



GOLF ONTARIO

**TOURNAMENT
OFFICIAL
MANUAL**

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INTRODUCTION

First impressions are very important at any golf championship. As a starter/scorer/timer, your duty is to treat players, caddies and spectators in an efficient, professional manner, avoiding disturbing play by moving, talking or making unnecessary sounds.

GO officials are expected to wear GO clothing designated by the tournament committee. Officials must avoid wearing rain gear or other apparel displaying commercial logos. Hats must be GO approved. Remember, while wearing the Association's logo, you are its public face.

A one-page summary of the basic guidelines for both starting and scoring appear in appendices 1 and 2 at the back of the scorer's section. These appendices are a condensed check list and quick reminder of duties required, particularly useful to inexperienced starters and scorers.

ASSIGNMENTS

GO staff will assign volunteers to tournaments bearing in mind location of tournaments, budget, workloads and special requests. This will include deciding where and when the volunteers will work (e.g. either 1st or 10th tee, or 9th or 18th green).

STARTING PROCEDURES –STROKE PLAY

Starter's Equipment and Materials

GO Tournament Staff will have the starting area set up prior to play and will include:

Starting Area:

- Tent with top (with GO logos)
- A chair
- Six-foot table with a GO table skirt
- Waste basket
- Water Barrel
- Starting Box
- Hand Sanitizer Bottle
- Caddie Bibs (if applicable)

Starting Box:

- Scorecards showing player's name, start time and starting tee
- Copies of the draw
- Golf Canada Rules of Golf book
- Conforming Golf Balls/Non-Conforming Drivers Lists (located in tournament office)
- Copies of the Standard Local Rules and Conditions of the Competition
- Copies of Notice to Players
- GO Pace of Play hard card
- A sample of a GO Referee badge and cart sign.
- Daily Hole Placement Sheets (for championships only)
- Official atomic clock (synchronized with all official clocks)
- Paperweights, paper-clips and rubber bands
- Sharpie markers
- Quantity of pencils for all players
- Quantity of tees
- Clip board
- A few club cards (optional)

Practice Round Day

1. Review the Starting/Scoring schedule that is located in the Tournament Office to see who you are working with for each day.
2. Starters are expected to attend the meeting with Referees on the practice day when the following items will be reviewed:
 - Late to the tee situations
 - Pace of play
 - Use of radios
 - Any notable local rule situations
 - Code of Conduct
 - Prepare the starter's script with the other Starters/Scorers, make sure the key information is on all of the Starters scripts before beginning the championship rounds.

Beginning Your Starting Duties

- Starters will check with Tournament Director and Tournament Rules Chair (TRC) each day as to whether there are any new key starting instructions they want brought to the players' attention.
- After checking out a radio from the Tournament Office, starters should be on their designated tee area approximately 30 minutes prior to the first tee time. This gives time to check that the starting box is complete and to display key items on the table top.
- Check the scorecards against your draw sheet to make sure no scorecards are missing. Inform the Tournament Director immediately if a scorecard(s) is missing. Also check that you have an adequate supply of Local Rules and Hole Location sheets at the tee.
- A radio check should be done to ensure the radio works and is on the correct frequency.
- Closer to the first starting time, the starter must synchronize their time with the Tournament Rules Chair (TRC), Pace of Play (POPR) Referee and Tournament Director, which must be reflected by the official atomic clock on starter's table.
- Only players, caddies and designated officials are permitted in the starting tent.

Duties and Responsibilities

- **Introduction** –When the players arrive at the starting tent, starters should introduce themselves to each group and should introduce the players to each other. If Starters do not know how to pronounce a player's name, they should ask the player for the correct pronunciation.
- Only the starter will be allowed to use the starters box
- Starter should sanitize their hands in between groups
- Place player scorecards, local rules & hole location sheets with pencil clipped, on the table for marker to pick up. Call upon each marker to pick these up one at a time.
- Give any other pertinent information and ask if they have any questions. Any rules questions must be referred to a Referee, usually over the radio. Remember, starters never make rulings, if one is required, call for a Referee.
- **Championship Details**—Starters are responsible for seeing that players adhere to the GO dress code. If there is a question regarding the dress code, the Tournament Director should rule on the situation. Caddies are allowed to wear soft spikes.
- Have players be mindful of turning off cell phones and other noise making electronic devices during their time on the course.
- Emphasize to the players that the GO Pace of Play Policy is in effect;
 - Adherence to the Pace of Play is the player's responsibility
 - You have ____ hours and ____ minutes to complete your 18 holes, if you have any doubt about your pace, consult the times on your scorecard
 - Advise a Referee ASAP of a slow player in your group
- The starter must ask the players if they received a POP hard card at registration and if they have any question on pace of play. If they do, the starter must contact the TRC so that a Referee may attend and answer the player's question(s).

- There is a maximum limit of two motorized golf carts per group where applicable. (ie all 3 players are riding)
- Starters may remind players to count their clubs (14 clubs is the maximum) and should remind them to put an identifying mark on their ball. It is appropriate, but not required, that they show their marked ball to each other.
- Distance-measuring devices (DMD) - a player may obtain distance information by use of a DMD. If during a round, a player uses a DMD to gauge or measure other conditions that might affect his play (e.g. elevation changes, wind speed, etc.), the player is in breach of Rule 4.3.
- A multi-functional devise, such as a smartphone or PDA, may be used as a DMD, but it must not be used to gauge or measure other conditions where doing so would be a breach of Rule 4.3.
- If a player obtains distance information by using a multi-functional devise, refer to Rule 4.3 of the Rule Book for additional guidance.
- Show the players an official GO Referee's badge and cart sign. Inform players that they must only accept rulings from someone wearing this badge. A player who will play, or has played, under penalty of stroke and distance is always authorized to ride on motorized transportation for that purpose.
- Give a 1-minute warning before the starting time to the players you are about to start. Step to the area that you will be announcing on the tee.
- **Late to the Tee**—all players must be present and ready to play at their assigned time. (e.g. 9:00:00 am) A player is late if he is not ready even it is not his turn to play. If a player arrives more than 5 minutes after his time, he is disqualified. If a player is late but arrives within 5 minutes of their announced time, the Tournament Rules Chair must be informed immediately. Rule 5.3a exception 1 states: **a player arrives at starting point, ready to play, no more than 5 minutes late: The player gets the general penalty applied to his /her first hole. It is preferable that the Referee Official and other Referees be notified 2 or 3 minutes before a tee time if a player is missing.** This allows a Referee to be nearby at the tee time. If no Referee can make it for the group's starting announcement, the Starter must note the time on their starting sheet. **If a two stroke penalty is involved, the Starter should alert the appropriate scorers to look for this penalty on the appropriate scorecard. It is the duty of the Referee to advise the player of the applicable penalty.** N/S (no- show) is noted on the player's scorecard. The TRC & POP Referee must be notified of the no-show by radio.
- The GO Tournament Director so that he can inform the scoring tent, main scoreboard and tournament office.
- The following situations should be handled as follows: *Lateness of one player*- The score cards are re-issued so that the other two players score for each other and then tee off.

The TRC or a Referee mandated by them, rules on the late player. If the late player joins the fellow players, the scorecards must be re-issued so that each player is marking a scorecard other than their own.

- A no show- Proceed as above, except a Rules decision is unnecessary.

- **Scorecards**—Distribute by the accepted universal method of: Mr. A you are scoring for Mr. B, Mr. B you are scoring for Mr. C, and Mr. C you are scoring for Mr. A. (A is the first name on draw, B is the second name and C is the last name). Remind players where to

hand in the scorecards when they have completed their round. Finally remind the players that when their tee time arrives in x minutes, Player A will have the honor, followed by Player B and then Player C in that order.

- **Actual Start Time**—Start the first player of the group at the group's **EXACT** assigned starting time, **NEVER** start a group early. If a Starter falls behind the posted schedule, he/she must keep an accurate account of how many minutes late each affected group was. Speak clearly, slowly and loudly for the players and spectators to hear and be present at the tee line when announcing and starting. However, be careful not to disturb nearby players.
- As soon as is practical, the starter must notify the TRC and POP Referee of the revised starting times of the delayed groups. If practical, the starter should attempt to make up the time and get back on the official schedule. Once an official delay has been announced to the players, caused by rain or a dangerous situation, the Starters must adhere to the revised Starting Times and must not start any player earlier than their revised time.
- **After** the last group has left the teeing area, starters should inform the TRC, POP Referee and the Tournament office that all players have left the tee and then gather up all equipment and materials and return it to the GO staff member or other appropriate GO Official.

Starters Script

- The starter should announce the players to the spectators in a loud, clear voice; players will expect consistency of performance.
- Starters need to remain mindful of not standing too close to the players or directly behind them while they are hitting, while also remaining mindful of any shadowing. A good place to stand, if possible, is somewhere in line with the two tee blocks so as to be able to advise a player who accidentally tees up in front of them. Facing players and spectators will help project player introduction
- The first announcement, made ten minutes prior to the first tee time, should be the **pre- announcement** as follows:
 - (E.g. 7:30 am. Group) at 7:20 am, the starter should call - *On the 1st tee (or 10th tee) in ten minutes will be the 7:30 am starting time of, Kevin Glynn, Austin Davis and Thomas Neenan*
- **First Group Announcement:**
 - At the first starting time, the starter welcomes any spectators to the event and then proceeds to introduce the first group to the spectators as follows:
 - *Ladies and gentlemen, welcome to the (year, sponsor) Ontario Men's Amateur, conducted by Golf Ontario. On the 1st (or 10th) tee is the first group of the day, the 7:30 am tee time. First up from, Toronto Golf Club, Kevin Glynn.*
 - When calling a player to the tee, the starter should state the player's name and club affiliation
- In stroke play, it would be appropriate to announce each group of three as follows:
 1. *Ladies and Gentlemen, now on the 1st tee is the 7:30 starting time, from Toronto Golf Club, Kevin Glynn.*
 2. After Mr. Glynn has driven:
 - *Next on the tee, from Hamilton Golf Club, Austin Davis.*
 1. After Mr. Davis has driven:
 - *Ontario Public Player, Thomas Neenan*
- Immediately after the players and their caddies have left the tee deck, the starter announces:
 - *Next on the first tee will be the 7:40 am starting time of Harry Dalton, Thomas Benn and Michael Murphy.*

This helps players and spectators keep track of where the starter is on the draw sheet. Starters should not page players in advance of their starting time and should proceed through the draw in the same manner throughout the entire event.
- When introducing the final pairing in the morning or afternoon draw, the starter will announce to any spectators:
 - *Ladies and gentlemen, introducing the final pairing of the (morning, afternoon) portion of the draw, now on the 1st or 10th tee, the 10:00 am tee time, from Kingston Golf Club, Peter Thompson.*

STARTING PROCEDURES –MATCH PLAY

Starter's Equipment and Materials

GO Tournament Staff will have the starting area set up prior to play and will include:

Starting Area:

- Tent with top (with GO logos)
- Two chairs
- Six-foot table with a GO table skirt
- Waste basket
- Water Barrel
- Starting Box
- Hand Sanitizer Bottle
- Caddie Bibs (if applicable)

Starting Box:

- Copies of the draw
- Golf Canada Rules of Golf book
- Conforming Golf Balls/Non-Conforming Drivers Lists (located in tournament office)
- Copies of the Standard Local Rules and Conditions of the Competition
- Copies of Notice to Players
- GO Pace of Play hard card
- A sample of a GO Referee's badge and cart sign.
- Daily Hole Placement Sheets (for championships only)
- Official atomic clock (synchronized with all official clocks)
- Paperweights, paper-clips and rubber bands
- Sharpie markers
- Quantity of pencils for all players
- Quantity of tees
- Clip board
- A few club scorecards (optional)

Duties and Responsibilities

- Starter should report to first tee approximately 20 minutes before the first pairing, bringing a radio with them from the Tournament Office.
- Scorecards are not required, but club scorecards should be available to the players on the first tee.
- **Referee** - if there is a referee, the referee should be introduced to the players prior to the start of their match.
- Only the starter will be allowed to use the starters box
- Starter should sanitize their hands in between groups
- A match play grid will be provided to all players. This is based on the order of finish in the stroke play qualifying and will be prepared for each round of the match play competition. It will contain the name of the player, home city and province, starting time and opponent's name, home city and province
- Point out local rules, hole location sheets displayed on the table.
- Instruct players as to where to report the results of the match-**no scorecard is required to be handed in.**

Starters Script

- The first announcement, made 10 minutes prior to the first tee time, should be as follows:
 - (e.g.7:30 am group) *'On the tee in ten minutes will be the match of John Smith vs. Steven Johnston'*
- At the first starting time, the starter welcomes any spectators to the event and then proceeds to introduce the first match to the spectators as follows:
 - *"Ladies and gentlemen, welcome to day (one) of the (year, sponsor if any) Ontario Men's Match Play Championship"*
- When calling a player to the tee, the starter should state the player's name, hometown or club affiliation.
- It is suggested that the starter be as brief as possible in announcing players.
In match play, the starter might simply say:
 1. *"This is the 7:30 a.m. match (or Match #). John Smith from Toronto Golf Club, Ontario has the honor. Play away please."*
 2. After John Smith drives:
"His opponent from Windsor Golf Club, Ontario, Steven Johnston."; OR
"Introducing the 7:30 am match between John Smith of Toronto vs. Steven Johnston of Windsor. Mr. Smith has the honor, play away please."
 3. Immediately after the players leave the tee deck, the starter announces:
"The next pairing on the first tee will be the 7:40 tee time, and announce their names)"
- **Starters should not page players in advance of their starting time.**
- The starter will proceed through the draw in the same manner.
- When introducing the final pairing in the morning or afternoon draw, the starter will announce to any spectators:
 - *"Ladies and gentlemen, introducing the final pairing of the (morning, afternoon) draw, the 10:00 am tee time..."*

TIMING

Timing is an important function, it can sometimes be combined with scoring when the scoring area is set up where there is a view of the 9th and 18th green.

Duties & Responsibilities for Timers

Meet in advance with the TD/Referees to review policy and procedures. Get the Official Starters sheet and the official clock. On the Official Starter's Sheet, make any adjustments necessary in the times for completing rounds to reflect any groups that started their round late.

Position yourself with a good view of the 9th/18th checkpoint about 15 minutes before first group is expected (on- course officials should provide an up-to-date alert of ETA)

You must record every group's time when the flagstick is replaced in the final hole. Be consistent. It is very important to log accurately the time that a group completes the hole since this time could also affect a following group.

As soon as it is apparent a group is going to fail its Time Par requirements, notify the TD/Referees. In practice, they will already be aware that there is a situation which might need their attention through the communication of the Referees on the course.

Approach the players who are in violation of the Pace of Play Policy as soon as possible after they complete the hole and using the Pace of Play Timer's Script, ensure that each player is given the appropriate information and advise the players to hold on to their score cards until spoken to by the Referee.

Pace of Play Timer's Script

"Your group did not complete play of the 9/18 holes in the allotted time and you finished more than 14 minutes 59 minutes behind the group in front of you. Your group must meet with a Referee in the scoring area about a possible penalty before returning your scorecards."

Do not interact with the players, but rather require them to meet with the referee.

If a player(s) debates:

"If you wish to review the penalty, you may do so with the referee when you meet with them, but not here on the course."

Inform the Referees of the details of the violation

SCORING PROCEDURES –STROKE PLAY

Scoring Materials

All scoring areas will be set-up prior to the official practice round. This area will be roped off from the general public usually in a low traffic area.

Scoring Equipment and Materials

Scoring Area(s) Requirements will include:

1. Tent with top and walls
2. Table with GO skirt
3. Enough chairs for officials and every player in each group
4. Refuse container
5. Pencils and two different colored pens
6. Paper weights
7. Official Starter's sheets
8. Clock
9. Pairing Sheet

Duties and Responsibilities

Only players and Referees are allowed in the scoring tent. Scorers should keep their conversations to a minimum as it is critical that the environment in the tent be kept as quiet as possible to minimize any distractions for the players as they check their score cards.

Prior to formally accepting a scorecard, scorers should remind each player that:

- Did any player invoke Rule 20.1c(3), or play two balls under the wrong place, Rule 14.7b(1). If yes, radio for a Referee to the scoring tent on the 9th or 18th hole
- Both the marker and the player must sign the scorecard
- That the hole-by-hole scores are accurate. (Note: The GO scorer is responsible for addition of scores on the card: Rule 3.3b(5).
- Players should be allowed to verbally check their score card with their marker

Once the scorecard is formally submitted:

Immediately

- Check the player's name in the top left corner
- Check for two signatures along the bottom of the ~~score~~card
- Check to see that all 18 holes have a score
- Ask players to remain seated until all scorecards have been checked by both scorers. The player can't be forced to remain, but keeping all members of the group together can be

very useful to solving any disputes or questions of fact.

- Clarify printing if any numbers are illegible
- Verify the scores, double check arithmetic. Each scorer should initial the scorecard on the top right in the space provided when they agree with the totals on the scorecard. Scorers and player should agree on the total score
- Scorers should endeavor to keep all scorecards in group order for pick up by runner
- Optional-Scorers can keep track of group playing times and individual scores on their draw sheet strictly for their own interest and the interest of players as they finish
- Scorers should be aware of any penalties incurred by players who arrived late to the tee (which should be noted on the official starter's sheet)
- The Rules do not require players to initial any changes in hole scores
- **A scorecard is officially returned once the player has left the scoring area defined by the outside edge of the Scoring tent posts or a white line painted on the ground, if present.**
- Score cards will be picked up by a runner and taken to the Tournament Office in regular intervals of 1-3 groups
- Score cards must be delivered as follows at championships:
 1. Scoring Tent
 2. GO Office
 3. Scoreboard
 4. GO Office

Tie Breaking Policy for Qualifying Rounds

Golf Ontario has determined that, for the purposes of breaking ties at any time when referred to this policy, the following Matching Scorecard method of tie-breaking will be used:

- For an 18-hole competition, use the best back 9, score, thence to the best score on the last 6 holes, thence to the best score on the last 3 holes, and thence to the best score on the last (18th) hole.
- If this fails to break the tie then go to the best score on the second last hole (17th hole), then to the best score on the third last hole (16th hole), then to the best score on the fourth last hole (15th hole), and continue through holes one by one to the best score on the first hole.
- If the players are still tied after this, the Committee shall flip a coin.

Note 1: In the event that a qualifying round is shortened to nine holes, the method of breaking ties used will be the best score on the last 6 holes, thence to the best score on the last 3 holes, and thence to the best score on the last (9th) hole. If this fails to break the tie then go to the best score on the second last hole (8th hole), then to the best score on the third last hole (7th hole), then to the best score on the fourth last hole (6th hole), and continue through holes one by one to the best score on the first hole.

APPENDIX 1: INSTRUCTIONS FOR STARTERS

First impressions are very important at any golf championship. As a starter, your duty is to greet the players, caddies and spectators in a professional manner and perform the duties listed below. Remember, by the time the player steps on the tee deck they are focusing on their upcoming round and do not wish to engage in frivolous banter. Indeed, their attention level tends to be short, so keep your instructions as brief as possible.

ENSURE YOU ARE ON THE TEE 30 MINUTES PRIOR TO THE FIRST TEE TIME

1. Collect a radio with an earpiece, if available, from the tournament office. Perform radio check and ensure that your radio is on the right channel and that the volume is set at an appropriate level to hear if someone is calling you. Check with Tournament Director and/or Tournament Rules Chair as to whether there are any key starting instructions he wants you to bring to the players' attention.
2. Make sure a clock is at the starting tent and coordinate with the Tournament Rules Chair for the official time.
3. Quickly check to see that you have all of the correct scorecards.
4. Introduce yourself and anyone accompanying the group (i.e. livescorers etc.) to the players.
5. Correct pronunciations of names/hometowns is important (good idea to check with players in advance).
6. Give the players the Local Rules and any other important information (i.e. Lift, clean and place) and ask if they have any questions. Any Rules queries must be referred to a Referee.
7. Ensure scorecards are distributed within the group so each competitor is a marker for another player, in particular, 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).

8. Recommend that each player place an identifying mark on their golf balls, showing each other what brand they are playing
9. Make sure all players are adhering to the GO dress code as well as their caddies.
10. If a player has not arrived at the tee (ready to play) within 2-3 minutes of the starting time, please notify the TRC and Tournament Director. They will try to locate the player. Ensure a Referee comes to the tee to administer any penalty situation.
11. Speak clearly, slowly and loudly enough for the players and spectators to hear. However, be careful not to disturb nearby players.
12. Start the first player of the group at the group's exact starting time, **NEVER** start a group early.
13. Call the Tournament Rules Chair if you get behind and try to catch up if possible.
14. Please note the actual starting time of each group on a pairings sheet and communicate late start times with the POP Referee and TRC in a timely manner.

BEFORE THE FIRST GROUP EACH DAY

Call the first group of the morning/afternoon draw about 8-10 minutes prior to their starting time.

"Welcome ladies and gentlemen to the x round of the (insert tournament name) as presented by the (sponsor's name) and conducted by Golf Ontario. On the first/tenth tee is the first group of the day/afternoon, the 7:30 starting time. From Toronto, Albin Choi. Next on the tee from Hamilton, Blair Hamilton". Immediately after the last player leaves the teeing area, the starter announces, "the next group on the first/tenth tee will be the 7:40 starting time" and announces their names

Note: The last group of each portion of the draw should be highlighted as such to any viewers.

APPENDIX 2: INSTRUCTIONS FOR SCORERS

ENSURE YOU ARE IN THE SCORING TENT 25 MINUTES PRIOR TO THE ANTICIPATED FINISH OF THE FIRST GROUP

Collect a radio from the tournament office before going on duty.

It is important that order is maintained in the scoring tent. ONLY players and Referees are allowed in the scoring area.

All conversations with players should be kept to a minimum unless answering any questions. If there is a rules query or dispute, please radio the TRC.

The routine for receiving scorecards is as follows:

1. Ask each player to check their scores for each hole, remind them that they are not required to total them up.
2. Ask the players if they have any Rules questions or did anyone play two balls under Rule 20.1 or 14.7.
3. Upon receiving the scorecard:
 - a. Check the player's name in the top left corner
 - b. Check for two signatures along the bottom of the scorecard – one person puts check mark in the box
 - c. Check to see that all 18 holes have a score

Investors Group Men's Amateur Qual. Tarandawah

Competitor: John Crowther Tarandawah Golfers Club

Time: 7:30 AM Round 1

Hole # 1 05/24/2016

HOLE	1	2	3	4	5	6	7	8	9	OUT
YARDS	375	373	166	399	430	350	178	414	526	3211
PAR	4	4	3	4	4	4	3	4	5	35
PACE OF PLAY	7:46	8:02	8:15	8:31	8:47	9:03	9:16	9:32	9:50	

HOLE	10	11	12	13	14	15	16	17	18	IN	TOTAL
YARDS	387	437	177	340	549	207	425	427	442	3391	6602
PAR	4	4	3	4	5	3	4	4	4	35	70
PACE OF PLAY	10:06	10:22	10:35	10:51	11:09	11:22	11:38	11:54	12:10		

For Golf Ontario Use

Verified: _____ This Round: _____

Verified: _____ Previous Total: _____

BO: _____ New Total: _____

Finishing Times (Time of Day)

9	9:50
18	12:10

Marker's Signature _____

Player's Signature _____

4. Advise (can't force) players to remain in the scoring area until all score cards are returned and have been checked by both scorers. All players should be available in case of any disagreements or disputes.
5. Total the nines for each scorecard and put the total and initial in the top right hand corner where indicated.
6. Check that the name on the scorecard belongs to the player whose score it actually is.
7. You and the player should agree on the total score.
8. A scorecard is officially **returned** when the player has left the scoring area, defined by the outside edge of the Scoring tent posts or a white line painted on the ground if present.
9. Send the scorecard by runner to the tournament office after each group. The final few groups of each round needs to be delivered quickly to the tournament office to make the new draw, and depending on the round and cut.

APPENDIX 3: GOCHAMPIONSHIPS

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
- Bantam
- Peewee

Multiple Day Events

- Junior Boys' Spring Classic
- Junior Girls' Spring Classic
- Men's Match Play
- Women's Match Play
- Junior Boys' Match Play
- Junior Girls' Match Play
- Public Player
- Ontario Summer Games

Indigenous Ontario Championship

Single Day Events

- Men's Better Ball
- Senior Men's Better-Ball
- Women's Four-Ball

Qualifiers

APPENDIX 4: 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 an 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.

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 preferred ideal positions 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 other 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 casual 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 TRC 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 and 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 competitors 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 firsttime 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 their 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 and 3 in Rule 5.3a and 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.