerns to the TD and TC.

### *Championship Week Duties*

1. Responsible for all matters pertaining to rules during the course of the tournament and be involved in all major rulings, including rulings in the scoring area.
2. Be responsible for leading a rules clinic, if scheduled, for participants. The clinic should focus on local rules and other rules pertinent to the course being played.
3. Be responsible for all rules officiating on course. This includes coordinating rules officials (when they are expected to arrive, when they receive breaks for lunch/rest, and where they are expected to work each day, rotating assignments) and ensuring they have the necessary equipment and materials they need each day, including distribution of radios and use of proper radio protocol and etiquette.
4. Review any situation that requires a disqualification prior to sending players off the course. Players must be permitted to give their side of the story to the TRC who gathers the facts of the situation. If there are potential mitigating circumstances, players will be allowed to complete their round and a decision will be made by the Tournament Committee on site prior to scorecards being signed. If further investigation is needed, it must be concluded before the next round is played.
5. Be available to review policies and procedures with rules officials, host club volunteers, and

spotters. Ensure there is adequate training for host club volunteers in the areas of starting, scoring, and spotting in coordination with the Tournament Committee.

6. Ensure that tie-breaking procedures are posted in the Tournament Office and in the Scoring Area, and help break ties when needed in coordination with the TD.
7. Assist in determining when to suspend play should the need arise due to inclement weather, dangerous situations, or darkness. Order the resumption of play following a suspension in coordination with the Tournament Committee.
8. Ensure that starting and scoring areas are set up with all necessary equipment and materials each day in coordination with the TD. Starters and Scorers should participate in pre- and post-round meetings to go over procedures, schedules, and assignments.
9. Set the next day's hole locations with a white spray paint dot the night before each round.
10. Check the course each morning to set the tee markers, review course markings and conditions, confirm hole placements with pin placement sheet, etc. before start of play.
11. Assist the TD and TC with any concerns or issues that ALBERTA GOLF volunteers have during the week.
12. Attend pre- and post-round meetings of the Tournament Committee and Alberta Golf personnel to review the daily operations and other items on the agenda. Collect and review Incident Report Forms at the end of each day. These should be filed with the TD.
13. Ensure the championship dress code for ALBERTA GOLF personnel and competitors is followed.
14. Announce and conduct playoffs as required.

#### *Post-Championship Duties*

1. Ensure successful wrap up of the event, thank host club contacts, and ensure that all ALBERTA GOLF staff and volunteers assist in timely event teardown and packing-up so that the host club is left clean.
2. Coordinate the return of any paint, marking guns, rules, and starting kits to appropriate location in coordination with the TD.
3. Submit a brief rules report to the TC for inclusion in their event report.

## Host Club Tournament Chair

The HCTC can be an important part of a successful championship. The HCTC is a member or representative of the host club who has volunteered to assist the TC with various duties. Often the Ladies or Men's President at the host club will act as the HCTC. Some of the major responsibilities can include:

1. Serving as the liaison between the host club staff/volunteers and the Tournament Committee/ALBERTA GOLF personnel throughout the championship.
2. Recruiting host club volunteers and scheduling their participation in coordination with the TC.

### *Pre-Championship Duties*

1. Attend the initial planning site visit if a HCTC has been confirmed for the championship. If not, the position should be discussed at the site visit. If it is determined by the Tournament Committee that having a HCTC would be beneficial, then the host club should recruit someone for the position and the HCTC should attend all subsequent meetings and should communicate with the Tournament Committee via phone and email.
2. Provide input into all logistical plans for the event.
3. Forward questions and concerns to the TC.
4. Work with the Tournament Committee and host club to select host hotel(s).
5. Take responsibility for recruiting host club volunteers to assist in the following areas as determined by the Tournament Committee:
  - a. Starters – this is an excellent opportunity for host club volunteers to assist the committee with starting all players throughout the competition. Instruction will be provided by the TC.
  - b. Scorers – volunteers are required to assist with official scoring as players complete their rounds. Instruction will be provided by the TC.
  - c. Spotters – volunteers will be set up in designated areas on the course to locate golf balls for competitors. Instruction will be provided by the TRC.
  - d. Standard Bearers – volunteers will be set up with walking leaderboards and scoring kits.
  - e. Walking Scorers – volunteers are required in certain junior events to walk with competitor groups and record their scores.
  - f. Nine-hole Scorers – volunteers collect hole-by-hole scores for live score posting.
  - g. Check-point Station attendants – volunteers will be set up to track pace of play and communicate with Pace of Play Official (when the group pace of play and check-point system is used).
6. Work with the Tournament Committee to ensure that proper facilities, equipment, meals, etc. are booked for the championship.
7. Work with the Tournament Committee to help promote the event within the community and club membership.

### *Championship Week Duties*

1. Serve as chief contact for Tournament Committee on all matters pertinent to the host club.
2. Be available to greet ALBERTA GOLF personnel and players.
3. Interact with key personnel involved in the championship.
4. Foster an enjoyable and harmonious atmosphere with all of the volunteers.

5. Embrace the responsibility of being the 'go-to' person for the Tournament Committee for all host club-related issues.
6. Attend all functions.
7. Thank host club volunteers and ensure they are comfortable in their roles. Coordinate appropriate training with Tournament Committee.
8. Attend pre- and post-round meetings of the Tournament Committee and ALBERTA GOLF personnel to review the itinerary of the day and other items on the agenda.
9. Host club volunteers should try to dress in accordance with the ALBERTA GOLF championship dress code and will be provided with an ALBERTA GOLF hat and shirt when possible.

#### *Post-Championship Duties*

1. Submit a brief HCTC report to the TC that will be included in the overall event report. This should include recommendations for future planning.
2. Write thank-you notes to those volunteers recruited from the host venue.

## Rules Official

ALBERTA GOLF Rules Officials are essential to a successful championship. Major responsibilities include:

1. Becoming familiar with the course and the local rules for the specific tournament.
2. Participating in course marking as requested by the TRC.
3. Officiating on course during the tournament.
4. Attending all meetings called by any member of the Tournament Committee.
5. Taking direction from and abiding by decisions made by the Tournament Committee.

### *Pre-Championship Duties*

1. Review the duty roster and confirm availability with the TC.
2. Ensure that personal travel plans and accommodation arrangements are in place with Tournament Committee.
3. Follow the ALBERTA GOLF championship dress code and uniform requirements.
4. Ensure rules knowledge and certifications are at an acceptable level. Rules Level 2 is the minimum requirement to officiate.
5. Arrive at the course one day in advance if applicable. Upon arrival, check in at the Tournament Office to confirm presence on site with a member of the Tournament Committee. The TRC will greet the Rules Officials and, if needed, they will assist the TRC and TD in final preparations.
6. Become familiar with the golf course by attending a course survey led by the TRC, or by touring the course with or without other Rules Officials as directed by the TRC.
7. Clarify with the TRC prior to or at the first pre-round meeting any questions concerning the course, local rules, specific application of the Rules of Golf, or any other relevant questions concerning the ALBERTA GOLF Hard Card Policies and Procedures.

### *Championship Week Duties*

1. Arrive at the course at the time specified by the Tournament Committee each day.
2. Be familiar with the ALBERTA GOLF hard card policies (Standard Local Rules & Conditions of Competition, Code of Conduct, Pace of Play, and Caddie Rules) as well as the Notice to Competitors and Supplemental Local Rules for the championship.
3. Pick up rules kit and radio each day. TD and TRC are to ensure that Rules Officials have all necessary materials each day.
4. Communicate regularly, professionally and clearly when using the radios. Respond in a timely fashion when requested over the radio.
5. Travel the area of course as assigned by TRC. Rules Official carts should not be stationary for prolonged periods unless assigned to a specific problem area.
6. Make minor rules interpretations (i.e., unplayable balls, water hazard relief, provisional balls, etc.). Situations other than routine infractions should be discussed with the TRC. Serious rules situations must be discussed personally with the TRC, i.e., potential disqualification penalties. The TRC should be called in to any situation involving a disqualification penalty.
7. Be prepared to review relevant rules and decisions with a player, including the ALBERTA GOLF Standard Local Rules and the Notice to Competitors and Supplementary Local Rules for each tournament.
8. Do not intervene unless specifically requested to do so by the player or unless a Rule is about to

be broken or which has been broken. If you see a player proceeding under a Rule correctly, stay out of the situation.

9. Be clear and concise when communicating with competitors. Ask if they have understood what you have said.
10. Enforce ALBERTA GOLF Code of Conduct and Pace of Play policy and procedures.
11. Ensure that all serious infractions or incidents are recorded on the Incident Report Form and are handed in to the TRC at the post-round meeting.
12. Attend and provide input at pre- and post-round meetings of the Tournament Committee. ALBERTA GOLF personnel are to review the itinerary of the day and other items on the agenda.
13. Ensure the dress code for competitors is upheld. Potential violations should be reported immediately to the Tournament Committee for them to address.

#### *Post-Championship Duties*

1. Assist in event teardown and packing-up so that the host club is left clean.
2. Return all ALBERTA GOLF equipment in a neat and organized fashion as directed by the TRC and TD.
3. Complete the volunteer survey sent by the TD following the event.

## Starter

First impressions are important. As a starter, your duty is to greet the players, caddies, and spectators in a professional manner and perform the duties listed below.

### Championship Week Duties

1. **ENSURE YOU ARE ON THE TEE AT LEAST 20 MINUTES BEFORE THE FIRST TEE TIME**
2. Check in at the Tournament Office
3. Collect a radio with an earpiece from the Tournament Office. Perform a radio check and ensure that your radio is on the right channel and that the volume is set to an appropriate level to hear if someone is calling you.
4. Before the round, check with TD and TRC regarding any key comments to bring to the player's attention each day.
5. Collect the starter's kit from the Tournament Office.
6. Make sure there is a clock at the starting tent.
7. Help set up starter's tent, tables, displays, chairs, and general area.
8. Check to see that you have all of the correct score cards. Also check that you have an adequate supply of Local Rules and Hole Location sheets at the tee. Hard Cards, tees, markers, and caddie bibs should be available at the starting table.
9. Introduce yourself and anyone accompanying the group (i.e. markers, live scorers, sponsors etc.) to the players.
10. Confirm the correct pronunciations of names and club affiliations before announcing the player about to tee off (good idea to check with players in advance).
11. Give the players their scorecards and pin sheets, and any other important information (e.g., lift, clean and place if applicable) and ask if they have any questions. Any Rules queries must be referred to a Rules Official.
12. If any player has a caddie, ensure that they are provided with a caddie bib. Mark the number of the caddie bib next to the player's name on the starting sheet
13. Ensure scorecards are distributed within the group so each competitor is a *marker* for another player. Convention dictates that the first player on the list, (A) scores for the next player (B), and (B) scores for (C), and (C) for (A) (i.e., rotating cards in a circle).
14. Recommend that each player place an identifying mark on his or her golf balls, showing each other what brand they are playing and they count their clubs (maximum of 14). Suggest that a ball that might be played as a provisional ball have a distinctive marking.
15. Make sure all competitors are adhering to the ALBERTA GOLF championship dress code as well as their caddies (no spikes). Refer to ALBERTA GOLF Code of Conduct Hard Card policy. Raise any concerns with the TRC.
16. Use the radio if a player has not arrived at the tee 5 minutes prior to their group's tee-time: "A competitor is missing from the first (or tenth) tee and a Rules Official is required". Listen for confirmation. If neither the player nor a Rules Official has arrived at the tee 1 minute prior to the start time, repeat the radio call. Should the player arrive after their group's starting time, record the time of arrival, do not discuss any potential penalty or reason for their tardiness with the

- player. All penalty situations must be administered by the TRC or a Rules Official.
17. Speak clearly, slowly, and loudly enough for players and spectators to hear when announcing the player about to tee off, but be careful not to disturb nearby players.
  18. Make sure that other players and spectators around the tee remain quiet while a player is teeing off.
  19. Start the first player of the group at the group's exact starting time. NEVER start a group early.
  20. Call the TRC if you get behind and they will advise you if you should try and catch up (generally, 3 minutes or less). NOTE: Communication is key.
  21. Record the actual starting time of each group on a pairings sheet and communicate late start times to the Tournament Committee as this affects each group's time par.
  22. Remind players that distance-measuring devices are allowed but must measure distance only.
  23. Wish players a good round after they have all teed off.

#### ***BEFORE THE FIRST GROUP EACH DAY:***

Call the first group of the morning/afternoon draw 10 minutes prior to their starting time.

#### ***Example Announcement***

"Welcome ladies and gentlemen to the x round of the (insert championship name) as conducted by Alberta Golf. On the first (or tenth) tee is the 8:00 a.m. starting time. First on the tee, from the Barrhead Golf Club, is Jessica Luciuk (player tees off). Next on the tee from the Edmonton Petroleum Club is Kylie Barros (player tees off), etc.

Immediately after the last player of each group leaves the teeing ground, the starter announces, "Can I have the 8:10am time next on the tee please."

#### ***Late Players***

All players in the group must be at the tee by their starting time. It is ALBERTA GOLF policy that we do not look (search) for players who appear late for their starting time. Players who are not at their starting tee one minute before will be announced and this announcement will be repeated at 15 second intervals; i.e., 60 seconds (one minute), 45 seconds, 30 seconds, and 15 seconds. At 10 seconds a verbal countdown will begin, at one second intervals until zero, when it will officially be determined that the player is late for their tee time. No further announcements to be made for the 5-minute rule signaling disqualification. Any player arriving late is subject to penalty, regardless of the order of play. If a player is late for their tee time, record their exact time of arrival at the tee, if a Rules Official or the TRC is not already present on the tee, request them over the radio to make the ruling. Keep a record of the time each group teed off (1st player).

## Scorer

### Championship Week Duties

1. **ENSURE YOU ARE IN THE SCORING AREA AT LEAST 20 MINUTES BEFORE THE ANTICIPATED FINISH OF THE FIRST GROUP**
2. Check in at the Tournament Office
3. Collect a radio from the Tournament Office before going on duty.
4. Collect materials for the scoring area from the Tournament Office.
5. Maintain order in the scoring area. ONLY competitors, ALBERTA GOLF personnel, Scorers, and Rules Officials are allowed in the scoring area.
6. Keep conversations with competitors to a minimum unless answering questions. If there is a Rules query or dispute, please radio for the TRC.
7. The routine for receiving scorecards is as follows:
  - a. Ask if there were any rules issues on the course, specifically if Rule 3-3 was used (competitor played two balls due to uncertainty), and if they require the presence of a Rules Official
  - b. Ask each competitor to check their scores for each hole, and remind them that they are not required to add them up.
  - c. Make certain both the competitor and marker have signed the scorecard and that there are scores for all 18 holes. Put a check mark beside each signature.
  - d. Total the scores for each of the nines (tick or initial if correct) and initial the 18-hole total. Scorers should use blue or red coloured pens provided.
  - e. State the competitors name and read off the totals for each 9 as well as the 18 hole score. If the competitor does not agree, search for any discrepancies.
  - f. Advise the competitors to remain in the scoring area until all scorecards for the group are returned and have been checked by the scorers. All players should be available in case of any disagreements or disputes.
  - g. Make sure the competitors wait until at least one, preferably both, of the scorers have reviewed all of the scorecards. A scorecard is officially *returned* when the player has left the scoring area, i.e. leaves the roped or marked area.
  - h. Write the correct total score in the upper right hand corner of the scorecard.
8. Bring the group's attention to any information that the Tournament Committee would like conveyed (i.e., meals, meal tickets, next day's draw, cut information, etc.) before the group leaves the area.
9. Send the scorecard by runner to the Tournament Office after each group.

**Do not speculate on the cut line or discuss it with competitors or fellow volunteers in qualifying events and championships.**

## Forecaddies

### *Championship Week Duties*

1. Check in at the Tournament Office
2. Double check with Alberta Golf staff which hole you are going out to
3. Collect red and green flags
4. Find a spot on course that allows you to see both the landing area, and place from where the players are hitting. It is important that you are not too close to the landing area, as you may be a distraction for the players, as well as compromising your own safety.
5. Once the final group of the day has cleared your hole, bring flags back to the Tournament Office

### Flag signals

1. Red flag (Provisional should be hit)
  - a. The forecaddie did not see the outcome of the shot, or cannot determine the final resting place (e.g. In tall grass or trees).
  - b. The forecaddie saw the ball enter, or come to rest out of bounds.
  - c. Do not be afraid to use the red flag, it helps with pace of play in avoiding the players walking back to the tee
2. Green flag (Provisional is not needed)
  - a. The forecaddie can see or knows that the ball is in play
  - b. The forecaddie has seen, or knows that the ball has entered a hazard

### Helpful hints

- Bring a folding chair to sit in (away from play) between the groups on your hole.
- Bring water and a snack
- Rides will be provided if necessary and possible to and from your hole

## Championship Procedures

### Operations Checklist

Full equipment listing is in the individual *Tournament Committee Checklist*. This is a comprehensive list of items ALBERTA GOLF will bring to the championship site:

- Tee Gifts
- Trophies
- Host Club Plaques
- Team Plaques, Clothing, Hats, Bags
- Player Packages (schedule of events)
- Volunteer Hats
- Sponsor giveaway items
- Alberta Golf Flagsticks
- Disposable Scoreboards
- Score Sheet Markers
- Office Equipment and Supplies
- Radios
- Table Skirts
- Caddy Bibs
- Starting and scoring tents
- Scorecards
- Draw copies
- Pin sheets
- Pre and post round meeting agendas
- Alberta Golf Banners
- Directional Signage
- Starting & Scoring Boxes
- Tee Blocks
- Turf Paint
- Paint Gun and Paint
- Laptops
- Printer
- Colored and White Paper
- Batteries
- Incident Report Forms
- Large copy of hard card policies
- Qualifying calculation if necessary
- Return envelope for qualifiers and events without ALBERTA GOLF Tournament Staff
- First Aid Kits
- Tees
- Extension cord
- Camera
- Hard Card

This is a comprehensive list of items the *host club* provides:

1. Internet connection (WiFi preferred)
2. Golf Carts
3. Area for posting score sheets
4. Tents, Tables and Chairs as needed
5. Table and flowers for trophy on first tee
6. Table skirts for starting and scoring
7. Area to conduct banquet
8. Coolers for on course water and fruit
9. Access to printer and copier
10. Room for Tournament Office
11. Garbage and recycle bins
12. Projector table/cart
13. Other audio visual options for scoreboard and information (TV's)
14. Club storage
15. Presentation area
16. Gift Certificates
17. ALBERTA GOLF account and signing privileges
18. Practice Facility information and range balls
19. Rope as necessary
20. Practice Round information
21. Power Carts and Shuttles as needed

## Tournament Office – Users and Requirements

The host club will designate room(s) for the ALBERTA GOLF Tournament Office. The Tournament Office will be used for the day-to-day operation of the championship. It is “ALBERTA GOLF Central” for all tournament operations. Security and storage space for ALBERTA GOLF equipment are necessities. If the space can be locked overnight, a key should be given to the TD for the Championship week.

This is a comprehensive list of items in the Tournament Office:

1. Internet connection
2. Laptops
3. Printers
4. Paper
5. Office supplies
6. Radios
7. Rules and Starters Kits
8. Security (keys produced by club for ALBERTA GOLF's use during the tournament)
9. Garbage and recycling bins
10. Volunteer clothing and hats
11. Tee gifts
12. Trophies
13. Any other valuables

## Championship Dress Code

Alberta Golf staff and volunteers must comply with the Alberta Golf Code of Conduct Hard Card policy and Dress Standards. This applies on all tournament days including practice rounds, media days, and championship rounds. To maintain a consistent, professional, and identifiable look for our team at all events, the ‘working uniform’ consists of the following:

1. White or black Golf Shirts with ALBERTA GOLF embroidered logo
2. The current season’s Golf Shirt in whichever color is ordered for the season. Tournament Committees should attempt to coordinate shirt colors on certain days if possible i.e. Day 1 – black, Day 2 – black, Day 3 – white, Day 4 – marine blue
3. Black Golf Pants, Black Golf Shorts, Black Golf Skirts, or Golf Skorts
4. Black ALBERTA GOLF outerwear with or without ALBERTA GOLF logo
5. ALBERTA GOLF hat for the current year (white)
6. ALBERTA GOLF name tag and/or accreditation card with lanyard
7. Golf shoes (soft spikes) or runners
8. If a volunteer purchases black outerwear they can request that it be embroidered with the appropriate ALBERTA GOLF logo.
9. Guest officials and host club volunteers are welcome to wear their club’s uniform or logo on appropriate golf attire that complies with the Dress Standards.

## Championship Uniform Distribution

1. All volunteer shirts to be embroidered with Alberta Golf logo depending on shirt color.
2. Hats for qualifiers will be distributed by the staff member on site or sent in the tournament package.
3. Hats and shirts for championships will be distributed on site. 1 per volunteer (ALBERTA GOLF and Host Club).
4. Host club volunteers will receive hats and shirts onsite and will be colour differentiated from committee volunteers.

## Tournament Dates (Scheduling and Calendar)

The calendar of events has been established such that:

1. Events flow sequentially with reasonable spacing (i.e. Junior Qualifying precedes Junior Championship, which precedes the Golf Canada Championship and the various team events).
2. Events that attract the same competitors are scheduled to minimize conflict. This also includes events of other organizations (e.g., Glencoe Invitational, PGA Tour Canada, MJT, CJGA, CGA, and EGA events etc.).
3. Provincial and national events should not have overlapping schedules so that players should not have to choose between tournaments.
4. Consult the individual tournament manuals for typical dates.

## Venue Selection and Rotation

ALBERTA GOLF, in conjunction with the other major golf Associations in Alberta, establishes a rolling 5-year schedule of venues for championships. These plans are confirmed with the host clubs two years in advance. Qualifying venues are selected on a year-by-year basis. As a general rule, championships should alternate between a north and south location each year if possible. Venues in major centers will host championships more often than venues in rural or remote locations. There should be an attempt to move championships around within the province to provide member facilities an opportunity to host prestigious and historical championships. Venues with the best quality facilities and courses will be selected more often in order to offer a best-in-class experience for competitors. Hosting anniversaries should be considered when recruiting future venues i.e. the 10<sup>th</sup> anniversary of hosting the Men's Amateur. When recruiting host venues, a fact sheet and anticipated revenue to the club should be sent. A selection of 2-3 future opportunities should be offered at the same time with a request that they host at least 1 of championships within a 5-year period. Questions regarding future venues can be sent to Alberta Golf Staff for follow-up.

## Site Visits

Site visits are planning meetings to be conducted between individual Tournament Committees and the key host club contacts. They should be held at least one month prior to the championship. All items on the Tournament Committee Checklist should be reviewed and planned for. Familiarity with the host club personnel, facilities, course, and championship format are key objectives of the site visit.

The TD and TRC should set up a follow-up meeting with the host club staff and/or Superintendent to review all of the course set-up and maintenance guidelines.

Availability of practice rounds to competitors at their own expense should be discussed at the site visit and posted to the respective TIP once confirmed. The host club has the discretion to determine availability, price

and booking procedures. The goal should be to make practice rounds available to competitors at least in the week and day prior to the championship.

### **Championship Committees**

Alberta Golf Amateur Championships are successful because of the hard work and dedication of volunteers from the club and community. The following list are suggested host club committees that can be formed depending on the scope and size of the event. These committees should communicate directly with the TC and HCTC:

#### ***Clubhouse Committee***

1. Coordinates special championship functions and ceremonies

#### ***Communications Committee***

2. Supports ALBERTA GOLF Communications & Social Media Staff with media relations

#### ***Finance & Sponsorship Committee***

3. Recruitment of local sponsors and coordination of event sponsorship materials

#### ***Golf Shop & Caddie Committee***

4. Monitors and prepares carts and signage, recruits caddies and distributes bibs

#### ***Grounds & Range Committee***

5. Set-ups up range, any signage and fruit/water on the course

#### ***Marshals Committee***

6. Recruits on course forecaddies and spotters, as well as starters and scorers and on course shuttle drivers
7. Can recruit RCMP officers to hold Canada flag on 18<sup>th</sup> green during final rounds

#### ***Player Services & Transportation Committee***

8. Coordinate any player transportation needs or local information for restaurants, entertainment etc.

#### ***Scoring Committee***

9. Recruits live scorers and scorecard runners as well as standard bearers. Secures volunteers for scoreboard graphics during championship if a physical leaderboard is used (calligraphy)

#### ***Volunteer Services Committee***

10. Recruits and manages a volunteer database. Develops volunteer schedule and uniform distribution. Establishes a volunteer hub during the event for check-in and training.

## **Tournament Manuals**

Each qualifying event and championship has its own tournament manual that outlines scheduling, formats, draw development, prizes, etc. The Tournament Committee for each event should use this manual when planning their event and site visit. The tournament manual, this Championships Manual, and the Tournament Committee Checklist provide all the information necessary to execute a successful event.

## **Pre- and Post-Round Meetings**

Pre- and post-round meetings of the Tournament Committee, Rules Officials, Starters, and Scorers are critical to ensure that everyone is aware of the schedule, duties, and expectations. Post-round meetings ensure that incidents are reviewed and improvements are made each day.

### ***Pre-Round Agenda***

1. Basic review of the schedule for the day
2. Potential problem areas on the course
3. Placement of rules manpower and roving their areas
4. Volunteer Spotter locations and training
5. Radio protocol and etiquette
6. Local rules and conditions of play particular to the course and round
7. Tee and pin markings
8. Tracking incidents and rulings
9. Dress code and code of conduct enforcement
10. Time par review and pace of play policy review and enforcement
11. Distribution of rules kits, radios, and materials for the day (draw, time par sheets, hole locations)

### ***Post-Round Agenda***

1. Review the events of the day:
  - a. Problem areas and incidents encountered
  - b. Spacing of rules officials and location of spotters
  - c. Any code of conduct and dress code issues encountered
  - d. Pace of play of the round, and any incidents and rulings
2. Schedule meeting time for next morning
3. Return rules kits and radios

## **Eligibility of Players**

1. Each competitor must be an amateur golfer and member of a PSO or International NSO (i.e., Provincial golf associations, Golf Canada, USGA etc.).
2. Members of recognized professional associations are also eligible to participate in an 'Open' event, subject to regulations of specific events.
3. Alberta Golf Staff will check membership on the Golf Canada Score Centre after the registration deadline, and will update current Handicap Factors and club affiliation as per registration policy.
4. Exempt players are guaranteed acceptance into the event up to the registration deadline. An exemption code, criteria and player listing is updated on the ALBERTA GOLF website annually. Discretionary exemptions and host club exemptions are available.
5. A competitor's home club must have paid their ALBERTA GOLF membership dues by June 1. If the dues have not been paid, the competitor will be notified and placed on the inactive list, and will not be eligible for tournament play until the membership account has been cleared.
6. Competitors, when submitting their entry, agree to abide by:

- the “Code of Conduct”
- the “Contestant’s Waiver”
- the “Certification of Parent/Guardian” (where appropriate)

## Entries

1. Entry fees will be set by the Alberta Golf Staff and reviewed annually. The fee represents the revenue for the event and is set to ensure that the event not only breaks even but also contributes to overhead incurred in planning and conducting the events.
2. Qualifying and Championship event fees should be set to discourage players from participating merely because the entry fee equates to an extremely low green fee for a specific course.
3. Fees should also be calculated to recognize the cost of any meals or banquet included.
4. Additional fees paid by participants using carts are based on the cart fee charged by the host club.
5. Entries are accepted on a first-come, first-served basis, unless otherwise stated in the registration policy.
6. Fees are due when the entry is submitted.
7. Fees for Championship events may be paid when registering for the qualifying event or are due following the qualifying event. Players not qualifying for the next event will have their fee for the Championship returned.

## Eligibility for Provincial Teams and Quota Positions

To be eligible for an Alberta provincial team or to fill Alberta's quota to Golf Canada Championships, competitors must be a member of an ALBERTA GOLF member club and have a primary residence in Alberta or the Northwest Territories. Primary residence means the principal residence occupied by the player on a permanent basis, and is the residence treated by the player as their property of first importance. Quota notices are posted annually on the ALBERTA GOLF website and TIP's.

## Registration Policies

1. Every competitor must be an amateur golfer as defined by the Golf Canada Rules of Amateur Status and member in good standing of a recognized national golf association.
2. Every competitor must adhere to the Membership and Handicap Verification Notice for all Championships. This confirms your membership with Alberta Golf and Golf Canada and updates your Handicap Factor for net competitions.
3. Registration will be on a first-come, first-served basis unless over-subscribed. If over-subscribed at the registration deadline, the field will include the 120 players with the lowest Handicap Factors. If a player is a member of a club that does not use the Golf Canada Score Centre it is their responsibility to inform Alberta Golf of any change in Handicap Factor before the registration deadline; otherwise all players Handicap Factors will be updated by Alberta Golf staff at the time that registration closes and this will be used to determine the field. If there is a tie to fill the last spot, preference will be given to the person who registered first. Players who are exempt will be placed into the active field at registration regardless of Handicap Factor. The aforementioned procedure may apply to the following events: Men's Mid-Amateur, Men's Amateur Qualifying, Senior Men's Qualifying, Junior Boys Qualifying, Alberta Open Qualifying, Junior Girls Championship, Ladies Amateur, and Senior Ladies Championship.
4. Tournament applications are subject to approval of the Competitions & High Performance Committee.
5. Entries must be received by the closing entry date and accompanied by a current dated personal cheque, money order, VISA, or MasterCard. Online registrations will be accepted on the Alberta Golf website.
6. Entries for players of member clubs whose ALBERTA GOLF membership dues have not been paid by June 1 will be placed on an inactive list. Players on the Inactive list will not be eligible for tournament play until their club's membership account has been cleared in good standing.
7. Competitors, when submitting their entries, agree to abide by:
  - a. the "ALBERTA GOLF Code of Conduct" hard card
  - b. the "Competitor's Waiver and Consent" and "Certification of Parent/Guardian" (where appropriate)
8. Automotive transportation is prohibited except in the Ladies Senior Championships', Men's Senior Championship & Qualifying, Interclub, Ladies Team Classic, and Net Amateur Championship. In exceptional circumstances, Alberta Golf may permit a player, who otherwise qualifies for an amateur event, to use a power cart or other special equipment.
9. A current medical certificate along with a letter describing the player's needs must be submitted with the entry to request such permission. Authorization to use such equipment may be granted if, in the opinion of the Rules Committee, the player could not otherwise participate in the event due to a serious permanent physical impairment. Such use may be denied if it is deemed that use of such special device would give the player an undue advantage over other competitors.
10. Note: unacceptable entries include late entries, telephoned or emailed entries, payments by "company" cheques and post-dated cheques.

## Registration Procedures

Registration is typically the first time that a competitor sees the Tournament Committee and volunteers. It is important to make a good first impression by being friendly and welcoming, and by ensuring that the registration area is organized and the process is quick and easy. The procedures are below:

1. Registration will take place prior the championship. Times may vary depending on the host club and tournament format.
2. A table is to be set up either near the Tournament Office, a suitable spot outside under an ALBERTA GOLF tent (patio, etc.) or, in case of inclement weather, an appropriate spot inside the clubhouse.
3. Registration will be done by at least two people assigned by the Tournament Committee. Typically an Alberta Golf staff member will work with the TC or the HCTC/volunteer.
4. The following materials will be on the registration table:
  - a. Registration sign - Posted in front or near registration table
  - b. Registration Forms – The form should include the competitors’ names in alphabetical order, home club, phone number, HF indicated on entry form, a blank column for updated HF to be written if necessary, and a column for comments (and any other information that is pertinent to the specific tournament).
  - c. Tournament tee gifts
  - d. Copies of the draw - This should also be posted in Pro Shop, on scoreboard, in locker rooms, in Tournament Office, etc.
  - e. Supplementary Local Rules Sheets
  - f. ALBERTA GOLF Hard Cards
  - g. Tees
  - h. Schedule of Events
  - i. Copies of the handicap conversion charts for that specific course
  - j. Method for breaking ties
  - k. Luncheon tickets for sale to guests if necessary; Any other handouts to be provided
5. Competitors should be welcomed in a friendly manner, informed of their tee time for day one, and referred to the posted draw.

## Withdrawal Policies

1. Entry fees will be refunded, less a \$20 administration fee, if notice of withdrawal is made to the ALBERTA GOLF Office prior to the registration deadline.
2. Late withdrawals will not be eligible for a refund. Late withdrawals due to a medical emergency supported in writing by a medical doctor will still be subject to the administration fee.
3. A player who fails to notify the Tournament Committee of a valid reason for withdrawing prior to commencement of the event, or withdraws during play without valid reason, or fails to appear for a subsequent round of the event without notification, may be suspended from competing in future ALBERTA GOLF events for up to 1 year. They will be referred to the Player Support Committee for potential disciplinary action.
4. A competitor who withdraws from an event must advise a Rules Official at the earliest possible opportunity.

## Privacy Policy

1. ALBERTA GOLF collects pertinent information from tournament participants in order to provide quality services. Personal information may be used:
  - a. To determine eligibility for events.
  - b. To process tournament entries.
  - c. To enter players into team events.
  - d. To communicate tournament details.
  - e. For internal audit purposes.
2. ALBERTA GOLF shall protect personal information using security safeguards that are appropriate to the sensitivity level of the personal information received. Personal information shall only be used or disclosed for the purposes for which it was collected unless an individual has otherwise consented or when it is required or permitted by law.

## Membership and Handicap Factor Verification Process

Competitors must be an amateur golfer as defined by the Golf Canada Rules of Amateur Status and member in good standing of a recognized national golf association.

Competitors are NO LONGER REQUIRED to bring their Alberta Golf/Golf Canada Membership Card to registration at all Qualifiers and Provincial Championships.

- Alberta Golf will verify and update all handicap factors using the Golf Canada Score Centre at the time of registration close. A competitor can present a printed copy of their scoring record summary from the Golf Canada Score Center.
- Should a competitor belong to an Alberta Golf member club that uses a licensed Handicap System provider other than the Golf Canada Score Centre, they must bring a signed copy of a Handicap Factor Verification Form to the event.

Players that are on the Golf Canada Network are advised to ensure that their scores are up to date one week prior to the event as this will be the cut off for handicap verification purposes.

## Handicap Factors & Net Eligibility

Registration into events with Handicap Factor (HF) restrictions will be based on the HF at time of entry. If a player's HF has changed, as verified by the Golf Canada Score Centre at time of registration closing, then the player will play to their current HF as of that time. HF's will not be updated at registration at the tournament in order to prepare draws and print scorecards. If a net event has a maximum course handicap limit, the limit would cap a player's course handicap. Players belonging to a member club not utilizing Golf Canada certified handicapping software will be permitted entry into the tournament but will not be eligible for handicap-based prizes.

## Scoring Procedures

1. Method of breaking ties will be posted in the Tournament Office and in the scoring area.
2. Competitors are to proceed immediately to the scoring area when they finish their rounds. They will verify their score with their fellow competitor (marker), sign their scorecard, and have it attested by their marker. Failure to report to the scoring area immediately may result in disqualification.
3. Players are deemed to have 'signed their card' when they have left the scoring area.
4. Scorecards will be checked by two Scorers and then entered in the computer or recorded on leaderboard as necessary.

### **Scorecards**

1. Official Alberta Golf scorecards are used for all events and will be prepared at Golf House by Competitions staff for each day of all events. The yardage and time par for each hole will be based on information forwarded by the Tournament Committee (except for the Ladies Team Classic).
2. Yardage on the scorecards will be the same for all stipulated rounds and should list the maximum yardage that each hole will play during the championship.
3. All scorecards are to be returned by the TC and/or TD to Golf House following the event for record keeping.

### **Posting Scores**

1. ALBERTA GOLF has several methods for posting scores: disposable scoreboards for qualifying events, various size screens with the leaderboard projected onto it, and host club television systems if available.
2. The Tournament Committee determines the method of posting scores.

### **Computer Scoring**

1. Scores for each event will be entered into the online tournament system by Alberta Golf staff.
2. Updated HF's (from registration) will be entered for each competitor and the tournament software will update course handicaps, calculate all gross and net scores, and set up contests for determining the ranking of scores for the leaderboard.
3. Scores will be entered hole by hole, providing the third and final check for the addition of scores.
4. Scores should be gathered as player's finish play of the front nine holes, if possible, so that live scoring can be used on the ALBERTA GOLF website. Tournament Committee will discuss possibilities for live scoring.
5. The field can be sorted by the following measures when all competitors' scores have been inputted:
  - a. Entire field gross scores
  - b. Entire field net scores
  - c. Gross scores in each flight (handicap range, equal distribution of player, age categories)
  - d. Net scores in each flight (handicap range, equal distribution of player, age categories)

### **Manual Scoring**

1. If a laptop is not available, then Official ALBERTA GOLF disposable scoreboards are used. Typically, this is done at qualifying events.
2. In events where there is no Alberta Golf staff member present, scores for each player must be recorded on the registration sheet. Qualifiers should have a 'Q' beside their names and 3 alternates should have an 'A' beside their names along with the order of the alternates (i.e., A1, A2, A3).
3. As soon as possible, the manual score sheets are to be sent to Golf House following completion of the competition, preferably by email to: [info@albertagolf.org](mailto:info@albertagolf.org).
4. When received, Alberta Golf staff will enter scores online so that participants can see scores and know whether they qualified on the website leaderboard.
5. Alberta Golf staff will then register players who qualified into the Championship automatically.

### **Automotive Transportation, Caddies, and Power-Assisted Pull Carts**

In ALBERTA GOLF amateur events, automotive transportation (golf carts) is prohibited except at the Ladies Senior Championships, Men's Senior Championship & Qualifying, Interclub, Ladies Team Classic, and Net Amateur Championship. At events where automotive transportation is permitted, golf cart rentals should be booked in advance at the time of registration so that ALBERTA GOLF and the host site can organize the carts more efficiently on tournament days. In Bantam and Junior Qualifying and Championships, players are also prohibited from having caddies or using power-assisted pull carts. Caddies must check-in with the starter prior to their round to register and receive a numbered bib. The bib must be returned at the scoring area each round. Players may use pull carts. Players may use both a caddie and a cart and the caddie may ride provided the full cart fee has been paid with the host club.

### **Exceptions to Automotive Transportation, Caddies and Power Assisted Pull Carts**

In exceptional circumstances, ALBERTA GOLF may permit a player, who otherwise qualifies for an event, to use a power cart, caddie, power-assisted pull cart, or other special equipment. A current medical certificate along with a letter describing the player's needs must be submitted with the entry to request such permission. Authorization to use such equipment may be granted if, in the opinion of the Competition Committee, the player could not otherwise participate in the event due to a serious permanent physical impairment. Such use may be denied if it is deemed that use of such special device would give the player an undue advantage over other competitors.

### **Shuttle Services**

The event Tournament Committee may sanction the use of shuttle service for players at places on the golf course where there would be an excessive walk such as between a green and the next tee box, or where there is a major elevation change.

### **Golf Cart Policy**

1. To ensure that there are no unnecessary obstructions on the golf course, ALBERTA GOLF does not allow spectators to use golf carts for any reason.
2. The TD shall have final authorization over the on-course use of golf carts.
3. All golf carts used by ALBERTA GOLF must have appropriate signage to indicate their purpose (i.e., Rules Official, Tournament Official, Media, etc.). ALBERTA GOLF will provide the signs.
4. Golf carts should only be driven in areas authorized by the Tournament Committee. In general, the golf carts should be kept as far away from tournament play as possible to avoid distracting the competitors.
5. In exceptional circumstances including disability, spectators may be driven out to a certain location by an Alberta Golf Rules Official to spectate. These requests require the authorization of the TD because at no time shall a power cart be used by a spectator.
6. Those using golf carts must be especially careful in their 'travels', both for the cart driver's safety and as a courtesy to the competitors. Players are rarely thrilled to see a Rules Official arriving and your being there can easily be used by a player as an excuse for poor play.
7. Golf carts should only be driven in areas authorized by the TD. In general, the golf cart should be kept as far away from tournament play as possible so as to avoid distracting the competitors.
8. Golf carts on the golf course should be electric.

## Suspensions, Cancellations, and Postponements (Weather-related)

If course or weather conditions are such that postponement or cancellation may become a concern, the Tournament Committee should discuss the issue as soon as the concern arises and develop a strategy.

The Tournament Committee, in consultation with the Superintendent, may suspend play if weather makes the golf course unfit for play. Weather should be monitored on club systems and via the Internet.

### *Suspension of Play for a Potentially Dangerous Situation*

In the event of an evacuation the Committee will strive to give players and spectators enough time to return to the clubhouse. If immediate evacuation and shelter is required, then an air horn shall sound:

**One long blast: Suspension for dangerous condition: discontinue play immediately, proceed to shelter (Rule 33-1)**

**Three short blasts:** All other types of suspension allow for the completion of the hole being played if the player so chooses.

**(Rule 6-8a)**

### **Recommencement of play**

Only after the sounding of the horn to begin play. If the ball or marker has been moved then the player is to replace the ball on the spot from which the ball or marker was moved. (place not drop) Failure to comply with this rule **(Rule 6-8d)**:

**2 Stroke Penalty** or at the discretion of the committee: **Disqualification**

Note: Rule 6-8 allows an individual player to discontinue play if he believes there is danger from lightning. If the player discontinues play without specific permission from the committee, he shall report to the committee as soon as practicable. If he does so and the committee considers his reason satisfactory, the player incurs no penalty. Otherwise, the player shall be disqualified.

### *Guidelines for Cancelling or Postponing Rounds*

**Note:** Draws are dated. If a round is cancelled, the draw scheduled for that day will not be used. Every effort must be made to complete scheduled rounds. The Tournament Committee should consult Golf House if possible but can use their discretion, consistent with Decisions 33-1/2 and 33-2d/1.

1. If more than half the field is unable to complete their 18-hole round, the scores for that day's play will not be counted.
2. If over half the field has completed play, the remaining players will continue their stipulated round on a subsequent day.
3. If a minimum of 18 holes has been played, champions and the interprovincial team members if applicable, can be named. If 18 holes cannot be played refer to the following, in sequence:
  - a. Try to reschedule event with a full field at any available venue for a minimum of 18 holes.
  - b. Try to reschedule event with a limited field at any available venues for a minimum of 18 holes.
  - c. The Competitions & High Performance will hold an emergency meeting if the above options cannot be used. Considerations may include:
    - i. Prior year's performance at same tournament
    - ii. Order of Merit points
    - iii. Performance history
4. In other cases refer to the following, in sequence:
  - a. Try to reschedule event with a full field at any available venue for a minimum of 18 holes.

- b. Try to reschedule event with a limited field at any available venues for a minimum of 18 holes.
- c. The COMPETITIONS & HIGH PERFORMANCE Committee will hold an emergency meeting if the above options cannot be used. Considerations may include:
  - i. Prior year's performance at same tournament.
  - ii. Order of Merit points
  - iii. Performance history

### Protocol, Etiquette, and Use of Radios

1. TD's, TC's, TRC's, HCTC's, Rules Officials, Starters, Scorers, and Alberta Golf Staff must use radios while working championships in order to be available at all times and communicate effectively.
2. Radios are a valuable piece of equipment. Headsets, cords, and radios must be taken care of and returned to the Tournament Office each day for safekeeping.
3. If you have concerns about the functioning of your radio or how to use it properly, please ask the TRC at your earliest convenience.
4. Use radios with discretion, realizing that others will hear what you say. Many non-ALBERTA GOLF personnel may hear what is said. Radios should be for official use only. Talking and joking should be kept to a minimum so that clear and effective communication can be maintained.
5. Please keep your radio on at all times on the channel determined by the TRC, except when it has to be turned off temporarily so as not to interfere with play. Make sure it is turned back on as soon as possible.
6. Radio the TRC when you have arrived at your position on the course and advise when the first group reaches this area. When called for a ruling, the official covering the roving area should immediately and clearly respond, "I am on my way" so that other officials know that the call is being handled. When the ruling has been completed, the official will say, "Ruling on Hole #X is clear".
7. If you leave your covering/roving area, advise the TRC so that the appropriate adjustments in assignments can be made.
8. Never discuss a ruling or a Rules situation on the radio. Call the TRC or fellow Rules Official to your area to discuss 'offline'. Remember, we work as a team and no Rules Official is expected to know everything.
9. Refer to groups as "Group 21" or the "11:15 group" rather than the "John Doe group".
10. You are encouraged to wear the headset at all times to avoid interfering with the competition. If you prefer to not use a headset you must be vigilant about the volume level near competitors.
11. Radios should be kept on your person at all times using the belt clip or a radio harness. The TRC can issue the harness from the Equipment Trailer.
12. Respect the competitors at all times. Complaints from players regarding distractions by those with radios are unacceptable.

### Draws and Times of Starting

1. Draws are prepared by Alberta Golf Staff for single day events, for the first round in a two-day event, and for the first two rounds in multiple-day events. Remaining draws are prepared on site by Alberta Golf Staff according to individual tournament manuals.
2. The Tournament Committee for each event should work with the TD on suggestions for draw format to satisfy host clubs, field size, and scoring requirements for qualifiers. Utilize the individual tournament manuals for details.
3. The TD will advise on recommended grouping sizes, group intervals that improve overall pace of play.
4. Draws will be printed on colored paper according to the acronym: **GOLF**:  
Day One – Green, Day Two – Orange, Day Three – Lavender, Day Four – Fuchsia

5. Tie Breaking Procedures – matching scorecards - should be used when draws are based on scores, two or more players are tied, and the tie has to be broken for the sake of the draw.
6. Each grouping must be adjusted such that the order of play is low score to high score within the group after the draw has been made. If two or more players within the same group are tied and the tie has to be broken for the sake of the order of tee off, refer to Tournament Procedures, Tie Breaking – matching scorecards.
7. A draw that has been posted and sent to the competitors **MUST NOT** be changed.
8. **In any competition round where the draw is sorted by score there shall be no adjustments for accommodating requests.** Once the draw is determined by results, we should never change the order as it's only based on their score. It's a slippery slope once you start to accommodate in those situations. The player's only options in this case are to play at the designated time of starting or withdraw from the competition. The Competitions & High Performance Committee has consulted with Golf Canada and this procedure is consistent with their policy.
9. Certain requests for tee time accommodation for qualifying rounds or possibly preliminary rounds where the draw is either random, based on Handicap Factor, qualifying results, or exemptions may be entertained at the discretion of the Tournament Committees. **Requests for changes in any round based on the player's results in prior rounds in the event will not be entertained.** In any circumstance equitability and fairness to the entire field should be the most important consideration.
10. Competitors from the same club can be paired together. If the draw is random an effort should be made to mix up the competitors from the same club.
11. An effort should be made to keep competitors riding in shared carts together with other competitors in carts, and walkers with walkers. If the format is a shotgun, the host club should be consulted for holes that are closest to the clubhouse for walkers and farthest for the carts.
12. If the format is a shotgun, the host club should be consulted for which holes are best suited to double up groups on and which should have one group assigned.

### Alternates Taking Place of Withdrawn Players

When a player withdraws from a championship, an alternate will be notified to replace the player withdrawing. A list of alternates and their net differentials (based on score compared to course rating at various qualifiers) should be prepared ahead of time. In the case of last minute withdrawals, local alternates DO NOT take precedence over other alternates. Alberta Golf staff should develop the list of alternates and have it handy in order to contact alternates as soon as possible in these circumstances. This policy ensures that ALBERTA GOLF is making every effort to have a full championship field.

## Setting the Course

*(See Appendix for additional resources)*

In setting the championship course, Alberta Golf has adopted these principles:

1. Set up the course to make good scores probable. Good scores are critical to the success of the event in the short term and to Alberta Golf in the long term:
  - a. Low scores attract positive media attention and promote our players.
  - b. Players don't want to get beaten up by the course or how it is set. Players who feel the course is unfair or overly difficult develop negative reactions and outlooks toward Alberta Golf.
  - c. Positive media and player attitude results in positive PR for the host course.
2. Set the course so that it will provide an appropriate and fair test for the specific competition.
3. Set the course for a championship, for example, to provide an appropriate challenge that will deliver a provincial team that will do well at the respective Golf Canada National Championship.
4. Remember that a Junior Qualifying event is designed to both determine qualifiers for the championship and also to promote the development of young junior golfers through their participation in a competitive environment.
5. Be mindful of the HF range for the specific event and the ability of the higher handicap players playing in the event.
6. Set the course fairly and do not be inappropriately swayed by a host club that wants to prove to the field how tough their course is, or how easy it is.
7. Be sure to consult the host club PGA of Canada Professional and Superintendent in selecting the teeing grounds to be used relative to the recommended playing length of the golf course. The playing length needs to be established well in advance so that:
  - a. Competitors may be advised in advance of the anticipated tees to be used on the TIP.
  - b. The Superintendent can prepare the course accordingly.
  - c. Alberta Golf staff can enter the information into Blue Golf in order to prepare materials.
  - d. The Pro Shop may advise the competitors during the practice round.
8. If the course rating and slope rating are particularly high, the Tournament Committee should consult the Competitions & High Performance Committee to obtain feedback and guidance. Yardage recommendations are not set in stone should circumstances dictate otherwise.
9. Set the course for the championship to play to the yardage for which it has been rated. If it is deemed that certain holes must be moved up or back to another set of teeing grounds, then a revised Course Rating must be obtained from the Member Services department and appropriate ALBERTA GOLF staff member.
10. Consider selecting a different set of tees on a hole based on:
  - a. Difficulty and speed of play (i.e., shortening a 200-yard par 3 over water in a Junior or Senior qualifying event).
  - b. Weather conditions expected (i.e., for a long par 4 on a day with high headwinds, tees should be moved up to reduce the difficulty).
11. Understand that the fundamental objective in selecting hole positions is balance every day. Balance refers to:
  - a. Use of front, middle, and back of the greens.
  - b. Use of left, center, and right sides of greens.
  - c. Use a standard degree of difficulty for hole placements on each day of the event (i.e., the concept of "final day hole locations" is inappropriate).
12. Consider the degree of difficulty of hole placements, which must be fair relative to:

- a. The types of shots coming in at green (i.e., short par 5's can accept more difficult hole placements than long par 4's or difficult par 3's).
  - b. The need for a flat area around hole, about 3 feet in all directions. Holes on or near ridges are inappropriate.
  - c. The ball should not accelerate as it approaches or passes the hole.
  - d. The risk (i.e., from proximity to water hazards, bunkers, heavy rough, and bushes) near the edge of green where the hole is placed.
13. Consider that a more forgiving hole placement on Holes #1 and #10 improves the pace of play by easing the difficulty on starting holes.
  14. Accept the responsibility for the course set up. The statement that the set-up of a hole or the placement of a hole "is okay because it is the same for everyone" is tantamount to avoiding your responsibility to set a fair and reasonable competition and is virtually an admission of guilt for a mistake. This statement is inappropriate.
  15. Set the course fairly and reasonably to contribute to an acceptable and enjoyable pace within time par for both the competitors and the membership playing after the competition.

### **Pace of Play Procedures**

1. The ALBERTA GOLF Rules Committee has a strict Pace of Play Policy. All ALBERTA GOLF personnel should be familiar with this Hard Card policy.
2. The TRC in conjunction with the host club and TD should set a reasonable allotted time (time par) for each hole, which will result in a total time par for the round.
3. Pace of Play recording sheets will be available to all Rules Officials.
4. A Rules Official identifying a group that is out of position must determine if it is appropriate to intervene (e.g., has this group been involved in a lengthy ruling on a previous hole or will the group encounter a delay at the next hole or two, such as a backlog of groups at a par 3 playing over water?). If you are observing a group to determine if they are out of position, refer to the Time Par chart to see if they are playing within the allotted time. When observing the group, stay close enough to observe each shot, but as far away as possible so as not to interfere with play or bother the players.
5. A Rules Official should communicate pace of play findings to the TRC. Ideally the TRC should be called in to observe, time, speak to groups as necessary, and enforce the Pace of Play policies and penalties.

### **Competitions & High Performance General Policies**

All interested parties should consult the current Alberta Golf Operations Manual to review:

1. Competitions & High Performance Committee Composition and core functions
2. External Rules Requests
3. Certification Levels
4. Rules Seminars and Workshop Assistance Requests
5. How Championship Assignments are made

## Course Length and Rating Parameters

The following course length ranges (in yards) have been established. Approval to vary from these parameters must be obtained from the COMPETITIONS & HIGH PERFORMANCE Committee.

<i>Men's Events</i>	<i>Yardage</i>
Amateur	6700 - 7200
Amateur Qualifying	6600 - 7100
Mid-Amateur & Mid Master	6500 - 6900
Net Amateur	6100 - 6500
Inter-club	6400 - 6800
Senior & Super Senior	6300 - 6700
Senior Qualifying	6200 - 6600
Alberta Open	6900 - 7400
Alberta Open Qualifying	6700 - 7100

<i>Ladies Events</i>	<i>Yardage</i>
Amateur, Mid Amateur & Master	5800 - 6300
Senior & Super Senior	5400 - 6000
Net Amateur / Marg Ward	5000 - 5600
GFTC Ladies Team Classic	5200 - 5600

<i>Junior Events</i>	<i>Yardage</i>
Boys Junior (U19) & Juvenile (U17)	6500 - 7000
Junior & Juvenile Qualifying	6200 - 6700
Girls Junior (U19) & Juvenile (U17)	5600 - 6000
Bantam (U15) Boys	5700 - 6300
Bantam (U15) Girls	5200 - 5800
Novice (U13) Boys	4500 - 5700
Novice (U13) Girls	3000 - 5000
Alberta / Montana Ryder Cup Boys	6400 - 6900
Alberta / Montana Ryder Cup Girls	5500 - 6000

In certain cases where courses have an extreme elements and/or conditions of difficulty or ease for the competition, the course yardage range may be modified. The course and slope rating should be considered following Long Term Player Development (LTPD) guidelines. The individual Tournament Committees can raise any concerns/questions to the TD. The Competitions & High Performance Committee will provide feedback, guidance, and recommendations. Throughout the competition the course length can be modified within the range depending on conditions and competition strategies. Yardages on the official scorecards should be for the longest that each hole would play during the competition. Be mindful that a par 70 is expected to be towards the low end of these ranges and a par 73 is expected to be towards the high end.

## Competition Requirements

The following Handicap Factor and Age limits have been established.

### *Handicap Factor Limits:*

Novice & Bantam Boys	36.4
Novice & Bantam Girls	40.4
Junior & Juvenile Girls	25.0
Junior & Juvenile Boys Qualifying & Championship	15.0
Ladies Amateur, Mid Amateur & Mid Master	25.0
Men's Amateur Qualifying & Championship	8.0
Men's Mid Amateur & Mid Masters	8.0
Alberta Open Qualifying & Championship	5.0
Senior Ladies & Super Senior	30.0
Senior Men's Qualifying & Championship, Super Senior	20.0
Men's Net Amateur	No limits
Ladies Net Amateur & Marg Ward	No limits
Interclub (per player)	20.0
Ladies Team Classic (combined team handicap)	25.0 or more

### *Age Limits:*

Novice Boys and Girls	Under 13 as of August 1st each year
Bantam Boys and Girls	Under 15 as of August 1st each year
Juvenile Boys and Girls	Under 17 as of August 1st each year
Junior Boys and Girls	Under 19 as of August 1st each year
Ladies Amateur	None
Ladies Mid Amateur	25 & over as of the 1 <sup>st</sup> day of the Canadian Women's Amateur
Ladies Mid Master	40 & over as of the first day of the Canadian Women's Amateur
Men's Amateur	None
Men's Mid Amateur	25 & over as of the first day of the Canadian Men's Mid Amateur
Men's Mid Master	40 & over as of the first day of the Canadian Men's Mid Amateur
Alberta Open	None
Senior Ladies	50 & over as of the first day of the Canadian Women's Senior
Super Senior Ladies	65 & over as of the first day of the Canadian Women's Senior
Senior Men's	55 & over as of the first day of the Canadian Senior
Super Senior Men's	65 & over as of the first day of the Canadian Senior Men's
Men's Net Amateur	19 & over as of August 1st each year
Ladies Net Amateur	19 & over as of August 1st each year
Interclub	None
Ladies Team Classic	None

## Tie Breaking Procedures

Ties for major championships or the final position on an Interprovincial Team will be broken by a sudden death playoff. The Tournament Committee will discuss the hole(s) designated for the playoff with the host club in advance. However, the hole(s) may not be finalized until the scope of any playoff is determined and the course availability at the time of the playoff is known.

If it is not possible to run or complete a playoff at a qualifying venue, matching scorecards will be used.

If a playoff to determine a Champion cannot be held due to weather, darkness, or some other cause, then co-winners shall be declared.

In the event of a tie in a gross score competition that is not to be decided by a playoff, then a winner shall be declared by matching scorecards.

If conditions are such that a playoff may not be conducted for a team position on that day or that course, the following options should be evaluated in sequence to conduct a playoff:

- a. Another nearby course on that day.
- b. That course or another course on the next day.
- c. An appropriate course prior to the event for which the players were competing.
- d. All tied players could be included in the event.
- e. Ties for team positions will be broken according to Rule 33-6 and Appendix 1, as detailed below.

## Matching Scorecards

If there is a tie in a gross score competition that is not to be decided by a playoff, then a winner shall be declared by matching scorecards.

To break a tie in stroke play gross score competition by matching scorecards, examine the holes as they appear on the scorecard. A winner will be determined on the basis of the best score in the following sequence:

1. Last 18 holes
2. Last 9 holes (10-18)
3. Last 6 holes (13-18)
4. Last holes 3 (16-18)
5. Last hole (#18)
6. First 9 holes (1-9)
7. Last 6 holes on front nine (4-9)
8. Last 3 holes on front nine (7-9)
9. Last hole on front nine (9)
10. 18<sup>th</sup> hole, 17<sup>th</sup> hole, 16<sup>th</sup> hole, etc.
11. In a multi-round competition, repeat the procedure using the second-last 18 holes played, etc.

To break a tie in net competition, follow the same procedure and deduct the appropriate fraction of the course handicap for each player, rounded to one decimal point:

- a. Last 18 holes                      less full course handicap

- |                         |                          |        |
|-------------------------|--------------------------|--------|
| b. Last 9 holes (10-18) | less 1/2 course handicap | (9/18) |
| c. Last 6 holes         | less 1/3 course handicap | (6/18) |
| d. Last 3 holes         | less 1/6 course handicap | (3/18) |

To break ties for pairing purposes or for order of tee off within a group, refer to the above method of matching scorecards.

### **Gross Stroke Play or Match Play Competition**

A hole-by-hole playoff shall be played to determine the winner.

### **Net Stroke Play Competition**

A series of 3-hole competitions shall be played with the winner being the player with the lowest net score aggregate for the 3 holes. Handicap strokes will be taken as they appear on the scorecard.

### **Net Match Play**

A series of 3-hole competitions shall be played with the winner being the player who won the most holes in the 3-hole match. Handicap strokes will be taken as they appear on the scorecard.

### **Conducting a Playoff**

If a playoff is likely, the TRC will ask one or two Rules Officials to go ahead of the play and check the holes on which the playoff will be conducted, making sure that the bunkers and the putting green are in appropriate condition. The TRC will normally conduct the playoff.

Generally, the playoff will start at Hole #1 and continue in the normal sequence of holes, unless it is determined that the location of the holes is such that this would be inconvenient. In all cases, the holes selected for a playoff should be announced prior to the start of the event.

The order of play at the first tee of the playoff will be determined by lot, the players involved in the playoff being asked to pick a numbered piece of paper. The first player to post the score will be asked to select first and will go in the order indicated on the paper. The player picking #1 must play first, #2 second, and so on.

The groups shall consist of a maximum of 5 players. Make sure to remind the players that they are still competing in a stroke play competition before the playoff is to commence.

### **Playoff for Individual Events**

A playoff is required if two or more players are tied for the championship, final place or places on a team, or final place or places in stroke play qualifying for championships or match play.

For example, if three players are tied for the last two match play positions, the three players play off for the last two positions in the match play brackets.

The first player with a score lower than either of the two other players will be designated to the second last position. If the other two players are still tied, the playoff will continue until one player is eliminated. If two players tie but their score has eliminated the third player, their positions for match play are determined by matching scorecards.

## Playoff for Team Competitions (2 player teams)

### *Two Team Playoff:*

1. Order of play will be determined by lot. Team members will play alternately. For example, if Team A wins the draw, Team A hits first and Team B hits next. The pairing would thus go A - B, A - B. Pairing of groups will be the responsibility of the TRC.
2. After the first hole (or third hole in net competitions), if the teams are still tied, they will continue using the same format.
3. No competitor or team captain may give advice to a fellow competitor.

### *Three Team Playoff:*

1. Competitors are divided into two groups of three with one player from each team in each group.
2. Order of play will be drawn by lot with Team A playing first, Team B playing second, and Team C playing third. Each subsequent pairing shall play in the same order as the first pairing. Pairing of groups will be the responsibility of the TRC.
3. The second group shall wait for the first group to complete play of the first playoff hole (or third hole in net competitions).
4. If the teams are still tied, they will continue play using the same format.
5. No competitor or team captain may give advice to a fellow competitor.

### *Four Team Playoff:*

1. Competitors are divided into two groups of four, with one player from each team in each group.
2. Order of play will be drawn by lot with Team A playing first, Team B playing second, Team C playing third and Team D playing fourth. Each subsequent pairing shall play in the same order as the first pairing. Pairing of groups will be the responsibility of the TRC.
3. The second group shall wait for the first group to complete play of the first playoff hole (or third hole in net competitions).
4. If the teams are still tied, they will continue using the same format.
5. If one team is eliminated, the format will revert to the three-team playoff format. If two teams are eliminated, the format reverts to the two-team playoff format.
6. No competitor or team captain may give advice to a fellow competitor.

## Playoff for Team Competitions (4 player teams)

### *Two Team Playoff:*

1. Best three of four scores will count.
2. Competitors are divided into two groups with two players from each team in each group.
3. Order of play will be determined by lot. Team members will play alternately. For example, if Team A wins the draw, Team A hits first and Team B hits next. The pairing would thus go A - B, A - B. Pairing of the second group will be in the same order as the first group. Pairing of groups will be the responsibility of the TRC.
4. After completion of the first playoff hole, the first group shall wait for the second group to complete play of the hole.
5. If the teams are still tied, they will continue using the same format.
6. No competitor or team captain may give advice to a fellow competitor.

### ***Three Team Playoff:***

1. Best three of four scores will count.
2. Competitors are divided into four groups of three with one player from each team in each group.
3. Order of play will be drawn by lot with Team A playing first, Team B playing second and Team C playing third. Each subsequent pairing shall play in the same order as the first pairing. Pairing of groups will be the responsibility of the TRC.
4. Each group shall wait for the other groups to complete play of the first playoff hole.
5. If the teams are still tied, they will continue using the same format.
6. If one team is eliminated, the format will revert to the two-team playoff format.
7. No competitor or team captain may give advice to a fellow competition.

### ***Four Team Playoff:***

1. Best three of four scores will count.
2. Competitors are divided into four groups of four, with one player from each team in each group.
3. Order of play will be drawn by lot with Team A playing first, Team B playing second, Team C playing third and Team D playing fourth. Each subsequent pairing shall play in the same order as the first pairing. Pairing of groups will be the responsibility of the tournament committee.
4. Each group shall wait for the other groups to complete play of the first playoff hole.
5. If the teams are still tied, they will continue using the same format.
6. If one team is eliminated, the format will revert to the three-team playoff format. If two teams are eliminated, the format reverts to the two-team playoff format.
7. No competitor or team captain may give advice to a fellow competitor.

## Communications Procedures

Competitions and high performance sport provide the opportunity and an invitation for members and stakeholders to experience golf in Alberta. Specifically, the activities provide a forum for ALBERTA GOLF to bring the brand to life and engage stakeholders. By sharing these experiences we are able to hit a number of our core messages including:

- Keeping you informed
- Generating interest
- Inspiring a new generation
- Making Alberta proud
- Building a community

We will do this by establishing effective communications tactics and executing at a level that is best-in-class. Refer to the Communications Plan for an overarching document that guides and measures communications activities. This communications objective will be accomplished by strategically using corporate print materials, media and public relations, digital network and social platforms.

### ***Corporate Print Materials***

Competitions are branded using attractive signage and equipment. Promotional posters and branded documents contribute to the overall feel of the competition.

### ***Media and Public Relations***

Media events are an opportunity to gather top players, media, sponsors, host club personnel, and ALBERTA GOLF personnel to raise awareness about the upcoming tournament. It allows all of the key stakeholders to interact. Media can conduct interviews with players and sponsors, and host club and ALBERTA GOLF personnel can speak about the upcoming competition.

News releases are an opportunity for ALBERTA GOLF to communicate the highlights from the competition to key media contacts who will cover the event in print, electronically, and in person. Staff should prepare a summary detailing the day which can be attached with the release (e.g. exciting details, weather, reigning champion, player in the lead for the tournament, course records broken etc.). Include who, what, why, where, when, and how of the day. Overall, we want to tell the story of the event from a preview in advance, throughout the competition and a wrap-up at the conclusion.

Documenting our competitions in photographs provides a lasting image of players, courses, and ALBERTA GOLF history. A photographer should be scheduled for each event and photographs put in albums for public consumption.

### ***Digital Network and Social Platforms***

With digital and social media tools ALBERTA GOLF can engage followers with live updates and pictures from our competitions. Providing instant updates via ALBERTA GOLF social accounts and the website increases interest in the event for those who follow amateur golf competitions. Host club personnel, participants and ALBERTA GOLF volunteers should be encouraged to use social media to connect with us throughout the week

using official hashtags. Online and live scoring are effective features for those tracking scores from the home or office.

### **Awards**

The TD for each Tournament Committee will provide each TC with a prize distribution list related to the event budget, which is adjusted to recognize the number of participants, sponsorship, etc. This list is found in the individual tournament manuals and outlines the order of presentations, the prize that each placing receives, and the player information that needs to be gathered for each placing. Trophies, crystal, watches, flags, gift certificates, etc. are included on the prize list to ensure that our champions are recognized and top finishers receive all of the prizes they have earned. Prizing is limited to 10% of entry fee revenues in most cases. If a player breaks the course record or gets a hole in one, a dozen balls or golf shirt would be an appropriate prize. The Tournament Committee should discuss the options with the host club in case the club has its own traditions for these milestones.

### **Speeches and Presentations**

The TC will serve as the MC for all functions including the awards presentation. The TC should consult with the TD as to the format and agenda for each particular function whether it is a players meeting, rules clinic, reception, social activity, banquet, announcement or prize presentations. The presentation area should be set up and organized in advance. Awards presentations/speeches should include the following:

1. Welcome all competitors and general comments about the championship week.
2. Thank host club personnel (correct names and titles are crucial). Ensure that these key contacts attend the presentation if possible.
3. Present the host club plaque to the main contact (Staff or President) at the club and ask them to make a few remarks.
4. Thank sponsors (correct names and titles are crucial). Ask them to make a few remarks.
5. Thank the media for their coverage.
6. Thank the host club volunteers, HCTC, and support staff (pro shop, grounds, food and beverage)
7. Thank ALBERTA GOLF Rules Officials, Starters, and Scorers.
8. Thank you to Alberta Golf staff and TD.
9. Present the prizes. The TD will supply you with the prize list, to be presented in reverse order until you reach the Champion. Announce each prize as stated on the sheet. Either have the host club contact or sponsor shake hands with the winners and hand them their prizes (trophies, gift certificates, etc.)
10. Present any teams that have been formed from the competition. Ask them to stand.
11. Present the Champion with the trophy and pass the microphone to them for acceptance speech.
12. Thank everyone for their role within the event and encourage players to come to next year's championship. Announce next year's host club if confirmed.
13. Ask that Champions and team members stick around for official photographs.

An organized, professional delivery of the closing presentations leaves a positive impression of the event in the eyes of players and host clubs. Take pride in organizing this closing presentation to ensure a best-in-class experience.

## Appendix

### PROVINCIAL TEAMS

#### **Inter-Provincial Team Event Funding**

- Golf Canada may provide provincial grants to assist player subsidies.
- The Competitions & High Performance Committee reviews all applications for Athlete Assistance and will decide on an allocation of funding each spring.

#### **Non-Playing Team Captains**

- The Competitions & High Performance Committee will select Non Playing Team Captains and/or coaches to support teams at major events on a needs basis.
- Requirements for becoming a non-playing team captain are determined annually by the Competitions & High Performance Committee - *see Recognition and Prevention of Abuse Policy*.

#### **Junior Teams**

- Alberta Golf selects players to represent the province in various events each year based on merit, character and past representation of the province.

#### **Alberta's Inter-Provincial Junior Boys Team**

- The top three players from the Provincial Junior Championship, who have not reached their 19<sup>th</sup> birthday by the last day of the Canadian Junior Championship; and have exhibited upstanding sportsmanship qualities, are named by Alberta Golf to play individually and in inter-provincial team matches representing the province.

#### **Alberta's Junior Boys Quota Players**

- Golf Canada allots each province a number of players into the Canadian Junior Boys Championship each year. Alberta players earn their quota spots through a pre-selection process or their final placing at the current year's Alberta Junior Championship.

#### **Alberta's Inter-Provincial Junior Girls Team**

- The top three players from the Provincial Junior Championship, who have not reached their 19<sup>th</sup> birthday by the last day of the Canadian Junior Championship; and have exhibited upstanding sportsmanship qualities, are named by Alberta Golf to play individually and in inter-provincial team matches representing the province.

#### **Alberta – Montana Ryder Cup Team:**

- Two boys from each of the 15 and under, 16 and 17 year old age groups (by the last day of the event) and two girls from each of the 15 and under, 16 and 17 year old age groups (by the last day of the event) who score well and exhibit upstanding sportsmanship qualities are supported by Alberta Golf to play in a "Ryder Cup" match play competition against players representing the Montana State Golf Association. Selections are made 30 days prior to the competition and are based on the current Golf Canada Order of Merit Standings.

### **Western Canada Summer Games**

- Based on the Golf Canada Order of Merit Standings, 4 boys and 4 girls in the Juvenile age category will be selected by Alberta Golf to represent Alberta at the Western Games. This team will be supported by a CNC Coach and Non Playing Team Captain as decided by the committee. This event happens every 4 years and is supported through our relationship with the Alberta Sport Connection.

### **Canada Summer Games**

- Based on the Golf Canada Order of Merit Standings, 3 boys and 3 girls in the Juvenile age category will be selected by Alberta Golf to represent Alberta at the Western Games. This team will be supported by a CDC Coach and Non Playing Team Captain as decided by the committee. This event happens every 4 years and is supported through our relationship with the Alberta Sport Connection.

### **Alberta Ladies Amateur Inter-Provincial Team**

- The top 3 female competitors from the Alberta Ladies' Amateur Championship will be named to represent Alberta at the Canadian Women's Amateur Championship. No non-playing team captain will be sent.

### **Alberta Senior Ladies Inter-Provincial Team**

- The top 3 female competitors from the Alberta Senior Ladies' Championship will be named to represent Alberta at the Canadian Women's Senior Championship. No non-playing team captain will be sent.

### **Alberta Amateur Inter-Provincial Team/ Willingdon Cup Team**

- The top three finishers at the Alberta Amateur Championship will be named to represent Alberta at the Canadian Amateur Championship. No non-playing team captain will be sent.

### **Pacific Coast Amateur Team**

- The top three players from selected events as published in the Championship Manual and on the website will be named to represent Alberta at the Pacific Coast Amateur Championship. No non-playing team captain will be sent.

### **Alberta Mid-Amateur Inter-Provincial Team**

- The top two players at the Alberta Mid-Amateur and the top player, 25 years of age and older as of the first day of the Canadian Mid-Amateur, from the current year's Alberta Amateur will be named to represent Alberta at the Canadian Mid-Amateur Championship. No non-playing team captain will be sent.

### **Alberta Senior Inter-Provincial Team**

- The top three seniors at the Alberta Senior Championship will be named to represent Alberta at the Canadian Senior Championship. No non-playing team captain will be sent.

### **Coaching Fees**

- Coaches will be compensated for their services as per the current year's operating budget.

## PLAYER DISCIPLINE POLICY

### Overview

Whereas Alberta Golf considers itself responsible to its Member Clubs and their members for the enforcement of the Rules of Golf and the policies and regulations of Alberta Golf with respect to its activities; and whereas Alberta Golf desires to ensure that any action taken by it involving disciplinary action be conducted in a fair and equitable manner; and whereas the Board of Directors of Alberta Golf is authorized by By-laws of Alberta Golf to set up Standing Committees and provide for the mandate and membership of those committees; now therefore be it resolved that:

### Discipline Committee Members

The Discipline Committee shall be comprised of the Competitions & High Performance Committee Chair, the Membership & Golf Course Services Committee Chair and the President who shall be the chair of the Discipline Committee; provided however that if matters to be heard by the committee involve a tournament matter, the chair of the tournament shall also be a member of the committee unless said chair has already been involved in a discipline procedure of that player at the tournament. In this case, the chair shall only act as an information source to the Discipline Committee.

### Authority of Committee

The Discipline Committee shall be empowered to receive, investigate, hear and make decisions with respect to any complaints involving the policies and regulations of Alberta Golf. The Committee, after rendering a decision as prescribed herein, may suspend or prohibit a member of a Member Club from participation in any Alberta Golf activities and programs including but not restricted to tournaments, camps, clinics and teams which fall under the jurisdiction or control of Alberta Golf.

### Receipt of Complaint Procedures

The Discipline Committee, in order to take such action as is herein authorized, shall:

1. Within one week of the infraction require a written complaint be received by the Committee before any action is taken. The written complaint shall contain the date, place, and nature of the infraction, as well as the name of the complainant, the names of any witnesses to the complained of activity and any other information that may be of assistance to the Committee. Should there be insufficient information in the opinion of the Committee, the complainant shall be requested to furnish such further particulars as the Committee may require, and:
2. Make a preliminary decision as to whether the complaint is to be investigated further, and if so:

### Investigation of Complaint

The person against which the complaint has been lodged shall within one week be notified of the complaint and provided with full and complete particulars of the complaint. Such written notice shall be provided by personal service of the same, or failing that, by registered mail sent to the last known address of the person against which the complaint has been lodged. It is deemed to have been received on the fifth business day after the day the notice has been mailed, and:

### Request for Response

Request that the person against whom the complaint is lodged respond to the complaint in writing within 14 days of receipt of the aforesaid notice. If required by the Committee or at the request of the person against whom the complaint is lodged, the said person shall appear, or be entitled to appear before the Committee, together with legal counsel if desired, at a specific time and place to be set by the Committee not later than 30 days after the date the complaint is lodged with the Committee, and

provide information with respect to the said complaint; service of the request to appear being served on the said person in the same matter as hereinbefore provided.

#### **Refusal to Appear**

In the event that the person against whom the complaint is lodged refuses to appear before the Committee, the Committee shall be entitled to proceed to render a decision on the complaint based on the information that is before the Committee, and;

#### **Written Decision**

The Committee shall provide a written decision and convey the same to the Board of Directors of Alberta Golf, the complainant, the person against whom the complaint was lodged and an officer or manager of the Member Club of the said person; such decision being served in the same manner as provided for notices herein. The said written decision of the Committee may be appealed to the Board of Directors of Alberta Golf by the complainant, the person against whom the complaint was lodged, or the Member Club of the said person on written notice of such appeal provided to the Board of Directors not later than 14 days after the date on which the appealing party received notice of the decision of the Committee; and;

#### **Appeal of Decision**

In the event of an appeal of the decision of the Discipline Committee, the Board of Directors shall:

1. Convene a special meeting to hear the appeal and shall notify all interested parties of the date, time and location of the hearing of the appeal, and
2. Hear all the evidence of the said parties with respect of the complaint, and
3. Render a decision that shall be binding on all of the parties and provide notice thereof to each of the parties in the same manner as is provided for herein for notices.
4. The decision of the Board of Directors shall be binding on all of the interested parties and shall not be subject to review by any Court for any reason.

## Course Summary Template

The following is a golf course summary to be provided to the individual Tournament Committee by the TRC for the championship to help determine course set-up, SLR's, locations for Rules Officials and spotter needs.

Course: Sundre Golf Club, Sundre, AB

Treed areas throughout the golf course will slow down play for searches. Wind is prevailing from the southwest making most par 5's reachable and some long par 4's challenging to hit the green in 2. Log piles throughout the course in the trees are deemed to be piled for removal; relief under 24-2. French drains appear throughout the course: 24-2. Many burrowing animal holes throughout: 25-1.

**Rough:** Cut at 2 ¾" (last cut)  
**Fairways:** Cut at 7/16" each evening at completion of play.  
**Tee decks:** Cut at 1/3" each morning.  
**Greens:** 11 on the stimpmeter. Cut and double rolled each morning

Hole	Description, Concerns
#1	<ul style="list-style-type: none"> <li>• Small LWH in left trees 135 yards from green</li> <li>• French Drain painted on left edge of trees 200 yards from green</li> </ul>
#2	<ul style="list-style-type: none"> <li>• No OB on right side in field behind trees. Play hard.</li> </ul>
#3	<ul style="list-style-type: none"> <li>• Long par 4, no trouble</li> </ul>
#4	<ul style="list-style-type: none"> <li>• Pathway to 5 FW and 9 Tee on left side</li> </ul>
#5	<ul style="list-style-type: none"> <li>• LWH in trees at dogleg</li> <li>• Wet area in front of LWH</li> </ul>
#6	<ul style="list-style-type: none"> <li>• French drain behind green across cart path. Not a WH.</li> </ul>
#7	<ul style="list-style-type: none"> <li>• No trouble</li> </ul>
#8	<ul style="list-style-type: none"> <li>• Par 3 down hill. No trouble</li> </ul>
#9	<ul style="list-style-type: none"> <li>• Drain pipe left trees 200 yards from green</li> <li>• TIO (scoring tent and #1 starting tent) Use drop area only.</li> </ul>
#10	<ul style="list-style-type: none"> <li>• Tree trouble off tee. Expect delays.</li> </ul>
#11	<ul style="list-style-type: none"> <li>• Short par 4. No trouble.</li> </ul>
#12	<ul style="list-style-type: none"> <li>• French drains on right side of fairway</li> </ul>
#13	<ul style="list-style-type: none"> <li>• Reachable par 5</li> <li>• LWH on second/approach shot.</li> </ul>
#14	<ul style="list-style-type: none"> <li>• WH left, tee to green</li> <li>• Dropping zone on forward tee deck</li> </ul>
#15	<ul style="list-style-type: none"> <li>• LWH runs length of hole from 100 yards off tee.</li> <li>• LWH goes to infinity on right.</li> <li>• Not a LWH on left side.</li> </ul>
#16	<ul style="list-style-type: none"> <li>• LWH 200 yards off tee, 15 yards left in trees.</li> <li>• Drivable par 4 for the courageous.</li> </ul>
#17	<ul style="list-style-type: none"> <li>• ESA – mandatory relief (lie of ball, stance or swing)</li> <li>• Dropping zone on forward tee</li> <li>• Local Rule permitting a provisional for a ball that may be in the hazard.</li> </ul>
#18	<ul style="list-style-type: none"> <li>• ESA in front of tee – not in play.</li> <li>• TIO (scoring tent) Use drop area only.</li> </ul>

## Information on Selecting Holes

The USGA believes that many factors affect selection of hole locations. The first and most important is good judgment in deciding what will give fair results. Do not be tricky in locating holes.

Following are specific points:

1. Study the design of the hole as the architect intended it to be played. Know the length of the shot to the green and how it may be affected by the probable conditions for the day, that is, wind and other weather elements, conditions of the turf from which the shot will be played, and the holding the quality of the green.
2. Allow enough putting green surface between the hole and the front and the sides of the green to accommodate the required shot. For example, if the hole requires a long iron or wood shot to the green, the hole should be located deeper in the green and further from its sides than should be the case if the hole requires a short pitch shot.

In any case, it is recommended that, generally, the hole should be located at least four paces from any edge of the green. If a bunker is close to the edge, or if the ground slopes away from the edge, the distance should be greater, especially if the shot is more than a pitch.

Consideration should be given to fair opportunity for recovery after a reasonably good shot that just misses the green.

1. An area two to three feet in radius around the hole should be as nearly level as possible and of uniform grade. In no case should holes be located in tricky place or on sharp slopes where a ball can gather speed. A player above the hole should be able to stop the ball at the hole.
2. Consider the condition of the nearby turf, especially taking care to avoid old hole plugs, which have not completely healed.
3. Holes should be cut as nearly on the vertical as possible, not plumb with the contour of the green.
4. There should be a balanced selection of hole locations for the entire course with respect to left, right, centre, front, middle and back positions. For example, avoid too many left positions with resulting premium on drawn or hooked shots.
5. For a competition played over several days, the course should be kept in balance daily as to degree of difficulty. In a stroke competition, the first hole of the first round is as important as the last hole of the last round, and so the course should not be set up appreciably more difficult for any round – balanced treatment is the aim. An old concept of making the course progressively harder round after round is fallacious. One form of balanced daily treatment is to select six quite difficult, six, which are moderately difficult, and six, which are relatively easy.
6. During practice round days before a competition, locate holes in areas not to be used during the competition and which will not result in areas to be used being impaired by foot traffic.
7. Anticipate the player's traffic patterns. Locate holes for early rounds so that good hole locations for later round will not be spoiled by players leaving the green.
8. The greenskeeper who cuts the holes should make sure that the Rules of Golf are observed, especially the requirements that the hole liner not exceed  $4 \frac{1}{4}$  inches in outer diameter and that it be sunk at least one inch below the putting greens.

## Tournament Committee Checklist Template

<b>Tournament Information</b>	<b>Information, Personnel</b>
Event	
Dates	
Host Club	
Club Contact	
Club Email	
Club Phone	
General Manager (GM)	
Head Professional (HP)	
Food and Beverage Manager (F&B)	
Superintendent	
Tournament Director (TD)	
Tournament Chair (TC)	
Tournament Rules Chair (TRC)	
Rules Officials	
Starting and Scoring	
ALBERTA GOLF Tournament Staff	
Media (press releases, pictures, social media, website, media interviews, on course media)	
Site Visit Date	
<b>Tournament Format</b>	
Field size	
Cut information if necessary	
Starting format (shotgun, crossover, tee times)	
Groupings (threesomes, foursomes)	
Starting Format (shotgun, crossover, tee times)	
Tee time intervals	
Schedule of Events	
Practice Facility Information and Range Balls	
Yardage	
Tees	
Course Rating and Slope Rating	
Time Par	
Pace of Play system to be used	
Evacuation Plan	
Supplementary Local Rules	
Tie Breaking Procedures	

Holes for Playoff	
Rules Clinic	
Players meeting	
Course Marking	
Hole Locations	
Flags and flagsticks	
Tee markers	
Draw procedures (developed, posted, sent to players, sent to Tournament Committee and host club)	
Special gifts for hole in ones, exceptional play, course records etc.	
Championship Dress Code	
Exemptions (criteria and <b>host club exemption</b> )	
Schedule of Events	
Guest Speaker	
Skills Competition	
Hotel Information	
Registration information (night prior and morning of)	
Caddie Registration	
Confirmed ALBERTA GOLF personnel	
ALBERTA GOLF personnel pre- and post-round meetings	
Team Information, Clothing, Hats, Bag, Plaque	
Copy of individual tournament manual printed	
<b>Communications</b>	
Tournament Information Page (TIP) review	
Practice round information posted to website	
Press Releases	
Photography (course shots, signature holes, action shots, team shots, trophy shots, champion shots with and without TC)	
Media responsibilities	
Media Day Package - TD to coordinate with Tournament Committee and ALBERTA GOLF Staff	
Sponsorship - Interaction with key contacts, contract details arranged	
Reports from TC, TRC, and HCTC	
Tournament Report and expenses submitted i.e. Discipline or conduct issues, areas for improvement, results overview	
Surveys developed and distributed (participants and volunteers)	
Event history and tentative following year venue	
Thank-You Notes	
<b>Host Venue Logistics</b>	
Pro Shop aware of power cart policy for media and spectators	
Facility Fee	
Host club volunteer needs/club coordinator	
Power Carts	
Shuttle requirements, if necessary	

Practice Round Information	
Practice facilities available	
Meals/Banquets	
ALBERTA GOLF account and signing privileges	
Gift certificates	
Banner locations	
Trailer location	
Screen location	
Projector cart or audiovisual options for leaderboard	
Tournament news clippings area if necessary	
Awards presentation area	
Tournament office location	
Media backdrop location	
Rules Official Power Carts	
Scoring area determined, optional indoor area if needed	
Table and chairs (starting and scoring)	
Tents and Table covers	
Club storage	
Spotter needs	
Access to club photocopier if needed	
Wi-Fi access confirmed	
Small table for trophy and flowers at first tee	
Water/Fruit purchased for on course coolers	
Volunteers needed	
- spotters	
- walking scorers	
- leaderboard carriers	
- runners for scoring	
- checkpoint pace of play	
Scoreboard carriers if necessary	
Volunteer training (when, where, who, by whom)	
Sponsorship	
<b>Tournament Equipment</b>	
ALBERTA GOLF flags and flagsticks	
ALBERTA GOLF tee markers	
Gifts	
Large copy of hard card policies posted in tournament office	
Registration sheets developed	
Qualifying Calculations	
Return envelope for qualifiers / events without staff with Purolator slip	
Scorecards	
First aid kit	
Tees	

Clocks and batteries	
Incident report forms	
Markers/pencils/pens/stapler/tape/clipboards	
Paper (color for each round and white)	
Paint guns	
Flagsticks	
Tee markers	
Paint	
Radios	
Rules Kits	
Starters Kits	
Hard Cards	
Laptops	
Printers	
Camera	
Host club volunteer hats	
Tee Gift	
Trophies	
Host club plaque	
Extension Cord	
Rules official banners	
Draw copies printed	
Daily pace of play sheets printed	
Pre and post round meeting agenda sheets printed	
Disposable scoreboard if necessary	
Sponsor giveaway item if necessary	
Directional signage developed	
Caddie identification apparel	

## Supplementary Local Rules Template

**Alberta Golf  
Men's Amateur Championship  
Medicine Hat Golf and Country Club  
July 17-20 2012**

### Supplementary Local Rules

1. Play is governed by the 2012 Rules of Golf and the Standard Alberta Amateur local rules supplemented by these local conditions of the competition.
2. Play will be from the Alberta Golf tee markers.
3. The nines for this tournament will be reversed.
4. The local Rules on the Club Scorecard are to be disregarded
5. Out of Bounds is defined by the white stakes inside the driving range, other white stakes, perimeter fences and white lines joining the backs of adjacent properties as well as the inside edge of the paved path from the gate into the club to the clubhouse on hole #9 (18). The putting green is O/B. The maintenance yard and the waste area behind holes 13(4),3 (12) are also O/B
6. Practice areas are the driving range and the putting green beside the clubhouse.
7. All ties attached to artificially surfaced roads are part of the road, including worn areas adjacent to roads.
8. If a playoff is required it will be held immediately after play is concluded using holes 1 (10) and 18 (9) until a winner is declared

#### **Rules Committee.**

Martin Blake Chair  
Tom Zariski  
Jack Lane

#### **Tournament Committee**

Varley Wiseman  
Martin Blake  
Jack Lane

## Notice to Competitors Template

### NOTICE TO COMPETITORS

**Sun Life Financial Alberta Men's Amateur Championship  
The Sundre Golf Club  
July 16-19, 2013**

Play is governed by the 2012-2015 Rules of Golf of Golf Canada, the 2012-2013 Golf Canada Decisions on the Rules of Golf, the 2013 Standard Local Rules, Conditions of Competition, and where applicable, by the following Conditions and Local Rules.

Unless otherwise noted, penalty for breach of a Local Rule or Condition is two strokes.

1) Rules on the local (club) scorecard do not apply

2) Designated Practice Areas:

Practice range and short game facility adjacent to the maintenance compound

Practice putting green adjacent to the tee on Hole #15

Practice cage left of the green on Hole #14

3) Out of Bounds

In addition to white stakes, out of bounds is defined by the property boundary fences and walls.

4) Dropping Zone on Hole #11

For a ball which last crossed the margin of the hazard between the two red stakes with black tops (to the right of the greenside bunker) and is in or known or virtually certain to be in the lateral water hazard, the player may, as an additional option to Rule 26, drop a ball in the dropping zone located beside the bunker.

5) The Royal Nine Golf Course

The Royal Nine Golf Course (located adjacent to Holes #13 and #14) is considered to be part of the competition course.

6) Flower Beds

Flower beds are through the green. Flower beds completely encircled by an obstruction, e.g. bricks, wooden ties, cart paths, etc., are considered to be part of the obstruction.

7) Temporary Immovable Obstructions

Alberta Golf Starting and Scoring tents are temporary immovable obstructions as defined in Appendix 1, Part B, and Section 7 of the Golf Canada Rules of Golf.

8) Playoff – Individual Championships

In the event of a tie for the Amateur championship, a playoff will be conducted on Hole #18, and if necessary repeated, to determine the champion. In the event of a tie for the team positions, a hole-by-hole playoff will be conducted beginning on Hole # 1 when it is available.

### Tournament Committee

Rob Forshner

Martin Blake

Les Swelin

## Evacuation Plan Template

In the event the Tournament Committee suspends play, transportation will be provided to players, caddies. Players should walk to the designated areas as indicated below.

### *Air horn signals*

One long blast: Suspension for dangerous condition: discontinue play immediately, proceed to shelter  
Three short blasts: All other types of suspension

Hole	Tee	Fairway	Green
#1			
#2			
#3			
#4			
#5			
#6			
#7			
#8			
#9			
#10			
#11			
#12			
#13			
#14			
#15			
#16			
#17			
#18			

### Example Evacuation Plan

In the event the Tournament Committee suspends play, transportation will be provided to players, caddies. Players should walk to the designated areas as indicated below.

#### Air horn signals

One long blast: discontinue play immediately, proceed to transportation area

Three short blasts: All other types of suspension

Hole	Tee	Fairway	Green
#1	Walk to Clubhouse	Walk to Clubhouse	Walk to Clubhouse
#2	Walk to Clubhouse	Shuttles at #2 tee	Shuttles at #3 tee
#3	Shuttles at #3 tee	Shuttles at #3 tee	Walk to Clubhouse via Hole #1
#4	Walk to Clubhouse via Hole #1	Shuttles at #3 tee	Shuttles at #3 tee
#5	Shuttles at #3 tee	Shuttles at #9 tee	Shuttles at #9 tee
#6	Shuttles at restroom behind #6 Green	Shuttles at restroom behind #6 Green	Shuttles at restroom behind #6 Green
#7	Walk to Clubhouse	Shuttles at restroom behind #6 Green	Shuttles at restroom behind #6 Green
#8	Shuttles at restroom behind #6 Green	Shuttles at #9 tee	Shuttles at #9 tee
#9	Shuttles at #9 tee	Walk to Clubhouse	Walk to Clubhouse
#10	Walk to Clubhouse	Walk to Clubhouse	Walk to Clubhouse
#11	Walk to Clubhouse	Walk to Clubhouse	Walk to Clubhouse
#12	Walk to Clubhouse	Walk to Clubhouse	Walk to Clubhouse
#13	Shuttles at restroom behind #13 Green	Shuttles at restroom behind #13 Green	Shuttles at restroom behind #13 Green
#14	Shuttles at restroom behind #13 Green	Shuttles at restroom behind #13 Green	Shuttles at restroom behind #13 Green
#15	Shuttles at restroom behind #13 Green	Shuttles at #16 tee	Shuttles at #16 tee
#16	Shuttles at #16 tee	Shuttles at #17 tee	Shuttles at #17 tee
#17	Shuttles at #17 tee	Shuttles at #17 tee	Walk to Clubhouse
#18	Walk to Clubhouse	Walk to Clubhouse	Walk to Clubhouse

When players are at these designated locations on the golf course, wait for Tournament Officials to arrive with shuttles and carts to take players back to the clubhouse.

## Rules Official Evaluation Template

### Rules Official Evaluation Form

Tournament \_\_\_\_\_

Dates \_\_\_\_\_

Official's name \_\_\_\_\_

Days worked \_\_\_\_\_

Hours worked \_\_\_\_\_

Tournament Rules Chair signature \_\_\_\_\_

Acceptable	Unacceptable

1. Completed assigned duties to satisfaction
2. On course communication on decisions
3. Consistent in explaining options to players
4. On time and available while on assignment
5. Dress appropriate / positive image
6. Attitude – positive and helpful
7. Overall helpfulness (set up, take down checking pins)
8. On course mannerisms (courteous, non-officious)
9. Effectively enforces pace of play guide lines and assesses penalties as required
10. Effective and efficient use of radio
11. TRC Comments:

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## Initial letter/email to Duty Roster Crew Template

Hello everyone,

I want to make sure that everyone is available for the **insert Tournament Name** on **insert dates of tournament**. If anyone requires directions to the venue, please visit the **insert host club** website or visit the TIP on Blue Golf. ALBERTA GOLF will be providing the necessary supplies, including radios, and will arrange to have everything delivered to the host site. The golf course will be informed ahead of time of the aforementioned delivery, and will recommend the best locations for all materials.

The TRC for the championship will be **insert name**. The rest of the rules officials are **insert names of all officials**. **Insert name of TRC**, the course superintendent's name is **insert course superintendent name**, and can be reached at **insert contacts phone number and email**. The head golf professional's name is **insert head pro's name**, and can be reached at **insert contacts phone number and email**.

The Starters and Scorers for the event are **insert names of ALBERTA GOLF volunteers**. I will advise each of you when to be at the golf course prior to the commencement of play once the draw has been established.

A brief meeting will be required to go over certain duties and procedures pre- and post-round each day.

Registration will be organized by **insert names**.

**Insert name** will be in charge of publicity and prize presentations. Once a copy of the budget has been provided, I will let everyone know what the team's limits are each day.

Thank you for committing for this championship. If you have any questions, please don't hesitate to ask. If for any reason you are unable to attend this event, please let me know as soon as possible.

I will be keeping you informed as we move forward.

Happy Golfing  
**Insert name**

## Questions and Answers for Rules Officials

### *What are some of the traits of a good rules official?*

1. Is non-obtrusive, helpful, approachable, and knowledgeable (knows options).
2. Is available and visible.
3. Allows the players to play, not in their face all the time.
4. Shows empathy, has confidence, and is judicious.
5. Avoids confrontation.
6. Knows how to interact with players fairly and impartially.
7. Is a good listener.
8. Is there to assist the players, not to impress them with knowledge of the rules.
9. Doesn't bear down on a situation.

### *What can I do to prepare myself prior to a tournament?*

1. Develop a working knowledge of the Rules of Golf, which can be obtained through continual study and education and through experience.
2. Play the course prior to the tournament if possible, to get a feel for the layout and some of the trouble spots.
3. Read and understand the ALBERTA GOLF Standard Local Rules and the Supplementary Local Rules prepared for the tournament. Officials usually change positions on the course during the tournament and should be familiar with all of the local rules.
4. Scout your assigned holes before players are actively playing them. Look for areas where potential problems may arise, such as water hazards, bush, obstructions, cart paths, and ground under repair.

### *Where do I position myself on the course?*

1. The TRC will assign a group of holes that you should cover initially. Try to find a spot in there that offers a good view of as many holes as possible and is still out the line of play.
2. You should distance yourself from the players: be visible but not too close. A good rule of thumb is that if the player could hear you talking on your radio, then you perhaps are too close.
3. Your cart should be moving so you rove the area and make yourself available to players if needed. This helps to see issues with pace of play as well. Moving in the direction against the play helps you to observe gaps.

### *What about the radio?*

1. Each rules official is issued a two-way radio each day. Keep the radio on at all times except when interacting with a player. Remember to turn the radio back on.
2. The radio is there to be used! We all need some help at times, particularly with difficult situations that arise.
3. Headsets keep half of the radio conversation quiet. If you don't use a headset, be careful with the volume setting: it has to be high enough that you can hear when someone is calling you, and low enough not to disturb players. Be careful when you talk on the radio.

### *How do I approach a player?*

1. Say "Good morning gentlemen/ladies. Can I be of assistance?" or "Good morning gentlemen/ladies. Do you need any help?"
2. Determine all of the facts. If anything is not clear, ask again. Ask the other players in the group to confirm the facts if there is any doubt or confusion.
3. Keep an even and polite tone of voice. A calm approach to players is of great importance for a successful resolution.
4. Listen to the player explain the situation. Ask "Do you know your options?" and then explain the alternatives if the player wants to have them presented.
5. Ask if the player has understood the answer provided by the rules official, particularly if the situation is complex.
6. Be clear and concise in all conversations.
7. Be prepared to review relevant rules and decisions with a player, including the Alberta Golf Standard Local Rules and the Notice to Competitors for each tournament.

### *When do I approach a player?*

1. If the player signals in some way for you to come over.
2. If you observe some obvious confusion with a player or group as to how to proceed.
3. When it is obvious that the players and his competitors are unsure about their options, or where the ball entered the hazard, or where the ball is. Let the player make his own decision where possible without intervention.
4. If you see an obvious rules infraction about to take place, try to intervene without upsetting the player.

### *When I see a player about to violate one of the rules what do I do?*

1. Intervene if you are close by.
2. Ask "Are you aware of all of your options?" This does not put the player in the situation of wondering what the Rules Official means. We are trying to portray ourselves as a helpful resource to the players and not a judgmental authority.
3. Say "Excuse me sir, but I think that there may be a problem with your drop".

### *Do I help a player look for a lost ball?*

1. Ask, if it is convenient to do so, if the player would like you to help with the search.
2. Don't start looking if the player just skirts around the edge of the bush.

### *Can I give the player a ride on my power cart?*

In the case of a lost ball where a provisional ball was not played, to speed up play you certainly can drive the player back and, after he hits the shot, give the player a ride to the ball or to his golf bag if he left it behind. We must be careful that we do not offer rides that will take a player past the point where their ball is located.

### *Does a rules official apply the rules differently in different events?*

1. We must acknowledge various player calibers in each event. At the lower levels we need to be more proactive in approaching players to help the players get prepared for higher levels of tournament golf.
2. We will be more proactive with juniors, mid-amateur players, mid-handicap players, and ladies in the 4-ball team tournaments. With players in the Alberta Amateur tournaments, it is preferable to wait until you are called unless you see a player about to break a Rule and you have the opportunity to speak with the player before a stroke is made.

### *Can rules officials use binoculars?*

1. Yes a small set, but keep them out of sight in most instances. The players don't want to feel that we are spying on them; i.e., don't appear to be waiting on them to break the rules.
2. They can be useful though for watching tee shots and in seeing other holes to determine if all players are in position.

### *What do players appreciate about rules officials?*

1. Players appreciate being given the opportunity to know "all their options", knowing that the officials are there to help them, not to "catch" them.
2. Players appreciate (depending of the level of the player) an explanation of the ruling as well, not just saying "two strokes" and then leaving. If a player appears to disagree with a ruling, it can be helpful if you can show him the relevant decision.

### *Can a player ask for a second opinion?*

1. When a player clearly disagrees with a ruling, ask if he would like to talk to another rules official. If he says yes, radio for another official to come. Do not discuss the situation on the radio. When the other official arrives, state simply, "This gentleman/lady would like a second opinion regarding (for example) relief from the water hazard." Go back to your cart and leave the area.
2. If another official is not readily available, tell the player he has the option of playing a second ball under Rule 3-3. If he chooses to do this, tell him to announce his intentions to his fellow competitors and select the ball with which he would like to score. Remind him to report the situation and get a ruling from the TRC in the scoring area before he signs his card.

### *What is time par?*

Each hole is assigned a time par value, that is time allotted to complete the hole. Typically if playing threesomes, time par averages 13 minutes per hole (3 hours 54 minutes), and in foursomes 14 minutes per hole (4 hours 12 minutes). Groups are expected to complete around based on these averages. Indeed many groups finish faster than these times.

### *What is pace of play all about? Do we enforce pace of play?*

1. ALBERTA GOLF has a pace of play policy. Players are expected to keep up to the group in front of them. In cases when they are a hole behind the group in front of them and are playing slower than their time par, they are said to be out of position. If you see a group that is out of position you should inform the TRC by radio. The TRC is in charge of the process of timing the individuals in the group and assessing penalties if necessary.
2. We need to have our officials keep the gaps small even if the players are ahead of their time par. Gaps quickly cause the field behind them to slow down to the pace of the slowest group. It can permanently affect the whole field.

## **RULES OFFICIALS AND CERTIFICATIONS**

### **External Rules Requests**

1. When outside organizations request support from rules officials Alberta Golf will circulate the opportunity to qualified officials who may be available to assist. All expenses incurred by the rules official will be at the expense of the requesting organization according to their own expense policy
2. Alberta Golf will not supply officials for any event that violates the Rules of Golf or the Amateur Status code.
3. Alberta Golf rules officials are requested to ensure that their commitment to the Alberta Golf Duty Roster is a first priority and that Alberta Golf officials only work events being held at member clubs in good standing with the Alberta Golf Association and Golf Canada.

### **Certification Levels**

1. The Golf Canada rules education system and certification levels are used for Alberta Golf activities
2. Level 1: Participate and pass the level 1 online education course
3. Level 2: Participate and achieve a minimum of 80% in the level 2 exam and complete 20 hours of satisfactory on-course experience as a Starter/Scorer/Official at club, regional or provincial events.
4. Level 3: Achieve 85% in a level 3 exam. Complete 10 hours accompanying a Certified Rules Official as an observer at a regional or provincial event and a minimum of 50 hours of satisfactory on-course experience as a Rules Official at regional or provincial events
5. Level 4: Achieve 85% in a level 4 exam, and 100 hours of satisfactory on-course experience as a Level 3 Rules Official at regional or provincial events.
6. Individuals who score between 75 and 84% on the Level 4 Exam will be automatically recertified at Level 3.
7. Failure to recertify as required means that an individual's certification at that level is considered lapsed.

### **Rules Seminars**

Alberta Golf makes funding subsidies available to Rules Officials on an annual basis. Alberta Golf will cover 50% of travel, accommodation and registration expenses for Rules Officials attending certification seminars, provided the official receives a mark of 85% or better on the exam. Individuals seeking funding assistance must forward a request to the office at least 60 days prior to registering themselves for the seminar to confirm available subsidies.

### **Championship Assignments**

1. To ensure Best-In-Class championships the Tournament Chair (TC) and Tournament Rules Chair (TRC) assignments will be awarded to individuals who are certified at the highest levels have the most experience and are within a relatively close distance to the event. If Starters and Scorers are provided by the host club they must be trained by a Level 2 Rules Official.
2. TC and TRC mentorship opportunities will be available to ensure continual education of up and coming Volunteers
3. Whenever possible, the TRC should be a Level 4 certified official and all other rules officials should have Level 3 certification. Level 2 certification is a minimum requirement to assist with rulings at Alberta Golf events.

### **Additional Championship Policies**

1. For specific Championship policies, please consult the **Alberta Golf Championships Manual**
2. For specific tournament formats please consult the individual **Alberta Golf Tournament Manuals.**
3. A Duty Roster shall be created by the Competitions & High Performance Committee and will be distributed to the Volunteers by April 30<sup>th</sup> each year. Volunteers will be assigned to events with sensitivity to gender issues, but certification, experience, geographic and financial issues must also be taken into consideration.
4. Volunteers shall account for their incidental expenses by submitting an expense reimbursement form to Alberta Golf. During events, Tournament Chairs (TC's) shall set up an account with the host club in order to absorb volunteer meal expenses. The host club is to be directed in turn to invoice Alberta Golf for reimbursement. The Tournament Directors (TD's) are to approve the submitted invoice before any payments are made.

### **Honorariums**

All Alberta member clubs that host Alberta Golf Tournaments will receive a facility fee per player, per day, the amount of which shall be approved annually by the Executive Director.

## Suggestions for Determining Time Par for a Tournament

### Pace of Play

The foundation of the Alberta Golf Pace of Play Policy is the overall time par set by the Tournament Committee. Overall time par is the amount of time in which the Tournament Committee expects all players to complete a round. This will be expressed on a per hole basis and an overall time for 18 holes.

### Time Par/Pace Rating

Time Par tells players and officials how long it should take to play a given hole in a tournament. Time pars may range from approximately 8 minutes to approximately 25 minutes, depending on the length and difficulty of the hole, and other factors. The sum of the time pars on the course equals its Pace Rating (Total amount of time expected to complete a round). A group which achieves individual time pars will complete the round in the Pace Rating for the course.

### Time Par and Starting Times at Each Tee

- Time pars easily translate into starting times for each tee. For example, a group starts at 8:00 a.m. on the first tee, which has a time par of 12 minutes. The Time Par rating for “Flag in the hole” is 8:12 a.m. Next Tee is 8:12 a.m. if the distance between the green and the next tee is 20 yards or less. If the distance is more than 20 yards, then add a minute or 2, e.g., 2 min. = 8:15 a.m., second tee.
- Time pars should be printed on the score card or otherwise communicated to golfers at the start of the round.
- Time pars should be made into a tracking grid provided to all tournament officials so that they can know when a group is due to have the flag in the hole and expected to be at the next tee.

### Before Setting the Time Par

1. Walk the course.
2. Time and record the time it takes to walk or take a shuttle from the green of each hole to the tee of the next hole.
3. Play the course.

## Time Par Factors

### 1. Difficulty of Each Hole

Length – often the #1 difficulty factor (uphill or downhill affects the length)

Topography – hills, valleys, streams, lakes

Fairway – width, undulations

Green Target – open front, blind shot

Recoverability and Rough – length of rough

Bunkers – number, fairway, depth

Out of Bounds/Extreme Rough - proximity

Water Hazards – WH or LWH, number, carry

Trees - overhang

Green Surface – size, slope

Psychological – level of golfer

### 2. Par

Par	Usual Time Allowed, Minutes
3	12 to 15
4	14 to 17
5	16 to 18

### 3. Distance from Green to Tee

General Rule of Thumb is: If there is less than 20 yards from a green to the next tee then no time is added to the Time Par.

Questions to answer: Are shuttle carts being used? If so, then no time should be added. Is the distance uphill?

### 4. Overall Terrain of the Golf Course

Difficult, average, or easy terrain? Water, bush, fescue? Uphill, downhill?

### 5. Pace of Play History of the Golf Course

The local staff know the course. They should be consulted when a time par is being established.

If the course has been used before by Alberta Golf, there may be records of the previous time par.

Talk to tournament officials from past events.

### 6. Weather

Bad weather immediately preceding a tournament can affect speed of play.

If conditions warrant, additional time may need to be added, e.g., “Lift, Clean and Place” is implemented or “Golf Carts Restricted to Paths Only”. In worst case scenarios the effects of weather can negate the best attempts at keeping up with a good Pace of Play and achieving a reasonable time par.

### 7. Conditions of the Competition

When a competition allows the use of power golf carts, players are not required to use them. Usually there are some players who will prefer to walk. If there are long stretches between greens and tees, the walking players will take considerably longer to get to the next tee. The time par should allow for walking players.

### 8. Group Size

Alberta Golf prefers to use group of three for most of its competitions (except for the Ladies Four-ball team tournaments). The use of caddies can also affect the time par.

## 9. Format

Individual stroke play is the most prevalent (exception: Ladies Four-ball Stroke Play).  
Handicap range of competitors is also important.

## 10. Which Tees will be used

The tee to be used on a hole can affect the time required to play the hole.

Will a tee on a hole be moved up to allow players to “go for a green” in one on a par 4, or two on a par five? This can result in waiting time on the tee that might need to be accounted for.

## 11. Will motorized carts be allowed? Will they be restricted to “Cart Paths Only”?

Because the use of motorized carts cannot be mandated by the Tournament Committee, time par must be set for the players who chose to walk.

If weather conditions cause carts to be restricted to “Cart Paths Only”, this can delay play.

## 12. Location of Halfway House (washrooms, etc.)

Some courses do not have convenient access to a Halfway House after the ninth hole.

Washroom time may be added for Ladies’ competitions.

## 13. Forecaddies (number/locations)

Will there be enough forecaddies available to spot at all of the difficult locations (especially blind shots)?

Training of forecaddies is essential. Experienced Forecaddies are preferred.

## 14. Level and ability of players in the competition

A competition involving young junior golfers will require more time to complete holes than a competition involving top amateurs.

## Calculating Time Par

Factor	Rating	Maximum Total Time, Seconds
Difficulty (Length)	The number one most important Factor in the Time Par Formula. Given a weighting of 250 possible seconds. If the hole is the most difficult (#1 Handicap Hole) then could be given close to 250 seconds. If it is the #9 rated hole then could be given 125 seconds, etc.	250
Par	Par 3 add Par 4 add Par 5 add	60 120 180
Distance Green to Tee	Add 60 seconds (except hole #1) If the distance from the previous green to this hole’s tee is more than 20 yards then seconds could/should be added. If shuttles are used then no time added.	60 120
Overall Terrain	If the hole is on average terrain then no time should be added. If there is extreme rough, numerous hazards, etc. then time can be added.	120
History	If staff say “this hole plays longer/harder” then time can be added	60
Weather	Weather preceding and anticipated during a tournament	200
Conditions of the Competition	“Lift, Clean and Place” in Effect?	60
Group Size	“Threes”, no added seconds	60
Format of Play	“Threes Stroke Play”, no added seconds	60
Tees	Forward, Middle or Back?	60
Carts	Restricted to paths?	60
Halfway House	Usually for Hole #10 only (ladies?)	250
Forecaddies on this hole?	Difficult hole, no Forecaddies	120
Level of golfer	Junior golfers would require more time than top amateurs	180
	<b>Total</b>	= /60 minutes

### Sample Hole 1

#1 Handicap Hole (460 yards), Back tees, Par 4, No carts, Nice Weather, Groups of three, Men's Amateur Qualifying

Factor	Rating	Total (seconds)
Difficulty (#1 handicap)	250	250
Par 4	120	370
Distance Green to Tee (20 yards)	60	430
Overall Terrain (difficult)	120	550
History of Hole (difficult)	120	670
Weather (Some Casual Water)	75	745
Conditions of Competition	0	745
Groups Size (Threes)	0	745
Format of Play (stroke)	0	745
Tees (tips)	90	835
Carts (No)	0	835
Halfway House at Hole (No)	0	835
Forecaddies (No)	120	955
Level of golfer (low handicaps)	0	955
		955/60 = 15.9 = 16 Minutes
Comments: This is the #1 most difficult hole on the course but because of the level of golfer involved, the weather, etc., the expectation is a group of 3 should be able to complete the hole in 16 minutes.		

### Sample Hole 2

# 5 Handicap Hole (530 yards), Middle tees, Par 5, Carts allowed, Strong wind, Senior Men's, First round, Groups of three

Factor	Rating	Total (seconds)
Difficulty	150	150
Par 5	180	330
Distance Green to Tee	60	390
Overall terrain	60	450
History of hole	60	510
Weather	200	710
Conditions of competition	0	710
Group size	0	710
Format of play	0	710
Tees	50	760
Carts (some walkers)	60	820
Halfway house at hole (No)	0	820
Forecaddies (No)	60	880
Level of golfer (some higher handicap)	180	1060
	Total	1060/60 = 17.6 = 18 minutes
Comments: Fairly long hole so the time par must allow for the players walking (some older seniors). Strong wind will be a significant factor. Because this is a first round it will include some higher handicap players who will be slower.		

For more information

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**Stephen Wigington (Manager, Competitions) oversees all competitions as Tournament Director and is the point of contact for all aspects of the enclosed duty roster and onsite operations.**

**Stephen can be reached by email [stephen@albertagolf.org](mailto:stephen@albertagolf.org) or by phone at 403.236.4616.**

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