

SCORING INSTRUCTIONS

BASIC DUTIES

- Greet the players after their round and ensure they properly return their scorecard
- Add the score of each player and record official score on the scorecard and scoring book.
- Notifying CRO assigned to Scoring if there is a potential scoring issue.

APPROPRIATE ATTIRE & ACCESSORIES

- Wear the volunteer uniform (name badge, shirt, hat).
- Wear comfortable shoes; no steel spikes.
- Rain suit or umbrella if necessary.
- Volunteer Packet
- Water/Gatorade

CHECK-IN

- Please report to the administration area to report for duty
- Pick up a radio and other pertinent supplies as deemed necessary by the Staff in Charge

HOW TO BE AN EFFECTIVE SCORING OFFICIAL

Scoring Officials receiving scorecards should follow the following procedures.

When players finish the hole

1. Record the finishing times (when flagstick is replaced) on the pre-printed pace of play sheet.
2. Greet players and ask them if there were any unusual rules situations that occurred during their round. Ask them if they played Rule 3-3 (Second Ball). If yes then notify the Certified Rules Official assigned to scoring. Do not let the players leave the scoring area until the CRO has excused them.
3. Ask competitors to check their scores hole by hole.
4. Don't talk to players as they check the scorecards unless you are asked a question.

When a player hands you their scorecard state to the player

1. Ask the competitor to wait in the scoring area until the card has been checked and any rules situations have been clarified by the CRO. Note: a competitor's card is deemed "returned" immediately upon leaving the designated scoring area.
2. Check that the name on the scorecard belongs to the player whose score is on that card, and that the competitor and marker have signed the scorecard.
3. Check to make sure the card has each hole box filled in with a score. If they started on hole # 10 verify they filled hole scores in correct order.
4. State to the players you have a scorecard with 2 signatures and 18 hole-by-hole scores.

COMPLETED SCORE CARDS

1. The Committee is responsible for accuracy of total score. Add up the total score for each 9 and total 18 and read back to the player their front 9, back 9 and total. Make sure they confirm agree these scores are correct (e.g. Joe S, 38-39-77)
2. If a computer or tablet is being used the scores should be entered in immediately, use the software's results.
3. Record players total score in the administration area of the scorecard (upper right hand corner). If it is a multi round, add the rounds total to the previous round(s) total.
4. When everything is checked and agreed upon, place your own initials in area provided.
5. Thank the player and let them know it is ok to leave the scoring area.

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FINAL PROCEDURES

1. Call and notify the scoreboard workers of the groups' totals on channel 2. In some cases the person doing the scoreboard will collect the cards instead of having you call them on the radio.
2. If the scorecards are kept at the scoring table they must be filed in order of total score with low gross scores on top.

REPORTING ON-COURSE SITUATIONS (Notify Staff in Charge, or the Rover if one of these situations arises)

- Examples of on-course situations include:
 - Rulings
 - Medical
- When conveying the information, provide specifics as to:
 - Location of situation, e.g. hole #6, left side, drive zone
 - Type of situation
 - Who is needed (staff, medical, rover)
- If a GHK radio is assigned the day of the event, then please use that radio to contact the SIC or the Rules Rover. If a radio is not assigned a phone number will be provided for the volunteer to call.

INCLEMENT WEATHER

- Be sure you are aware of the inclement weather policy and procedures
- Refrain from using a radio during weather alert periods
- Be aware of the nearest safe zone for you, players and spectators
- SUSPENSION OF PLAY
 - Discontinuance of play (controlled by SIC or Rover) occurs with one prolonged airhorn note
 - Resumption of play occurs with two short airhorn notes repeated
 - During a suspension, volunteers should seek shelter by referring to the Course Evacuation Plan

SCORING REVIEW

- Scoring is a critical role and if not procedures are not followed it could result in a player being disqualified.
- Don't be overly chatty with the players, this is an area that distractions need to be minimal
- Thank the players for playing, you could be the last association representative they have contact with during the tournament.