



NEW ZEALAND GOLF

RULES OFFICIAL PATHWAY



**RESOURCE MATERIAL FOR
TRAINING DISTRICT RULES OFFICIALS**

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In keeping with our policy to create both a player and coach development pathway, New Zealand Golf have created a parallel pathway for the development of Rules Officials, providing them with the opportunity to continually upskill themselves and hence strive to gain both the practical and theoretical knowledge required to officiate at the highest level.

While some candidates may enter the pathway and elect to remain at the initial Club Rules Official level, others will wish to advance to District Rules Official status and then gain accreditation as a National Rules Official.

Within this document you will find an explanation of the steps that candidates must take on the pathway from enrolling for a Rules Course through to officiating at the highest level here in New Zealand, or perhaps even being invited to an overseas event.

This document will also serve as a resource manual for District Associations, providing guidelines on how to assist newly qualified Club Rules Officials in developing the practical skills required putting their theoretical knowledge to the best use out on the course.

Since the introduction of a Rules Network in 1998, New Zealand Golf has been conscious of not being dictatorial with regards to the methods that District Associations have used to deliver their education package on the Rules of Golf. Standardising the National Examination was an essential step as this ensured that regardless of where you live in New Zealand, your result in the exam could be directly compared with all the other candidates throughout the country. After all, it is a national qualification that is awarded to those who pass.

However, as is the case with many current tertiary education courses based on unit standards, it is the outcome that is the most important feature and not whether you based your assignment on Health and Safety in a Golf Club or Health and Safety in the Squash Club. You simply must be familiar with current health and safety issues that could have an impact on your environment.

New Zealand Golf created a series of Rules Assignments which were made available to all Districts to use as a means of assisting candidates on a Rules Course find their way around the Rule Book and become familiar with the Rules of Golf. These were not for compulsory use but as an additional resource to existing Associations and a starting resource for new Associations.

We would like to adopt a similar approach with regard to setting learning outcomes and providing resource material for Districts to use to train those who wish to reach

District Rules Official status. Just as we have an examination which shows us that new officials have reached a specific standard in relation to the rules of the game, a series of outcomes must be achieved by the candidate on the more practical aspects of officiating if they are to receive the New Zealand District Rules Official qualification.

Just as in the past when a school teacher, after completing their academic training at university, had to undergo a probationary year of practical teaching before becoming fully qualified, the newly qualified Rules Official must undergo supervised on-course training to ensure that they are fully equipped to provide a knowledgeable application of the Rules in a variety of situations.

Some Associations already have a well structured programme in place for training officials while for others this will be a totally new concept. What is important is that the methods that you adopt to teach these new officials ensures that they have reached the series of outcomes listed later in this document.

In order for us to evaluate your training methods and also to ensure a high standard is retained throughout the country, we ask that you complete the enclosed form and return it to New Zealand Golf. Should there be any aspects of the training course that we believe needs modification we will be pleased to provide you with possible alternatives.

Just as we did with the initial Rules Assignments, we have come up with a template for delivering the material that must be covered by the Rules Officials. This template can be adopted by the Association in its entirety or aspects of it may be used to generate your own syllabus.

This flexibility within the system allows for the dynamic presenter within your Association to come up with their own innovate ways of getting the information over to the candidates. We look forward to sharing these ideas and passing them on to other Associations.

AN EXPLANATION OF THE 3 STEP PATHWAY

Level One – Club Rules Official

This is the entry level for all Rules Officials, with results in the National Examination on The Rules of Golf determining whether or not candidates may advance to further training.

- Currently there are 14 Rules Associations throughout the country who host a Rules Course either biennially, annually or twice yearly.
- Each Association has their own style of presentation, but in the main candidates will complete a series of correspondence assignments which may be interspersed with seminars and mock examinations.
- At the end of the course candidates have the opportunity to sit a National Examination on The Rules of Golf, which features 50 questions in a variety of styles, with a time limit of 1 hour 45 minutes to complete the paper.
- Results are graded in the following manner:

90%-100%	Honours Pass in the Rules of Golf, Club Rules Official
80%-89%	A Grade Pass in the Rules of Golf, Club Rules Official
70%-79%	B Grade Pass in the Rules of Golf, Club Rules Official

By achieving a mark of 80% or higher, the candidate becomes a qualified Club Rules Official and is deemed to have sufficient theoretical knowledge to advance through to the practical training in Level Two.

By achieving a B Grade Pass, the candidate also becomes qualified as a Club Rules Official, but gains only provisional entry to the practical training in Level Two. They may be accepted into the Level Two training programme but may not receive District Rules Official status until they successfully achieve a mark of 80% or higher in a subsequent National Examination on The Rules of Golf.

Level Two-District Rules Official

The training and officiating experience that the candidate gains at this level will equip them with the practical skills required, in addition to the theoretical knowledge gained in Level One, to officiate at events involving Club Representatives or individuals contesting open amateur events within their District.

- Candidates will have direct entry into this level of training having achieved a mark of 80% or more in the National Examination on The Rules of Golf. Those who have achieved a score of 70%-79% may be provided provisional entry on the basis that they resit a National Examination on The Rules of Golf. District Rules Official status may only be achieved by these candidates should they score 80% or higher in the subsequent examination.
- Candidates must complete the prescribed training course outlined by their Rules Association. Should this course differ from the generic programme recommended by New Zealand Golf, the Association concerned must have

provided evidence that their own programme achieves outcomes of a similar standard, and hence received approval from New Zealand Golf to proceed.

- The training course will include a compulsory seminar on the Duties of a Rules Official (methods and outcomes are identified in the supplementary material).
- The training course will include a compulsory seminar which provides instruction on making decisions and how to deliver rulings to players (methods and outcomes are identified in the supplementary material).
- Candidates must attend either 2 or 3 events acting in an assisting or "buddy" role to an already qualified District or National Rules Official (outcomes are identified in supplementary material). Number of events necessary will be at the discretion of the District Association based on competency displayed by the candidate.
- To retain District Rules Official status, a refresher course on the Rules of Golf, including any Rule changes, must be completed every four years. Also, should a District Rules Official break from practical duties for a period of 12 months or more, they will be expected to demonstrate to the Association their ability to fulfill all aspects of their role before resuming tournament duties.

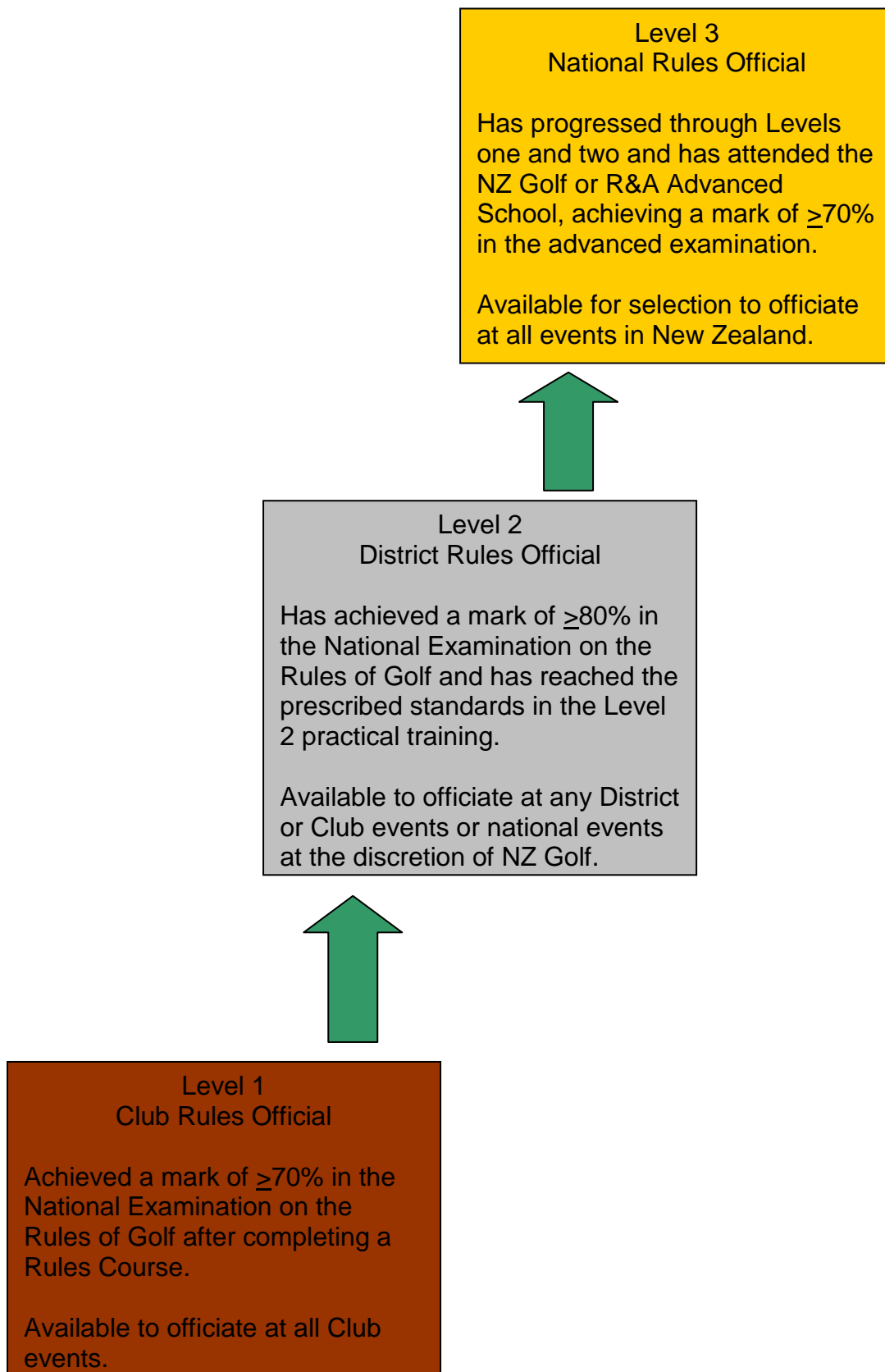
Each District Association may decide to create their own ranking system based on a range of performance criteria. New Zealand Golf will periodically ask Associations to provide them with the names of their top 10 District Rules Officials who are officiating on a regular basis.

Level Three-National Rules Official

New Zealand Golf will present an Advanced Rules Seminar on a biennial basis with the first being conducted in December 2003. Members of the Rules Department of the Royal & Ancient Golf Club of St Andrews will attend the seminar and present a variety of topics to the officials attending.

- Candidates must have achieved District Rules Official status to enable them to apply and attend all aspects of the seminar.
- During the seminar, an advanced Rules Examination will be provided for those candidates wishing to attain National Rules Official status. The format of the examination will be based on the R&A's examination conducted each year at their Referees School. A sample paper along with study material will be distributed to candidates in the months leading into the seminar. Rules Officials need not sit the advanced examination if they are not seeking reclassification to National Rules Official status.
- Scores of 70% or greater will result in Rules Officials being reclassified as a National Rules Official.

Several officials who have reached National Rules Official status may be invited to officiate at events such as the New Zealand Open Championship, and in this case a contribution will be made to the costs incurred by the Official to attend. Costs prohibit New Zealand Golf from covering all expenses incurred by the Official in attending and the reimbursement amount will be indicated to the Official well in advance.



Rules Official Pathway In Diagram Format

LEVEL TWO – DISTRICT RULES OFFICIAL

Training Course Outcomes

- Rules Official is completely familiar with the Duties of a Rules Official
- Rules Official is completely familiar with the theory of how to deliver a ruling to players
- Rules Official demonstrates their competency at providing a correct ruling in a series of practical situations
- Rules Official demonstrates to their supervisor during tournament conditions their ability to provide accurate solutions to Rules queries.
- Rules Officials demonstrate their ability to complete Incident Reports in relation to rulings made during a tournament.

Material to be covered

OUTCOME - Rules Official is completely familiar with the Duties of a Rules Official

The candidate receives a copy of written material outlining the Duties of a Referee. This material is studied by the candidate and is reviewed verbally in a seminar type situation allowing discussion and questions on any aspect of the material that is not clear to the candidate.

OUTCOME - Rules Official is completely familiar with the theory of how to deliver a ruling to players

The candidate receives a copy of the written material outlining particular methods of delivering a ruling in various situations. This material is reviewed verbally in a seminar type situation to ensure that the candidate understands the importance of the recommendations. The candidate's practical application of the recommendations is considered during their practical demonstration.

OUTCOME - Rules Official demonstrates their competency at providing a correct ruling in a series of practical situations

A variety of scenarios should be set up whereby the trainer acts as a player and requests a ruling from one of the candidates. (Best if there are two trainers, one acting as the player and the other providing a critique). A range of examples have been listed in the supplementary material, and in most cases a photograph of the scenario has been provided as supportive material. Should time allow, it would be expected that the candidate perform 4 or 5 rulings.

OUTCOME - Rules Official demonstrates to their supervisor during tournament conditions their ability to provide accurate solutions to Rules queries.

While attending the compulsory two or three events in a “buddy” capacity the candidate should be asked for an opinion by their supervisor, preferably before the arrival of the player to an impending situation. It is not recommended that a discussion is held in close proximity to the player as any disagreement may unsettle the player even further. A review of each ruling should be carried out once the situation has been dealt with.

OUTCOME - Rules Officials demonstrate their ability to complete Incident Reports in relation to rulings made during a tournament.

Candidates are given instruction on how to complete an Incident Report and understand the importance of such reporting.

RESOURCE MATERIAL

OUTCOME - Rules Official is completely familiar with the Duties of a Rules Official

The attached information on the “Duties of a Rules Official” published by the R&A should be distributed to District Rules Official candidates prior to the training day to give them the opportunity to digest the contents and, where necessary, note any areas of concern or confusion.

The following information should also be discussed with the candidate to assist them in creating a personal template of things to do when they arrive at a tournament.

- Arrive at the venue in sufficient time to familiarise yourself with the course and Local Rules.
- Check in at the Rules Office or with the Tournament Director
- Confirm the duty that you are performing that day (ie Referee, Rules Official, Observer)
- Ensure that you have suitable attire for the weather conditions
- Check that you have the following equipment:
 - Rule Book and Decision Book
 - Score Card
 - Copy of the Local Rules
 - String
 - Pen / pencil
 - Watch
 - Draw Sheet
 - Two-way Radio (if provided)

OUTCOME - Rules Official is completely familiar with the theory of how to deliver a ruling to players

The candidate should receive the following recommendations for addressing and resolving a ruling that they have been called to.

Do not rush in and offer your services unless it is to prevent the player breaching the Rules. View the situation and be available to assist the player should they require it.

The key points when giving a ruling are as follows:

- Attitude towards the player (i.e. be polite and helpful).
- Technical accuracy of the decision.
- Clarity of the decision given (i.e. how clear was the guidance).
- Confidence in the delivery of the decision.

To assist in achieving the above the following advice is offered:

- Your initial comment to the player should be to ask if you can be of assistance
- Be sure to ascertain all the facts from the player if you have not observed everything that happened
- Use the Rule book, either to check the ruling for yourself or to show the player if he is in doubt as to your ruling
- If it is a relief situation, advise the player of all his options if there is more than one
- If the ruling involves dropping, placing or replacing the ball, don't move away until the ball is back in play and conclude the ruling by advising the player that "the ball is in play"
- If you are unsure of the answer, don't guess. Simply advise the player that you will have to ask for a second opinion

Making your first ruling of the day can make you a little nervous. Try to relax and take your time. Weigh up the situation with the player and give your decision firmly with the minimum of fuss.

OUTCOME - Rules Official demonstrates their competency at providing a correct ruling in a series of practical situations

Set up series of situations either on the course or on the practice range. By having a small group of candidates working with two trainers a great deal can be achieved in a couple of hours. A roster is established within the group as to who will be called up to give the ruling, while one trainer acts as the player involved and the other offers a critique at the conclusion of the ruling.

Attached is a detailed plan of the type of circuit set up for the R&A Referees School. This allowed 40 candidates at a time to actively be involved and this should far exceed the number at any of our local training days.

Also attached is a list of possible scenarios that can be set up either on course or in a simulated environment. For example, a length of rope can be used to create an area of GUR or a piece of shaped tarpaulin can represent an area of casual water.

Photographs and a brief explanation of how to set up some of the situations will provide Associations with an introduction to role play training. Obviously not every one of the main list of scenarios can be covered, and in some cases one photograph will cover the range of options that can be addressed in relation to a particular Rule.

Encourage group discussion after the ruling has been made by the official as some stimulating debate can come out of their rationale for making their decision.

OUTCOME - Rules Official demonstrates to their supervisor during tournament conditions their ability to provide accurate solutions to Rules queries.

Candidates must attend either 2 or 3 events (at the discretion of the District Association) and basically act in an observers role. The supervising Official should consult with the candidate on situations that arise during the event, and discuss the ruling at its conclusion.

It may be possible to discuss what action should be taken if the officials are in a position to look at the scenario before the player arrives i.e. see a ball enter a water or lateral water hazard after a stroke from the tee and discuss what the player's options are prior to the player arriving in the area, or locate a ball in an unplayable lie before the player walks forward to look for it.

OUTCOME - Rules Officials demonstrate their ability to complete Incident Reports in relation to rulings made during a tournament.

Candidates complete Incident Reports for the rulings that they attend during the buddy sessions thus becoming familiar with the recording system and describing the various situations they have dealt with.

HELPFUL INFORMATION FOR EFFECTIVE OFFICIATING IN GOLF

The following points will assist you in creating your own preparation checklist for future events.

- Arrive at the venue in sufficient time to familiarise yourself with the course and Local Rules.
- Check in at the Rules Office or with the Tournament Director
- Confirm the duty that you are performing that day (i.e. Referee, Rules Official, Observer)
- Ensure that you have suitable attire for the weather conditions (sun hat, sun screen, drinks bottle, umbrella, waterproofs, etc)
- Check that you have the following equipment:

Rule Book and Decision Book	Score Card
Copy of the Local Rules	String
Pen / pencil	Watch
Draw Sheet	Two-way Radio (if provided)

Consider the following should you attend a Rules query.

Do not rush in and offer your services unless it is to prevent the player breaching the Rules. View the situation and be available to assist the player should they require it.

The key points when giving a ruling are as follows:

- Attitude towards the player (i.e. be polite and helpful).
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- If the ruling involves dropping, placing or replacing the ball, don't move away until the ball is back in play and conclude the ruling by advising the player that "the ball is in play"
- If you are unsure of the answer, don't guess. Simply advise the player that you will have to ask for a second opinion

Making your first ruling of the day can make you a little nervous. Try to relax and take your time. Weigh up the situation with the player and give your decision firmly with the minimum of fuss.

TRAINING DISTRICT RULES OFFICIALS

AN OUTLINE OF THE TRAINING METHODS ADOPTED BY

_____ ASSOCIATION

OUTCOME 1 - Rules Official is completely familiar with the Duties of a Rules Official

Method of achieving outcome

Time allocation

OUTCOME 2 -Rules Official is completely familiar with the theory of how to deliver a ruling to players

Method of achieving outcome

Time allocation

OUTCOME 3 - Rules Official demonstrates their competency at providing a correct ruling in a series of practical situations

Method of achieving outcome

Time allocation

OUTCOME 4 - Rules Official demonstrates to their supervisor during tournament conditions their ability to provide accurate solutions to Rules queries.

Method of achieving outcome

Time allocation

OUTCOME 5 - Rules Official demonstrates their ability to complete Incident Reports in relation to rulings made during a tournament.

Method of achieving outcome

Time allocation

Please attach any supportive material that you believe may assist us in moderating your programme or that may be a useful resource that can be shared with other Associations.

Signature of Office Bearer _____