



2021 TAG Team Manual

Oregon Golf Association

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Message from our CEO:

The business of the Oregon Golf Association is more than just great golf championships. At the OGA we strive to provide our 42,000 members with outstanding services and programs in an effort to make golf more enjoyable for all – regardless of a players' ability.

Thank you for all the hard work, sacrifice and dedication to the Oregon Golf Association and its member courses. The work you do is unsung and, for the most part, unnoticed but it is very important to the health and traditions of our great game.

A handwritten signature in black ink that reads "Barb Trammell". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Barb Trammell

OGA Mission

"Promoting golf to benefit the communities and people of Oregon and Southwest Washington"

OGA Vision - Enriching lifestyles through golf

The Oregon Golf Association will be the premier organization in the region recognized as the core resource for anyone interested in golf. We will embody a spirit of inclusiveness that helps provide recreational, economic and social benefits for all who wish to learn and play the game. By leading in the development of opportunities to enhance experiences for all skill levels, we strive to inspire our members, partners and the golf community to give back to the game and support its tradition as a way to enrich our communities and those in need.

OGA Core Value Statements

Serve the Game – As stewards of the sport, we help promote life-long enjoyment of the game while providing unparalleled service to our members and partners. We set the benchmark for quality and value through the programs and services offered at our Association's facility and to our membership.

Respect Traditions – We foster an atmosphere that contributes to positive character development gained through an appreciation of the history of the game and its values.

Operate with Integrity – We conduct ourselves with honesty, sincerity and authenticity.

Practice Inclusiveness – We develop membership offerings that provide value to all demographics of the golfing community.

Stay Relevant – We cultivate a culture of innovation and creativity that ensures our sustainability in a changing environment.

Lead by Example – Through cooperation and collaboration, we facilitate a network of relationships that enhances the game and its appeal to a broader population base. We are dedicated to remaining on the forefront of the industry by being progressive in promoting our sport as having material economic, ecologic and healthy impacts for our region.

OGA VOLUNTEER BENEFITS

- Meals: OGA will provide food for all volunteers.
- Uniforms: Nike logo'd volunteer uniforms.

OGA VOLUNTEER BENEFITS (8+ Shifts)

- Exceptional Service Card: Golfing benefits at participating facilities the following year of service.
- Volunteer Appreciation Day: Golf, dinner and awards ceremony at premier facilities.

OGA VOLUNTEER POLICIES

Meals: On the day you work, the OGA will provide one meal. When you check in for your shift, the Volunteer Coordinator or Tournament Director will let you know what is available and take your order. We recommend bringing snacks to have with you on the golf course. No alcohol will be charged to OGA at any time.

Uniform: The OGA will provide each volunteer with the appropriate apparel and name badge.

TAG Team: Dress includes a collared shirt with OGA logo, khaki pants, shorts or skort and your name badge.

Rules Officials: Dress requires khaki pants, OGA logo'd white or blue Rules shirt and Rules name badge.

Starters: Dress requires blazer with OGA crest, white button-down shirt, OGA tie (men only), khaki dress pants and your name badge.

For any bad weather days, please wear any personal hats, jackets or rain gear to be comfortable on the golf course.

Golf shoes or tennis shoes are preferred while you are working. Open toed shoes will **not** be allowed.

Lodging: For tournaments that are out of town, the OGA is limited on the number of volunteers it can provide lodging for. The OGA will provide lodging for the volunteers that are crucial to running the tournament. If you have your own lodging for out-of-town events, please let us know when you sign-up.

Carts: Carts will only be available for Rules Officials, Checkpoint Officials and Volunteer Coordinators.

ON-SITE RESPONSIBILITIES

Upon your arrival at the golf course, please report to the Tournament Director or Volunteer Coordinator for your assignment and to pick up your clipboard and any needed supplies (radio, starters sheet, local rules sheet, pace of play schedule, cart key, etc.).

Regardless of your responsibilities for the day, a TAG Team member should always have the following items in his/her possession:

- Clipboard with pairings and player information
- Lanyard w/ name badge
- Radio

Depending upon the requirements on any given day, your duties are likely to fall under one of the following categories:

- Starter
- Registration
- Checkpoint Official
- Forecaddie
- Scoring Official
- Rules Official
- Tournament Director
- Volunteer Coordinator (Personnel)
- Volunteer Coordinator (Setup/Teardown)

STARTER

Volunteers assisting with starting are responsible for ensuring that players start at the time specified by the Committee and that scorecards and special notes are distributed to the players.

Preparation

Starters should arrive at least one hour prior to the first starting time. Before reporting to your starting tee, be sure to review any questions you might have regarding the championship with the Tournament Director and to pick up your clipboard and radio.

Starters should wear the appropriate uniform:

- Blazer with OGA crest
- White button-down shirt
- OGA tie (men only)
- Khaki dress pants
- OGA name badge and lanyard

Arrive at the starting tee 30 minutes prior to the first tee time. Ensure the starter's box contains all the necessary materials and paperwork.

- Atomic Clock
 - Official scorecards and extra scorecards
 - Hole location sheets
 - Notice to Players
 - OGA Hard Card (USGA Hard Card for USGA Qualifiers)
 - Pace of Play Policy
 - Pairings and starting times
 - Pencils, ball markers, tees and permanent markers
 - The Rules of Golf and Official Guide to the Rules of Golf
 - Caddie bibs
 - Trash can
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- Contact the Tournament Director if any items are missing
 - Check that the atomic clock is functioning properly and is facing in a direction so that the players arriving at the tee can see it.
 - Review the materials in the starter's box including the Notice to Players, Hole Location Sheets, Scorecards and any bag tags or lunch tickets that need to be given to the players.

Greeting Players

Greet players as they arrive to the tee and introduce yourself. Have players introduce themselves to the group.

Passing out Information

As players arrive to the tee, please pass out the following information.

- Scorecards
 - There are two preferred methods of passing out scorecards
 - Scorecards are assigned by the starter
 - Scorecards are given to the players to switch within the group
- Notice to Players
- Hole location sheet
- Tee prizes
- Lunch tickets
- Caddie bibs
 - Please highlight the player on their scorecard to identify they used a bib

Things to Tell the Players

Make sure **EVERY** group gets all the information before they are announced. The items to cover include.

- Local Rules on the Notice to Players
- Pace of Play
- Tee being played
- Additional information on the competition
 - Qualifying spots
 - Ties/Playoff procedure
- Location of scorecard return
- Order of play
- Remind each player to mark and identify their golf ball with other players in the group and count their clubs before they start

Announcing Players

Begin announcing a group so that the first player will go forward to play his or her ball at the group's tee time. Do not start players early under any circumstances. (For example, 9:00:00 am).

The full name of the player should be used each time, without titles (Mr or Mrs).

Stroke Play Script

Welcome to the "Event Name". This is the "Time" tee time, please welcome from "City", "Player Name"

- If the player does not begin, please add "play away please"

Additional players in the group will be announced as follows:

- Next on the tee from "City", "Player Name"

Match Play Script

Welcome to the Match Play "Round" of the "Event Name" conducted by the Oregon Golf Association

This is the "Time" match, please welcome from "City", "Player Name"

(Pause)

From "City", "Player Name"

The Referee for this match is "Name of Referee"

Before Second 18 Holes of 36 Hole Match

This is the continuation of the 36-hole Championship Match of the "Championship Name", conducted by the Oregon Golf Association and hosted by "Club Name". Please welcome the players;

from "City", "Player Name" (Pause)

and from "City", "Player Name"

The Referee for the match is "Name of Referee"

At the conclusion of the first 18 holes,

- (a) "player name" is (so many) up" or
- (b) "the match is tied" "Player Name" has the honor. Play away please

Four-Ball Stroke Play

Welcome to the "Event Name". This is the "Time" tee time, please welcome

from "City", "Player Name" and his or her partner from "City", "Player Name", play away please

Next on the tee from "City, "Player Name" and his or her partner, from "City", "Player Name"

Four-Ball Match Play

Welcome to the "Event Name". This is the "Time" match, please welcome

from "City", "Player Name" and his or her partner from "City", "Player Name"

(Pause)

and from "City, "Player Name" and his or her partner, from "City", "Player Name"

The Referee for the match is "Name of Referee"

"Last Name Player 1" and "Last Name Player 2" has the honor. Play away please.

Procedure for Announcing Groups After Delays

This only applies when there has been an official suspension or delay due to weather, fog, darkness, etc. This procedure does not apply when play is delayed due to another reason such as a ruling on the starting hole or a match going extra holes.

Stroke Play Script

This is the originally scheduled "Time" tee time; please welcome

From "City", "Player Name", play away please

Next on the tee from "City", "Player Name"

Next on the tee from "City", "Player Name"

Match Play Script

This is the originally scheduled "Time" match; please welcome

From "City", "Player Name",

(Pause)

and from "City", "Player Name"

Late/No Show Procedure

The following is the procedure that is to be followed by a starter who is missing a player(s) on the starting tee:

At a point three (3) minutes prior to the group's tee time, the starter will get on the radio and announce...

- Group No. 7, the 9 am tee time on hole No. 1, we have three minutes to go and I'm missing Kevin Smith
- (Four-Ball) - ...I'm missing Kevin Smith but his partner is present

At a point one (1) minute prior to the group's tee time, this message is repeated over the radio and the starter should ask that the radio be kept "clear" of all traffic for the next 60 seconds. At this point, the starter should also inform the other players or opponent(s) that 60 seconds remain.

At a point ten (10) seconds prior to the group's tee time, the starter counts down each second over the radio and to the other players or opponent(s), then says over the radio and to the other players,

- "Kevin Smith is late to the tee. Gentleman, play away please."

If a player arrives to the tee prior to the group's tee time, the starter must communicate that fact on the radio as follows:

- *Group No. 7, the 9:00 am tee time on hole No. 1, is now complete.*

If the player arrives at the tee time after the group's tee time, a member of the Committee, not the starter, will handle the application of the penalty.

If a group starts late as a result of this issue, the starter must communicate this on the radio to all Checkpoint Officials.

Announcing Pace of Play Updates

Record the time of any group that starts late. Announce updates to the Committee and Checkpoint Officials as follows:

This is "Name", starter on hole No. 1, I have pace of play updates and will announce them in 30 seconds over the radio

- *Group No. 7, starting at 9:00 am, teed off at 9:04 am, plus 4 minutes*
- *Group No. 8, starting at 9:10 am, teed off at 9:12 am, plus 2 minutes*
- *Group No. 9, starting at 9:20 am, teed off at 9:22 am, plus 2 minutes*
- *Group No. 10, starting at 9:30 am, teed off at 9:31 am, plus 1 minute*

Preferably announce in blocks of times when there is a break. Must announce before the group reaches their first checkpoint.

Ending Your Shift

Announce over the radio the following:

- Identify yourself over the radio before your communication
 - This is John Smith, starter on hole No. 1
- Let the Committee know your tee is clear of all starting groups
- Remind the Committee and Checkpoint Officials of any delayed groups on your tee

Before leaving the tee, close and lock the starter's box.

Also, return radio and sign-in the radio checkout sheet and return clipboard.

Job Requirements:

- Good communication skills and able to read a script to players
- Ability to stand for an extended period
- Professional attitude towards players and spectators
- Rules of Golf certified is preferred

FORECADDIE

Forecaddies are assigned to a specific hole or area on the golf course due to the likelihood of trouble occurring. This may include holes that involve a blind shot that could translate into the disruption of the pace of play or present safety concerns. It may include holes where the proximity of high rough, trees, OB or penalty areas increases the chances of a ball becoming lost or unplayable. Finally, it may include holes where an abnormal number of rulings will likely have to be made. Players proceeding correctly require no action unless they ask for help. Reminder: Only Rules Officials make Rulings. Discussions between forecaddies and players should be minimal, professional and above reproach.

Be sure to:

- Familiarize yourself with the layout of the hole.
- If possible, position yourself so that you can observe the contestants and landing area of the shot.
- Signal players, if necessary, when it is clear to play away or, conversely, when it is improper to play away.
- Signal the player as to the position of the ball and its condition (safe, OB, unknown)
- Assist in the search for an errant shot. Begin the timing of the activity once the player or his caddie begins searching for the ball and update the player as to how long his search has been. If the ball is not found after three minutes, please call for a Rules Official.
- Monitor and **record** the time that groups within view replace the flagstick in relation to the posted times. Notify the lead checkpoint official when any interval (the time between groups) changes by more than 3 minutes.
- Take notes on any groups that have problems or delays on your assigned hole which may affect their subsequent position with respect to pace of play concerns.
- Contact a **Rules Official** if a player needs a ruling.

Job Requirements:

- Walk on uneven ground and up and down steep hills
- Ability to stand for extended periods
- Follow the flight of the ball and observe where it comes to rest
- Be courteous to players as you assist in search process

CHECKPOINT OFFICIAL

A checkpoint official must record the finishing time of each group. These notes should include the actual finishing time and any relevant details for delay (waiting, ball searching, rulings, provisional balls, etc.). An atomic clock station will be present on each of these holes. Report to the Lead Checkpoint Official every group's finishing time. These reports should include the actual time the group finishes a hole. Additionally, please keep the Lead Checkpoint Official aware of any gaps between groups.

The Lead Checkpoint official helps monitor the overall pace and position of the entire field and must be very familiar with the OGA Pace of Play Guidelines. Lead Checkpoint Officials are to record times on their pace of play chart for any groups in view. These reports should include the actual finishing time and any relevant details for delay (waiting, ball searching, rulings, provisional balls, etc.). A Lead Checkpoint Official may be called to monitor a specific group's pace when the Committee has been notified by a concerned player. When called to monitor a specific group the Official's responsibility is to determine the reason for slow play (i.e. a slow player within the group or a lost ball).

Preparation

When you arrive for your shift, pick up the materials you will need for the day.

- Clipboard
 - Pace of Play worksheets
 - Pace of Play Policy
 - Communication script
 - GGID
- Radio
- Clock
- Tablet
- Pencil(s)

Check-in with Tournament Director or Starter on any known delays and make notes on the pace of play worksheets.

Arrive at your starting hole twenty (20) minutes prior to the first group finishing hole. Position yourself where you will be least intrusive and be able to see when the hole has been completed.

Record the actual finish time when the hole has been completed on the pace of play worksheet.

Communication

When checkpoint has been missed;

Checkpoints Missed	Statement to the Players	Radio Announcement
1	<p>"Your group has missed your first checkpoint and this is a warning. You may be monitored by a Rules Rover."</p> <p>See additional statement for 3rd checkpoint missed below:</p>	<p>This is Checkpoint at Hole ____.</p> <p>Group # ____ received a warning.</p> <p>The group was ____ minutes over their maximum allowable time and ____ minutes over the 15 - minute interval.</p>
2	<p>"This is the second checkpoint you have missed; you are all liable to a penalty of one stroke."</p> <p>See additional statement for 3rd checkpoint missed below:</p>	<p>This is Checkpoint at Hole ____.</p> <p>Group # ____ was notified that they are liable to a penalty of one stroke.</p> <p>The group was ____ minutes over their maximum allowable time and ____ minutes over the 15 - minute interval.</p>
3	<p>"This is the third checkpoint you have missed; you are all liable to an additional penalty of two strokes which would be a total of three penalty strokes for the round."</p> <p>See additional statement for 3rd checkpoint missed below:</p>	<p>This is Checkpoint at Hole ____.</p> <p>Group # ____ was notified that they are liable to an additional penalty of two strokes.</p> <p>The group was ____ minutes over their maximum allowable time and ____ minutes over the 15 - minute interval.</p>
4	"This is the 4 th checkpoint you have missed; you all are liable to disqualification."	Pace of Play Committee

When checkpoint hole cleared successfully;

Group's Status at Checkpoint	Statement to the Players	Radio Announcement
First Three Checkpoints Made	"You have successfully cleared your first three checkpoints in position. Please remember you have one checkpoint remaining and to keep up with the group in front of you."	None required
3rd Checkpoint Made, but Previous Missed	"Your group is in position at this checkpoint but please remember you have one checkpoint remaining and to keep up with the group in front of you."	None required
3rd Checkpoint Missed	<p>In addition to appropriate statement above:</p> <p>"Please remember you have one checkpoint remaining and to keep up with the group in front of you."</p>	None required

If a group asks about their pace, please only give times, not general statements (e.g. You finished at XXX).

If a group finishes within the minute period after 15 (e.g. 15:00 – 15:59), please inform all 3 players that the group barely made the checkpoint.

If a player(s) debates the penalty or warning, then please advise them they will have the opportunity to review the penalty in the scoring tent following their round prior to signing their scorecard.

Ending Your Shift

After the last group of the day has cleared your checkpoint, make a radio announcement including any warnings.

- *This is the Checkpoint on Hole #4. All groups have cleared. There have been two (2) warnings given out to groups "9:10 am and 9:40 am off hole #1".*

Return radio and sign-in radio on the checkout sheet.

Return tablet, clocks and clipboard.

Job Requirements:

- Good communication skills, organized and be able to read a script to players
- Ability to add/subtract and complete all the checkpoint paperwork
- Able to set up the scoring tablet when given the assigned GGID
- Understand the importance of the position as it relates to the tournament

OGA PACE OF PLAY GUIDELINES

Compliance with pace is the player's responsibility. If you feel a fellow-player or opponent is unduly delaying your group, it is your responsibility to notify the Committee as soon as practicable.

CHECKPOINT HOLES:

The Pace of Play Committee will designate four (4) holes on the course as Pace of Play checkpoint holes. A Checkpoint Official will be stationed at each checkpoint hole to monitor and indicate (if needed) a group's position on the course.

A hole is deemed to be completed when the flagstick has been replaced into the hole after all players in a group have completed play of the hole.

MAXIMUM TIME:

The *maximum time* is defined by the time listed on your scorecard and relates to the official time. The *maximum time* includes time spent searching for lost balls, rulings and poor play. Each group is expected to play efficient golf in order to "bank time" throughout the round. The *maximum time* may be adjusted by the Committee.

OUT OF POSITION:

Lead Group – the lead group is *out of position* if they complete any *checkpoint hole* over the *maximum time*.

Following Group – A following group is *out of position* if they complete any *checkpoint hole* over the *maximum time* and is 15 minutes or more behind the group in front ($\leq 14:59$ = In Position; $\geq 15:00$ = *Out of Position*).

PENALTIES:

When a group misses their maximum time and is out of position, the group will be notified by the checkpoint official that they may be in breach of the Pace of Play Policy. Any group so notified may be monitored by a Rules Rover or member of the Committee. A Rules Rover, when monitoring a group, may individually time strokes made by a player(s). A time exceeding 40 seconds to play a stroke may be considered excessive if the group becomes liable to penalty. Information gathered at any time by a Rules Rover or a member of the Rules Committee may be used by the Pace of Play Committee during the review process to determine whether a group or player(s) is in breach of these guidelines.

If a group completes a checkpoint hole above the Maximum Time and is out of position, the following penalties may be applied to the hole where the breach occurred. Any penalties will be applied at the end of the round in the scoring area.

1st missed checkpoint – Warning*

2nd missed checkpoint– Liable to a one stroke penalty

3rd breach – Liable for additional two stroke penalty

4th breach – Liable for disqualification

*If a group has cleared the first three checkpoints but misses the final checkpoint and is out of position, the group is liable for a one stroke penalty.

APPEAL PROCESS:

- 1) Appeals will only be handled in the scoring area at the completion of the stipulated round. Discussion of missed checkpoints during the round will only cause further delay of the group.
- 2) Once you have arrived at the scoring area, you will be notified of any breach(es) and you may submit a written appeal to the Committee before you have exited the scoring area. If you leave the scoring area for any reason you may no longer submit an appeal.
- 3) If the group misses more than one checkpoint, separate appeals must be submitted and each will be addressed separately.
- 4) An appeal will be successful if there is evidence that the player or group was:
 - i. delayed by the Committee,
 - ii. delayed because of a circumstance beyond control of the player or group,
 - iii. delayed because of another player in the group.

NOTE: Nothing in this policy excludes a player from being assessed the general penalty under Rule 5.6a.

SCORING OFFICIAL

It is the responsibility of this assignment to ensure that all official scorecards are properly handled, and any disputes are settled prior to a player leaving the designated scoring area. In order to maintain order in scoring, ONLY the players and OGA officials should be allowed in the scoring area.

Preparation

When you arrive for your shift, pick up the materials you will need for the day

- Clipboard
- Radio
- Scoring box
- Pace of Play appeal forms
- Extra pencils
- Blank scorecards for lost or damaged cards
- Empty bin for caddie bibs

Identify where your scoring area will be located

- Ensure area is determined by being roped off or by other means
- Make sure there is a table with table skirt and appropriate number of chairs

Scoring Procedures

Note the finishing time of the group on Raguzzi Sheet. Finishing time is determined,

- *When the flagstick has been replaced into the hole after all players in a group have completed play of the hole, or, if the flagstick had not been removed while making the stroke, when the last player in the group has removed their ball from the hole.*

Everyone is to remain in the scoring area until all the scores have been signed and verified.

Ask the players if they have any Rules questions.

Ask the players if anyone played two balls.

Address any pace of play issues with the players.

Make sure caddie bibs have been returned.

Make sure both the player (or a player on a side) and their marker have certified (i.e. signed) the scorecard.

Make sure the player checks hole-by-hole scores along with his or her marker.

Check the hole-by-hole scores and verify that scores are recorded for each hole. Total the nines for each scorecard and give the player the unofficial front 9/back 9 and 18 total scores.

A scorecard is considered officially “returned” when the player (or both players on a side) has exited the scoring area

- *A scoring box is used for Oregon Junior Golf and the scorecard is considered official once the scorecard has been placed into the scoring box*

Write the correct total score and record it in the upper right-hand corner of the scorecard

Incomplete Scorecards

It is important for incomplete scorecards to accurately reflect what actually happened. Therefore, the scorer should write on the player’s scorecard one of the following notations, if applicable

- **WD** – This notation is used in cases where a player officially withdraws by notifying an OGA official or staff member
- **DQ** – The appropriate classification for a Rules violation, which necessitates a player’s disqualification – including when a player fails to appear for his or her tee time without notification or fails to return a scorecard

Note: In Four-Ball stroke play, a side may be represented by either partner for all or any part of the round

Scorecard Procedure

When collecting scorecards, please follow this procedure:

- Collect all scorecards and put in order by score
- File ties in order of return
- In case of ties in a group, file in order listed on the pairings sheet

Note: If there are multiple divisions within the competition, organize by division.

Procedure When Checkpoint(s) are Missed by a Group

When a group has missed multiple pace of play checkpoints or the final checkpoint during the round, they are subject to penalty based on the OGA’s Pace of Play Policy.

A member of the Committee will meet the group in scoring to discuss missed checkpoints. Players may submit a written appeal to the Committee before exiting the scoring area. If the group misses more than one checkpoint, separate appeals must be submitted, and each will be addressed separately.

Ending Your Shift

At the end of your shift, please complete the following:

- Put appeals forms and extra pencils into the Scoring Box
- Return all scorecards to the Tournament Director
- Return radio and sign-in on the radio checkout sheet
- Return clipboard

Job Requirements:

- Good communication skills
- Rules of Golf certified is preferred
- Ability to add/subtract and give players front 9, back 9 and 18 hole total
- Able to set up and use the scoring tablet when given the assigned GGID
- Understand the importance of the position as it relates to the tournament

RULES OFFICIAL

The objective of a Rules Official is to assist players with the proper execution of the competition. Officials should view their role as one of assisting vs. enforcing. The Rules Official who acts to prevent a player from breaching a rule is more valuable than the official who penalizes a player for a breach of the Rules.

Before assisting a player with a Rules interpretation, any OGA Official who is unsure of the correct procedure will first confirm their understanding of the situation with another Official. This simple step, *in advance of the player taking action*, should help ensure that the player proceeds correctly. This procedure has the following advantages:

- We avoid having a player proceed incorrectly on the direction of an Official.
- Every Official will be exposed to each ruling ensuring consistency among the team.
- It allows all TAG Team Volunteers a chance to “learn the Rules”.
- It helps remove an Official from a personal stake in the Ruling.
- It confirms to players our commitment to the proper application of the Rules.

No ruling is too simple to skip. Simply inform another Official of the situation and the action you intend to take. Usually, this can occur before the player arrives to his ball. A typical conversation would go:

I have a ball on the cart path. I will have the player find the nearest point of relief, no nearer the hole, and drop the ball within one club-length of that spot. Correct?

Every time an Official assists a player with the Rules, the players in the group and the rest of the TAG Team learn something. This process will ensure that what they are learning is correct. Consistently applying this procedure will benefit the players and our Rules Officials, making for a better tournament program.

Junior events are a great way to quickly gain officiating experience, because there are typically more rulings in a wider variety of situations.

DUTIES OF A RULES OFFICIAL

It is the responsibility of the Rules Committee to ensure that the competition is played in accordance with The Rules of Golf. The following information should help you prepare for your duties:

- Become familiar with the golf course and the Notice to Players of the event
 - Out of Bounds
 - Obstructions
 - Ground Under Repair
 - Penalty Areas
 - Dropping Zones
 - Verify hole locations and tee placements
- Check that out of bounds and penalty areas and Ground Under Repair (GUR) are clearly marked.
- Check that bunkers are raked and rakes placed outside the bunker.
- Identify potential problem areas on the golf course and work as a team to keep these areas covered as much as possible. Please notify another Official if you are leaving such an area.
- Be alert for potential Rules problems with a player. Be ready and visible in these situations.
- If unsure of the proper procedure, please confirm all Rulings with another Official prior to assisting the player.
- Use the radio with discretion. Always keep your radio on. An earpiece may be used to reduce distractions to players.
- In poor weather, report course conditions that impact play, water on the putting greens, penalty areas overflowing, etc.

Rules Official Requirements:

- Minimum score of 70 on the USGA 80 question Rules Exam or a score of 75 on the USGA 100 question Rules Exam.
- Recertification of exam is required every 4 years to maintain Rules Official status.
- Attend a USGA/PGA Rules Workshop or the OGA's 6-week Rules Course.
- Be certified by Director of Tournament Operations, Director of Oregon Junior Golf or OGA Senior Rules Official.
- Maintain a minimum of 8 event days worked in a season. Event days are not limited to OGA events.

RULES OFFICIAL LEVELS

Senior Rules Official

- 5+ years of Rules Officiating experience or more than 80 event days worked as a Rules Official.
- Minimum score of 90 on the USGA 100 question Rules Exam.
- Maintain a minimum of 8 event days worked annually.
- Must be certified by the Director of Tournament Operations or Director of Oregon Junior Golf.

Rules Official Level 1

- 3+ years of Rules Officiating experience or more than 50 event days worked as a Rules Official.
- Minimum score of 70 on the USGA 80 question Rules Exam or a score of 75 on the USGA 100 question Rules Exam.
- Maintain a minimum of 8 event days worked annually.
- Must be certified by the Director of Tournament Operations, Director of Oregon Junior Golf or Senior Rules Official.

Rules Official Level 2

- 1+ years of Rules Officiating experience or more than 25 event days worked as a Rules Official.
- Minimum score of 70 on the USGA 80 question Rules Exam or a score of 75 on the USGA 100 question Rules Exam.
- Maintain a minimum of 8 event days worked annually.
- Must be certified by the Director of Tournament Operations, Director of Oregon Junior Golf or Senior Rules Official.

Rules Official Level 3

- Less than 1 year of Rules Officiating experience or less than 25 event days worked as a Rules Official.
- Minimum score of 35 on the 50 question OGA Rules Exam.
- Maintain a minimum of 8 event days worked annually.
- Must be certified by the Director of Tournament Operations, Director of Oregon Junior Golf or Senior Rules Official.

VOLUNTEER COORDINATOR (Personnel)

A Volunteer Coordinator (Personnel) is responsible for assisting volunteers during the day. The tasks will include:

- Checking in volunteers as they arrive/depart for their shift and being the first and last point of contact
- Help checkout radios, tablets and clipboards
- Taking volunteers out to their assignment
- Training new volunteers
- Driving around the golf course making sure all volunteers have water and breaks as needed. Make sure to always have water on your cart when out on the golf course.
- Taking lunch orders and delivering to volunteers on the course
- Other tasks as assigned by the Tournament Director

Job Requirements:

- Good communication skills
- Knowledge of all TAG Team positions and duties
- Walk on uneven ground and up and down steep hills
- Ability to drive a golf cart

VOLUNTEER COORDINATOR (Setup/Teardown)

A Volunteer Coordinator (Setup/Teardown) is responsible for the following tasks:

- Setting up and tearing down Starter and Scoring areas, course signage and clock boards.
- Picking up tees/flagsticks at the conclusion of the tournament
- Filling up water stations on the course for volunteers/players
- Load and unload the tournament trailer or OGA vehicle
- Other tasks as assigned by the Tournament Director

Job Requirements:

- Good communication skills
- Lift and carry up to 50 pounds of supplies
- Walk on uneven ground and up and down steep hills
- Knowledge of all TAG Team positions and duties
- Ability to drive a golf cart

MISCELLANEOUS TIPS

CART USAGE

Depending upon your assignment, it may be necessary to utilize a cart. Extreme care is required with respect to keeping the cart in a position where it is not likely to come into play.

While operating a cart be sure to:

- Turn cart key to off position when loading/unloading supplies.
- Keep the cart on paths or in the rough whenever possible.
- Try to park the cart in a position where it is not likely to affect play.
- Be aware of players in the area and avoid sudden moves or noises associated with power carts when they are in the immediate vicinity.
- While leaving a cart unattended, keep the cart key in your possession.
- TAG Team members are requested not to transport spectators, visitors, or any other non-OGA individuals.
- Be sure to turn in your cart key to the volunteer coordinator before departing for the day.

RADIOS

Depending upon your assignment for the day, it may be necessary to use a radio. Radios are available from the Tournament Director or Volunteer Coordinator. While operating a radio, please observe the following procedures:

- Check out radio and fill out the radio check-in sheet with the number you have been assigned.
- Before you go out onto the course, turn the unit on and test that it is functioning properly.
- To speak, hold the unit two to three inches from your mouth, depress the transmit button and speak clearly at a normal speaking volume. After you have finished speaking, release the transmit button.
- Be sure not to hold the transmit button down when you are not actually transmitting. Other TAG Team members cannot transmit if you are depressing the transmit button and blocking the channel.
- Only use the radio for reporting on course situations. Do not use it to socialize.
- Be sure to return and check in your radio to the Tournament Director or Volunteer Coordinator before departing the course for the day.

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