

STARTER INSTRUCTIONS

BASIC DUTIES

- Starters are the person to get play started and set the expectations of the stipulated round.
- Always be aware and alert to your surroundings. Do not move when a Player is in the act of making a stroke.
- A CLOSED Smile – smile, but don't chat-up the players unless they initiate it – some players are "in the zone" and don't want to talk during their round.
- Please be sure place your phone in "silent" mode before going out on the course to reduce player distractions.

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

HOW TO BE AN EFFECTIVE STARTER

Introductions

- Greet players and introduce yourself and any volunteer assigned to the group

Supplies

Inform players that the following items are available in the Starter's Box

- Pace of Play Policy, Conforming Equipment List, Tees, Pencils, and Sharpies

Pace of Play (Must be announced to players)

Today's Time Par is x hours and xx minutes. As a reminder your group's position during the round should be no more than 14 minutes behind the group in front of you and within the set time par. If your group becomes "out of position", individual timing will commence immediately. A player with a bad time is subject to penalty. Do you have any questions related to this policy?

Player Check

- Ask them to Identify ball type and markings
- Encourage them to double check their bags so they have no more than 14 clubs

Instructions & Special Details

1. Announce special instructions if applicable
2. Announce cart rules if applicable
3. Encourage the use of Provisional balls if ball may be in the native grass
4. Distribute NTP and Hole Location Sheet

Scorecards and Order of Play

1. Assign markers and distribute scorecards
2. Announce Order of Play

Announcement of Players

1. First Starting Time of each wave
 - ✓ Welcome to the X Round of the Tournament's Full Name
2. Announce each group
 - ✓ This is the x:xx starting time
 - ✓ Now on the tee from City, Player 1

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Record Keeping

Record Official Starting Time on Starters Report

LATE TO THE TEE PROTOCOL

A player is deemed late to the tee if they are not on the tee and ready to play at the designated time. Notes: A) Order of play does not matter, B) Player is not deemed late if the group is not able to play, C) e.g. if a player arrives at 9:15 and their starting time was 9:00, they would be late to the tee. Do not delay play because of a player wanting to argue a penalty or such at the starting tee.

Player Arrives within 5 minutes of official starting time

1. Announce the time publicly when the player arrives at the tee.
2. Notify the player and their marker that the player is assessed a 2 stroke penalty.
3. There are no exceptions to this rule unless it is deemed a committee error or the player was assisting a person in a medical emergency.
4. If the player is late to the tee and begins arguing the fact of the penalty, the SIC or Rover should be notified and they will handle the situation.

Player Arrives after 5 minutes of the official starting time

1. Announce the time publicly when the player arrives at the tee
2. The player is disqualified. Notify the SIC and/or Rover as they will administer the DQ penalty and handle the player.

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

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.

AFTER SHIFT

- When the last group has started, close the starters box, return any necessary items to the administration area
- SIC may ask for starter to help take down starter tent.

STARTER REVIEW

- Be prompt and don't vary from the set procedures
- Be an ambassador, you are the a key touch point in a player's experience
- Contact Tournament Staff/Rover of any potential Rules of Golf/First Aid situations