

SECTION 8 – RULES AND RULES OFFICIALS

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PART I – GUIDE FOR THE MAKING OF LOCAL RULES

1. GENERAL

Rule 33-8a provides in part, *'The Committee may establish Local Rules for local abnormal conditions if they are consistent with the policy set forth in Appendix 1 E a Rule of Golf shall not be waived by a Local Rule'*.

Generally, Local Rules are introduced to clarify the course marking (e.g. clarifying the bounds of the course) or to provide relief from local abnormal conditions that are not covered by the Rules themselves. Appendix 1 to the Rules of Golf suggests specific matters for which Local Rules may be advisable. In addition, the 'Decisions on the Rules of Golf' provides detailed information regarding acceptable and prohibited Local Rules under Rule 33-8.

Committees are reminded that a penalty imposed by a Rule of Golf must not be waived by a Local Rule and that a modification of a Rule of Golf in a Local Rule is not allowed without the authorisation of New Zealand Golf. Such permission is only given in very special cases when local abnormal conditions interfere with the proper playing of the game.

It is the duty of Committees to interpret their own Local Rules and, if a doubt arises about the applicability or interpretation of a Local Rule, it is the responsibility of the Committee to give a decision. The New Zealand Golf Rules of Golf Committee, while giving advice on the drafting of Local Rules and considering cases where modification of a Rule of Golf is requested does not interpret Local Rules other than those covered in Appendix 1 in the Rules of Golf.

It is possible for a Committee wishing to adopt the recommended wording for a Local Rule provided in Appendix 1 to simply refer players to the Rule Book. For example, if the Committee is adopting the standard wording for a Local Rule for immovable obstructions close to the putting green, the Local Rule could read:

'Immovable Obstructions Close to Putting Green

The specimen Local Rule in the Rules of Golf is in effect – see page 128.'

It is important to note that Local Rules may not be introduced or altered after a stroke play round has started.

All competitors in a given round must play under uniform Rules. However, it is permissible to alter the Local Rules for different rounds in an event consisting of more than one round, although this should be avoided if at all possible.

2. OUT OF BOUNDS

It may be necessary for a Committee to introduce a Local Rule clarifying the boundaries of a course and to highlight holes on which the method of defining the boundary differs from the rest of the course, for example:

Out of Bounds

1. Beyond any fence or line of white stakes bounding the course.
2. At the 18th hole, on or beyond the concrete path surrounding the Clubhouse.

Where there are out of bounds stakes between two holes that apply to only one of the holes, it should be made clear in the Local Rules to which of the holes the boundary applies. Furthermore, it is recommended that, by Local Rule, the stakes be deemed immovable obstructions during play of the hole for which the stakes do not constitute a boundary. [see Decision 24/5]. The wording for such a Local Rule may read as follows:

'Out of Bounds

When playing the 6th hole only, a ball that lies beyond the line of white stakes to the left of the 6th hole is out of bounds.

Note: During play of any hole other than the 6th, the white stakes defining the boundary at the 6th hole are immovable obstructions.'

If there is a public road that defines out of bounds running through the course and the ball comes to rest beyond it, on the other part of the course, ordinarily under the Rules of Golf the ball is in bounds [see Decision 27/20]. However, it is suggested that in such a case the following Local Rule be adopted:

'A ball that crosses a public road defined as out of bounds and comes to rest beyond that road is out of bounds, even though it may lie on another part of the course.'

It is not permissible to make a Local Rule stating that a ball is out of bounds if it crosses a boundary, even if it re-crosses the boundary and comes to rest on the same part of the course. A ball is out of bounds only when all of it lies out of bounds and use of such a method to prevent players from cutting across a dog-leg would be an unacceptable modification of the Rules of Golf [see Decision 33-8/38].

3. ROADS AND PATHS

The Definition of 'Obstruction' states that *'An obstruction is anything artificial...except...Any construction declared by the Committee to be an integral part of the course.'*

Accordingly, a Committee may declare an artificially-surfaced road or path to be an integral part of the course. This would normally only be recommended in a situation where providing free relief from the road or path would spoil an intrinsic feature of the hole. Perhaps the best example of this is the 17th hole at The Old Course, St Andrews known as the Road Hole, where the road behind the green is an integral part of the course.

Should the Committee wish to treat all artificially surfaced roads or paths as integral parts of the course, it must make a Local Rule to that effect, for example:

'Roads and Paths

All roads and paths are integral parts of the course. The ball must be played as it lies or declared unplayable (Rule 28).'

It is important to note that if there are artificial sides or edgings to roads and paths, they would not be covered by the above Local Rule and would maintain their status as immovable obstructions. Specific reference would have to be made to the edgings in the Local Rule in order to make them integral parts of the course.

4. INTEGRAL PARTS OF THE COURSE

In addition to roads and paths, there may be other constructions that the Committee wishes to declare integral parts of the course.

A construction, such as a wall which does not define a boundary, may be a feature of a hole and to allow relief under Rule 24-2 for interference from the wall would weaken the hole. In such a situation, the Committee would be advised to declare it an integral part for the course, for example:

'Walls

The stone walls at the 8th and 13th holes are integral parts of the course. The ball must be played as it lies or declared unplayable (Rule 28).'

Committees are reminded that all constructions are either 'obstructions' (relief is available under Rule 24) or 'integral parts of the course' (no relief except under penalty by declaring the ball unplayable). It is not permissible for a Local Rule either to attach a penalty to the relief obtainable under Rule 24 or to modify the penalty for proceeding under the unplayable ball Rule.

5. YOUNG TREES

Many courses have newly planted trees that the Committee wishes to protect. If it is desired to protect young trees, they should be identified in some manner (e.g. a stake, tape etc.) and the Local Rule contained in Appendix 1 of the Rules of Golf is recommended.

It should be noted that when such a Local Rule is introduced, the tree is deemed an immovable obstruction and any branches or foliage are part of the obstruction.

In some instances, newly planted trees may be so close together that relief from one tree automatically results in interference from another tree. In this situation, it may be advisable to define the affected area as 'ground under repair' which will enable the player to take relief outside the area. It is not permissible for a Committee to state that relief must be taken on a particular side of a plantation (e.g. the fairway side of the hole being played as this would modify Rule 25-1b. However, if the Committee considers that it is not practicable to proceed in accordance with Rule 25-1b due to the fact that players may have to play through the trees thereby causing damage, it may introduce one or more drop zones (see 7 below).

6. GROUND UNDER REPAIR

'Ground under repair' includes any part of the course so marked by order of the Committee (see Definition of 'Ground Under Repair'). If such an area has been marked it should be identified in the Local Rules. However, as it is hoped that such marking will be of a temporary nature, no specific reference should be included on a Club's score card but rather the Local Rule should be posted on a notice board.

Examples include:

'Ground Under Repair

The re-turfed area to the left of the 8th hole defined by blue stakes is ground under repair (Rule 25-1b applies).'

Alternately, identification of ground under repair can be more general, for example:

'Ground Under Repair

All areas encircled by white lines are ground under repair (Rule 25-1b applies).'

Where the Committee wishes to protect an area completely by not allowing any play whatsoever, it may declare the area to be 'ground under repair; play prohibited.' Consequently, a player must take relief if he has interference from the condition. An example of the recommended wording for such a Local Rule is:

'Ground Under Repair; Play Prohibited

The turf nursery to the right of the 3rd hole defined by blue stakes is ground under repair from which play is prohibited. If a player's ball lies in this area, or if the area interferes with the player's stance or the area of his intended swing, the player must take relief under Rule 25-1.

PENALTY FOR BREACH OF LOCAL RULE:

Match Play-Loss of hole; Stroke Play-Two strokes.'

When 'ground under repair' is adjacent to an artificially-surfaced road or path (an obstruction), sometimes a player, after obtaining relief from one condition, is interfered with by the other condition. Thus, a drop under another Rule results. This can lead to complications. Accordingly it is suggested that the 'ground under repair' is tied into the road or path with a white line and the following Local Rule adopted:

'Immovable Obstructions

White-lined areas tying into artificially-surfaced roads or paths are declared to have the same status as the roads or paths, i.e. they are obstructions, not ground under repair. Relief without penalty is provided under Rule 24-2b(i).'

Unusual damage may be caused to a course by machinery. Rule 25-1 does not provide relief from ruts made by tractor wheels. If relief from such conditions is considered equitable, it should be granted on the same terms as in Rule 25-1 and the Local Rule might read:

'Tractor tyre marks are ground under repair (Rule 25-1 applies).'

If the damage, especially by machines, is restricted to certain areas, it is recommended that the application of the Local Rule be restricted to that locality, e.g. it might begin:

'In the area between the 3rd and 16th holes, tractor tyre marks ...'

Such Local Rules should be of a temporary nature and should not be included on a Club's score card.

If the Committee considers the relief available under Rule 25-1 to be too generous in such situations, it may deny relief from interference with the player's stance (see Note to Rule 25-1a). For example, in hot and dry conditions, the fairways of a course may suffer due to cracks in the ground. The lie of the ball could be seriously affected if it comes to rest in such a crack, but the player's stance may not be hindered by the condition. In such circumstances, a Committee may wish to introduce the following Local Rule:

'Cracks in Ground on Closely-Mown Areas

Cracks in the ground on closely-mown areas are ground under repair. If a player's ball lies in such a condition, or if such a condition interferes with the area of a player's intended swing, the player may take relief under Rule 25-1.

Note: Relief is not available for interference to a player's stance by such a condition.'

Similarly, the Committee may wish to restrict relief from seams of new turf to the lie of the ball and the area of intended swing only by introducing the following Local Rule:

'Ground Under Repair

Any seam of new turf through the green interference with the lie of the ball or the area of intended swing. All seams forming part of the condition are to be treated as the same seam for the purposes of Rule 20-2c (re-dropping).'

7. DROPPING ZONES

As provided in Appendix 1 of the Rules of Golf, a Committee has the authority to establish special areas on which balls may be dropped when it is not feasible or practicable to proceed exactly in conformity with Rule 24-2b or 24-3 (*Immovable Obstructions*), Rule 25-1b or 1c (*Abnormal Ground Conditions*), Rule 25-3 (*Wrong Putting Green*), Rule 26-1 (*Water Hazards and Lateral Water Hazards*) or Rule 28 (*Ball Unplayable*).

For example, if there is a lateral water hazard behind a green and there are certain places where a ball may cross the margin at which there is no way of dropping the ball within two club-lengths not nearer the hole, the Committee may decide that it is impracticable for a player to proceed in accordance with Rule 26. In these circumstances, the Committee could establish a dropping zone and adopt the following Local Rule:

'If a ball is in, or is lost in, the lateral water hazard behind the 13th green the player may:

- a. *proceed under Rule 26-1; or*
- b. *as an additional option, drop a ball, under penalty of one stroke, in the dropping zone (even though the dropping zone may be nearer the hole than where the original ball last crossed the margin of the hazard).'*

Due to continuous wear and tear, dropping zones may not always provide the simple solution first envisaged and Committees should examine all possible alternatives before their establishment.

8. STONES IN BUNKERS

Stones in bunkers are, by Definition, loose impediments and when a player's ball is in a hazard, a stone lying in or touching the hazard must not be touched or moved (Rule 13-4). However, stones in bunkers may represent a danger to players (a player could be injured by a stone struck by the player's club in an attempt to play the ball) and they may interfere with the proper playing of the game.

Where permission to lift a stone in a bunker may be warranted, the following Local Rule is recommended:

'Stones in bunkers are moveable obstructions (Rule 24-1 applies).'

9. IMMOVABLE OBSTRUCTIONS CLOSE TO PUTTING GREEN

Rule 24-2 provides relief without penalty from interference by an immovable obstruction but it also provides that, except on the putting green, intervention on the line of play is not of itself, interference under this Rule.

However, on some courses, the aprons of the putting greens are so closely mown that players may wish to putt from just off the green. In these conditions, immovable obstructions (such as fixed sprinkler heads) on the apron may interfere with the proper playing of the game and the introduction of a Local Rule providing additional relief without penalty from intervention by an immovable obstruction would be warranted. For suggested wording for such a Local Rule, see Appendix 1 in the Rules of Golf (page 128); see also 1. above.

10. EMBEDDED BALL

Rule 25-2 gives relief for a ball embedded in its own pitch mark in a closely-mown area through the green. However, where the ground is unusually soft, the Committee may by temporary Local Rule, allow the lifting of an embedded ball anywhere 'through the green' if it is satisfied that the proper playing of the game would otherwise be prevented.

11. PREFERRED LIES AND WINTER RULES

For information on Local Rules for 'preferred lies' or 'winter rules' see Appendix 1 of the Rules of Golf.

PART II – QUERIES ON THE RULES OF GOLF

1. ASSISTANCE WITH QUERIES

New Zealand Golf receives numerous letters and emails relating to specific Rules incidents that have occurred during a Club event. Although we attempt to assist with as many of these queries as possible and hence improve the understanding of players, New Zealand Golf will not provide individuals with Rulings relating to incidents that they have been involved with.

It is the duty of the Tournament Committee to provide solutions to Rules queries that arise during the event. Should a Committee be unsure of the correct procedure or if it believes that it may have acted incorrectly, a representative of the Committee should then contact New Zealand Golf for an opinion.

A number of queries are received from Clubs in overseas countries affiliated to the R&A. Whereas this is perfectly in order under the Rules, R&A Rules Ltd would prefer that such queries be submitted direct to New Zealand Golf in the first instance, who would refer them to the R&A only in cases of doubt. Queries received direct from Clubs in overseas countries will therefore be directed back to New Zealand Golf

PART III – GOLF REFEREES

1. A GUIDE TO THE DUTIES OF A REFEREE

(Issued by The Royal and Ancient Golf Club of St Andrews)

1. **General**

Golf, for the most part, is played without a Rules Official being present. However, the Committee in charge of a competition may appoint a Referee and perhaps an Observer to accompany play or it may assign Committee members to particular parts of the course to assist with the Rules. It should go without saying that a Rules official must have a good knowledge of the Rules. This is considered to be more than just a playing knowledge.

A Rules official may spend all day on the course without being called upon to make a ruling. However, he must remain alert and be wary against becoming a 'spectator' as a question may arise when least expected.

Therefore, a Rules official requires not only a good knowledge of the rules, but an awareness of his duties and responsibilities and an appreciation of how best to handle various rules situations.

2. **Referees**

A referee is defined in the rules of Golf as one who is appointed by the Committee to accompany players to decide questions of fact and apply the Rules. He will act on any breach of a Rule that he observes or is reported to him.

It is not sufficient for a referee merely to give a correct decision when appealed to; he must also at all times be sufficiently alert to observe accurately and to interpret correctly all the events that may occur during a round.

Within the scope of these duties he is assigned to a match or game to help ensure that it will be played fairly under sporting conditions.

This raises the question of the referee's ethical position when he sees a player about to break the Rules. The referee is not responsible for a player's wilful breach of the Rules, but he certainly does have an obligation to advise players about the Rules. It would be contrary to the spirit of fair play if a referee failed to inform a player of his rights and obligations under the Rules and then penalised him for a breach that he could have prevented. The referee who tries to help players to avoid breaches of the Rules cannot be accused of favouring one player against the other, since he would act in the same manner towards any player and is, therefore, performing his duties impartially.

The following are examples of actions that a referee may take in order to prevent a breach of the Rules:

- i. If a player at any time plays a provisional ball or puts a second ball into play, ensure that the player can identify both balls.
- ii. If a player tees his ball ahead of the markers, draw his attention to it before he drives.
- iii. If a player is about to lift a loose impediment in a bunker or water hazard, remind him that his ball is in a hazard.
- iv. If a player is about to adopt or adopts a wrong dropping procedure, call his attention to it and point out the correct procedure.
- v. If a player is about to play another ball because the original ball may be lost or out of bounds, ask the player whether it is a provisional ball.

Another important general aspect of refereeing is the manner in which a referee performs his duties. When golf is played at a level where referees are present, the players concerned may be under considerable pressure. A heavy handed or unsympathetic approach may be unhelpful and could have a detrimental effect on a player by disturbing his concentration. Therefore, a referee should attempt to perform duties with understanding and tact. It is important to sense when to talk to a player and when to be silent.

Beginning with the first tee, the following comments offer guidelines on how a referee should act when faced with a certain situation and suggest action that a referee can take in order to avoid a problem arising:

a. **At the First Tee**

If the players in a group or match are experienced in being accompanied by a referee, it is usually sufficient for the referee to ask the players to ensure they can identify their own ball and that they count the number of clubs they are carrying. If the players are less experienced it may be useful to remind them of the role of the referee, i.e. to be of assistance to the players and to be on hand should they be doubtful as to the correct procedure in a situation.

b. **On the Tee**

It is recommended that the referee situates himself on the teeing area when players are playing their tee shots, and in a position that he will be able to determine whether the players have teed their ball within the limits of the teeing ground. As stated above, a referee should not stand back and watch a player tee and play his ball from outside the limits without bringing this fact to the player's attention.

c. **Between Tee and Green**

Having left the tee, if there may be a doubt as to which player is first to play, the referee should arrive in the area ahead of the players so that he can decide on this matter before the players are ready to play. Determining the order of play is obviously more important in match play than in stroke play.

It is recommended that the referee tries to position himself to observe each player making each stroke, although in some circumstances this will obviously not be possible. However, the referee should be careful not to hover around players to the extent that it could be a distraction and make the player feel uncomfortable.

Being in a position to see each stroke played will assist the referee in determining questions of fact, such as whether the player has moved the ball at address. In addition, it means that the referee will be on hand if a player is playing from a place where Rule 13-2 may come into play, for example, if the player is having to manoeuvre himself through bushes to make a stroke at the ball. Here the referee must determine how much the player may disturb the interfering growth in the process of fairly taking his stance. Generally speaking, the referee can be guided by the principle that anything occupying the space in which the player wishes to stand may be moved to one side but not stepped on or moved more than necessary for the player to take his position (see Decision 13-2/1). The referee can guide the player in his actions to ensure he does not breach Rule 13-2.

d. **On the Putting Green**

On reaching the putting green, the referee should select a position where he can observe play without interference to any spectators.

A referee should be in a position to observe that a ball lifted is replaced in the correct place. Problems in this area are most likely to arise when a player has had to move his ball-marker a putter head length or more to one side so that it doesn't interfere with others. The referee should take particular note of this action and ensure that the marker is put back in the right place before the ball is replaced.

Many experienced referees have individual methods of ensuring that they observe the replacement of the marker in the correct place. For example, when observing a player moving his marker a putter head length to one side, a referee may take a coin out of his pocket or take his watch off and will not put it back until he has observed the correct replacement. In this way, the referee is unlikely to forget that the player has moved the marker away from the original spot.

The referee must also watch to see that the players do not touch their line of putt except as permitted under the Rules. When a ball stops on the lip of the hole, the referee may have to decide, first whether it overhangs the edge of the hole, and if so, whether the player has used the allowable ten seconds under Rule 16-2 to determine whether the ball is at rest.

One especially difficult situation on the putting green that can arise relates to the concession of putts in match play. Sometimes a player may miss a putt to win a hole and, without thinking, removes his ball from near the hole without holing out and without concession by the opponent. In these cases, the referee should make certain whether the putt had been conceded or not. It is advisable in match play for the referee to ask the players to ensure that concessions are made clearly. This may be an additional task undertaken by the referee on the first tee.

e. **General**

On a more general note, sometimes a player can be careless in his observance of a Rule. If there has been no actual breach the referee should caution the player and so minimise the possibility of having to impose a penalty later; this can be done by making sure that the player is familiar with the particular Rule.

In any situation where a player may wish to take relief, the referee should advise the player not to touch his ball until he has decided upon his best course of action. When applicable, the referee should instruct the player to establish and mark his nearest point of relief and the prescribed dropping area.

The referee should not leave the player simply because the prescribed dropping area has been established. He should remain in position to assist the player if a dropped ball rolls into a position requiring it to be re-dropped, or if the dropped ball strikes the player or his equipment. Conversely, the player may think that a ball that has been dropped and is in play should be re-dropped. The referee should be on hand to prevent the player from lifting a ball that is in play.

At times awkward situations will arise. The referee should be firm and positive, but take plenty of time. It is always as well to consult the Rule Book and it may help to let the players read it. When faced with a problem, it is often of considerable assistance to find out the player's intention. A determination of this can also be very useful as a routine approach to a questionable action, for example, if the player appears to test the depth of sand in a bunker, or to touch the line of his putt when there are no visible loose impediments to be removed.

In addition to the Rules and Local Rules, the referee must familiarise himself with the Conditions of Competition, which may vary considerably in different tournaments. Particular attention should be paid to any Pace of Play condition to enable the referee to act in accordance with the prescribed procedure, should he be faced with slow play.

3. **Observers**

An observer is defined in the Rules of Golf as one who is appointed by the Committee to assist a referee to decide questions of fact and to report to him any breach of a Rule. Before play, it is important for a referee to reach an understanding with his observer as to their respective duties. Usually it is best for the observer to work ahead of the match as much as possible. The referee should stay close to the players at all times and be readily available to answer questions.

An observer, by stationing himself in the area where the ball may be expected to come to rest, may be in a position to determine questions of fact that the referee, from his position near the players, could not hope to decide. For example, it is always useful to know before going forward whether a player's ball is out of bounds or in a water hazard. Only a Rules official can properly determine this. Similarly, it is important to know whether a ball was still in motion when deflected or stopped by an outside agency (such as a spectator) and, if so, whether the deflection was deliberate or whether the ball had come to rest and was moved by an outside agency. If it was moved when at rest, the observer may know the spot from which it was moved.

Since the play of each ball should be observed, when players are in difficulty on opposite sides of the hole it is desirable for the observer to station himself by one of the balls if possible. Preferably, he should watch the ball to be played first, so that he may have the opportunity to resume his normal position ahead of play.

When there is a large crowd, an observer can perform other duties by placing himself ahead of the play. To help ensure fair play, it is a duty of a referee to guard against any possible interference by spectators. An observer can be of great assistance by moving spectators away from places where a ball may go, asking spectators to be alert before shots are played to the green and in guarding a ball that may have gone into the crowd. Very often an observer is in a better position than the referee to work with the marshals to obtain proper control of the crowd. In an important match or grouping, the services of an alert observer are invaluable to a referee.

4. **Committee Members**

When Committee members are watching play either by chance or through having been assigned to a particular place on the course, their duties are different from those of a referee. In match play without a referee, the players involved in a particular match are there to protect their own interests and there is no reason for a Committee member to take any notice of a breach of the Rules that he may observe, unless he is satisfied that the opponent is not in a position to observe the breach. If the opponent was not in a position to observe the breach, the Committee member should bring the player's breach to the attention of the opponent. It is then a matter for the opponent to decide if he wishes to make a claim (see Decision 2-5/1). Otherwise, the Committee member's presence on the course is solely to assist players in the event of a claim – see Rule 2-5. His handling of the situation will depend on whether the Committee has granted individual members unlimited authority to represent the Committee and make final decisions. This is an issue that the Committee should clarify in advance. However, deferring a decision should be resorted to only in exceptional circumstances since it is a principle of match play that each side is entitled to know the state of the match at all times.

In stroke play the situation is different. Every competitor has a direct interest in the play of all other competitors. Every Committee member, therefore, has a duty to represent the interest of every competitor in the field. Thus, a Committee member must act on any probable breach of the Rules that he may observe. This may be done by immediately questioning the competitor about his procedure. Also, he will be called upon to make decisions on the course and they should be handled as in match play except that the need for an immediate decision is less urgent.

2. **EQUIPMENT FOR RULES OFFICIAL**

- Rules of Golf
- Decisions on the Rules of Golf
- Score card
- Local Rules not on score card
- Conditions of Competition
- Pencil
- Tape measure or string
- Watch
- Draw sheet

3. **GOLF REFEREE RULES COURSES**

People have various reasons for wishing to participate in a Rules Referees Course, the most common one being to make themselves more familiar with the Rules, and how to apply them during a round.

A National Rules Network has been established between the Rules Associations of each of the Districts throughout New Zealand. In each of the Districts the course participants will follow a prescribed course designed to help them find their way around the Rule Book. Seminars will also be held to encourage discussion about the Rules, and finally participants can sit the National Examination to test their understanding of the Rules. This takes the form of an open book test.

From January 2003 a pass in the National Rules Examination will enable candidates to referee at Club level and enrol for practical training to referee at District level. Those who wish to officiate at a National level must complete further training through an advanced course, and also pass an advanced examination.

Qualifications are given on the following basis:

90% - 100% Honours Pass (Club Rules Official badge)

80% - 89% A Pass (Club Rules Official badge)

70% - 79% B Pass

4. **GOLF REFEREES ASSOCIATIONS**

For contact information regarding District Golf Referees Associations, contact New Zealand Golf.

PART IV – RULES OFFICIAL PATHWAY

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.

Level 3

National Rules Official

Has progressed through Levels one and two and has attended the NZ Golf or R&A Advanced School, achieving a mark of >70% in the advanced examination.

Available for selection to officiate at all events in New Zealand.



Level 2

District Rules Official

Has achieved a mark of >80% in the National Examination on the Rules of Golf and has reached the prescribed standards in the Level 2 practical training.

Available to officiate at any District or Club events or national events at the discretion of NZ Golf.



Level 1

Club Rules Official

Achieved a mark of >70% in the National Examination on the Rules of Golf after completing a Rules Course.

Available to officiate at all Club events.

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, drink 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)

B

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).
- 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.

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



