



Guidelines for Starters

The following are guidelines for a starter to use during NCGA Tournaments. Please remember the tone you set on the tee is often the attitude the player carries throughout the event. The player deserves a friendly, yet formal, introduction worthy of an NCGA Championship.

Points to remember as you begin your duties:

1. Synchronize your watch with the official time.
2. Review the materials in your starter's box including Local Rules, Hole Location Sheets, and score cards to be given to players.
3. While we do not call players to the tee, if a player has not arrived at the tee five minutes before his time of starting, you may ask the other players if they know him, or have seen him. It is important to prevent a penalty situation or a disqualification when we can.
4. Start each group precisely at the time indicated on the pairing sheet. **DO NOT START PLAYERS EARLY UNDER ANY CIRCUMSTANCES.** A player is considered late if he is not ready to play at the published starting time or, if we are running late, when the first player in his group is announced. At this point, he is assessed a two-stroke penalty (stroke play) or loss of hole (match play). Immediately notify the Official-In-Charge when this situation occurs, and note the tee time to ensure accuracy on the five-minute count if you are running behind the published tee times. If the player arrives late, but ready to play within five minutes, invoke the appropriate penalty - two strokes or loss of hole. **IN THE CASE OF LOSS OF HOLE, THE MATCH GOES TO THE SECOND TEE WITH THE PLAYER ONE DOWN. THE FIRST HOLE IS NOT PLAYED.**

IF THE PLAYER DOES NOT ARRIVE WITHIN FIVE MINUTES OF THE ESTABLISHED STARTING TIME, THE PENALTY IS DISQUALIFICATION.

On The Tee:

1. Welcome players and introduce them to each other.
2. Distribute materials:
 - In stroke play each competitor keeps the official score card of a fellow competitor in his group. Physically hand the scorecard to the respective person in the group. In match play the player with the honor is given the scorecard (with strokes indicated for the handicap divisions). The players should be given the opportunity to verify the accuracy of their handicaps.
 - Each player should receive special notices such as Notice to Players (Local Rules), Hole Location Sheet, Pace of Play and any other information.
3. Rule Reminders:
 - Suggest that players count their clubs (14)
 - Identifying marks on golf balls.
 - Rule 3-3. Doubt as to procedure. Stroke Play ONLY. Info is on the back of the score card.
 - Claims. Match Play ONLY.
 - IF ASKED: Distance-Measuring Devices – Local Rule is in effect and make sure it measures distance only (not in USGA Open Qualifying).
 - Play-off Procedures for Championship and if Matches All Square after 18 Holes.
4. Scoring Reminders & Turning in Scorecard:
 - Record gross score only.

- Stroke Play: Turn in Scorecard IMMEDIATELY upon completion of round. (Location)
- Match Play: Report Status of match to scoring table.
- If ASKED: NCGA will Post Scores in NCGA and CGA competitions (not USGA).

Suggested Verbiage for Teeing Players:

In match play the starter might say: "This is the 7:00 match. Bob Smith of _____ Country Club has the honor. Play away please." After Mr. Smith has driven: "His opponent, Tom Jones of _____ Club."

In stroke play with a group of players, it would be appropriate to say, "This is the 8:06 starting time. From _____ Golf Club, Jim Smith. Play away please." After Mr. Smith has driven: From _____ Golf & CC, Ted Jones" and continue for the remainder of the group.

After the players leave the tee:

1. Notify the official in charge of any no shows.
2. Maintain tee time records if we run behind schedule.
3. When play is delayed, keep track of when play was suspended, resumed or started from scratch in the event suspensions begin before play is started.
4. Notify the Official in Charge when the last group of the day leaves the tee.

Guidelines for Scorers

The following are guidelines for a scorer to use during an NCGA Tournament. Please remember that the scoring area is where errors can be fixed and accuracy is paramount.

In the Scoring Area:

1. Make sure you have pencils, an eraser, a piece of paper to keep a running summary sheet, a trash can and a copy of starting times and groupings. If available, a computer is helpful as well.
2. Routine for the officials in the scoring tent for each group:
 - a. Ask each player to check his/her scores for each hole.
 - b. Ask the players if they have any Rules questions.
 - c. Ensure that the marker has signed the card as well as the player.
 - d. Suggest to the players that they wait in the scoring area until the officials check the cards. The Committee is responsible for the addition of scores (Rule 33-5)
 - e. After checking the card, the officials should record the score and initial it in the space provided in the corner of the score card.
3. Send the score card to the scoreboard immediately for posting.
4. Only NCGA officials and the players and their caddies for each group are allowed in the scoring area.
5. Please note each group's finish time (when the flagstick goes in the hole) on the copy of the starting times and groupings.
6. A score card is considered officially "returned" when the player has left the scoring area which is usually designated for clarity.