



COLORADO GOLF
ASSOCIATION

On-Course Official Training Program Checklist

for

(updated February, 2019)

The field training program used by the Colorado Golf Association (CGA) is intended to pair new officials with experienced officials so that the new officials can learn and observe seasoned officials go about the tasks assigned to an On-Course Official (OCO). Much of the information covered in this training program comes from either the Rules of Golf or CGA OCO Manual, which should serve as a primary reference for many of the topics listed. It is expected that new officials will learn about:

- The Colorado Golf Association
- The basics of the Rules of Golf
- Techniques for effective tournament officiating

As new officials gain knowledge and experience, they will be able to demonstrate the knowledge that they have gained by handling situations at events that they work.

Once the CGA staff and the OCO are both comfortable that the OCO has gained a level of proficiency the OCO will begin to work at events on their own.

The process of becoming an experienced and effective official takes time. As the OCO encounters a variety of situations they will gain confidence and will progress to handling more complex situations with confidence.

The number one goal of the CGA and the officials that are at an event should be to ensure that rulings are correct and complete. There is never any downside to conferring with staff members and other officials to reach the correct outcome for every situation handled.

Topic	Discussed	Demonstrated	Observed
Introduction to CGA and becoming an OCO	Initials/Date	Initials/Date	Initials/Date
CGA Staff (identities and duties) <ul style="list-style-type: none"> • Management • Tournament staff • Administrative staff • Interns 			
What to expect from CGA <ul style="list-style-type: none"> • Training (2-Day, OCO Academy, In-Service) • Support in learning • Basic uniform and equipment needed • Food and drink on days worked 			
What CGA expects from an OCO <ul style="list-style-type: none"> • Sign up • Show up • Be knowledgeable of the rules • Be professional in all actions 			
CGA OCO Manual			
Categories of Officials <ul style="list-style-type: none"> • Rules Official • Rules Captain • Master Rules Official 			
Tournament Assignments <ul style="list-style-type: none"> • Tournament Director (TD) 			

Topic	Discussed	Demonstrated	Observed
<ul style="list-style-type: none"> • Rules Captain • Rules Official • Referee • Observer • Rover • Starter • Scorer 			
<p>Chain of Command</p> <ul style="list-style-type: none"> • Tournament Director • Rules Captain • Rover • Rules Official 			
<p>Uniforms</p> <ul style="list-style-type: none"> • CGA logo shirt • CGA hat / headwear • CGA name badge • Khaki / tan pants or skorts • Optional outerwear/rain gear (CGA logo) 			
<p>Equipment provided by CGA</p> <ul style="list-style-type: none"> • Current USGA rules book(s) • Golf cart • Radio • Air horn (as needed) • Tournament paperwork 			

Topic	Discussed	Demonstrated	Observed
<p>Suggested additional equipment for the OCO</p> <ul style="list-style-type: none"> • Clothing for any expected conditions • USGA Official Guide Book • Stopwatch or other timing device • Binoculars • 100' String • A few tees • Extra pencils • A couple spare course scorecards • Other items as desired (see separate list) 			
<p>Radio</p> <ul style="list-style-type: none"> • Basic functions (channels, volume, etc.) • Use of an earpiece • Testing the radio and earpiece • Avoiding player disruption • Using the microphone to talk • Transmissions should be clear and concise, avoid jargon • Always be professional on the radio • Avoiding interference from wind, etc. • Stuck microphones (accidentally holding down the transmit button interferes with radio communications) • If in doubt, use your radio for assistance 			

Topic	Discussed	Demonstrated	Observed
<ul style="list-style-type: none"> • If a player questions a ruling, use your radio • Ruling confirmation by radio – make sure everyone knows a player is listening • Always assume outsiders are listening • Never use profanity or other objectionable words or phrases 			
Typical Formats <ul style="list-style-type: none"> • Stroke • Match 			
Course Setup	Initials/Date	Initials/Date	Initials/Date
Setup Assignments <ul style="list-style-type: none"> • An official is typically assigned to one nine for setup purposes • If problems are found, notify Captain or TD immediately (as each is found) so issues can be addressed in a timely manner – do not hold problems • Tee time versus shotgun events 			
Setting and Checking Tee Markers <ul style="list-style-type: none"> • Ensure that proper tournament tee markers are in use • Ensure that tee markers are aligned properly towards the landing zone 			

Topic	Discussed	Demonstrated	Observed
<ul style="list-style-type: none"> • Ensure that tee markers have sufficient separation – suggestion: about 5-6 good paces for holes not likely to have divots taken and 6-8 good paces for holes more likely to have divots taken • Dot the tees if so instructed • Remove other “house tee markers” that may cause confusion for players 			
<p>Checking All Areas of the Course</p> <ul style="list-style-type: none"> • Look for any areas of Abnormal Course Conditions / Ground Under Repair that were not noticed or marked (notify Captain/Tournament Director if found) • Observe course boundary markings and report any unusual situations • Observe any other unusual conditions that may come into play – report to Captain/TD 			
<p>Checking Penalty Areas</p> <ul style="list-style-type: none"> • Observe markings for Penalty Areas • Check for drop areas (in play or not in play) <p>Bunkers</p> <ul style="list-style-type: none"> • Check for proper placement of bunker rakes, adjust rakes if needed 			

Topic	Discussed	Demonstrated	Observed
<ul style="list-style-type: none"> • Check conditions of bunkers and correct issues, if possible, or report to TD or Captain if widespread 			
Checking Hole Locations <ul style="list-style-type: none"> • Line of play for each green • Is the hole cut in the correct quadrant, per the event hole location sheet? • Are there any problems with the hole or the area where it is located – if so, report 			
Setup Completion <ul style="list-style-type: none"> • Upon completion of your setup assignment, notify the Captain or Tournament Director via radio that your assigned holes are ready for competition. 			
Basic Officiating	Initials/Date	Initials/Date	Initials/Date
Starting the Day <ul style="list-style-type: none"> • Assemble your equipment / setup your cart • Read the provided paperwork, become familiar with the notice for the event • Test your radio setup • Be ready to go by the first tee time • If you have questions or concerns address them with the TD or Captain 			

Topic	Discussed	Demonstrated	Observed
Assignments <ul style="list-style-type: none"> • Hole or spot • Area / set of holes • Moving around the course 			
General <ul style="list-style-type: none"> • Be available to players • Be visible but don't crowd or hover • Be aware of locations in your assigned area of the course where players may need assistance 			
Movement <ul style="list-style-type: none"> • Electric versus gas carts • Backing up • Be careful not to disrupt players • Sometimes less movement is most effective • Look in all directions for play that is nearby • Being "conspicuously inconspicuous" • Consider moving against the direction of play, avoid hovering with specific groups 			
Approaching Players <ul style="list-style-type: none"> • If you see a player proceeding correctly, be visible and available. Know that they may not need or want any help. Assist if asked 			

Topic	Discussed	Demonstrated	Observed
<ul style="list-style-type: none"> If you see a player that might need assistance, you can always ask “Do you need any help?” 			
<p>Called to Assist / Making a Ruling</p> <ul style="list-style-type: none"> Respond in a timely manner, minimizing disruption to other players Park your cart a short distance from the player and walk in the last 20-30 yards Ask “how can I help?” Listen to the description of the problem? Use active listening techniques Repeat back details to confirm that you have the correct facts on the incident Ask all necessary questions (who, what, when, where, why and how) Gather information from any witnesses Confirm your understanding of the facts match the player involved and witnesses Call for assistance from a rover, Captain or TD if needed, either via the radio or ask them to respond and assist Provide the player with the ruling If penalty strokes are involved, NEVER use “I” statements such as “I’m issuing you a 2- 			

Topic	Discussed	Demonstrated	Observed
stroke penalty”, rather use a statement such as “The rules require a 2-stroke penalty for playing a wrong ball.”			
After a Ruling <ul style="list-style-type: none"> • When the ruling is done, if appropriate, ask “Is there anything else I can help with?” • Move away when the ruling is complete • Consider moving away from this group so they don’t think they are being watched 			
Pace of Play <ul style="list-style-type: none"> • One of the most frequent things that officials monitor and assist with • Know the pace of play guidelines for each event worked <ul style="list-style-type: none"> ○ Pace of Play Policy ○ Checkpoints ○ Other • Checkpoints require no intervention from officials, pace handled by checkpoints only • Before approaching players, ensure that they are both behind their assigned time AND out of position – simply having a gap in front of a group does not necessarily mean a group is out of position 			

Topic	Discussed	Demonstrated	Observed
<ul style="list-style-type: none"> • First contact is a “friendly request” to try to catch up • Second contact is a “friendly warning” to catch up • Third contact is often a warning that the group “is subject to timing” • Timing is typically reserved for rovers / Captains • Officials may be helpful to the group by acting as a forecaddie / spotter and helping with locating balls and other tasks that may help the group to play faster • Alert following groups that pace may increase and avoid simply relocating the problem • If a group is making progress, thank them for their efforts 			
<p>Suspension of Play</p> <ul style="list-style-type: none"> • Type of Suspension (dangerous/unplayable) • Notification of players • When play must stop / finishing the hole • Different decisions by players in a group • Marking and lifting of balls • Evacuation Plan / Evacuation of players 			

Topic	Discussed	Demonstrated	Observed
<ul style="list-style-type: none"> Practice during suspension 			
Resumption of Play <ul style="list-style-type: none"> Placing / Replacing balls Missing marks – spot estimated Notification of players When play may commence 			
On Course Withdrawals <ul style="list-style-type: none"> Reason for Withdrawal (for scoring) Scorecards signed for holes marked Ensure remaining players all have a marker What to do if withdrawal is in a twosome Notify TD and Captain of withdrawal Relay withdrawn scorecard to scoring 			
Common Rules Situations	Initials/Date	Initials/Date	Initials/Date
Rule 14 – Dropping and Placing <ul style="list-style-type: none"> Reference Point Relief Area Line Spot Re-dropping 14.5 “The Eraser Rule” 			
Rule 7 – Searching for the Ball <ul style="list-style-type: none"> Immediately search How do you know a player wants to search 			

Topic	Discussed	Demonstrated	Observed
<ul style="list-style-type: none"> • Fairly Searching • Timing the search • Identifying the Ball • Ball moved during search 			
<p>Rule 15 – Ball Interfering with Play</p> <ul style="list-style-type: none"> • Relief must be requested • Ball marked, lifted and replaced • No cleaning during lift 			
<p>Rule 15 – Loose Impediments and Movable Obstructions</p> <ul style="list-style-type: none"> • Relief • Prohibitions • Ball Not Found 			
<p>Rule 16 – Abnormal Course Conditions, Immovable Obstructions, etc.</p> <ul style="list-style-type: none"> • When Relief is Allowed <ul style="list-style-type: none"> ○ General Area ○ In a bunker ○ On the putting green ○ No Play Zones • Relief <ul style="list-style-type: none"> ○ General Area ○ In a bunker ○ On the putting green 			

Topic	Discussed	Demonstrated	Observed
<ul style="list-style-type: none"> ○ No Play Zones ● Dangerous Animal Condition ● Embedded ball <ul style="list-style-type: none"> ○ When Relief is Allowed ○ Relief for Embedded Ball 			
<p>Rule 17 – Penalty Areas</p> <ul style="list-style-type: none"> ● Red ● Yellow ● Regression 			
<p>Rule 18 – Ball Lost or Out of Bounds</p> <ul style="list-style-type: none"> ● Stroke and Distance ● The ways a ball becomes lost ● Searching for a ball 			
<p>Rule 18 – Provisional Balls</p> <ul style="list-style-type: none"> ● When a provisional ball is allowed ● When provisional becomes ball in play ● When provisional must be abandoned 			
<p>Rule 19 – Ball Unplayable</p> <ul style="list-style-type: none"> ● When is a ball unplayable? ● Relief options ● Relief options in a bunker ● Relief option to exit bunker under penalty ● Relief taken – ball again unplayable 			

Topic	Discussed	Demonstrated	Observed
Starting	Initials/Date	Initials/Date	Initials/Date
Starting is the only contact that many players will have with an official before the player reaches the scoring area.			
The starter should arrive at the assigned teeing ground well before the first group is scheduled to start. Suggested 15-20 minutes lead time.			
Starting Script <ul style="list-style-type: none"> • Have the players introduce themselves • Hand out scorecards and ensure that they have been exchanged • Hand out other paperwork – hole locations and Notice to Players • Remind players to count their clubs to ensure compliance with 14-club limit • Players should be reminded that they should have a unique mark on their golf ball for identification, they will tell their fellow players what that mark is • Inform players of any unusual issues on the golf course • Remind players of any local rules or conditions such as the one-ball rule being in 			

Topic	Discussed	Demonstrated	Observed
<p>effect, distance measuring devices being allowed/prohibited and so on</p> <ul style="list-style-type: none"> • Inform the players of the batting order • Ask if there are any questions • Advise the players that you will call them when it is time to play; when the appropriate time arrives, or the landing area is clear, whichever occurs later. 			
<p>Announcing the Players</p> <ul style="list-style-type: none"> • Make an announcement for the first player in each group such as, “Ladies and gentlemen welcome to the first round of the 2018 CGA Amateur Championship, this is the 8:00 starting time, please welcome to the tee, from Greenwood Village, Colorado, Ed Mate.” • For the 2nd and 3rd players, an announcement such as, “next to play, from Denver, Colorado, Robert Duke” 			
<p>Missing Players</p> <ul style="list-style-type: none"> • Within five minutes of when the group could start • More than five minutes from when the group could start 			

Topic	Discussed	Demonstrated	Observed
<ul style="list-style-type: none"> Inserting alternates 			
<p>Junior Events For junior (JGAC / High School / Other) events, where parents are present at the starting tee, it is often helpful to remind the spectators of the spectator policy, asking them to remain on the edges of the holes and to have minimal contact with players.</p>			
Scoring	Initials/Date	Initials/Date	Initials/Date
For many players in the field, starting and scoring are the only contact with tournament staff and officials.			
<p>Scoring Area</p> <ul style="list-style-type: none"> Well defined with ropes or tape All players / team representative present? When a player/team has left the scoring area 			
<p>Receiving the score card – stroke play</p> <ul style="list-style-type: none"> Two Signatures 18 individual hole scores Any doubtful points, Rule 20.1c(3) issues or other matters to be settled? 			
<p>Receiving the results – match play</p> <ul style="list-style-type: none"> Score cards not required – often used 			

Topic	Discussed	Demonstrated	Observed
<ul style="list-style-type: none"> • Results of match reported? • Opponents agree on results? • Any claims to resolve? 			
Receiving the score cards – other forms of play <ul style="list-style-type: none"> • Four-Ball - 			
Team Competitions	Initials/Date	Initials/Date	Initials/Date
Team Specific Rules <ul style="list-style-type: none"> • Team Captains • Advice Givers 			
Junior Tournaments	Initials/Date	Initials/Date	Initials/Date
Junior Golf Alliance of Colorado <ul style="list-style-type: none"> • CGA • PGA • Staffing 			
Can be an opportunity to educate players about the rules			
Spectators issues <ul style="list-style-type: none"> • Spectator policy • Advice • Parents • Relatives • Coaches • Others 			
Other Formats of Play	Initials/Date	Initials/Date	Initials/Date

Topic	Discussed	Demonstrated	Observed
Four-Ball <ul style="list-style-type: none">• Side may be represented by one player• Absent partner may join between holes• Partners choose their order of play• Partners/caddies may give each other advice• DQ for hole• Adjustment penalties go to the side involved			

Notes:
