



GOLF ONTARIO

REFEREE MANUAL

TOURNAMENT OFFICIALS CODE OF CONDUCT

(A SUPPLEMENT TO “GO CODE OF CONDUCT AND ETHICS POLICY”)

An individual who accepts the position of Tournament Official, Referee, Starter, Scorer or Timing Official) agrees to accept all the responsibilities and duties as outlined in the Golf Ontario Code of Conduct and Ethics Policy. As an Official with Golf Ontario your role is critical to the success of the event. The following is a summary of your assigned responsibilities:

GENERAL CONDUCT

1. While officiating, wear the uniform specified by GO, and present a clean, well-groomed appearance.
2. Refrain from using tobacco products or electronic nicotine delivery systems on the Golf Course except in designated areas.
3. Will NOT use illicit drugs, marijuana or alcohol at Junior competitions; and refrain from entering a Golf Facility under the influence of alcohol, marijuana or illicit drugs.
4. Avoid all physical contact with players, including hugging players, unless initiated by the player.
5. Avoid any situation that may be construed as a conflict of interest i.e. a close relationship/friendship with specific players.
6. Deal with players, coaches and spectators (parents or caregivers) showing respect, even in cases where this is not reciprocated. Heated exchanges, whatever the cause and under any amount of provocation are to be avoided at all costs. If disputes which seem likely to result in such exchanges cannot be avoided, every effort must be made to conduct such dialogue in private and the Tournament Director **must** be informed.
7. Avoid public criticism of fellow officials, players, organizers, sponsors, or the host club, that may bring the game in disrepute.
8. Be discreet. Comments relating to the competence, performance or behavior of fellow Tournament Officials should only be made to the Tournament Director, in private;
9. Work in a spirit of cooperation with other officials and do not interfere in any way with their duties and responsibilities.

PROFICIENCY

1. Officials are expected to attend training sessions and clinics and follow the guidelines and policies found in all GO manuals.
2. Referees must remain current in their knowledge of the Rules of Golf and apply them within the spirit and intent. This shall be verified and monitored by assessment at appropriate intervals and records kept.
3. Officials should carry out or submit to evaluations without fear, favor or undue influence.

Breaches of the Code of Conduct

It is the responsibility of all officials to notify the GO Tournament Director of any matters that substantially breach this code.

Failure to comply with the Code of Conduct and Ethics Policy may result in disciplinary action, including but not limited to, the loss of certain or all privileges with Golf Ontario including the opportunity to participate in activities and events, both present and future.

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GO CHAMPIONSHIPS

Provincial Championships

- Men's Amateur
- Women's Amateur
- Junior Boys'
- Junior Girls'
- Men's Mid-Amateur
- Women's Mid-Amateur
- Senior Men's
- Senior Women's
- Juvenile Boys & Girls
- Bantam Boys & Girls
- Peewee Boys & Girls
- Disability Championship

Multiple Day Events

- Boys' Junior Spring Classic
- Girls' Junior Spring Classic
- Men's Match Play
- Women's Match Play
- Junior Boys' & Girls' Match Play
- Men's Public Amateur
- Senior Men's Match Play

Single Day Events

- Men's Better Ball
- Champion of Champions
- George S. Lyon Team
- Senior Men's Better Ball
- Women's Four-Ball

Qualifiers

CERTIFICATION AND WORK EXPERIENCE

GO Championship Tournament Rules Chair Guidelines

Provincial Championships

- Current National Certification with a minimum of four years' experience as Nationally Certified
- Should have officiated as a Provincial Referee in a minimum of eight top tier GO/Golf Canada championships
- Must have acted as the Pace of Play Referee at a GO Provincial, Multi day or Golf Canada Championship

Multi Day Championships

- Current National Certification with a minimum of 3 years' experience as a Nationally Certified Referee.
- Should have officiated as a Provincial or National Referee in a minimum of eight provincial or multiple day championships, GO or Golf Canada
- Must have acted as the Pace of Play Referee at a GO Provincial, Multi day or Golf Canada Championship

Single Day Championships

- Minimum of National Certification
- Must have officiated as a Provincial or National Referee in a minimum of eight GO championships or qualifiers

On the Job Attributes

In addition to meeting the certification and work experience requirements, a TRC:

- Demonstrates knowledge of GO tournament policies and their implementation.
- Demonstrates the ability to mentor others in the performance of their duties and development.
- Needs to be experienced in the procedure for timing players.
- Needs to be able to work collegially with other Referees, other volunteers and staff.
- Demonstrates the ability to handle difficult situations well and learn from them.
- Needs to be willing to follow published policies and procedures without exception.
- Demonstrates a willingness to do the extra work required to do the job.

Duties of the Tournament Rules Chair (TRC)

Provincial Championships

- At least two weeks prior to the event, GO Office will advise Referees assigned to the tournament. Advise tournament staff when each person is expected to arrive. Tournament staff will communicate this to the volunteers.
- Prior to the practice round, but not before the course marking is complete, tour the course and create a written summary (description) of the course setup for use by the other Referees.
- The course summary must be available for the Referees no later than 11:00 am on the day of the practice round. If required, tournament staff will provide the computer facility and assist in inputting and printing the document.
- In order to provide our Referees with consistency from event to event, the course summary format in Appendix 1 should be used (electronic excel template will be provided). At the end of the championship, the final course description must be filed with the tournament department for archiving.
- It is important to note that, even if the TRC is familiar with the course, assumptions should not be made that the course has been set up as it was in previous tournaments. If there is an archived course description available, it should only be used as a starting point and must verify its accuracy with the current course setup.
- The TRC and tournament staff must have at a minimum a draft version of the Notice to Players for the championship available by 11:00 am on the day of the practice round. It should also be agreed which hole(s) will be used in the event of a playoff or playoffs.
- Arrange the course into refereeing zones and draw up a roster for coverage each day. It is GO policy that a Referee assigned to a zone will remain in that zone for his/her entire refereeing day. The zone assignments must be available by 11:00 am on the day of the practice round.
- Appoint one of the assigned Referees as Pace of Play Referee (POPR) for the event. For consistency, the POPR will be the same individual for the entire event

- Determine from the tournament staff which radio channel will be used for Referees. In order to keep radio traffic on the golf course to a minimum, this must be a different channel from tournament administration, starting and scoring. If possible, the POPR and his/her volunteers should also be on their own radio channel.
- Arrange and conduct a mandatory course tour for all Referees no later than 2:00 pm on the day of the practice round. This tour should cover all of the course set up, and highlight all problem areas with the intent of creating consistency in rulings. The TRC should take advantage of local knowledge should one of the assigned Referees be very familiar with how the course plays.
- Conduct a mandatory clarification meeting for all Referees following the course tour, to discuss any issues that have arisen.
- If the starters are on the site the afternoon of the practice round, they must be invited and expected to attend this meeting. If they are not on site, arrange to meet with the starters prior to the start of the tournament. The POPR should be a part of this meeting.
- The TRC and the GO Tournament Director will designate the Tournament Rules Committee.
- The TRC must submit the TRC Report within two weeks after the tournament to the Golf Ontario Office (see Appendix 9 for template).

Multiple Day Events

- The duties in a multiple day event are the same as those for a Provincial championship, with the following exceptions:
 - The written course description may be omitted. If it is, additional time may be required for the course tour. If a course tour is not feasible then a course description should be provided.
 - If the championship is being held on the same course as the previous year, the course set up is unchanged and some of the same Referees are assigned, the course tour may also be omitted for all but those Referees who are new to the assignment.
- Conduct a mandatory clarification meeting for Referees following the course tour, to discuss any issues that have arisen. If a course tour is not done, then this meeting should take place before the first tee time.

Single Day Events

- The duties in a single day event are the same as those for a multiple day event with the following exceptions:
 - The written course description is omitted
 - Only when time permits before the first tee times, a course tour should be conducted for all Referees to ensure that there is consistency in rulings.
- If a course tour is not feasible conduct a mandatory clarification meeting for all Referees prior to the first tee time

Tournament Rules Committee

The Tournament Rules Committee includes all National & Provincial referees assigned to the championship. The Tournament Rules Committee is responsible for enforcing the Rules of Golf and making sure that the conditions of Rule 20 are followed.

Tournament Appeals Committee

The Tournament Appeals Committee is a subcommittee of the Tournament Rules Committee and is responsible for making the final decision on appeals of (1) a ruling by a referee or the Tournament Rules Committee, (2) a penalty imposed by the Pace of Play Referee, or (3) any code of Conduct penalty.

The Tournament Appeals Committee must include:

- Tournament Rules Chair as Chair of the Committee;
- Tournament Director
- At least one other Nationally Certified Referee (staff or volunteer)

An additional Nationally/Provincial Certified Referee may be appointed if the Tournament Director is not Rules Certified or one of the Committee members is involved in the incident.

DUTIES OF A REFEREE

PROVINCIAL CHAMPIONSHIPS

The Day of the Practice Round

1. If the Referee is unfamiliar with the course, he/she should plan to be on-site no later than 11:00 on the day of the practice round in order to do an individual familiarization course tour, paying particular attention to navigating around the facility.
2. If this arrival time means having to leave home at an unreasonable hour, review the published policy re the provision of accommodation.
3. The Referee should pick up a course description, the draft Notice to Players, the zone assignments and a radio from the tournament office prior to going on the course.
4. If the Referee is familiar with the course, he should plan to be on site no later than 30 minutes in advance of the planned mandatory course tour. It is important to note that, even if the Referee is familiar with the course, assumptions should not be made that the course has been set up as it was in previous tournaments. The Tournament Rules Chair (TRC) will want to take advantage of your local knowledge should you be very familiar with how the course plays.
5. All Referees must attend the mandatory course tour, which typically starts at 2:00 on the day of the practice round. This tour will cover all of the course set up, and highlight all problem areas, especially No Play Zones and any T.I.O.s, with the intent of creating consistency in rulings.
6. Following the course tour, the TRC will conduct a mandatory meeting for all Referees, including the Pace of Play Referee (POPR), to discuss any issues that have arisen and to clearly set expectations for the standard of refereeing.
7. The TRC and the TD will designate at this meeting who will be on the Tournament Rules Committee. All Referees need to be prepared to sit on this committee.
8. The TRC will appoint one of the assigned Referees as Pace of Play Referee (POPR) for the event. For consistency, the POPR will be the same individual for the entire event. In the interest of fairness to all Referees, it is expected that when appointed as POPR, the Referee will accept the assignment.
9. The TRC will have broken down the course into refereeing zones and drawn up a roster for coverage each day. It is the policy that a Referee assigned to a zone will remain in that zone for his entire refereeing day.
10. The TRC will have determined from the tournament staff which radio channel will be used for Referees. In order to keep radio traffic on the golf course to a minimum, this will be a different channel from tournament administration, starting, scoring and pace of play.

The Competition

- The zone assignment sheet will indicate the required time for each Referee to be on the course and ready to officiate in his/her zone. The Referee should arrive at the course in sufficient time to have breakfast if desired, get his/her Rules cart set up and do a tour of his/her zone in advance of the start of his/her officiating.
- Prior to going on the course, the Referee should synchronize his/her time-piece with the official time at a starter's tent. The tour of the zone should pay particular attention to all of the bunkers, looking for possible animal prints and other damage.
- When all play is over for the day in his/her zone, the Referee should contact the TRC and ask if he/she is required elsewhere. If he/she is not, they should leave the golf course. He/she should also make a point of seeking out the Referee who worked his/her next day's zone, (or is working as it might be still active), and gather any recommendations from that Referee about how to officiate in that zone.

Multiple Day Events

The duties in a Multiple Day Event are the same as those for a Provincial Championship, with the following exceptions:

- The written course description may have been omitted. If it is, additional time may be required for a mandatory course tour and it may start earlier than 2:00 pm.
- If the championship is being held on the same course as the previous year, the course set up is unchanged and you were assigned to the event last year, the course tour may be omitted by you with prior approval from the TRC
- The officials' meeting remains mandatory for all.

One Day Events

The Duties in a Single Day Event are the same as those for a Multiple Day Event with the following exceptions:

- There will be no written course description.
- When there is sufficient time before the first tee times, Referees should arrive early to tour their zone.

BEING A Referee

Individual Course Tour

Most championships will involve a group tour of the golf course by all Referees, led by the Tournament Rules Chair (TRC). If you are unfamiliar with the course, to make the group tour as effective as possible, you should arrange to be at the golf course in time to do a thorough individual tour earlier in the day. There will be a draft course description and zone assignments, prepared earlier by the TRC, available to take on the course with you. There will be a draft version of the Notice to Players available. The purpose of the individual tour is to:

- Familiarize yourself with the course layout, especially shortcuts.
- Get an understanding of how the course has been marked. If you have worked at this course on previous occasions, you should not assume that it has been marked the same way this time. Use the course description to ensure that you find all of the penalty areas and boundaries. Pay particular attention to red penalty areas with no, and thus “to infinity”, opposite margins.
- Make notes of anything you see that isn’t marked but perhaps should be.
- Look for trouble spots – Hot Spots, and be ready to discuss them during the group tour.
- Go onto all of the tees and look down the hole with a view to determining “Known or Virtually certain (KVC) possible situations. Make notes of which holes you can see from each teeing area and each putting green. This will be valuable in learning how to navigate this golf course in a hurry. Essentially, if you are positioned off to the side of the landing area of the 5th fairway, and a call comes over the radio for a second opinion at the 14th putting green, you need to know how close that is for you to answer and how to get there quickly without disrupting play.
- Pay attention to where the water supplies are and any toilets on the course – you will get asked at least once a day where either of these are.
- If there is an evacuation plan published, familiarize yourself with it as you go around the course.

Group Tour

- The group tour will go through the course, stopping at all of the places that could concern Referees. This is the time to discuss why certain things are marked the way they are and why specific rulings are to be given.
- The goal is consistency in rulings across all Referees for the entire week.

- Make sure that all of the points that you noted during the individual tour are covered off.
- Ask questions, give answers, join the discussions

Referee and Starting Officials Meeting

- This is when the TRC will go over any specific issues relating to the tournament. He/she will go over the zone assignments, the Notice to Players and anything else that needs to be raised.
- The TRC and the GO Tournament Director will have decided on the allocation of radio channels, and that radio policy for the week will be announced.
- If a special issue is required in the starter's script as a result of the tour it must be given to the staff in time for it to be included in the script.
- The Pace of Play Referee (POPR) will deal with any pace of play issues and probably review the process and expectations. Pace of play is a team effort involving all the Referees and starters in a joint effort.

Going onto the Golf Course

Each volunteer assigned to Refereeing duty at a GO event should have the following equipment available:

Players' Addition of the Rules of Golf

- Current Rules of Golf book
- Current Official Guide to the Rules of Golf book
- Current GO standard Local Rules (hard card)
- Final Notice to Players
- Final Course Description
- Incident Report Cards
- Two-way Radio
- Watch, with second hand, preferably a stopwatch
- Timing sheets
- Rain gear and/or umbrella
- String
- Pace of Play Sheets
- GO Cart Sign, Official GO Name Badge and Lanyard

Also useful in your Rules bag are:

- Sunscreen, lip balm and bug spray
- Pocket knife
- Painkillers
- Binoculars
- Towel
- Distance Measuring Device

Getting Ready

- Synchronize your stop-watch with the clock on the first or tenth tee.
- Go to your zone at least 30 minutes ahead of time
- Check all bunkers for animal damage and loose impediments.
- If there is a POP clock on the teeing ground of any of your holes, check that it is showing the correct time and report any discrepancies to tournament administration.
- Make a habit of going through the holes forwards and then backwards. It is surprising what you might miss going in just one direction.
- Know where your forecaddies are. Introduce yourself and thank them for volunteering. Make sure that the forecaddies understand when not to start searching if a provisional ball has been played. This may need repeating if forecaddies are working shifts.
- Know where the water supplies are.
- If there is a timing station in your zone, introduce yourself to this person, and tell them how they can reach you if they need assistance. You may be asked by the POPR to assist them with the first few groups especially if it is their first shift.

Position in Zone

Your position in a zone is not an exact science, but as you are primarily out there to assist players with rulings, this is a good order of preference:

- See and be seen. Choose a position where you can see the largest number of players in the zone and be seen by them.
- Hot Spot. Frequently you can identify an area in the zone that is going to be busy with rulings.
- Isolated hole. Select best position to assist with KVC and identifying where a ball last crossed the margin.
- Forecaddie. When none of the above applies to your zone, pick the best spot to function as a forecaddie that doesn't already have a club volunteer there.
- The first and tenth holes are hardly ever a good spot to be. Half of the time these holes are covered by the starters. Similarly, the ninth and eighteenth are covered half of the time by the scorers, timers and the POPR
- Do not be constantly on the move, but don't necessarily be static all day. It helps the players if they "know" that a Referee can be found in a particular area, so it is best to stick with spots in the zone that the previous Referee(s) used.
- Unless it is the only Hot Spot, never park yourself on a Par 3.

When you leave your zone for any reason, make a radio announcement to that effect. Make a similar announcement when you return to your zone.

If you are called to a ruling by radio, first of all acknowledge that you received the message and are on your way. When the ruling is over, make a "Ruling clear on hole X" radio call.

Second Opinions

- You are a Referee, but do not have final decision authority.
- The GO policy is to always agree to a second opinion.
- When second opinion Referee arrives, leave the immediate vicinity and leave the Referee to the ruling without saying anything. Record the elapsed time from the start of your involvement until you make the radio call for the second opinion.
- When you are the second opinion Referee, remind the player that in this instance your ruling will be final

Complicated Rulings (20.1c(3))

- Unless it is a really basic ruling, there is no need to rush a decision if you are uncertain as to the right procedure. So generally do not do 20.1c(3) rulings on the golf course before the ruling has been agreed with the TRC
- If you need the Official Guide, you should probably be using your radio as well. Two people using the book to come up with the correct ruling is better than one. Most rulings that involve looking an interpretation up do not need to be given before the player tees off from the next hole, so take your time and involve a colleague.

Pace of Play

Officiating has an important pace of play component. We must all do our part to provide information to the POP Referee

- Start by always being aware of which group you are looking at. If you lose your place in the field, just ask a player which group he/she is in without conveying the impression that they are behind – even if they are.
- Without being fanatical about it, record every flag in time that you observe. If the last player putts out with the flagstick in the hole, the finish time is when they have removed the ball from the hole. The simplest notation is plus or minus the number of minutes – plus two means two minutes over the allotted time, minus two means two minute under. Just like the timing officials, do not round off the seconds to the next highest minute.
- When you are called to a ruling (including a second opinion), try to remember to start your stopwatch as soon as you get the call. When the ruling is clear, make a note of the elapsed time, the group involved and the nature of the ruling (Rule/Section).
- If you see a ball search starting, start your stopwatch. Be ready to call time on the search as the three minutes' approaches. In any event record the elapsed time of the search and the group.
- If you observe a player who is clearly slow, discreetly time the player for a few shots. If the player is consistently over 40 seconds, make a note of it (in case the POPR requests this information). Discreetly timing is not easy without a stopwatch.
- Essentially, time and/or record anything that you think could have an impact on a group's time or position. Remember, you could be the POPR the next time!
When a group is given the penalty statement as they pass through their ninth hole, the POPR will notify all Referees. As that group goes through your holes in their second nine, make a concerted effort to record their flag in times and any other pace of play issues.

- Be particularly aware whether or not they are making an effort to catch up.
If your zone includes the 8th, 9th, 17th or 18th holes, and you are aware that the POPR is not present on the holes, make a point to be there to observe any group that has been noted as being out of position. What happens on those holes, especially 9 and 18, is very important.
- If you are approached by a player to ask that his group be monitored, immediately radio the request to the TRC, who will decide who is best placed to do the timing.
- If you are asked to do the timing, do so in an unobtrusive manner. It is ok to identify the individual players by what they are wearing – we can get names later if need be. Familiarize yourself with the timing procedure before you go onto the golf course and make sure that you have a printed version with you for referral purposes should you need it.

Ball Searches

Essentially your primary role is that of a Referee and not a forecaddie or ball hound. These are guidelines for getting involved:

- If you are in a position where you can see and be seen by groups other than the one conducting a search, time the search but do not join in until the time is close to over. It is far more important to be available to give a ruling to another player than to become the fourth or tenth person looking for a ball. Remember, the other group may not be visible when the search begins. It is the nature of your position in the zone that should guide your involvement.
- If you are on an isolated hole, and there are no KVC or point of entry positions to take up, then take up the best forecaddie position you can find, and assist in the ball search from the outset while timing it.
- If a provisional ball has been played, do not start searching until it is clear the player intends to search.
- If a caddie has been positioned in the landing area, you likely don't know if he is the caddie of the player whose ball is involved. So if he starts searching, start your stop- watch and then make a mental note of the elapsed time when the players join the search. The three minutes might start with the caddie or only when the player joins in, depending on if the ball and the caddie belong to the same player.
- Do not interfere if spectators start searching, even if a provisional has been played.

Day's End

At the end of your shift, look ahead to tomorrow's zone assignments.

- If the zone is still active, take a run out there and discuss the zone with the Referee on it today. There is often a lot to be learned from someone who has spent several hours there.
- It is often very useful to players if the Referees are in essentially the same places each day, so be prepared to work the zone the same as your predecessor has done.

- If the zone is inactive when your shift is over, be sure to find whoever was in the zone and have the discussion before starting the next morning.

Rulings and Player Interaction

1. In order to be effective, a Referee must be both a knowledgeable rules person and a skilled communicator. It is of utmost importance that Referees be familiar with the Rules of Golf and, in particular, the ability to utilize The Rules of Golf and The Official Guide to the Rules of Golf efficiently. Even the most knowledgeable Referee refers to both these publications when interpreting a specific situation.
2. A good Referee must be able to transform knowledge into action. This can occur when a Referee prevents a possible rules infraction, outlines a player's options under the applicable rule and, when necessary, assesses a penalty when a breach is observed.
3. Aside from effective communication with the contestants, Referees must be in contact with fellow volunteers. Penalties levied should be reported to the TRC and scoring table to help prevent disqualification because of signing for an improper score.
4. A Referee should never be timid about consulting with another Referee on a rules matter. It is easier to make time and get a proper ruling than having to rectify a mistake made by the Referee after the fact.
5. When in doubt it is better to take the time and proper steps (including help from others) to ensure a player is given a correct rules interpretation. Mistakes can and will occur. Referees should make every effort possible to handle each situation to the best of their ability and not make a hasty ruling because they are embarrassed to seek assistance.
6. Referees must be aware of a player's attitude. Frequently, players who call for rulings are not always in favorable positions on the course and their frame of mind may reflect this directly. Overly brusque or officious handling of a situation can upset the player and, therefore, exacerbate the effect of the penalty.
7. Referees should understand that we strive to help players when we can. Except when working in a zone in a match play event, a Referee who sees a potential rules infraction about to occur, such as an improper drop, should attempt to rectify the situation rather than imposing a penalty after the fact. It is important to note that giving assistance to a player does not mean suggesting, for example, choosing one-drop option over another. Rather, assistance refers to letting players know what their options are and leaving the decision to them.
8. In general, a good Referee will carefully evaluate each case. The Referee may wish to question the player to determine the player's intentions. The answer to such inquiries may have significant bearing on the manner in which the player may proceed. A Referee may not decide for himself what a player's intentions must have been.
9. A player feeling the strain of competition may not always be the best-natured individual. Referees must maintain their composure when dealing with such players. A Referee must be firm and not intimidated by the player, yet try to remain as polite as possible. If a

player is excessively abusive to a Referee or volunteer, this must be reported to the GO Tournament Director so that steps may be taken to deal with the problem.

10. Finally, a good Referee should know when to speak with a player and when to remain silent. Just as there are times to step in to help prevent rules infractions, there are also instances when a player should be left alone.

Standard Local Rules (Hard Card)

Prior to each season, the GO Standard Local Rules are reviewed by the GO Tournament Staff and GO Rules Committee and, when necessary, updated. They are then made available to all volunteers at both qualifying events and championships. Players are given the Standard Local Rules (Hard Card) at registration and may be available at the starting tee. It is essential that all GO Referees and volunteers become familiar with the Standard Local Rules.

Disqualification and Discipline Issues Procedures

Incident Cards

- The GO Staff provides Rules Incident Cards to the Site Coordinator at each qualifying round and to all Referees at each championship. For qualifying, Rules Incident Cards are included in the Qualifying Box sent to each site. At championships, the Rules Incident Cards are included in the rules packages for each Referee.
- Rules Incidents Cards are to be completed when a Referee makes an unusual ruling, rulings that may be of interest to other referees or issues a Code of Conduct warning or penalty.

Disqualification at Qualifiers

- If there is any doubt in the penalty of disqualification, allow the player to continue and get a second opinion from the GO Tournament Staff (Director of Rules & Competitions or Competitions Coordinator). A Rules Incident Card must be submitted for anyone who is disqualified at a qualifying round.

The Referee should take the following actions:

- ALLOW THE PLAYER TO CONTINUE TO PLAY UNTIL YOU HAVE VERIFIED THE RULING YOU ARE APPLYING IS CORRECT WITH THE GO TOURNAMENT STAFF (either the Manager, Rules & Competitions, Golf Services or Coordinator, Competitions)
- Exception: A player disqualified for being late to the tee does not require approval from Golf Ontario Tournament Staff.
- Once you have verified that a disqualification penalty is correct, notify the player that he or she is disqualified from the competition.
- Unless the player is causing a distraction to other players, allow the player to continue to play and act as a marker.
- If the player has to be removed for causing a distraction, have the player sign the scorecard of the player he/she was marking for before accompanying them off the course
- Notify the Site Coordinator that the player has been disqualified.
- Notify any other Referee at the event.
- Complete a Rules Incident Card and give it to the Site Coordinator to return to Golf Ontario's Office.

Contested Disqualification Penalty

- If a rules incident warrants a disqualification penalty and the player wishes to contest the decision, the Referee must contact GO immediately and outline the details of the disqualification to the Director, Golf Services, the Tournament Manager or the Executive Director.
- Note: Until it is confirmed that a player is disqualified, the Referee should allow the player to continue to play. Unless the player is causing a distraction, they should be allowed to finish the round and be informed of the disqualification penalty before they sign their scorecard.
- If the player contests the disqualification penalty, the Director, Golf Services meets with the Executive Director to discuss the possibility of an Appeal Hearing. If warranted, the Director of Golf Services arranges a conference call for the Tournament Discipline Committee with the player and the Referee who assessed the penalty (see procedure for Disciplinary or Contested Disqualification Hearings)

Disqualification at Championships (Excluding Code of Conduct)

For championships, both the TRC and GO Tournament Director **MUST BE NOTIFIED** before a player is informed that there is a possibility of a disqualification penalty.

The Referee should take the following actions:

- DO NOT INFORM THE PLAYER THAT HE OR SHE HAS BEEN DISQUALIFIED until you have contacted the TRC and Golf Ontario Tournament Director to verify the ruling is correct.
- If it is agreed that the player is disqualified, the Senior Staff person will determine if it is necessary to remove the player from the course.
- If it is determined that the player should discontinue play immediately, the GO Tournament Director and/or the TRC will ask the player to leave the course after signing the scorecard of the player he/she are marking the scores for.
- If it is determined that it is not a disqualification penalty, the Referee must advise the player of the situation and any applicable penalty.
- The Referee must complete a Rules Incident Card

All decisions of the Tournament Rules Committee are final.

Disqualification at Championships (Code of Conduct Violations)

- When a Code of Conduct violation occurs the Referee or Tournament Official must notify the Tournament Director or Tournament Rules Chair and complete an Incident Card.
- The Tournament Director and Tournament Rules Chair will discuss the violation and if it is deemed as a Serious Incident, the Tournament Rules Committee will meet to deal with the issue. (**See: Code of Conduct**).
- If feasible, the Tournament Director should consult the Manager of Rules & Competitions prior to a final decision being made.
- The Tournament Director will advise the player of the Committee's decision.
- For Serious Incidents ("cheating" or major violations of the Code of Conduct) requiring further consideration for Discipline beyond that championship, the Tournament Discipline Committee (Director of Golf Services, Executive Director, and Competitions Manager) will meet to review the situation or deal with an appeal by the player.
- In all cases, serious incidents requiring Discipline are reported to the Executive Director, who informs the Golf Ontario Board of Directors of the Tournament Discipline Committee's decision.

Procedure for Disciplinary or Contested Disqualification Hearings

- All Rules Incidents Cards are reviewed by the Manager of Competitions Manager. If the incident requires possible further action, the Competitions Manager contacts the Referee to discuss the issue. Following the discussion, if further action is deemed a possibility, the Competitions Manager presents the facts to the Executive Director.
- At this point, a Tournament Discipline Committee is convened to review the situation and conduct a hearing via conference call with the player and the Referee (who was initially involved in the incident). Once the Tournament Discipline Committee has reached a decision, the Competitions Manager conveys the decision of the Committee to both the player and the Referee.
- The Executive Director informs the Golf Ontario Board of Directors of the Tournament Discipline Committee's final decision.
- Following the discussion, if further action is deemed a possibility, the Manager of Competitions presents the facts to the Executive Director.

Code of Conduct and Ethics Policy Enforcement Procedures

Players are expected to abide by Golf Ontario's Code of Conduct and Ethics Policy (the "Policy"). The purpose of the Policy is to have players play in the spirit of the game by acting with integrity, showing consideration to others and taking good care of the course.

Golf Ontario has established a Local Rule to address breaches of this Policy at all qualifying rounds and championship events. When there is a breach of the Policy, a player may incur any of the following penalties:

- warning
- one stroke penalty
- general penalty (two stroke penalty or loss of hole)
- disqualification

WARNINGS

The use of a warning is to remind players that there is a code of conduct and they are required to comply. A warning will likely be used for the first time a player breaches the Policy. However, there may be instances where the breach is severe enough that a penalty is required immediately.

When a warning is issued, the Referee should advise the Tournament Rules Chair (TRC), the Tournament Director (TD) and the other Referees of the nature of the Policy breach and the player involved (e.g. player #2 in the 9:00 group off the 1st tee has been issued a warning for use of profanity). If necessary, the TRC can meet with the Referee to obtain additional details so that monitoring can be undertaken if required.

ONE STROKE OR GENERAL PENALTIES

When a Referee considers that something other than a warning is required, either a one stroke penalty, the general penalty or both, whether it is a subsequent breach of the Policy or that the severity warrants higher level of penalty, the Referee must first advise the TRC and the TD of the situation and the penalty the Referee is recommending. Once there is agreement among the Referee, the TRC and the TD, the player and marker must be advised of the penalty.

DISQUALIFICATION

Qualifying rounds

If a Referee considers that a disqualification penalty may be appropriate during a qualifying round, the Referee should contact John Lawrence, the Manager of Competitions (MOC) to discuss the breach and decide together whether or not a disqualification penalty is warranted. If disqualification is necessary, the Referee and MOC can determine the communication to the player

Championships

If a Referee considers that any breach of the Policy warrants a disqualification penalty, the TRC and the TD must be advised as soon as possible. The Referee, TRC and TD should determine when the player should be advised that his or her breach of the policy was severe and the level of penalty to

be recorded. If considered necessary, the Tournament Appeals Committee at the championship can be consulted. This allows time for all the facts to be gathered before making a ruling. Once a decision, has been made, it can be conveyed to the player by the TRC or TD at an appropriate time, which may be immediately or in the scoring area depending on the type and severity of the breach. If required immediately, consideration may also have to be given as to whether the player should be removed from the course.

DOCUMENTATION

All Code of Conduct breaches should be documented as soon as possible on an incident card and returned to the TD. This will provide for a clear statement of the facts of the situation and allow an appropriate discussion among Referees so they can be aware of potential issues.

Code of Conduct breaches and penalties vary in nature and significance. Severe breaches may also include sanctions beyond the event in which the breach or breaches occurred. Penalties incurred may also be subject to appeal by the player. Appropriate documentation will be necessary for Golf Ontario to conduct any appeals.

Following is a chart showing examples of situations with applicable penalty levels.

Code of Conduct Guidelines (see Interpretation 1.2a/1)

Type of Infraction	Warning	One-Stroke Penalty	Two-Stroke Penalty	Disqualification
Profanity, how loud can be important here (heard from a distance)	<ul style="list-style-type: none"> 1st violation 	<ul style="list-style-type: none"> 2nd violation 	<ul style="list-style-type: none"> Third violation Directed at an individual (minimum) 	<ul style="list-style-type: none"> Directed at individual in extreme cases
Refusal to care for course (repair divots, rake bunker, fix ball marks)	<ul style="list-style-type: none"> 1st violation 	<ul style="list-style-type: none"> 2nd Violation 	<ul style="list-style-type: none"> 3rd violation 	<ul style="list-style-type: none"> 4th violation
Actions that cause damage to the course	<ul style="list-style-type: none"> No warning 	<ul style="list-style-type: none"> Accidental damage to PG (taking a divot while attempting to whack ball off green) 	<ul style="list-style-type: none"> Deliberate damage to course (planting a club or destroying a tee-marker) 	<ul style="list-style-type: none"> More than one incident (Sergio)
Club throwing (not at anyone intentionally, intent is important here)	<ul style="list-style-type: none"> Warning if done from a distance and frequently 	<ul style="list-style-type: none"> Narrowly misses someone 	<ul style="list-style-type: none"> Hits someone 	<ul style="list-style-type: none"> Deliberately throwing a club at someone
Consumption of alcohol or smoking of cannabis Junior Only – alcohol, use of cannabis, tobacco or vaping	<ul style="list-style-type: none"> 1st violation <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <ul style="list-style-type: none"> 1st violation 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<ul style="list-style-type: none"> 2nd violation 2nd violation
Distracting behaviour for fellow players (making noises, moving while making a stroke)	<ul style="list-style-type: none"> 1st violation (depending on nature of violations, may be DQ) 	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">DQ</p>
Actions to intimidate fellow players - degree is important here	<ul style="list-style-type: none"> 1st violation (depending on nature of violations, may be DQ) 	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">DQ</p>
Taking action to disadvantage another player	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">DQ</p>
Vandalism or theft	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;">DQ</p>
Abusive behavior to player, volunteers, host club, spectators	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<ul style="list-style-type: none"> 1st violation 	<p style="text-align: center;">DQ</p>

SUSPENSION AND RESUMPTION OF PLAY

Suspensions of play fall into two categories: those that require an immediate course evacuation, and those that allow the players to complete play of the hole being played. The latter is usually due to darkness or wet course conditions and the former due to the potential of dangerous weather.

Suspension for a Non-Dangerous Situation

When the Committee determines that play must be discontinued for reasons other than dangerous conditions, players are permitted to complete play of the hole being played at the moment play is suspended. The most common reasons for suspending play in a non-dangerous situation are darkness or non-threatening inclement weather making the course unplayable.

The Tournament Director and TRC will agree on a time to discontinue play and advise all Referees accordingly. Referees should then be situated with air-horns at positions on the course such that all players will be able to hear the signal. Usually Referees will be cognizant of any groups that are very close to completing play on a hole and who will want to have one tee shot played on the next hole before play is suspended. They should advise the TRC of this with an estimate of how long it will likely take. A short delay to accommodate this is acceptable. The TRC will ask if there is any reason not to sound the signal. This gives the Referees the opportunity to prevent the horns being blown when a player is about to play a stroke.

The TRC will count down from three over the radio to coordinate the sounding of the horns. Non-dangerous suspensions are signaled **with three consecutive notes**. The exact time of the suspension must be noted by the TRC and reported to the Tournament Director. If players choose to discontinue play with a ball or balls in play on the hole, they should be advised to mark the position of and lift their balls. Where possible, Referees should make a record of where groups in their zones discontinued play.

Suspension for a Dangerous Situation

All GO championships and multi-day events must have a course evacuation plan in place prior to the beginning of the practice round. The Tournament Director is responsible for establishing and publishing the evacuation plan. At qualifiers, the site coordinator and Referees must have an agreed upon plan for evacuation.

The Tournament Director is responsible for keeping the TRC apprised of any potential dangerous weather that could affect the competition. The Tournament Director will monitor the online weather systems in the event that there is any potential of dangerous weather. The TRC should be cognizant that at times the Tournament Director is situated such that he has no view of any approaching weather and advise him accordingly. **Note: Although the TD will consult with the TRC, it is the sole responsibility of the TD to suspend play in a dangerous situation.**

The TRC will advise the Referees of an impending suspension and the Referees with air-horns should be located at positions on the course such that all players will be able to hear the signal. It should be noted that on occasion the Tournament Director will need to suspend play on little or no advance warning to the TRC due to rapidly changing weather conditions. In these circumstances, Referees will not necessarily be in the ideal positions preferred and must sound the signal regardless.

The TRC will count down from three over the radio to coordinate the sounding of the horns. Suspensions for a Dangerous Situation are signaled with **one prolonged note**. The exact time of the suspension must be noted by the TRC and reported to the Tournament Director. Where possible, Referees should make a record of where groups in their zones discontinued play.

Immediately the horns are blown, Referees must be very alert to intervene if it seems that a player is about to breach the condition of immediate suspension.

Referees should assist in the evacuation by ferrying players to their collection point and then remain there to coordinate the evacuation with staff. Once everyone has been picked up from the collection area, the Referees should conduct a sweep of their zones to ensure that no-one has been left behind. It is GO policy that players may **not** decide to remain at the collection point to sit out the suspension. Players should be discouraged from leaving their clubs at the collection point because they will need them in the event of a warm-up period being allowed before resumption.

When play is suspended for a dangerous situation, all practice facilities on the premises are included in the suspension. Referees should be sure to check that all practice has stopped and remains stopped until the committee reopens the practice areas.

Once all of the players are off the course, they should be informed of the status of the suspension and when the next update (for example 30 minutes) will be given. During a suspension that may resume the same day, non-dangerous or dangerous, the Tournament Director and TRC will consult throughout and determine what message to give to the players who are waiting to resume.

Communication with the players should continue on a regular basis. It is important that Tournament officials do not speculate to players or spectators on what and when things will happen next.

During a suspension for a dangerous situation, it is important that everyone, players, caddies, volunteers, Tournament officials and staff stay indoors where it is safe.

During the evacuation process it is important that the radio traffic be kept concise and where possible be restricted to Referees and staff. Tournament Officials should not do anything other than drive carts to pick up players.

During the suspension Referees and Tournament Officials should not stay in the tournament office unless specifically asked to do so.

Resumption of Play

When play resumes on the same day, depending on how long the suspension was for, there may be a warm-up allowed for all players before they resume. The Tournament Director makes the determination about the length, if any, of the warm-up period.

Before the decision to resume play is made, Referees should be asked to inspect their zones to see if play is possible. There may still be temporary water in some bunkers, but what is important is that a player can proceed under Rule 16.1c(1) without resorting to dropping outside the bunker under penalty. Any bunkers that would require a player to utilize maximum available relief should be reported to the Tournament Director who can ask greens staff to try to rectify the situation. The teeing area, not the entire tee deck, should be clear of temporary water. There may be some temporary water on the putting greens, but they are not ready for play if the hole is entirely surrounded by it. Any particularly bad putting greens should be reported to the Tournament Director. If the suspension was weather related and the Referees were asked to inspect their zones to see if play is possible, the Tournament Director will want to do a roll call of holes in sequence asking if each is ready for play to resume. Referees should be ready with the answer “yes” or “no” without further explanation unless one is asked for.

When the time for a resumption of play is announced, the next step is to get all of the players in position for the restart. This is not always an easy task and it is accomplished largely by club volunteers or the players themselves. Thus it is subject to an amount of variability. The objective is to restart at the stated time, but it is better to have 156 players start five minute later, than to have 154 players start on time and two incur a penalty because the volunteer driving them took a wrong turn.

The TRC will conduct a roll call of all of the groups that are supposed to be in place. Each Referee must go through his zone in sequence and check off that the complete group (all Players) is in place ready to resume. If it is getting late and one player is missing, ask his fellow players if they know anything. Sometimes they will know that the player does not intend to resume.

To do an effective roll call, it is very *important* to agree in advance how the groups are to be identified. If there is no unique identifier on all of the tournament paperwork, such as group 1 to 52, the original tee and time should be used. The 9:30 group off the first tee remains with that designation even if they actually teed off at 9:40.

The TRC will start by doing the roll call in sequence. The holes in your zone may not be in sequence. When asked, only answer for the group asked for and not others in your zone. The only answers are “yes”, “no” or “don’t yet know” when a group’s identification is called. It is unhelpful to offer information about how many players are ready or where you are on the golf course.

The TRC wants to know if all three are ready or not, nothing else. After the first time through, the TRC will go back through asking for those missing the first time. He will repeat this until every group is accounted for. This is a very busy time on the radio and everyone should keep communications to a bare minimum. It is often necessary for the Referee to travel through his zone more than once to do the verification.

Once all groups are in place the TRC will ask each Referee to confirm that he/she is in the appropriate place to blow their air-horn. Then the TRC will ask, "Does anyone know of a reason why play should not be resumed?" The TRC will then count down from three on the radio to coordinate the sounding of the horns. All resumptions of play are signaled with **two short notes**.

The exact time of the resumption must be noted by the TRC and reported to the Tournament Director.

Because of the exceptional nature of resumption of play, even though we strive to avoid them, minor timing errors can occur. Refer to Exceptions 1,2, & 3 in Rule 5.3a & the exception to Rule 5.7c for guidance on any penalties. These situations need the involvement of the Tournament Director and the TRC.

When play is resumed following a suspension for a non-dangerous situation, it is inevitable that the Group Pace of Play policy is not workable. Consider a group that chose to discontinue play immediately having hit only one tee shot from the par-three fourth teeing ground, but the group in front decided to complete play of the par-five fifth hole having also hit just one tee shot. When play resumes, the group now on the sixth tee is probably 30 minutes ahead of the group behind and yet both groups are in position. The Pace of Play policy must be abandoned for the entire round and any penalties already assessed must be rescinded. This could be problematic if penalties were assessed to players in the morning draw who have long since left the golf course.

How the timers are to conduct their duties for the remainder of the round must be decided between the Tournament Director, TRC and POP Referee. It is important not to signal a carte blanche scenario to players that slow play is now O.K.

HOLE BY HOLE PLAYOFF

Overview

Where possible any playoff should be directed, but not necessarily conducted, by the TRC. There are sometimes two or more playoffs taking place at the same time and the TRC will designate who is to conduct them.

Prior to the playoff taking place, the TRC should assign a Referee or two to check the bunkers on the playoff hole(s) and to check that the tournament tee markers are still in place. If necessary, tee markers can be replaced using the dots on the teeing area.

The TRC should assign officials and/or volunteers to shuttle the players and their caddies to the teeing area of the first playoff hole if necessary, and to shuttle them back to the teeing area from the putting green if the same hole is being repeated.

Prior to going to the first playoff hole, it is important to think through the type of playoff about to be conducted. Many combinations are possible and in cases involving multiple players for multiple spots, you will often be looking for a loser rather than a winner.

Order of Play

The TRC should be prepared to determine the order of play by lot prior to approaching the first playoff tee. For example, numbers from 1-16 on small pieces of paper could be prepared, and put in a hat for players to draw. Other methods are playing cards of one suit using the numbers 2 through 9 (avoid using the ace which leads to a discussion of whether it is high or low), numbered chips, or in the case of a two- player playoff, a simple coin toss could be used. The important thing is to be prepared beforehand.

When drawing lots, the order of drawing is by which player completed regular play the earliest, even down to who holed out first if they are in the same group.

Starting the Playoff

Players to be involved in the playoff should proceed to the first playoff tee, which has been pre-determined by the Tournament Committee, at a time that has been announced. Once there, TRC should remind the players that they are about to participate in a hole by hole stroke play playoff to determine x number of places. Tell them that they may not concede putts but that they may withdraw from the playoff at any point. See Committee Procedures, Section 5A(6) for how to determine the winner and positions.

Then decide the order of play. Circumstances can dictate how formal these tee offs need be, but generally it can just be left to the players to hit away once the order has been established.

The same procedure applies when there are six or more players involved, except that players are split up into multiple groups once the order of play is determined. The procedure would then be that the first group plays the hole and waits for the following group(s) to finish play to compare scores. The state of the playoff must be reconciled at the conclusion of each hole.

Looking for a Winner

In the most straightforward situation, looking for one playoff winner, if after each hole, the players are still tied they will continue to the next selected hole. This process will continue until one player wins a hole outright. Players with higher scores will be dropped from the playoff at the conclusion of each hole.

Looking for a Loser(s)

Consider a four player playoff for three spots. In this case we are really looking for a loser and it does not matter what the other three shoot as long as they ultimately achieve a better score than the loser(s). Players with low scores will be successfully finished the playoff as it continues forward with the rest of the players looking for the loser(s).

Variations on the Theme

Determining who proceeds to a subsequent hole can take a bit of thought. For example, in a playoff with four players playing for two spots, it would be possible for both the winner (birdie) and the loser (bogey) to be finished the playoff after a given hole while it would be necessary for the other two players (pars) to continue on in order to resolve the second spot.

Order of Position

Generally, as long as the requirement for which the playoff is being held is met, the order of position is not important and does not need to be recorded.

The exception being if we are looking to identify more than one alternate position, in which case the order of finish is critical and the playoff must continue until the order is determined and it must be recorded.

Appendix 1: Sample Course Survey

HOLE #	OUT OF BOUNDS	Penalty Areas	OBSTRUCTIONS	MISCELLANEOUS DESCRIPTION
1 402 Yds Par 4	OB starts at the entrance to the maintenance area and then goes around the trees and up the left side, marked by white stakes and lines. From the teeing area, white stakes up the right side and then the property fence around the back of the putting green and to the 2nd tee.	N/A	Parking lot and clubhouse are obstructions lying through the general area. Cart path crossing in front of forward teeing area. Cart path down the right side and then across as the hole doglegs. Remains of old tee signs in ground left of the putting green marked as GUR.	Practice green to the right is in bounds and a wrong putting green.
2 549 Yds Par 5	Maintenance area fencing on the left. Turns left and continues until it crosses the path and transitions with PA stake. Driving range on the left marked by white stakes. Property fence all down the right.	Yellow PA(YPA) at the end of driving area. Transitions on either side to Red PA(RPA) Pond on left is RPA. The pond and the RPA form inverse U's to the OB transition at the driving range on the left.	Short paths leading to and from the bridges on either end of the PA.	Rocks piled in right rough are integral. Debris piled behind the putting green is marked as GUR from the driving range OB line all the way around until it joins the OB line at the end of the driving range. Thus, part of the OB line and the GUR line are the same.
3 415 Yds Par 4	Property fence all down the right.	N/A	Cart path starts left of the teeing ground and then crosses in front of the tee and then up the right side. It also crosses in front of the forward tee back to the left side and continues down the left and behind the putting green.	Stacks of cut logs are piled for removal and thus GUR. Sixth hole runs down the left side.
4 269 Yds Par 4	N/A	Unmarked RPA right of tree line is defined by the top of the banks on both sides. Ball needs to be found to be virtually certain. Close to the putting green it transitions to YPA crossing under the fairway and then down the left in front of 5th hole putting green. DZ in right hand rough as additional option for ball in any PA (yellow only) when playing this hole.	Cart path all the way up the left side, then turns right and crosses a bridge before going down the left of and behind the putting green. Another path branches off to the left behind the fifth putting green to the 6th tee.	Frequently more than one group on the tee because the hole is drivable, or so they think. Important that forecaddies know not to look if provisional played. 5th putting green to the left, then 7th putting green and 8th tee.

Sample Course Survey

HOLE #	OUT OF BOUNDS	Penalty Areas	OBSTRUCTIONS	MISCELLANEOUS DESCRIPTION
5 138 Yds Par 3	N/A	YPA crosses in front of and down the left of putting green. Transitions to RPA at right side by the bridge. DZ in fairway short of YPA as an additional option for a ball in any YPA(yellow only) when playing this hole.	Cart path starts left of the teeing area then crosses over to the right side where it continues all the way to the back of the putting green.	Three areas of GUR behind and left of putting green - remains of tree removal not yet grown in. Portaloo behind the putting green Continuing on path behind teeing area leads to 16 putting green. Teeing area is almost shared with hole 17.
6 386 Yds Par 4	Driving range fence behind the putting green.	N/A	Cart path starts right of teeing area, crosses in front then down the left until front of forward teeing area, where it crosses back to the right and all the way down to the putting green.	Debris piled behind the putting green, see description of hole two. 7th hole on right, then 8 and then 17. 3rd hole on left.
7 335 Yds Par 4	N/A	N/A	Cart path on left starts 60 yards from putting green, then turns left to 8th teeing area	6th hole on right and then 3rd. 8th hole and then 17th on left. Drivable when down wind and so subject to backups.
8 393 Yds Par 4	Driving range left of the short course holes.	N/A	Cart path from 7 crosses to the right and joins the path from the 5th putting green, continues through the trees until the forward tee and then stops. Cart path left of 9th tee has areas tied in and can come into play on this hole.	7th hole on left, 17 on right. Short course greens are wrong greens. Practice bunker white-lined as GUR
9 381 Yds Par 4	Driving range, practice green and maintenance area to the left	Creek crossing in front of putting green is YPA and continues in front of club house including the area of deep rough. On the left it transitions to RPA and continues until just short of driving range, enveloping a tongue of playable ground. DZ in left hand rough as additional option for ball in any YPA(yellow only) when playing this hole.	Cart path on right starts at 100 yards, continues over the YPA as a bridge (not culvert) in the PA and up the right side of putting green. Clubhouse enclosure and parking lot are obstructions lying in general area. Bleachers are TIO.	Hole 18 on the right.
10 167 Yds Par 3	White stakes at property edges behind the putting green going to edge of roadway on the right. White line from leftmost stake goes around the corner to tie in to next post..	Pond in front of putting green is a YPA Creek from the road on the right starts as a RPA then transitions to YPA as it crosses in front of the putting green, then transitions back to RPA where it goes around the bush to the cart path. The 12th hole right side RPA can come into play on this hole.	Cart path runs in front of teeing area and down the left to the putting green. Short path down the right to forward tee which then crosses over to join the other path on the left.	

Sample Course Survey

HOLE #	OUT OF BOUNDS	Penalty Areas	OBSTRUCTIONS	MISCELLANEOUS DESCRIPTION
12 148 Yds Par 3	White stakes down right transition with YPA stake at the right corner of the pond. The house is OB.	Pond in front of green is RPA. Transitions to OB at the right hand corner of the house on the tee side. Pond is tied to hole 11 RPA by crossing the path.	Cart path all down the left side and around the back of the putting green to 13 tee.	A tee shot right of the corner stake is OB, and not in the PA without absolute certainty.
13 185 Yds Par 3	White stakes at road edge down the right side,	Creek crossing in front of putting green is YPA. Transitions to RPA on right at the bridge and at the left where it continues across in front of 11 and 14 teeing areas. DZ in left hand rough as additional option for ball in any YPA (yellow only)when playing this hole.	Cart path down the right side and behind the putting green.	
14 503 Yds Par 5	White stakes and lines at property edges down the left side and behind the putting green.	Creek in front of teeing area is RPA continues down the right side where it turns into the deep rough right of maintenance track to 15 fairway.	Cart path at the dogleg, down the left and behind the putting green.	
15 517 Yds Par 5	N/A	RPA encircles wooded area right of teeing areas. RPA on left starts at bush and continues until short of putting green. Transitions to YPA and crosses in front of putting green. Transitions to RPA again at bridge on right and continues down the right of the cart path. Where the cart path is level with the back of the putting green, the margin of the RPA and the path are considered one and the same. Pond behind joins with RPAat the putting green side and thus there is no opposite margin. DZ in fairway short of YPA as an additional option for a ball in any YPA (yellow only) when playing this hole.	Cart path left of teeing area to forward tees Cart path again starts on right side short of bridge and continues right of putting green and on to roadway.	Power line specimen local rule is in effect.

Sample Course Survey

HOLE #	OUT OF BOUNDS	Penalty Areas	OBSTRUCTIONS	MISCELLANEOUS DESCRIPTION
16 307 Yds Par 4	White stakes around the recreation centre property.	Ponds in front of teeing area are all one YPA Creek in bush on right running from the pond towards and across hole 17 is RPA.	Cart path in front of and then right of the tee continues down the right to the putting green and then behind it. Retaining rocks at the cart path forks are tied into the obstruction. Area at end of cart path to the left of the putting green is tied in to cart path.	Rocks in the left-hand rough are integral
18 381 Yds Par 4	The curb edge of the road to the right of the putting green. A ball landing over this road on the 10th hole is out of bounds.	The YPA running in front of the clubhouse continues to the bridge and then crosses in front of putting green where it transitions to RPA on right and runs down the right side where it turns right to the culvert structure. DZ in right hand rough as additional option for ball in any YPA (yellow only) when playing this hole	Cart path at the left from the landing area runs up and behind the putting green.	Flower bed behind the putting green is GUR. It is unmarked.

Appendix 2: Sample Zone Assignments

	Tuesday	Wednesday	Thursday
Lee Griffin	1	3	2 then 4
Jim Bristow	2	4	1 then 3
Gavin Kendrick	3	1	2 then 4
Pat Newman	4	2	1 then 3
Lorry Moffat	POPR/Zone 5	POPR/Zone 5	POPR/Zone 5
John Turner	Rover/Zone 5	Rover/Zone 5	Lead group
	Report Time		
Zone 1: 1,2,3,4	6:45		
Zone 2: 5, 7	7:45		
Zone 3: 10, 11,12	6:45		
Zone 4 13, 15, 16	7:35		
Zone 5 9, 18	7:30		
As needed 6, 8, 14,17			
It's helpful if the majority of Referees could be available for a playoff.			

Appendix 3: Evaluation of Referees

Rational

- The purpose of the evaluation is to improve the quality of officiating on the course.
- It must follow from the rules training program so that the expectations written in the volunteer manual have been reinforced through applied training.
- It is recommended that three categories be used in the evaluation process.
 - **Needs Improvement:** Performance is below expectation. This title suggests that strategies for improvement will follow.
 - **Satisfactory:** Demonstrates competence in the area being evaluated.
 - **Excellent:** Exceeds expectation.
 - **Comments:** Derived from the post evaluation meeting. These should be as constructive as possible to ensure improvement going forward.
- Referees need to be familiar with the evaluation document.
- Every evaluation must have a post evaluation session. What went well (met expectations)? What did not go well (needs improvement)? How to improve the things that did not go well (comments)?
- Things may come to light in the post evaluation session that the evaluator did not witness. These can be included in the evaluation at the discretion of the evaluator.
- Recording of a few rulings - video or voice would be helpful for the post evaluation meeting

General Guidelines

- When conducting a formal written evaluation it is important to remember that the evaluator is there to provide **POSITIVE** feedback. Negative evaluations will not benefit the official, and will often serve to undermine their confidence and degrade their subsequent performance.
- When performing an evaluation it is imperative that the evaluator observe a substantial amount of rulings on which to base the evaluation.
- If the evaluator did not see it did not happen.
- When making notes for the evaluation it is important to take notice of things that were done well and things that need improvement. **Note both the good and bad.**

Note: It is not the place of the Evaluator to interfere in the game or with the Referee's officiating within that situation. If mistakes are made include them in the evaluation and discuss them during the review. If the mistake is such that it needs to be corrected, notify the Referee and have the Referee proceed under Committee Procedures, Section 6c(10) or (11).

- It is important to review the evaluation with the Referee as soon as possible following the conclusion of their shift.

GOLF ONTARIO Referee's EVALUATION FORM

Referee's NAME: _____ EVALUATOR: _____

DATE OF EVALUATION: _____ EVENT: _____

1. COURSE AND ZONE PREPARATION

NI = Needs Improvement S = Satisfactory E = Excellent N /A = Not Applicable or not Seen

Description	NI	S	E	N/A
1. Individual tour of course.	Y	Y	Y	Y
2. Group tour.	Y	Y	Y	Y
3. Check zone before first group arrives.	Y	Y	Y	Y
4. Meets forecaddies and reviews flag use.	Y	Y	Y	Y
5. Positioning in zone.	Y	Y	Y	Y
6. Movement in zone.	Y	Y	Y	Y
7. Personal Equipment	Y	Y	Y	Y
8. Time check	Y	Y	Y	Y
9. Communicates with Referee in next day's zone.	Y	Y	Y	Y
Comments:				

2. KNOWLEDGE OF RULES

Description	NI	S	E	N/A
1. Knows and understands the Rules.	Y	Y	Y	Y
2. Familiarity with hard card.	Y	Y	Y	Y
3. Familiarity with Notice to Players	Y	Y	Y	Y
Comments:				

3. APPLICATION OF RULES.

Description	NI	S	E	N/A
1. Assessment of Rules Situation	Y	Y	Y	Y
2. Clarity of options to player	Y	Y	Y	Y
3. Consistent in explaining options to players	Y	Y	Y	Y
4. Use of language of "Rules"	Y	Y	Y	Y
Comments:				

4. COMPORTMENT

Description	NI	S	E	N/A
1. Dress appropriate / positive image	Y	Y	Y	Y
2. Attitude – positive and helpful	Y	Y	Y	Y
3. On course mannerisms – courteous, non-officious	Y	Y	Y	Y
4. Demonstrates decisiveness	Y	Y	Y	Y
5. Demonstrates poise and control under pressure	Y	Y	Y	Y
6. Seeks advice if needed.	Y	Y	Y	Y
Comments:				

5. COMMUNICATION

Description	NI	S	E	N/A
1. Communication with players.	Y	Y	Y	Y
2. Communication with other officials and volunteers	Y	Y	Y	Y
3. Use of Radio	Y	Y	Y	Y
Comments:				

6. PACE OF PLAY

Description	NI	S	E	N/A
1. Monitors groups through zone.	Y	Y	Y	Y
2. Provides relevant information to Pace of Play Referee	Y	Y	Y	Y
3. Monitors length of rulings.	Y	Y	Y	Y

7. GENERAL COMMENTS

Appendix 4: Guidance on the Playing of a Provisional Ball

Introduction

In order to save time, Rule 18.3a permits a player to play a ball provisionally in accordance with Rule 18.2a (Ball Lost or Out of Bounds). However, it has been identified that confusion exists when the player's original ball is either found in or it is virtually certain the ball is in a penalty area. This paper is intended to provide guidance to both players and committees when confronted with such a situation.

Situation

A player, believing that his original ball may be lost or out of bounds, declares and plays a provisional ball as prescribed by Rule 18.3a. He does so in good faith.

When he goes forward, he discovers his ball is either in or there is virtual certainty that his ball has come to rest in a penalty area. The virtual certainty is established by the topography, turf conditions, surrounding vegetation, visibility or by visual evidence provided by another player, forecaddie, spectator or referee.

Ruling

When it is known or virtually certain that the player's original ball is in a penalty area, the question which frequently arises is: "Was the player entitled to play a provisional ball?"

Whether or not a player is entitled to play a provisional ball in this situation depends entirely on what knowledge or understanding the player had with respect to the location of his original ball, immediately prior to playing the provisional ball.

Rule 18.3a entitles a player to play a provisional ball if his original ball may be lost outside of a penalty area or it may be out of bounds. Re-phrased, unless the player knows or has virtual certainty his ball is in a penalty area, the Rules permit him to play a provisional ball. The fact that the player's original ball is found in a penalty area or it's known or virtually certain that the ball is in a penalty area is irrelevant, if the player believed otherwise when he played the provisional ball. This is supported by Interpretation 18.3a/1.

Even if the player believes his ball may be in a penalty area, there remains the possibility it might not be in a penalty area. As such, "virtual certainty" has not been satisfied and the player would be entitled to play a provisional ball. This is supported by the definition of 'known or virtually certain'.

However, should there be no reasonable possibility that the original ball is neither lost outside a penalty area nor out of bounds, the player is not entitled to play a provisional ball. In which case, the provisional ball would become the ball in play. Supported by Rule 18.3a.

Therefore, if a player believes that the original ball may be lost outside a penalty area or out of bounds he is permitted to play a provision ball. His entitlement to play the provisional ball is not impacted by any of the following factors:

- (a) The player had played a practice round;
- (b) The player had played the course previously;
- (c) The penalty area is clearly indicated in the yardage book or sign;

- (d) The player couldn't or didn't see that the area where his ball came to rest was marked as a penalty area;
- (e) A player, spectator, referee told him on the teeing area that he did not need to play a provisional ball;
- (f) The forecaddie had signaled that the ball is "safe" and that a provisional ball isn't needed.

Summary

The decision to play a provisional ball because the original ball may be lost or out of bounds is to be based solely on the player's judgment on where the original ball may have come to rest.

When ruling on such cases, the committee should defer to the player's understanding of where the original ball came to rest. Additionally, it should not be assumed that the player "should have known" where his original ball came to rest nor, should they impose their knowledge of the course on the player. In light of the fact that the sole purpose of Rule 18.3a is to save time, any doubt as to the player's knowledge as to the whereabouts of his original ball should be resolved in favor of the player.

Appendix 5: Offset Measuring for out of Bounds

WHEN YOU CAN'T SEE THE OUT OF BOUNDS LINE FROM STAKE TO STAKE

Often we run into situations where we cannot see the OB line from stake to stake in order to determine if a ball is in bounds or out of bounds. This can be because long rough has grown along the out of bounds line or, large and now mature trees have grown up between permanently placed stakes, obstructing the view along the OB line.

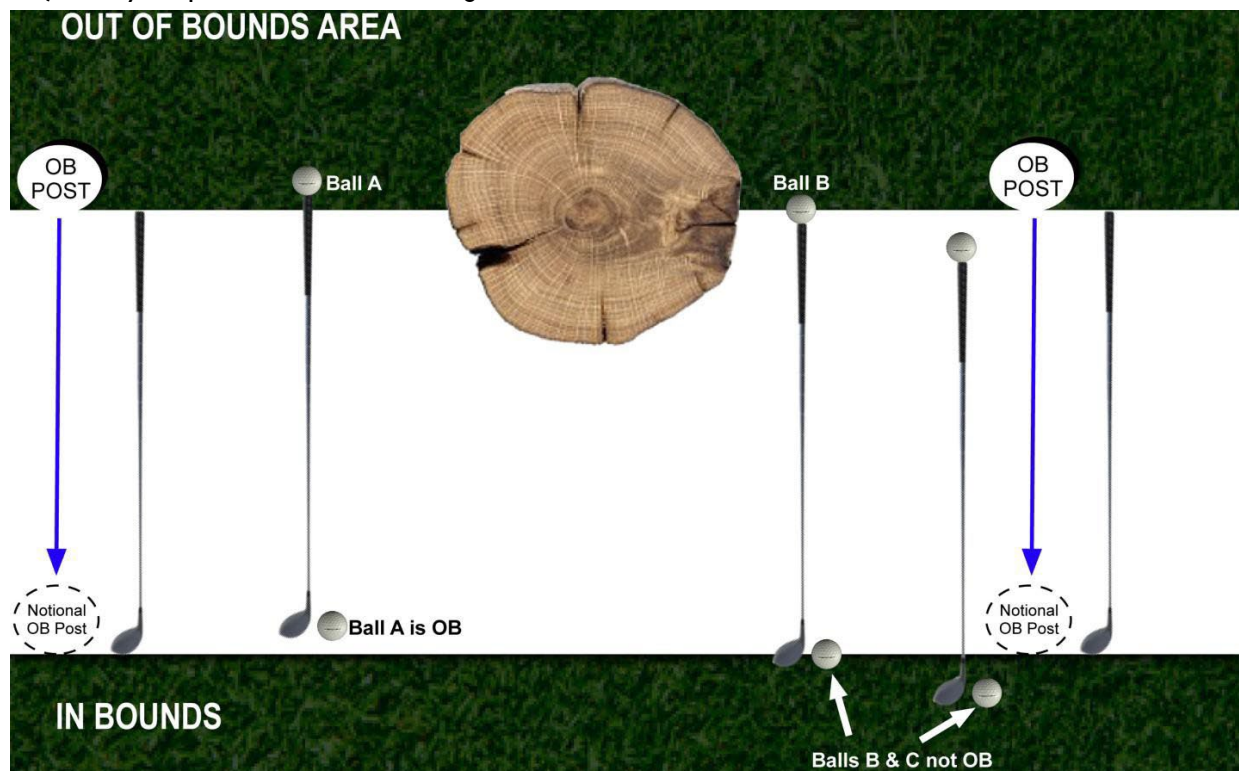
This solution is to establish a parallel offset line that is clear of any obstructions and place another ball on the ground at the same offset distance from the original ball.

Start by having the player mark the position of his ball, being sure to tell the player not to lift the ball. This is in case the ball is moved in the measuring process.

From the course edge of the established OB stakes in the area, the one before and the one beyond, measure a suitable distance to clear the obstructions – a club length, or six feet with a tape measure, string etc. – and set tees into the ground. This will provide you with a line that is parallel to the OB line which is clear of any obstructions. Then, using the same measurement and starting from the course side edge of the original ball, place another ball on the ground such that the course side edge of this ball is at the measured distance. You can now look down the offset OB line from tee to tee instead of stake to stake and determine if the ball that was placed is out of bounds relative to the offset line.

This procedure can be done just with measurements, but placing the second ball gives the players involved visual confidence in the result.

This process normally requires more than one person, and if the ball is very close to the offset OB line, it may require the use of a string line to make the determination.



Appendix 6: Flag System for Forecaddies at Championships

The following statement will be given to all players by the starter at championships where forecaddies are in place.

Starters Script:

There will be spotters on the course during today's play. The spotters only have a red flag which will be waved when a player's ball is out of bounds or its location is unknown to the spotter, including it was simply not seen.

Therefore, if you see a red flag, you are strongly encouraged to hit a provisional ball unless you are confident of the ball's location.



Appendix 7: Procedure for Call-Up (Wave-Up) Hole

Before implementing the following procedure in a championship, approval must be given by the TRC in consultation with the Tournament Director. If it is known that a particular hole is a problem, players may be notified of the procedure by the starter.

It is important to note that a wave-up does not necessarily speed up play in all cases. Therefore, communication with the POPR and Tournament Director is very important in deciding whether or not to implement this procedure.

A suggested call-up procedure is adopted at a hole where players are waiting for a putting green to clear; but a high percentage of players will not actually succeed in getting their ball on the putting green, which then causes delay. This occurs most commonly with long par 3's or drivable par 4's.

Procedure

When a call-up/wave-up procedure is introduced, it is important that the players understand what is expected of them at the relevant hole.

1. If there is waiting on _____ tee, players should initiate a call-up/wave-up procedure.
2. Once the 1st group to use the procedure has all balls on the putting green, they should be marked and lifted by the players and they should then step aside to a safe distance from the putting green.
3. The group should then indicate to the group behind to play up.
4. If any ball from the 2nd group interferes with the 1st group, a player in the 1st group may mark and lift the ball.
5. The 1st group should then complete play of the hole.
6. Once the 1st group has completed the hole in question, any ball lifted should be replaced and the 2nd group will, if necessary, continue play of the hole until all balls are on the putting green.
7. Once all balls for the 2nd group are on the putting green, they should be marked and lifted the process (see 2-6 above) starts again.

If at any time the group "behind" is not in a position to play (for example, due to a lost ball or being out of position) the group on the putting green should simply complete the hole without delay.

Appendix 8: TRC Pre-Tournament Checklist

One – two weeks prior to the tournament

- ☐ Select and confirm POPR
- ☐ E-mail officials with time of tour and meeting

Day before practice round

- ☐ Prepare course summary
- ☐ Meet with Tournament Director re: notice to players
- ☐ Name Tournament Rules Committee
- ☐ Prepare officiating zones

Practice Round Day

- ☐ Course summary by 11:00 am
- ☐ Zone assignments by 11:00 am
- ☐ Copy of above staff
- ☐ Radio channel
- ☐ Course tour at 2:00 pm

Meeting

- ☐ Championship overview
- ☐ Play-offs
- ☐ Review notice to players
- ☐ Hard card
- ☐ Pace of play
- ☐ Radio channel
- ☐ Cart policy (if applicable)
- ☐ Late to tee & delays
- ☐ Other

Post Tournament

- ☐ Report to Tournament Director
- ☐ Thank you notes to officials

Tournament Rules Chair Report

Tournament Name:				
Host Club:				
Tournament Rules Chair:				
Tournament Director:				
Referees:	1		5	
	2		6	
	3		7	
	4		8	
Timing Referee:	1			
Tournament Officials:	1		5	
	2		6	
	3		7	
	4		8	
Tournament Staff:	1		3	
	2		4	

Please provide feedback with as many details regarding the following subjects:

Course markings / setup

Golf Club staff

Golf Ontario Staff

Referees & Tournament Officials

Players and Spectators

Are there any opportunities for improvement for future events?

Appendix 10: TRC Checklist for Resumption of Play

☐ DANGEROUS SITUATION

1. ASAP after suspension, Referees should meet to discuss procedures of resumption of play.
 - ☐ confirm how to identify groups .i.e by original tee and time
 - ☐ check that all players are in place. If someone is missing, ask rest of group if they know anything about him. It may be necessary to travel through zone several times to determine this.
 - ☐ radios on loud or be able to hear communications
 - ☐ limit radio chatter to "yes", "no" or "don't know yet".
 - ☐ The Tournament Director or TRC will give players updates at regular intervals.
2. Prior to a Resumption of Play
 - ☐ TD determines if and how long any warm-up allowed.
 - ☐ Referees inspect holes to see if playable and notify TD of any that need work.
 - ☐ check for water in bunkers...is play possible without penalty or using maximum available relief?
 - ☐ teeing area...free of water?
 - ☐ putting green...water around hole?
 - ☐ TD does roll call of holes to determine if each is ready for play to resume.
 - ☐ TD announces time for play to resume and emphasizes that it must NOT start before horn.
3. TRC conducts roll call of groups in sequence and repeats until all groups are "yes".
 - ☐ TRC confirms that each Referee is in appropriate place and groups are ready to go.
 - ☐ TRC confirms that signal is 2 short blasts and counts down from 3.
 - ☐ TRC records exact time of resumption and reports it to TD.

APPENDIX 11: Group Tracking Form - Discontinuance/Resumption of Play

Tournament: _____				Round: _____			
Referee: _____				Time: _____			

Hole	Location	Start Time	In Position		Hole	Location	Start Time	In Position
1	Tee				10	Tee		
	Fairway					Fairway		
	Green					Green		
2	Tee				11	Tee		
	Fairway					Fairway		
	Green					Green		
3	Tee				12	Tee		
	Fairway					Fairway		
	Green					Green		
4	Tee				13	Tee		
	Fairway					Fairway		
	Green					Green		
5	Tee				14	Tee		
	Fairway					Fairway		
	Green					Green		
6	Tee				15	Tee		
	Fairway					Fairway		
	Green					Green		
7	Tee			16	Tee			
	Fairway				Fairway			
	Green				Green			
8	Tee			17	Tee			
	Fairway				Fairway			
	Green				Green			
9	Tee			18	Tee			
	Fairway				Fairway			
	Green				Green			

APPENDIX 12 - 2022 MODEL LOCAL RULES – CHECK LIST

[illegible]