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## Special Olympics Golf Official Events

### **Level I – Individual Skills Competition**

This level is designed for entry level athletes or those with lower ability to test the athletes in six skills; short putt, long putt, chip shot, pitch shot, iron shot, and wood shot. Individual Skills provides an introduction to the game that can be used to establish a foundation of fundamentals for those interested in playing on the golf course. For those who may never go onto the golf course, it provides an opportunity to train and compete in the sport.

### **Level II – Alternate Shot Team Play Competition**

This level is designed to give the Special Olympics golfer an opportunity for transition from skill to individual play and progress under the guidance of partner whose ability and knowledge of golf is more advanced than that of the Special Olympics athlete. As a result, this level does not function in the traditional Unified Sports model where teammates are expected to be of similar ability. The golfers must be able to walk during the entire nine-hole round.

### **Level III – Unified Sports Team Play**

This level is designed to give the Special Olympics athlete an opportunity to play in a team format with a partner in the traditional Unified Sports model where the teammates are of similar ability. The players should be capable of playing independently and must be able to walk during the entire 18 hole round.

### **Level IV – Individual Stroke Play Competition (9 hole)**

This level is designed to meet the needs of those Special Olympics golfers who wish to play individually in a tournament where the stipulated round is nine holes. The player should be capable of playing independently and must be able to walk during the entire nine-hole round.

### **Level V – Individual Stroke Play Competition (18 hole)**

This level is designed to meet the needs of those Special Olympics golfers who wish to play individually in a tournament where the stipulated round is 18 holes. This level will challenge the golfer on a golf course with few if any modifications. The player should be capable of playing independently and must be able to walk during the entire 18 hole round.



Special Olympics wishes to thank the professionals, volunteers, coaches and athletes who helped in the production of this Competition Management Guide. They have helped fulfill the mission of Special Olympics: to provide year-round sports training and athletic competition in a variety of Olympic-type sports for people 8 years of age and older with intellectual disabilities (intellectual disabilities), giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Special Olympics welcomes your ideas and comments for future revisions of this guide. We apologize if for any reason an acknowledgement has been inadvertently omitted.

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Special Olympics Minnesota  
Special Olympics Texas  
Special Olympics Wisconsin

2003 Special Olympics World Games Organizing Committee – Sports Department  
1999 Special Olympics World Games Organizing Committee – Sports Department







Competition is the heart of Special Olympics. Competition should be the motivation for training and sustaining participation in the sport. This Special Olympics Competition Management Guide has been designed to assist you in the effective planning, organization and administration of a safe, quality and dignified sports competition. It is intended to serve as a guide that should stimulate thinking on the part of the Competition Management Team.

The uniqueness of each event makes it impossible to list all specifics. Therefore, an effort has been made to identify fundamental technical responsibilities and concepts. There may be situations where time, structure or facilities do not allow some of these functions, or there may be situations where much more can be done. However, the basic principles should remain the same for any level of competition.

Conducting a successful Special Olympics competition is a challenge that takes dedication and a lot of hard work. The results can be one of the most satisfying experiences in sports.

Let's get started.

### **The Goals of a Well-Managed Competition:**

- ♦ To provide a safe environment
- ♦ To provide a fair competition for all athletes
- ♦ To ensure quality sport experience
- ♦ To show respect for the athletes, coaches, officials and volunteers

### **Factors for Planning Your Competition:**

- ♦ Who? – athletes, coaches, volunteers, families, sponsors, spectators
- ♦ Where? – single or multiple venues, facility, accessibility
- ♦ What? – number of events, level of events, events offered
- ♦ Why? – qualifier, additional competition opportunity
- ♦ When? – date, number of days, time
- ♦ How? – management, budget, format, part of multi-sport Games, single sport competition

### **Elements of Quality Special Olympics Competitions:**

- ♦ Well-trained athletes
  - Minimum 8 weeks of training, certified coaches, proper facilities and equipment
- ♦ Well-trained coaches
  - Certification, national governing body involvement, international federation involvement, coaches meetings and clinics
- ♦ Quality officials
  - National governing body officials, international federation officials, Special Olympics training
- ♦ Competition Committee responsibilities
  - Appropriate venues, proper divisioning, Olympic-type sports, sports listed in the Special Olympics rulebooks, enforcement of rules, good registration process, excellent communication among all the groups, etc.
- ♦ Well-trained volunteers



## Different Types of Golf Competitions

A golf tournament may incorporate any combination of the types of competition. The three types of competition and their purpose outlined in this guide include: Individual Skills, Tournament Series and a Major Tournament. Tournament organizers may use discretion in determining the tournament parameters

The technical information regarding golf operations should support the objectives below. Remember to respect the game and protect its integrity, uphold the Rules of Golf and respect the Special Olympics golfer in your efforts to:

- ♦ Provide quality competition opportunities for Special Olympics golfers;
- ♦ Facilitate the organizational process of golf competitions;
- ♦ Provide fundamental technical golf competition information for competition operations;
- ♦ Support growth of Special Olympics golf by increasing competition opportunities; and
- ♦ Provide comprehensive models of competition operations for all levels and scales of golf competition.

### Individual Skills Competition

This level of competition is designed for entry-level athletes or those with lower ability to test the athletes in six skills: short putt, long putt, chip shot, pitch shot, iron shot and wood shot. Individual Skills provides an introduction to the game that can be used to establish a foundation of fundamentals for those interested in playing on the golf course. For those who may never go onto the golf course, it provides an opportunity to train and compete in the sport.

### Tournament Series

A tournament series is a sequence of golf competitions that are organized and conducted jointly with the option of a championship tournament at the end of the series. The individual competitions within the series may be conducted at various venues in a broad geographic region. The individual tournaments within a series should be conducted on a small scale with emphasis purely on competition. It is recommended these tournaments be conducted without Opening or Closing Ceremonies. The players arrive at the golf course, play their round, turn in their signed scorecard and leave. The tournament series allows players the opportunity to compete on several occasions within an established season. The scores from the series can serve as qualifying scores for the series championship.

### Major Tournament

A major tournament is defined as a large-scale golf competition. Major competitions could include competition in all five levels of play or a championship final of a specific level of competition, such as a Tournament Series Championship. Major tournaments may be single- or multi-day competitions. Opening and Closing Ceremonies should be conducted at major tournaments.



The success of all Special Olympics competitions will depend on the recruitment of your volunteer competition management team. The following pages are provided to assist in organizing a Competition Management Team and to determine your needs in managing your competition committees and subcommittees. You may adapt the number of committee members needed to manage your competition.

In many cases, the Competition Management Team is a team of volunteers. Volunteers are the force that will move the team to achievement. If you are in charge of a competition, the importance of surrounding yourself with competent people cannot be underestimated because delegating responsibilities is paramount to running a competition. Staffing is not only recruiting the right people, but also training, communicating with, motivating, supervising, evaluating and recognizing those who volunteer to work with you to conduct the competition.

### **Role of the Tournament Committee**

The Tournament Committee organizes and operates the competition. This team has two primary functions:

- Establish the parameters of the competition
- Secure the competition venue and operates the competition.

The Tournament Committee also makes all the final decisions on the parameters of the competition. Under the Rules of Golf the competition team has specific responsibilities and is given authority to create policy as long as it is consistent to the Rules of Golf. The team will need to consist of people who can dedicate sufficient time to plan a competition and run the day- of- competition operations. Every team member should be very involved and well-informed regarding the planning and the day- of- competition operations.

### **Organizational Structures**

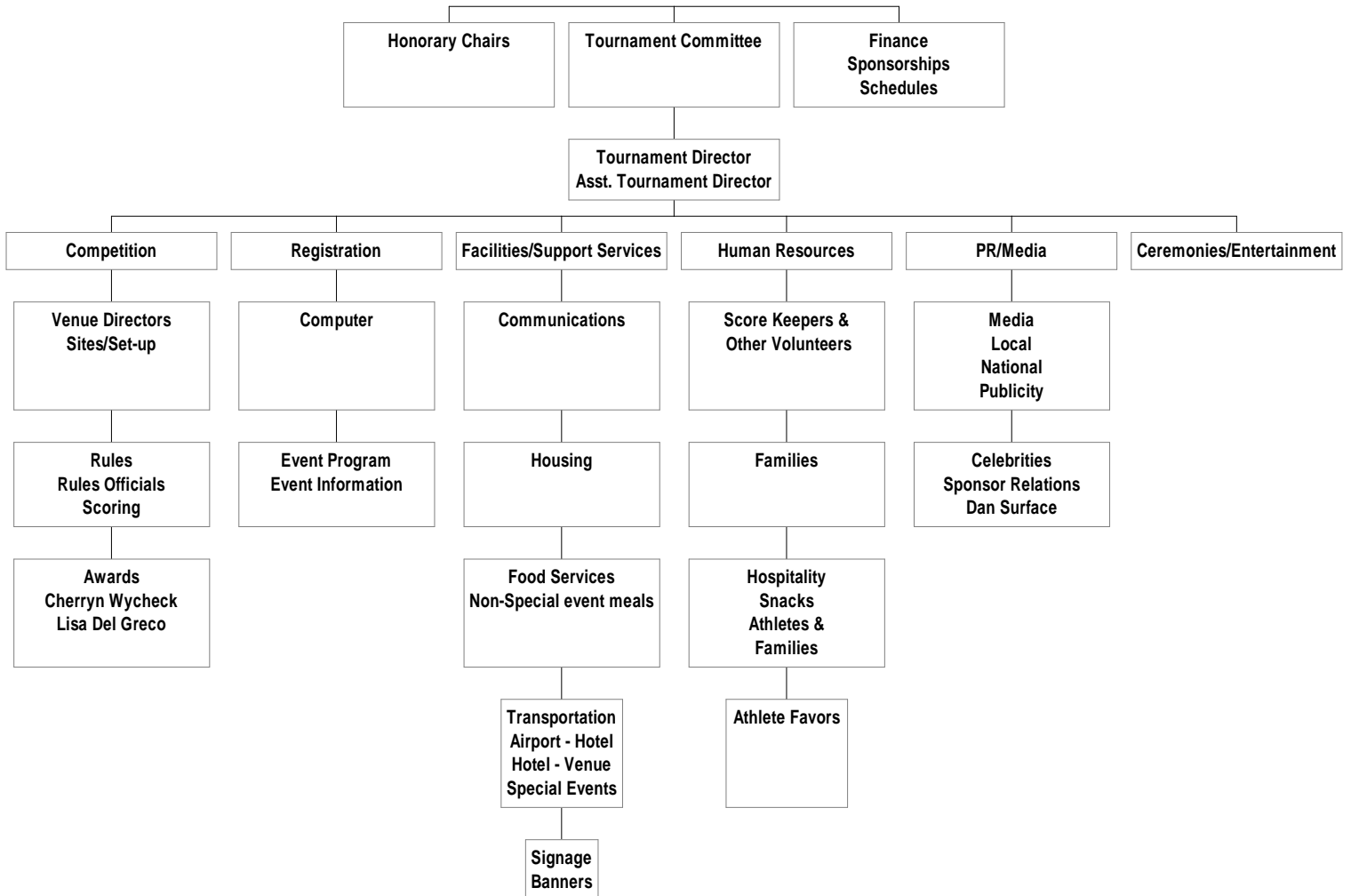
The composition of the Competition Management Team will depend on the size and level of the competition and the personnel available. In local competitions, a number of positions could be consolidated. If the competition is a part of a multi-sport Games, the Competition Management Team will focus on the operations and competition of golf. The Games Management Team may oversee awards, ceremonies, special events and public relations.



Sample Major Tournament Organizational Structure



Organizational Chart





## Functions of the Tournament Director

The Tournament Director serves as the Chair of the Tournament Committee and is responsible for organizing and supervising the Committee. The Tournament Director is the administrative leader who is involved in all aspects of the tournament, including day-of-event operations. Golf knowledge and insight regarding golf and golf tournaments would be a plus. Event management experience is recommended.

The Tournament Director must be a person who is organized, with the ability to dedicate sufficient time to the planning of a tournament and to manage a large group of people.

### Responsibilities:

- Conduct committee meeting
  - Schedule and plan meetings
  - Set agendas for committee
  - Track progress of committee
  
- Planning Process
  - Lead the effort in planning of the tournament
  - Initiate actions after plans are set
  
- Organize and Delegate
  - Delegate tasks to committee members as appropriate
  
- Coordinate staff
  - Supervise all operations and staff on the day of the tournament
  
- Contact Point
  - Be available to solve problems
  - Be updated and aware of all situations the day of the tournament



## Functions of the Competition Manager

The Competition Manager reports directly to the Tournament Director and is responsible for organizing and supervising all aspects pertaining to the golf competition in a tournament, both during the planning process of the tournament, the day(s) of and after action. The Competition Manager should have extensive knowledge of golf and competition. Someone with event management experience, preferably in golf tournament operations, would be highly desirable.

The Competitions Manager must have an understanding of all the job functions of the competition staff. The Competitions Manager supervises all activities and staff relating to the competition. The Competitions Manager is responsible for all on-course accommodations for the competitors. He or she coordinates the efforts of the competitions staff with the rest of the tournament operations staff.

### Responsibilities:

- Competition Coordinators- The Competition Manager supervises all coordinators and their supporting staff: Caddie Master, Scoring Coordinator, Marker Coordinator, Rules Official Coordinator, Skills Coordinator, Starters
- Supervise the orientation and training process of the caddies
- Supervise and set up scoring procedures of the tournament
- Supervise the orientation and training process of the on-course markers
- Supervise, support and set procedures with the rules official coordinator of the tournament
- Supervise, support and set procedures with the skills coordinator for the skill competition of the tournament.
- Supervise and set procedures for the registration process the day(s) of the tournament
- Supervise and set up scoring procedures of the tournament
- Supervise all arrangements and preparations necessary for competitors' on-course accommodations: Range, Pro Shop, Food and Beverage, Information
- Set rules with Rules Committee and Tournament Director
  - Conditions of Competition
  - Local Rules
  - Notice to Competitors
- Preparation of the Course for Competition
  - Evaluating the course
  - Determine the conditions of the course in which the competition will be conducted
- Supervise the marking of the course
- Determining course setup
  - Teeing grounds, hole locations
- Supervise course maintenance during competition
- Coordinate efforts with media relations
  - Reporting of Results (Scoring Coordinator)
  - Reporting of Special Activities on course and during the course of competition



### Competition Manager Task/Equipment Checklist

Action	Completed ( <input checked="" type="checkbox"/> )
Day of Tournament	
Venue Walkthrough	<input type="checkbox"/>
Divisioning	<input type="checkbox"/>
Conduct coaches meeting	<input type="checkbox"/>
Oversee competition scheduling	<input type="checkbox"/>
Supervise the course setup	
Marking of the course	<input type="checkbox"/>
Condition of the course	<input type="checkbox"/>
Supervise and manage competition coordinators	
Supervise tasks of coordinators	<input type="checkbox"/>
Manage and coordinate efforts of entire competition staff	<input type="checkbox"/>
Serve as main administrator during the tournament	
Be the central coordinating point for entire competition team	<input type="checkbox"/>
Supervise and set procedures for breakdown and wrap-up at the end of the tournament	<input type="checkbox"/>
Set up procedure for after-actions of the tournament	
Scoring and results of tournament	<input type="checkbox"/>
Information distribution	<input type="checkbox"/>
After-action reports from departments of the competition team	<input type="checkbox"/>
Compile information and activities of the tournament and submit written after-action report of the tournament	<input type="checkbox"/>
Equipment List	
Special Olympics rulebook	<input type="checkbox"/>
Sport Governing Body rulebook	<input type="checkbox"/>
Copy of detailed competition schedule	<input type="checkbox"/>
Copy of overall venue and golf course layout	<input type="checkbox"/>
Walkie-talkie/radio, as applicable	<input type="checkbox"/>
Competition Operating Plan	<input type="checkbox"/>
Contact list of all team members	<input type="checkbox"/>
Pen/pencil	<input type="checkbox"/>
Clipboard	<input type="checkbox"/>
Paper	<input type="checkbox"/>
Proper attire	<input type="checkbox"/>



## Functions of the Technical Delegate

The Technical Delegate (TD) is the key sport advisor for a specific sport and shall be responsible for ensuring that the Competition Management Team correctly interprets, implements and enforces Special Olympics Sports Rules and modifications, the rules of the relevant International Sport Federation and current rule changes. The TD shall advise the Competition Management Team on the technical requirements of the specific sport to ensure a safe, quality and dignified sports environment.

This is an optional element for Programs.

## Responsibilities

- ◆ Serves as the key sport advisor regarding all sport-specific questions and issues (i.e., rules, divisioning, sport equipment, uniform requirements and sport venue specifications)
- ◆ Serve as the expert authority regarding the enforcement of the Special Olympics sport-specific rules
- ◆ Provides consultation to ensure that the competition is conducted in a safe, quality and dignified manner according to Special Olympics rules and the respective International Sport Federation rules
- ◆ Chairs the sport-specific rules committee that decides on all properly submitted protests pertaining to Special Olympics and the International/national Sport Federation rules, and ensures proper implementation of the protest process
- ◆ Helps with the compilation of any disqualification report
- ◆ Inspects the warm-up and competition site with the respective Sport Commissioner/Competition Manager to ensure that the technical facilities, requirements and organization are in accordance with the International Sport Federation rules as well as Special Olympics rules
- ◆ Ensures that the field-of-play areas are fair and safe and that knowledge of local conditions does not give an advantage to competitors from the host nation.
- ◆ Advises the Sport Commissioner/Competition Manager on the typical international protocol for the respective sport, especially as it pertains to the opening of the sport competition
- ◆ Provides guidance and monitors the implementation of Special Olympics divisioning process
- ◆ Supports the Sport Commissioner/Competition Manager with the planning and coordination of the coaches' meeting and officials' meeting.
- ◆ Serves as the decision-maker with the volunteer Sport Commissioner/competition manager, as to delays, postponements and cancellation of the sport competition.
- ◆ Signs off on the official results list and gives the authorization for the awards ceremony
- ◆ Provides guidance on the implementation of the proper awards protocol to ensure a dignified ceremony based on the guidelines set forth
- ◆ Understands that the Technical Delegate shall not serve as an official, referee or judge for the event in the same competition except in an extreme emergency
- ◆ Understands that the Technical Delegate shall not coach during the event in the same competition





## Functions of Secretariat

An administrative unit responsible for maintaining records and other secretarial duties. The secretariat will be an administrative assistant to one or all managers of the Tournament Operations Committee. Responsibilities will be relative to assigned manager.

It is not necessary to have golf knowledgeable experience; however it is helpful. Secretarial experience in office management, filing, phone, e-mail, computer and public relations is recommended. An Assistant Secretariat would support the Secretariat with day to day tasks with no administrative responsibility.

This is an optional element for Programs.

## Responsibilities

- Information and communication dissemination
- Liaison with committee, sub-committees, media, sponsors, athletes and families
- Daily reporting and correspondence
- Copy distribution
- Data base and contact management
- Record keeping and filing
- Maintenance of budget and invoice activity
- Merchandise, supply orders
- Inventory management
- E-mail and message management



### Functions of Rules Officials Coordinator

The Rules Officials Coordinator oversees the entire rules operations of the golf tournament. The Rules Officials Coordinator is the direct supervisor of all the rules officials in the golf tournament. He or she works in conjunction with the scoring subcommittee, registration subcommittee, the walking scorers coordinator, caddie master and the skills coordinator to facilitate and support the efforts of these committees with issues regarding the rules of golf. He or she is responsible for coordinating necessary accommodations for the rules officials staff and committee. The Rules Official Coordinator reports directly to the Competitions Manager.

A volunteer with an extensive knowledge on the Rules of Golf and prior experience with officiating competitive golf competitions is required.

### Responsibilities

1. Rules Officials
  - Determine staffing needs of rules officials
  - Delegate officiating responsibilities
  - Orient and train rules staff regarding tournament information
  - Supervise and coordinate efforts of the rules officials
  - Organize and coordinate necessary accommodations for the rules officials
2. Standards and Procedures
  - Set standards and procedures for the officiating process
  - Establish means of communication between rules officials and the rest of the Competition Committee.
  - Help with standards and procedures efforts of other subcommittees with issues concerning rules of golf and golf tournament proceedings.
3. Set Rules
  - Notice to competitors
  - Conditions of competition
  - Local Rules
4. Course Set-Up
  - Advise and collaborate with subcommittees and Competitions Manager in determining course set-up
  - Hole yardage
  - Hole placement
5. Marking the Course
  - Clearly marking the course for competition
  - Determine and clearly mark appropriate boundaries of the course and water and lateral water hazards.
  - Determine and clearly mark all Ground Under Repair
6. Officiating the Tournament
  - Officiating the tournament according to the Rules of Golf and Conditions of Competition set by the Committee
  - Coordinate and supervise efforts of the rules officials.



## Functions of the Volunteer Coordinator

The Volunteer Coordinator is responsible for recruiting, organizing and coordinating volunteers for the tournament. The Volunteer Coordinator must organize all efforts related to recruiting, screening, placing, training and tracking. Moreover, he or she is responsible for all aspects pertaining to the volunteer base for the tournament. The Volunteer Manager also should be experienced in working with large groups of people and should have knowledge of event management and people management.

### Responsibilities:

1. Volunteer needs assessment
  - Along with the Tournament Committee, the Volunteer Manager must determine needs for volunteers according to the magnitude of the tournament and the scope of the functions the committee plans to incorporate.
2. Recruiting volunteers
  - Recruit volunteers according to skill needs and number of volunteers required
3. Assign volunteers to appropriate functions according to skills possessed by the volunteers
4. Organize training and orientation
  - Organize with committee members and those in charge of specific functions to train the volunteers for their functions
  - Organize orientation sessions to inform the volunteers about general tournament information
  - Create a volunteer handbook
5. Volunteer accommodations
  - Arrange for volunteer needs (e.g., food/beverage, rest breaks, parking, volunteer gifts) while they are on the job
6. On-site volunteer registration
  - Register volunteers the day of the tournament
  - Assign volunteers to appropriate functions
  - Track volunteer participation
7. Track volunteer information
  - Create volunteer database and/or add volunteers to database
  - Thank you letters, follow-ups, future recruitment, etc.



## Functions of the Registration Coordinator

A volunteer with knowledge of golf and competitive golf tournament operations is required. The Registration Coordinator should have an understanding of the Rules of Golf. Experience with event management is desired.

The Registration Coordinator oversees the entire registration process. The Registration Coordinator is the Registration Subcommittee. The Registration Coordinator is the direct supervisor and manager of the entire registration staff. The Registration Coordinator works directly with the Scoring Coordinator, combining the efforts of the two committees. The Registration Coordinator reports directly to the Competition Manager.

### Responsibilities:

1. Registration staff
  - Determine administrative staffing needs
  - Determine registration staffing needs
  - Recruit staff
  - Delegate registration staff responsibilities
  - Orient and train staff
  - Supervise and manage registration staff
2. Standards and Procedures
  - Set standards and procedures for registration process
    - Registration tables
    - Tournament results
    - New tee times and pairings
    - Informing players
  - Set job descriptions for staff
  - Set standards and procedures with Competition Manager, Rules Officials Coordinator and Scoring Coordinator
    - Tee times, Pairings, Divisioning
    - Dissemination of information
3. Player Roster
  - The Registration Subcommittee is directly responsible for the player roster.
  - The Registration Subcommittee is the information source for all player information.
  - The Registration Subcommittee is responsible for compiling player information
4. Distribution of Information
  - Notice to competitors
  - Tournament results
  - Daily tee sheets, divisions
  - Rule changes, special conditions
  - Information updates
5. Registration Process
  - Supervise and facilitate registration process
  - Coordinate registration effort with other team members Serve as main information point regarding player information



## Establishing Subcommittees

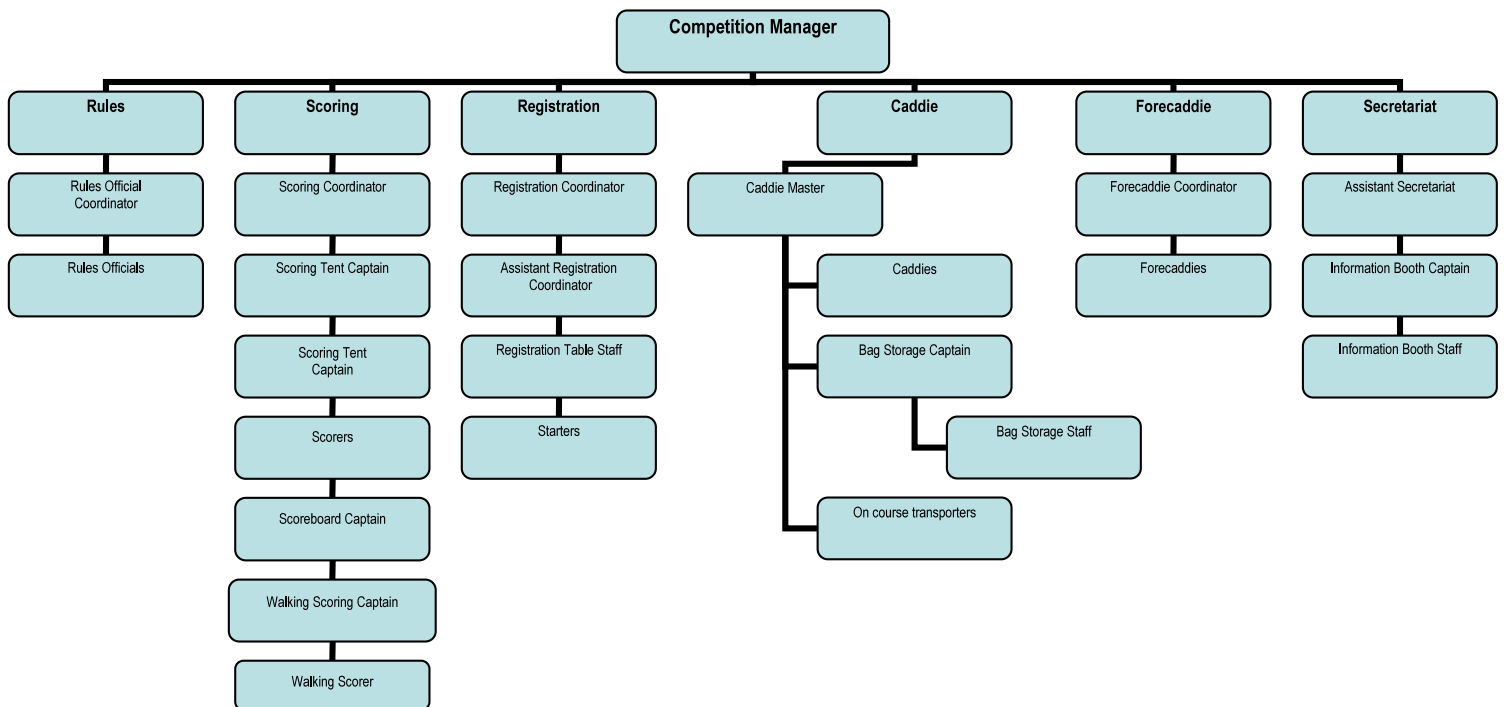
Knowledge, time and interest are characteristics to consider when recruiting the subcommittee members. The designated subcommittee members are responsible for fulfilling the duties as outlined in their respective job descriptions. One person cannot do it alone. The goal is to recruit enough volunteers to delegate certain roles and responsibilities.

### **Golf Tournament Subcommittee**

- Rules Subcommittee
- Scoring Subcommittee
- Registration Subcommittee
- Caddie Subcommittee
- Forecaddie Subcommittee
- Secretariat

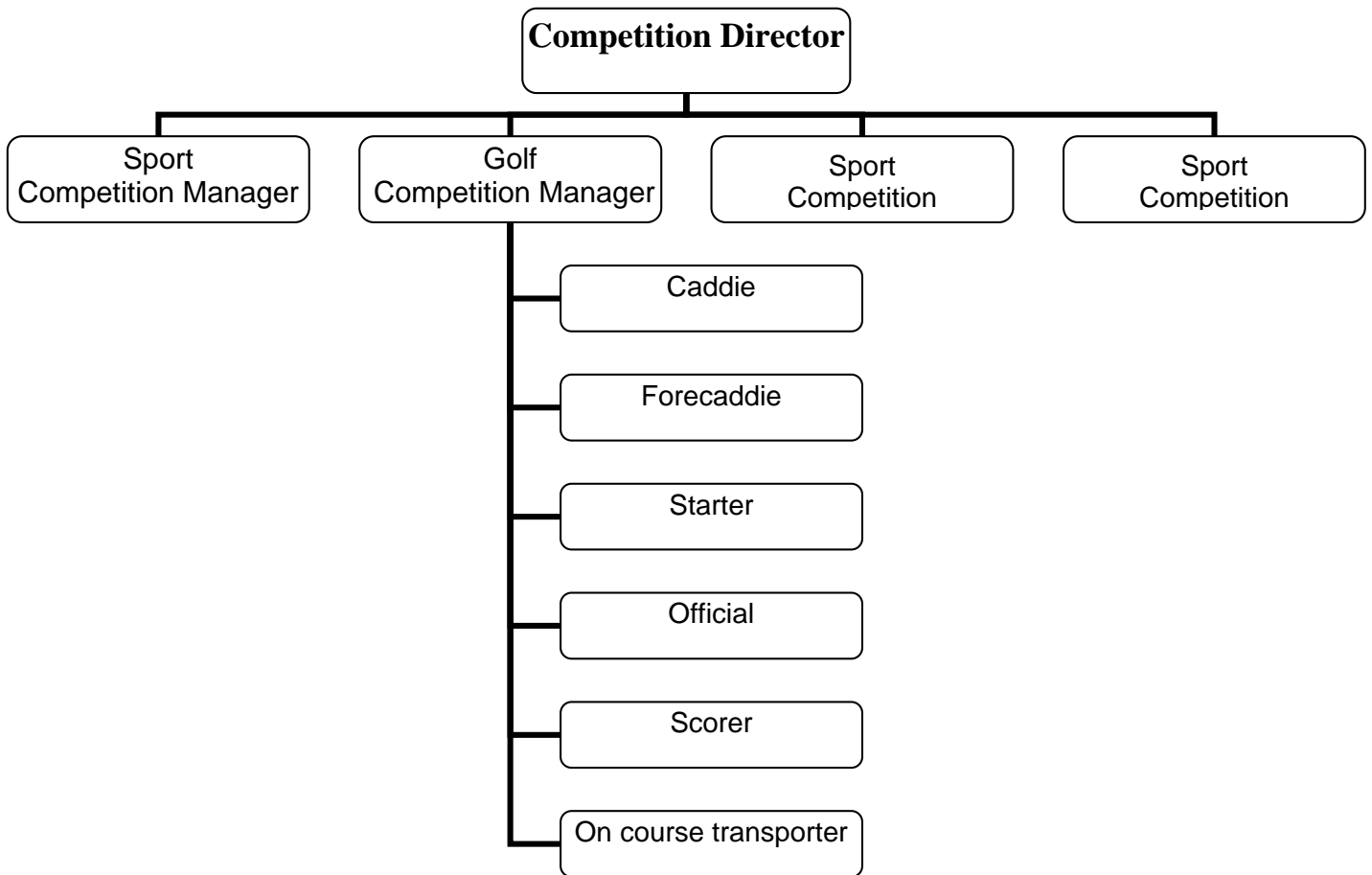


Sample Competition Organizational Structure



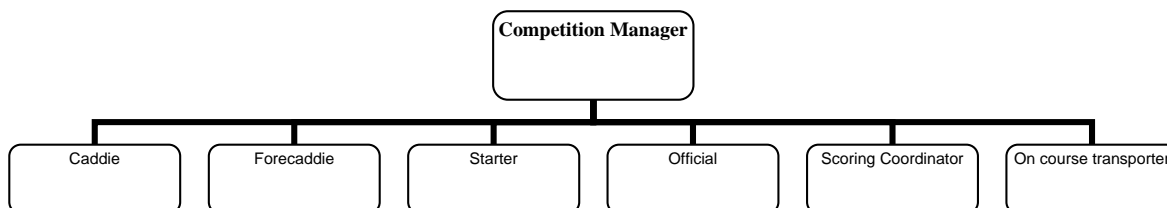


Sample Competition Organizational Structure





### Sample Competition Organizational Structure







## Rules Officials

A Rules Official functions as a referee. Under the Rules of Golf, a referee is one who is appointed by the committee to accompany players to decide questions of fact and apply the rules. He shall act on any breach of a rule that he observes or is reported to him.

A volunteer with prior experience with officiating competitive golf tournaments. Extensive knowledge in the rules of golf is required.

### Overview of Responsibilities

- ♦ Patrol course during play
- ♦ Make decisions on the rules
- ♦ Assist in progressing pace of play

### Rules Official Task/Equipment Checklist

Action	Completed (☒)
Pre-Tournament	
Venue walkthrough	<input type="checkbox"/>
Briefing of all officials before the start of the competition	<input type="checkbox"/>
Confirm course markings and yardages	<input type="checkbox"/>
Day of Tournament	
Obtain tee times and pairings sheet	<input type="checkbox"/>
Obtain two-way radios	<input type="checkbox"/>
Obtain necessary equipment	<input type="checkbox"/>
Patrol and marshal course	<input type="checkbox"/>
Make rulings	<input type="checkbox"/>
Return equipment at end of round	<input type="checkbox"/>
Equipment List	
Tee times and pairings sheets	<input type="checkbox"/>
Radios	<input type="checkbox"/>
Rules of Golf book	<input type="checkbox"/>
Decisions on the Rules of Golf	<input type="checkbox"/>
Conditions of Competition/Local Rules	<input type="checkbox"/>
Golf cart	<input type="checkbox"/>
Clipboard, pens, pencils	<input type="checkbox"/>
Sunscreen (optional)	<input type="checkbox"/>
Bug spray (optional)	<input type="checkbox"/>
Proper official attire	<input type="checkbox"/>



## Guidelines for Officials

### OFFICIAL'S OATH:

"In the name of all judges and officials, I promise that we shall officiate in the *(insert name of Games or Tournament)* with complete impartiality, respecting and abiding by the rules which govern them, in the spirit of sportsmanship"

- Ensure the officials know:
  - date and event
  - hours needed
  - number of officials needed and uniform required
  - refreshments you will supply
  - any social event planned for volunteers
  - a Special Olympics contact person
- Obtain the contact details for one representative of the officials.
- Brief sports officials on how to apply the rules and any Special Olympics adaptations (a written copy of the rules, procedures is often helpful). Officials must be informed about every aspect of the facilities as it relates to the respective assignment.



## Marker

One who is appointed by the Committee to record a competitor's score in stroke play. He or she is not a referee. Must possess enough knowledge on golf to understand the basic etiquette and rules of golf. Golfers are desirable for this position but not necessary.

### Responsibilities:

1. Report to Scoring Coordinator
  - Receive hole assignment and teams assignment
  - Attain any special instructions or information
2. Proceed to hole
  - Wait at hole assigned for the teams to arrive
  - Greet teams and introduce self
  - Get score cards from the teams
  - Familiarize self with the teams
3. Observe play and record score
  - Always be aware of players hitting
  - Observe where the balls land
  - Never touch ball or interfere with the ball's motion
  - After the completion of every hole, ask for the scores from each team in your group
  - Record the scores on the corresponding score cards
4. Interaction with players
  - Do not answer questions regarding rules, refer to the doubt as to procedures rule or call for a rules official
  - Do not offer advice to the players
5. End of the round
  - Sign the score cards where it indicates "scorer"
  - Do not add up the total score
  - Return the score cards to the corresponding teams
  - Instruct the teams to review their score cards, sign their score cards and return the score cards to the Score Card return in the tent

Doubt as to Procedure: Rule 3-3 of the Rules of Golf allows a player to play a second ball if there is doubt as to procedure. If a player is in a situation and does not know how to proceed, he may put a second ball in play, play the original ball and report the facts of both balls to the committee or rules official before s/he returns his/her score card. Before s/he plays the second ball, the player must first declare which ball (original or second) s/he would like to score with. S/he must hole out both balls.



## Marker

### **Golf Etiquette and Safety**

- ◆ No one should move, talk or stand close to or directly behind the ball when the player is addressing the ball or making a stroke.
- ◆ Always be aware of players striking a ball.
- ◆ Always stand and observe from a safe distance behind all players making a stroke. Refrain from walking on greens unnecessarily.
- ◆ Refrain from loud talking on the golf course.
- ◆ Be aware and considerate of the golfers on adjacent golf holes.
- ◆ Only wear shoes with flat soles onto the turf (all grass- covered areas) of a golf course
- ◆ Do not leave any trash on the golf course.



## Scoring Coordinator Functions

A volunteer with substantial knowledge about golf and golf competitions. Knowledge of the rules of golf, especially in the realm of competition and competition procedures, is a must. Prior experience working with competitive golf tournaments is desired.

The Scoring Coordinator oversees and is responsible for the entire scoring process of a golf tournament. The Scoring Coordinator is the supervisor and manager for the entire scoring staff. The Scoring Coordinator works directly with the Walking Scorer Coordinator, combining the efforts of the two departments.

### Responsibilities

1. Scoring Staff
  - Determine staffing needs
  - Recruit, orientation and training of staff
  - Delegate scoring staff responsibilities
  - Supervise and manage scoring staff
2. Score Boards
  - Set procedures for relay of information and the posting of scores
  - Determine needs of score boards
    - Locations, Quantity
    - Posted information
    - Staffing
    - Relay of information
3. Scoring tents/tables
  - Determine needs and locations of the tents
  - Determine staffing needs of the tents
  - Training and orientation of the scoring tent staff
  - Set procedures for the scoring process
  - Supervise the scoring tent staff
  - Coordinate efforts of scoring tent staff with the rest of the scoring staff
  - Organize and relay results
4. Score Cards
  - Set procedures for the preparation of score cards
  - Coordinate efforts with Registration
    - Player roster
    - Tee times and pairings
    - Divisioning process
  - Score cards shall be prewritten or printed with:
    - Player's full name, date of the tournament
    - tee time assigned to the player
    - the division of the player (team)
5. Divisioning
  - Divisioning process is to be coordinated with Registration Subcommittee
  - Divisioning process and procedures are to be followed according to the parameters set by the Competitions Committee
6. Reporting of Results
  - Set and implement procedure of reporting results
  - Coordinate effort with Media Relations



## Scoring Functions

It is important that order is maintained in the scoring tent. Only the players, (along with their group: rules officials, walking scorers and the caddies) shall have access to the tent. The boundary for the scoring tent includes the tent itself and the roped off area surrounding the tent.

### **Scorers receiving scorecards should establish the following routine:**

1. Make certain the competitor and the marker both sign the scorecard.
2. Ask the competitor and the marker to check the correctness of the score recorded for each hole.
3. Check each competitor's scorecard hole by hole with the competitor.
4. Suggest to competitor to wait in the tent until all scores have been verified.
5. Double-check the name printed on the scorecard with that of the competitor.
6. Add up the total score for the round.
7. Ensure that the scorer and competitor agree on the total score.
8. The competitor and the group may leave the scoring tent when the total score is established.
9. Note the times for each group finishing on the pairings and tee times sheet
10. Record the total score for the competitor on the master results sheet
11. Hand off the scorecards (two each time) to the runner for the scoreboard

### **After all the competitors' scorecards are in:**

1. Retrieve each day's scorecards from the scoreboard
2. Record the day's results in the Games Management System
3. File the results and the scorecards for each day
4. Turn over results to the Competition Manager and Scoring Coordinator
5. Generate next day's pairings and tee times
6. Hand over new pairings and tee times for delivery



### Scorer Task/Equipment Checklist

Action	Completed ( <input checked="" type="checkbox"/> )
Prior to the Tournament	
Obtain score sheets and score cards	<input type="checkbox"/>
Obtain player roster, tee times and pairings sheet	<input type="checkbox"/>
Prepare score sheets and score cards	<input type="checkbox"/>
Assign tee times and pairings	<input type="checkbox"/>
Mail information to players	<input type="checkbox"/>
Create player rosters	<input type="checkbox"/>
Day of Tournament	
Set up scoring area	<input type="checkbox"/>
Set up score board	<input type="checkbox"/>
Marshal (if necessary)	<input type="checkbox"/>
Scoring	<input type="checkbox"/>
Check-in and have players sign and countersign score cards	<input type="checkbox"/>
Enter scores on score sheet	<input type="checkbox"/>
Record final results on master data sheet	<input type="checkbox"/>
Clean up and break down scoring area	<input type="checkbox"/>
Equipment List	
Prior to the Tournament	
Score sheet	<input type="checkbox"/>
Score cards	<input type="checkbox"/>
Player roster	<input type="checkbox"/>
Tee times and pairings sheet/ Hole assignments	<input type="checkbox"/>
Division sheets	<input type="checkbox"/>
Day of Tournament	<input type="checkbox"/>
Tables and chairs	<input type="checkbox"/>
Pens, pencils, highlighters	<input type="checkbox"/>
Calculator ( optional)	<input type="checkbox"/>
Score sheets (by divisions)/ Master results sheets	<input type="checkbox"/>



## Walking Scorer Captain

A volunteer with basic knowledge of golf and tournament operations is required. Possess enough knowledge on golf to understand the basic etiquette and rules of golf. A person with prior managerial experience working with large groups' people would be desirable.

The walking scorer captain will be responsible for all aspects of the walking scorer sub-committee. The walking scorer sub-committee is responsible for tallying and recording of scores for each individual hole of each individual player or team during the course of the tournament. The walking scorer captain is the direct supervisor of the entire scoring marker staff and marking process. The walking scorer captain manages and is responsible for coordination all the needs of the walking scorers staff. The walking scorer captain reports directly to the scoring coordinator.

### Responsibilities

1. Access staffing needs
  - Access needs for administrative assistance
  - Access staffing needs for walking scorers according to the number of players in the field
2. Recruitment of necessary staff
3. Set standards and procedures
  - Set standards and procedures along with the scoring coordinator, the competitions manager, and the rules officials sub-committee
4. Supervise and Manage
  - Supervise implementation of set standards and procedures for the walking scorers
  - Attend to and arrange for the needs and accommodations for the walking scorer staff
5. Report on Course Activity
  - Stay in communication and be abreast of all activities on course and during the course of the tournament





## Walking Scorer Functions

It is the function of the Walking Scorer to provide a second source of recording scores to ensure accuracy and fairness in the results of the competition.

### Responsibilities

1. Report to Volunteer Check In Area
  - Check in with Walking Scorer Captain
  - Receive group assignment
  - Receive tally card
  - Receive clipboard and pencil
  - Attain any special instructions or information
2. Meet Group
  - Greet group and introduce self
  - Familiarize self with the group
3. Report to the Starter's area 20 minutes prior to your scheduled tee time
4. Observe Play and Record Score
  - Always be aware of players hitting
  - Observe where the balls land
  - Never touch the ball or interfere with the ball's motion
  - Make one check mark for every stroke each player makes
  - Confirm the total stroke recorded for each hole with each player after the completion of the hole
5. Interaction with players
  - Do not answer questions regarding rules
  - Do not offer advice to the players
6. End of the round
  - Sign the tally card
  - Do not add up the total score
  - Accompany players into the scoring tent/area
  - Leave the tent once the players turn in their scorecards and there are no discrepancies



## Walking Scorer Functions

### Rules and Etiquette Guide

Definitions (As dictated in the Rules of Golf)

**Doubt as to Procedure:** Rule 3-3 of the Rules of Golf allows a player to play a second ball if there is doubt as to procedure. If a player is in a situation and does not know how to proceed, he/she may put a second ball in play, play the original ball and report the facts of both balls to the committee or rules official before he/she returns his score card. Before he/she plays the second ball, the player must first declare which ball (original or second) he/she would like to score with. He/she must hole out both balls.

**Advice:** Any counsel or suggestion, which could influence a player in determining his play, the choice of club or the method of making a stroke. Note: Comments on wind direction or other weather conditions may constitute as advice.

### Golf Etiquette and Safety:

- ♦ No one should move, talk or stand close to or directly behind the ball when the player is addressing the ball or making a stroke.
- ♦ Always be aware of players striking a ball.
- ♦ Always stand and observe from a safe distance behind all players making a stroke.
- ♦ Refrain from walking on greens unnecessarily.
- ♦ Refrain from loud talking on the golf course.
- ♦ Be aware and considerate of the golfers on adjacent golf holes.
- ♦ Do not leave any trash on the golf course.
- ♦ Only wear shoes with flat soles onto the turf (all grass-covered areas) of a golf course.

### Walking Scorer Task/Equipment Checklist

Action	Completed ( <input checked="" type="checkbox"/> )
Day of Tournament	
Report to Walking Scorer Captain	<input type="checkbox"/>
Receive player assignment	<input type="checkbox"/>
Attend orientation and training	<input type="checkbox"/>
Greet player(s)	<input type="checkbox"/>
Receive tally sheet	<input type="checkbox"/>
Observe play	<input type="checkbox"/>
Record scores hole by hole	<input type="checkbox"/>
Sign tally sheet	<input type="checkbox"/>
Report back to Walking Scorer Captain	<input type="checkbox"/>
Equipment List	
Assignment Sheet/ Score Sheet/Tally Card/	<input type="checkbox"/>
Pencil	<input type="checkbox"/>
Clipboard	<input type="checkbox"/>



## Scoreboard Captain Functions

A volunteer who has general knowledge about golf and golf tournaments. Pre existing knowledge may not be necessary; the volunteer for this position may be quickly educated to fulfill the duties of this position. Good handwriting is a plus. Calligraphy skills would be a bonus.

### Responsibilities

1. Prepare score board prior to tournament
  - obtain score sheet and score cards (can obtain score sheets from pro shop of course holding tournament or off course golf stores)
  - obtain tee sheet
  - Prepare score cards (if necessary)
  - write names in alphabetical order for individual stroke tournaments, team competitions write in order of tee times
  - score cards shall be pre written or printed with:
    - players' full name\*
    - date of the tournament\*
    - tee time assigned to the player
    - hole assigned to the player (when not starting all players off first tee)
    - handicap for the tournament if applies
    - do in calligraphy (optional)
    - can print out names in calligraphy font on computer and glue in spaces on score sheet

\* These items must be included in the scorecards issued by the committee in accordance to the Rules of Golf (R. 33-5)

### Day of Tournament (You may have to serve dual roles)

2. Set up scoreboards or scoring area set up score sheet in predetermined area by the clubhouse most courses have a score board or staging area attach score sheet to score board or wall in staging area if score board or area not available, tape up score sheet on a flat surfaced wall set up scoring area in front of the score sheet
3. Marshal
  - after setting up the score board, obtain golf cart and patrol course as a marshal obtain radio, tee sheet, and rule books
  - main duty is to observe tournament's progress and assist in pace of play keep tabs on the tee off times and the pace the groups are keeping
  - assist in rulings and rule questions
  - keep in contact with committee chair, update on tournament progress
  - return to clubhouse 30 minutes prior to first group returning to do the scoring
4. Checking score cards
  - have players and markers double check the individual scores of each hole before signing the score card (penalty for signing a score card with the wrong scores, signing a score card incorrectly, or not returning a score card is disqualification R. 6-6)
  - a player is not responsible for the addition of the scores so is not penalized for writing down a wrong total score
  - it is the committee's responsibility to add the scores and correctly applying the handicaps (if applicable)

## Section II Selecting and Organizing A Tournament Committee

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- without penalty the players and markers may change the score cards before they sign it if discrepancies are found, no alterations can be made once the score cards are signed and returned to the committee
- 5. Entering the scores on the score sheet
  - write in the scores for the individual holes provided on score sheet ( may write final scores only depending on tournament type or time restraint)
  - if scoring hole by hole, it is helpful for the person helping with scoring to call out the scores for three holes at a time (i.e. 4,5,6...5.7,4)
  - scoring the board may be done in the interim between returning groups
- 6. Break down scoring area
  - clean up scoring area and return to its original state
- 7. Enter and record final scores for the record



## Scoreboard Attendant Functions

Pre existing knowledge may not be necessary; the volunteer for this position may be quickly educated to fulfill the duties of this position. Good handwriting is a plus. Calligraphy skills would be a bonus.

### Responsibilities

1. Prepare score board prior to tournament
  - obtain score sheet and score cards (can obtain score sheets from pro shop of course holding tournament or off course golf stores)
  - obtain tee sheet
  - Prepare score cards (if necessary)
    - write names in alphabetical order for individual stroke tournaments, team competitions write in order of tee times
    - score cards shall be pre written or printed with:
      - ⇒ players' full name\*
      - ⇒ date of the tournament\*
      - ⇒ tee time assigned to the player
      - ⇒ hole assigned to the player (when not starting all players off first tee)
      - ⇒ handicap for the tournament if applies
    - do in calligraphy (optional)
    - can print out names in calligraphy font on computer and glue in spaces on score sheet
    - \* These items must be included in the scorecards issued by the committee in accordance to the Rules of Golf (R. 33-5)

### Day of Tournament (You may have to serve dual roles)

2. Set up scoreboards or scoring area
  - set up score sheet in predetermined area by the clubhouse
  - most courses have a score board or staging area
  - attach score sheet to score board or wall in staging area
  - if score board or area not available, tape up score sheet on a flat surfaced wall
  - set up scoring area in front of the score sheet
3. Marshal
  - after setting up the score board, obtain golf cart and patrol course as a marshal
  - obtain radio, tee sheet, and rule books
  - main duty is to observe tournament's progress and assist in pace of play
  - keep tabs on the tee off times and the pace the groups are keeping
  - assist in rulings and rule questions
  - keep in contact with committee chair, update on tournament progress
  - return to clubhouse 30 minutes prior to first group returning to do the scoring

## Section II Selecting and Organizing A Tournament Committee

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4. Checking score cards
  - Have players and markers double check the individual scores of each hole before signing the score card (penalty for signing a score card with the wrong scores, signing a score card incorrectly, or not returning a score card is disqualification R. 6-6)
  - a player is not responsible for the addition of the scores so is not penalized for writing down a wrong total score
  - it is the committee's responsibility to add the scores and correctly applying the handicaps (if applicable)
  - without penalty the players and markers may change the score cards before they sign it if discrepancies are found, no alterations can be made once the score cards are signed and returned to the committee
5. Entering the scores on the score sheet
  - write in the scores for the individual holes provided on score sheet ( may write final scores only depending on tournament type or time restraint)
  - if scoring hole by hole, it is helpful for the person helping with scoring to call out the scores for three holes at a time (i.e. 4,5,6...5,7,4)
  - scoring the board may be done in the interim between returning groups
6. Break down scoring area
  - clean up scoring area and return to its original state
7. Enter and record final scores for the record



## Functions of Starter

The Starter is responsible for all aspects of starting players off the starting hole(s). A Starter serves as a communications and information point between the Competition Management Team and the competitors.

1. Set up starter tent/area
  - Obtain logistical equipment such as tent, table, sound system, two-way radio, official clock, etc.
  - Obtain extra copies of the local rules and conditions of competition
  - Obtain master tee times and pairings sheet, tees
  - Obtain clipboard, extra scorecards and pencils, any special instructions
2. Familiarize self with names on the tee sheet. Practice pronouncing unfamiliar names.
3. On the tee
  - Use prearranged order on tee sheet to call players to tee
  - Five-minute call – Five minutes prior to first tee time
  - “This is a five-minute call for the \_\_\_:\_\_\_ tee time. The group of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_”  
(surname) (surname) (surname) (surname)
4. Players on tee
  - Introduce the fellow competitors in the group
  - Ask for questions about local rules, conditions of play, etc.
  - Point out any special instructions
  - Supervise the exchanging of scorecards
5. Starting players
  - First player in group: “For the \_\_\_:\_\_\_ tee time, on the first tee, from \_\_\_\_\_, Miss/Mr. \_\_\_\_\_ Play away.”  
(first name) (surname) (Program Name)
  - Rest of players in the group: “On the first tee, from.....”
6. On the starter sheet note the actual time the first player in each group tees off, if it is different than the stated starting time. Return this information to the Competition Management Office at the end of the day. Note: The clock at the starting tent/area is the official time for the competition. Repeat five-minute call for every group
7. Clean up and break down the starter area after all players are off

*Do not delay* a group because a competitor is late appearing for his or her start time. Note: the Committee should provide in the Conditions of Competition that if a player arrives at his or her starting point, ready to play, within five minutes after his or her starting time, in the absence of circumstances which warrant waiving the penalty for disqualification as provided in Rule 33-7, the penalty for failure to start on time is two strokes at the first hole in stroke play instead of disqualification.



**Starter Task/Equipment Checklist**

<b>Action</b>	<b>Completed (<input checked="" type="checkbox"/>)</b>
Day of Tournament	
Set up starter tent/area/starter's boxes	<input type="checkbox"/>
Obtain necessary equipment	<input type="checkbox"/>
Obtain any special instructions for tournament	<input type="checkbox"/>
Announce five-minute calls	<input type="checkbox"/>
Start players on tee	<input type="checkbox"/>
Ask for questions	<input type="checkbox"/>
Provide tournament information	<input type="checkbox"/>
Clean up and break down starter area after all the players are off	<input type="checkbox"/>
<b>Equipment List</b>	
Table and Chairs	<input type="checkbox"/>
Clipboard	<input type="checkbox"/>
Sound Equipment	<input type="checkbox"/>
Two-way radio	<input type="checkbox"/>
Tee times and pairings sheet	<input type="checkbox"/>
Conditions of Competition	<input type="checkbox"/>
Local Rules Sheet	<input type="checkbox"/>
Rules of Golf Summary	<input type="checkbox"/>
Pencils	<input type="checkbox"/>
Extra score cards	<input type="checkbox"/>
Sunscreen (optional)	<input type="checkbox"/>
Bug spray (optional)	<input type="checkbox"/>





## Caddie Functions

The function of the caddie is to handle and carry a player's clubs on the golf course and otherwise assist in any other way in accordance with the rules.

### Responsibilities

1. Arriving at the Course
  - Register with volunteer check in.
  - Check with Caddie Master
  - Receive player assignment
  - Greet assigned player and coach
  
2. Orientation with Coaches
  - Receive player information from coaches
  - Familiarize self with player information
  
3. Player's Equipment
  - Clean and restore golf clubs during play and after play
  - Clean and track golf balls during play and after play
  
4. Rules and Etiquette
  - Know rules and etiquette well enough to be able to advise player
  - Study the rules and etiquette guide provided
  
5. Advise Player
  - Lines of play
  - Club selection
  - Course management
  
6. On-Course Assistance
  - Carry player's equipment
  - Rake bunkers
  - Attend and replace flagsticks
  - Point out locations of greens and hole positions
  - Replace and repair divots and ball marks



## Caddies Functions

### Rules and Guidelines

Caddies are expected to know the etiquette of golf. Their behavior must be gentlemanly as that of the golfers for whom they caddie. The etiquette of golf is a series of nine suggestions that are Rules of Golf, but are a standard of behavior that will make golf pleasant for everybody on the course.

### Golf Etiquette:

(From the Rules of Golf, ©United States Golf Association. Reproduced by permission)

1. No one should move, talk or stand close to or directly behind the ball or hole when the player is addressing the ball or making a stroke.
2. The player who has the honor should be allowed to play before his opponent or fellow-competitor tees his ball.
3. No player should make a stroke until the group in front is out of range.
4. In the interest of all, players should play without delay.
5. Players searching for a ball should allow the group behind to play through; they should signal to the group in following them to pass, and should not continue their play until the group has passed and are out of range.
6. Before leaving a bunker, a player should carefully fill up and smooth over all holes and footprints made by him.
7. Through the green, a player should ensure that any turf cut or displaced by him is replaced at once and is pressed down and that any damage to the putting green made by the ball or the player is carefully repaired.
8. Players should ensure that, when putting down bags or the flagstick, no damage is done to the putting green, and that neither they nor their caddies damage the hole by standing too close to the hole, in removing the ball from the hole or in handling the flagstick. The flagstick should be properly replaced in the hole before the players leave the putting green.
9. When the play of a hole is completed, players should immediately leave the putting green.

### Golf Rules for Caddies

1. Under the Rules of Golf, the caddie is a part of the player's side.
2. The player is responsible whenever he or his partner's caddie violates the Rules of Golf; the penalty to the player is the same as though the player had been the violator.
3. A caddie should have knowledge of the Rules of Golf, especially those rules concerning his role as a caddie.

Definitions and Rules Concerning Caddies: Please refer to *The Rules of Golf* as approved by the United States Golf Association and the Royal and Ancient Golf Club of St. Andrews, Scotland

4. **Caddie:** A "caddie" is one who carries or handles a player's clubs during play and otherwise assists him in accordance to the rules. For any breach of a Rule by his caddie, the player incurs the applicable penalty (R.6 –4)
5. **Advice:** A player must not ask for or accept advice on how to play a shot or on a club selection *except from his caddie, his partner or his partner's caddie*. If he seeks or offers advice from anyone else, he loses the hole in match play and is penalized two strokes in stroke play. A forecaddie may not give advice. It is *not* a violation for a player to ask anyone about the Rules of Golf, the location of the hole or the location of his ball are items of public information. Items of public information are *not* considered advice.
6. Indicating Line of Play: (R8 –2)
7. Exerting Influence on Ball: (R1-2)
8. Loose Impediments: (R23-1)
9. Bending or Removing Growing Objects
10. Player's Ball Hitting the Caddie: (R19-2b)
11. Searching for a Ball: (R12-1), (R18-2a), (R18-1)



### Putting Green

1. Indicating Line of Putt: (R18-2b)
2. Attending the Flagstick: (R17-3)
3. Position of Caddie: (R16-1f)
4. Snatching Up Ball: If one ball seems about to hit another on the putting green, you must not lift the second ball out of the way. Your player will be penalized two strokes in stroke play.

### Caddie Task/Equipment List

Action	Completed (☒)
Day of Tournament	
Register with Caddie Master	<input type="checkbox"/>
Attend orientation and training	<input type="checkbox"/>
Receive player assignment	<input type="checkbox"/>
Greet player and coach	<input type="checkbox"/>
Familiarize with player information	<input type="checkbox"/>
Carry player's equipment	<input type="checkbox"/>
Clean player's equipment	<input type="checkbox"/>
Clean player's ball when lifted under the Rules of Golf	<input type="checkbox"/>
Replace and repair divots	<input type="checkbox"/>
Rake bunkers	<input type="checkbox"/>
Attend flagsticks	<input type="checkbox"/>
Offer player advice and support	<input type="checkbox"/>
Return golf bag to designated area	<input type="checkbox"/>



## Caddie Master Functions

The Caddie Master shall be responsible for the registration and assignments of all caddies to players. He or she will work closely with the Competition Manager to recruit and train all volunteer caddies.

### Responsibilities

- Determine caddie needs for all the functions of the tournament
- Recruit necessary volunteers to specific functions
- Assign caddies to specific functions
- Organize the training for the caddies
- Organize accommodations for the caddies
- Be responsible for on-site caddie registration
- Track caddie information
- Organize “Player Index Card” information for caddies
- Manage the ordering, check-in, return of caddie bibs
- Supervise bag tag and bag storage assignments



## Golf Bag Room Procedures Bag Storage Staff Functions

### Initial Golf Bag Registration

1. Greet player, coach, caddie
2. Complete Golf Bag Registration Form
3. Find player package in file  
Package includes:
  - Personalized bag tag
  - Bag ID sticker with pre-assigned number
  - Claim check with matching number as sticker
4. Give claim check for golf bag retrieval to player/coach
5. Inform them of retrieval procedures
  - Retrieve at beginning of every round
  - Bring claim check to retrieve golf bag every day
  - Remind player/coach that it is their responsibility to keep claim check
  - Remind player/coach to give claim check to caddie every day to retrieve golf bag
6. Take golf bag
  - Affix bag tag to golf bag
  - Affix bag ID sticker to bottom of golf bag
7. Storage
  - Store golf bags in assigned sections according to claim check numbers

### Golf Bag Retrieval

1. Get claim check from person retrieving golf bag
  - Note: Recommended procedure is for caddie retrieval but anyone with a claim check may retrieve golf bag
2. Retrieve golf bag
  - Bags should be arranged in order of claim check numbers
  - Find corresponding golf bag (numbers printed on bag tags)
  - Give corresponding golf bag to person retrieving
  - Double-check with person retrieving if it is the correct golf bag
3. Keep claim check
  - File claim check in alphabetical order
4. Inform person of golf bag storage procedure
  - Bring back golf bag to same location every day
  - Get claim check
  - Trade claim check for golf bag every day



## Golf Bag Room Procedures Bag Storage Staff Functions

### Golf Bag Storage

1. Receive golf bag
2. Look for bag tag for name
3. Find claim check in file (file according to surname)
4. Give person claim check
5. Inform person of retrieval procedure
  - Return to same location
  - Bring back claim check to retrieve golf bag
  - Player/coach responsibility to keep claim check

### Lost Claim Checks

1. Find player in bag storage registration files
2. Retrieve original tag number from registration file
3. Issue replacement claim check with original number



## Forecaddies

A forecaddie should possess enough knowledge of golf to understand the basic etiquette and rules of golf. A volunteer with limited knowledge of golf and tournament operations is not a shortcoming. Golfers are desirable for this position but not necessary.

## Responsibilities

1. Report to Forecaddie Coordinator
  - Receive hole assignment and area to be stationed
  - Attain any special instructions or information
2. Proceed to hole and area to be stationed
  - Familiarize self with stationed area
  - Ascertain trouble areas where balls can be easily lost or hard to identify ( i.e., lateral water hazards, out of bounds area, large bushes, high rough)
  - Position self in area where there is a clear view of these trouble areas
  - Position self in area where there is no danger of being struck by the ball (i.e., behind a tree, far away from line of play)
  - Always choose a position in the rough that does not interfere with the line of play of the golfer
3. Observe play
  - Always be aware of players hitting
  - Observe where the balls land
  - Never touch ball or interfere with the ball's motion
  - Indicate the position of the ball to the players
    - If the ball is suspected to be lost or out of bounds, signal the player to play a provisional ball
4. Interaction with players
  - Have very limited interaction with the competitors in the tournament
  - Do not answer questions regarding rules; call for a rules official or if one is not available refer to the doubt as to procedures rule (R.3-3)
  - Do not offer advice to the players

## Rules of Golf

Definitions (As dictated in the Rules of Golf)

- **Forecaddie:** One who is employed by the Committee to indicate to players the position of balls during play. He is an outside agency.
- **Outside Agency:** Any agency not part of the competitor's side.
- **Lateral Water Hazard:** Defined by red lines or red stakes.
- **Out of Bounds:** Grounds from which play is prohibited. Out of Bounds can be defined by white lines or stakes, fences, or posts. A ball is Out of Bounds when *all* of it lies Out of Bounds.
- **Line of Play:** The direction which the player wishes his ball to take after a stroke.
- **Provisional Ball:** A ball played when a ball may be lost outside a water hazard or Out of Bounds. Under the Rules of Golf a provisional ball is played to save time.
- **Second Ball:** Rule 3-3 of the Rules of Golf allows a player to play a second ball if there is doubt as to procedure. If a player is in a situation and does not know how to proceed, he may put a second ball in play, play the original ball and report the facts of both balls to the committee or rules official before he returns his score card. Before he plays the second ball, the player must first declare which ball (original or second) he would like to score with. He must hole out both balls.
- **Advice:** Any counsel or suggestion, which could influence a player in determining his play, the choice of club or the method of making a stroke. Note: Comments on wind direction or other weather conditions may constitute as advice.



## Forecaddies

Continued

A volunteer with limited knowledge of golf and tournament operations is not a shortcoming. A forecaddie should possess enough knowledge on golf to understand the basic etiquette and rules of golf. Golfers are desirable for this position but not necessary.

### Golf Etiquette

- No one should move, talk or stand close to or directly behind the ball when the player is addressing the ball or making a stroke.
- One should refrain from loud talking on the golf course.
- Be aware and considerate of the golfers on adjacent golf holes.
- Do not leave any trash on the golf course.
- Only wear shoes with flat soles onto the turf (all grass-covered areas) of a golf course.

### Forecaddie Official Task/Equipment Checklist

Action	Completed ( <input checked="" type="checkbox"/> )
Day of Tournament	
Report to Forecaddie Coordinator	<input type="checkbox"/>
Obtain necessary equipment	<input type="checkbox"/>
Greet players	<input type="checkbox"/>
Observe play	<input type="checkbox"/>
Report back to Forecaddie Coordinator	<input type="checkbox"/>
Equipment List	
Course map	<input type="checkbox"/>
Clipboard	<input type="checkbox"/>
Pencils	<input type="checkbox"/>





## Volunteer Recruitment

Recruitment is the process of attracting and inviting people to secure volunteer involvement. Successful recruitment involves marketing your competition's volunteer needs to the segment of people who can fill those needs while simultaneously filling their own. Recruitment is not merely following prescribed techniques to attract potential volunteers. Rather, a good recruitment program focuses on designing a strategy to find the right individual(s), utilizing an appropriate outreach technique and inviting him/her to become a volunteer. It is important to note the need to recruit specific people for specific jobs. This is known as target recruitment.

### Key Concepts of Recruiting Volunteers:

- ♦ Until you identify and address people's possible resistance to volunteering with your Special Olympics competition, you will not reach your potential in volunteer recruitment.
- ♦ For volunteer recruitment to be successful, the needs of the organization and the needs of the volunteer must be met simultaneously.
- ♦ The recruitment invitation must, minimally, include three elements:
  1. The statement of need  
Note: The need is not the Program's need but rather the need of the athlete
  2. How the volunteer can help  
Note: You have more impact by saying "You can help by..." rather than "Volunteers are needed."  
Personalize your request; use of the third person is not as appealing.
  3. The benefits of the job  
Note: Answer how volunteers will be helping themselves by doing the job (either general benefits of working at the event or specific benefits of doing a particular job).
- ♦ It is important to have effective, trained people recruiting new volunteers. The best volunteer recruiters are often individuals who are:
  1. Satisfied;
  2. Enthusiastic;
  3. Articulate; and
  4. Connected with the person or group being recruited.

### Recruitment Outlets:

- ♦ Golf professionals and assistants
- ♦ Men's, women and junior golf associations
- ♦ Members of golf courses in your area
- ♦ Sport- specific local, state, national organizations (recreation, amateur, professional)
- ♦ High schools
- ♦ College and universities
- ♦ Civic and cultural organizations
- ♦ Businesses
- ♦ Military personnel
- ♦ Professional business associations
- ♦ Sponsors (work with development staff to secure volunteers from sponsor organizations)
- ♦ Invite people – make the ask!

Section II  
 Selecting and Organizing A Tournament Committee



Sample Official Registration And Recruitment Form  
 Courtesy of the 2003 Special Olympics World Summer Games

**GOLF COMPETITION OFFICIALS**  
**APPLICATION FORM**  
 [INSERT EVENT/COMPETITION NAME]

This is the Official Application Form for [Insert name of competition] officials. It must be filled out in its entirety. All information must be verifiable. All applicants must have experience in serving as a golf tournament rules official. Anyone not able to meet those requirements or make this commitment should not apply. *No attachments will be accepted!*

Name			
	<i>Last</i>	<i>First</i>	<i>Middle</i>
Home Address			
	<i>Street</i>		<i>City</i>
	<i>State/Province, Country</i>		<i>ZIP/Postal Code</i>
Phone			
	<i>(Area Code)</i>		

Business Address			
	<i>Street</i>		<i>City</i>
	<i>State/Province, Country</i>		<i>ZIP/Postal Code</i>
Phone			
	<i>(Area Code)</i>		

Other			
	<i>Fax#</i>		<i>E-mail Address</i>

Preferred mailing address:                       Business                       Home

What languages are you fluent in?             English                       Spanish                       French

Other (Please list) \_\_\_\_\_

Names and affiliation of two (2) individuals who might be consulted regarding your officiating ability

Name		Name	
Address		Address	
Phone		Phone	



**Rules Education Information**

Please provide information on attendance at seminars or educational gatherings relating to the Rules of Golf

Date	Sponsoring Body/Organization	Seminar Title	Seminar Site

Please provide information on certificates earned relating to the Rules of Golf

Date	Certification Designation	Issued By

List tournaments for which you have served as an official since [\[Insert date if applicable\]](#)

Year	Tournament Name	Organizing Association/Body

List experiences as a Rules Official at Special Olympics golf competitions

Year	Tournament Name	Organizing Association/Body

I certify that the information presented in this application is true to the best of my knowledge. As part of my application as a competition official, I grant permission for the Selection Committee to contact individuals, including observers, regarding my officiating experience and ability. I certify that I am in good physical and mental health. The date of my last physical examination was \_\_\_\_\_.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



Sample Volunteer Application

**SPECIAL OLYMPICS  
NATIONAL INVITATIONAL GOLF TOURNAMENT**

Please print

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_

Please Circle Shirt Size:

Male ( )  
S     M     L     XL    XXL

Female ( )  
S     M     L     XL    XXL

**YES** – I would like to volunteer to help with the Special Olympics National Invitational Golf Tournament at the PGA Golf Club in Port St. Lucie on the following days:

**ALL THREE**  
**Thank You**

**SUNDAY, SEPTEMBER 14, 2003**

**MONDAY, SEPTEMBER 15, 2003**

**TUESDAY, SEPTEMBER 16, 2003**

I AM **UNABLE** TO VOLUNTEER.

\_\_\_\_\_  
Signature

Please complete the above information and mail to:

**Special Olympics Golf  
PGA of America  
P.O. Box 109601  
Palm Beach Gardens, FL 33410-9601**

**THANK YOU FOR VOLUNTEERING**



## Screening/Interviewing

Screening and interviewing candidates for volunteer positions is imperative to ensure that Special Olympics is selecting the most qualified person for the competition. To find quality, qualified volunteers, applicants are asked to complete a volunteer application form and consent to a reference and background check if necessary (and if allowed by the laws in your state/province or country). A key outcome of screening and interviewing is to ensure that a person is appropriate for the position you seek to fill. Without this significant step, many misplaced or inappropriate volunteers may begin to work for your Program's event, leaving both the volunteer and Special Olympics dissatisfied. When the wrong person is in the wrong volunteer job, the efforts of volunteer supervision are often distracted, with the inevitable problems of poor performance, volunteer dissatisfaction, event personnel and staff complaints, etc.

### Key Concepts

- ◆ The primary purpose of interviewing volunteers is to:
  - Determine a mutual fit between the candidate and Special Olympics
  - Screen for risks to the volunteer, the Program and the athletes if the prospective volunteer is chosen
- ◆ Importance of screening through interviewing
  - Athlete safety
  - Staff and volunteer morale
  - Special Olympics reputation
- ◆ Two essential skills in interviewing are:
  - Designing and asking questions based on an analysis of the position and required qualifications
  - Reflective listening which assures that both individuals are hearing and understanding

## Orientation and Training

### DID YOU KNOW?

We remember:

- 20 percent of what we read
- 30 percent of what we hear
- 40 percent of what we see
- 50 percent of what we say
- 60 percent of what we do
- 90 percent of what we see, hear, say and do

### Orientation

Orientation involves giving volunteers basic information about Special Olympics, its operations and general policies and procedures. Examples would include the history, eligibility, volunteer code of conduct and language guidelines. The better the volunteer understands what Special Olympics is and how it operates, the better the volunteer will be able to fit his or her own actions into proper methods of behavior and display initiative in developing further ways to be helpful to the Program. This would also ensure that all work is in a manner consistent with the program philosophy (i.e., volunteers who display sympathy or who make false promises without follow-through can do more damage to your Program than help).



### **Job Specific Training**

Training is the process of instructing volunteers in specific job-related skill and behavior that they will need to perform the volunteer job. Thoroughly trained volunteers result in smooth operations, empowered individuals making informed decisions and a satisfying experience that ideally will lead to further volunteer involvement in Special Olympics.

### **Venue Orientation**

The purpose of a venue orientation is to familiarize volunteers with the physical facilities to which they have been assigned. This would include but not be limited to covering the layout, functions performed, health, safety and emergency procedures at the venue. These walkthroughs will literally walk the volunteers through every area of a venue, explaining what occurs in each location, who would have access and what each volunteer would be responsible for.

### **Key Concepts**

- ♦ Design the training so that volunteers know:
  - How they are supposed to perform their particular job;
  - What they are not supposed to do in their particular job; and
  - What to do if an emergency or unforeseen situation arises.
- ♦ Allow volunteers to come away with a basic knowledge; do not over-educate them and never assume knowledge
- ♦ Clarify expectations in measurable terms: Who, what, when, quality, total time commitment, and what to wear and what not to wear
- ♦ Utilize training materials to assist with assigned tasks
- ♦ Explain job descriptions, time lines, check lists, action plans
- ♦ Should be practical, experimental, and tailored to the individual needs of the volunteer.
- ♦ The team should always evaluate the training being given.
- ♦ Always give information on additional volunteer opportunities.
- ♦ You may want to plan two or three orientation/training sessions to allow volunteers to select the time most suitable for them.
- ♦ You may also want to call volunteers to remind them of their commitment at least three days prior to the event.

### **Recognition**

Often volunteer recognition is narrowly thought of as a formal banquet, a T-shirt, or a letter that acknowledges a volunteer's service with Special Olympics. But the scope of recognition is much broader than this and must be considered an integral part of every Special Olympics Program – a management philosophy that continually seeks to notice and value individual contributions. Powerful and meaningful recognition begins when we recognize the talents and desires of prospective volunteers and offer them the job that responds to their motivational needs. The remainder of meaningful recognition is the myriad ways we formally and informally say, "I noticed" and "thank you."

### **Key Concepts of Recognition**

- ♦ Recognition is an ongoing, integral part of the management process.
- ♦ Recognition can be formal or informal and can be given on many occasions during a volunteer's involvement with Special Olympics
- ♦ Recognition should be meaningful to the recipient and should be given in a timely manner.



- ◆ Recognition can be creative and fun to give and receive, and is best associated with the Program's culture and the type of volunteer service.
  
- ◆ It is also important to note that you should recognize everyone in some way and be genuine.

### **Scheduling and Assignments**

For an event to run smoothly, it is essential that volunteers are in place at the appropriate time. Volunteers should arrive early. Do not schedule volunteers arrival at the same time competition is scheduled to begin. These schedules are crucial to the operation of the competition and must be thoroughly planned.



Officials and Sport Specific Volunteer Needs Assessment Summary

Position/Title	Minimum Requirement	Total Quantity	Completed (☒)
Assistant Secretariat			<input type="checkbox"/>
Assistant Registration Coordinator	1		<input type="checkbox"/>
Bag Storage Captain	1		<input type="checkbox"/>
Caddie Master	1		<input type="checkbox"/>
Competition Manager	1		<input type="checkbox"/>
Forecaddie Coordinator	1		<input type="checkbox"/>
Forecaddies	4 for each hole 9-18		<input type="checkbox"/>
Information Booth Captain	1		<input type="checkbox"/>
Registration Coordinator	1		<input type="checkbox"/>
Rules Official Coordinator	1		<input type="checkbox"/>
Rules Officials	1 for every 3-6 holes		<input type="checkbox"/>
Score Board Attendants			<input type="checkbox"/>
Score Board Captain	1		<input type="checkbox"/>
Scorers	1 for each pairing		<input type="checkbox"/>
Scoring Coordinator	1		<input type="checkbox"/>
Scoring Tent Captain	1		<input type="checkbox"/>
Secretariat	1		<input type="checkbox"/>
Skills Coordinator	1		<input type="checkbox"/>
Skills Escorts	1 for each pairing		<input type="checkbox"/>
Skills Marker Captain	1		<input type="checkbox"/>
Skills Scorers	1 for each pairing		<input type="checkbox"/>
Skills Station Managers	1 for each station		<input type="checkbox"/>
Starters	Ideal – 1 for each tee  Reality - 1		<input type="checkbox"/>
Walking Scorer Captain	1		<input type="checkbox"/>
Walking Scorers	1 for each individual player or each team		<input type="checkbox"/>





### Sample Rules Officials Schedule

SHIFT(S)	COURSE	ZONE/HOLE ASSIGNMENT	TOTAL OFFICIALS NEEDED
			1 official for every 3-6 holes
		<b>TOTAL</b>	



Rules Officials Scheduling Worksheet

SHIFT(S)	COURSE	ZONE/HOLE ASSIGNMENT	TOTAL OFFICIALS NEEDED
		<b>TOTAL</b>	



Officials Roster

Assignment	Shift Schedule	Official's Name	Address	Telephone Number



Sample Sport-Specific Volunteer Schedule

**1999 SPECIAL OLYMPICS SUMMER WORLD GAMES  
 GOLF COMPETITIONS  
 DUKE UNIVERSITY GOLF CLUB  
 DAILY VOLUNTEER SCHEDULE**

**CADDIES**

SHIFTS	VOLUNTEERS NEEDED
6:45 AM - 12:45 AM	12
7:15 AM - 1:15 PM	12
7:30 AM - 1:45 PM	9
8:15 AM - 2:15 PM	16
<b>TOTAL</b>	<b>49</b>

**FORECADDIES**

SHIFTS	HOLE #	VOLUNTEERS NEEDED
7:00 AM - 10:00 AM	1,2,10,11	16
9:30 AM - 1:00 PM	1,2,10,11	16
7:00 AM - 10:00 AM	3,4,12,13	12
9:30 AM - 1:00 PM	3,4,12,13	12
7:30 AM - 11:00 AM	5,6,14,15	16
10:30 AM - 2:00 PM	5,6,14,15	16
8:00 AM - 11:30 AM	7,8,9	10
11:00 AM - 2:30 PM	7,8,9	10
8:00 AM - 11:30 AM	16,17,18	12
11:00 AM - 2:30 PM	16,17,18	12
<b>TOTAL</b>		<b>132*</b>

\* Based on best case scenario, numbers may be decreased and shifts may be combined as needed

**WALKING SCORERS**

SHIFTS	VOLUNTEERS NEEDED
6:45 AM - 12:45 AM	6
7:15 AM - 1:15 PM	6
7:30 AM - 1:45 PM	5
8:15 AM - 2:15 PM	8
<b>TOTAL</b>	<b>25</b>

**SCORING**

SHIFTS	AREA	VOLUNTEERS NEEDED
10:30 AM - 2:30 PM	TENT	4
7:00 AM - 12:30 PM	BOARD 1	2
8:30 AM - 2:30 PM	BOARD 2	2
<b>TOTAL</b>		<b>8</b>

**PLAYER REGISTRATION**

SHIFTS	VOLUNTEERS NEEDED
6:00 AM - 8:30 AM	3
8:00 AM - 10:30 AM	3
<b>TOTAL</b>	<b>6</b>

**STARTER**

SHIFTS	VOLUNTEERS NEEDED
6:30 AM - 9:30 AM	2



Volunteer Scheduling Worksheet

**CADDIES**

<b>SHIFTS</b>	<b>VOLUNTEERS NEEDED</b>
<b>TOTAL</b>	

**FORECADDIES**

<b>SHIFTS</b>	<b>HOLE #1</b>	<b>VOLUNTEERS NEEDED</b>
	<b>TOTAL</b>	

**WALKING SCORERS**

<b>SHIFTS</b>	<b>VOLUNTEERS NEEDED</b>
<b>TOTAL</b>	

**SCORING**

<b>SHIFTS</b>	<b>AREA</b>	<b>VOLUNTEERS NEEDED</b>
	<b>TOTAL</b>	

**PLAYER REGISTRATION**

<b>SHIFTS</b>	<b>VOLUNTEERS NEEDED</b>
<b>TOTAL</b>	

**STARTER**

<b>SHIFTS</b>	<b>VOLUNTEERS NEEDED</b>
<b>TOTAL</b>	

Section II  
Selecting and Organizing A Tournament Committee



Sport Specific Volunteer Roster

Assignment (walking scorer, caddie, etc.)	Shift Schedule	Volunteer Name	Address	Telephone Number



## Helpful Hints For Managing Your Team

- ♦ Communication: Orientation, timelines, meeting schedules, competition dates, sponsor updates, deadlines will clarify all expectations.
- ♦ Delegate task lists, checklists, immediately define your needs.
- ♦ Training: Schedule frequent training sessions before the competition to inform and confirm everyone's role.
- ♦ Appreciation: Continually identify the value of their service.
- ♦ Planning: Plan ahead! Stay informed of the progress of each committee to assure all committees are working together. This will help eliminate duplication of services.
- ♦ Sloppy planning, disorganized meetings and poor communication will almost guarantee endless headaches and increase the risk of a poorly run competition.
- ♦ Establish clear lines of authority.
- ♦ If the other committee members see that the leader has organized right from the start with efficient and productive meetings and plenty of communication, they will almost always respond with the same kind of effort in their areas. Be responsive: Put things in writing. Respond and follow up.
- ♦ Stay in communication with the local, area, state/provincial, national and regional Special Olympics Sport Directors when questions or problems arise.
- ♦ All committee members should be familiar with the functions of their fellow committee members. In the event of unforeseen cancellation of attendance by a committee member the day of the tournament, another committee member or members should be able to assume the responsibilities.
- ♦ Enjoy the challenge!

## Helpful Hints for Team Meetings

- ♦ Establish an agenda. List the items you are going to discuss/review and the amount of time each will be discussed.
- ♦ Send agenda out ahead of time so everyone can be prepared.
- ♦ Establish who should attend.
- ♦ Set a timeframe. Determine frequency of meetings.
- ♦ Provide minutes. The minutes should record who attended, what was discussed, any agreements that were reached and any action items that were assigned.
- ♦ Respect and solicit other opinions.
- ♦ Set up meeting space.
- ♦ Close meeting on positive note.



## Competition Management Team Checklist At-A-Glance

Including committee functions

- Number of officials and sport-specific volunteers identified - who they are and when they will be needed
- Job descriptions clearly written, results oriented and include all essential information
- Registration process determined.
- Recruitment drive planned and implemented.
- Screening/interviewing process developed and implemented.
- Orientation and training sessions planned with established timeline.
- All officials and sport-specific volunteer positions assigned and scheduled.
- Required dress or uniform for the Competition Management Teams decided and communicated.
- Letters of confirmation sent to officials and sport-specific volunteers in a timely manner. Include directions (map). Double-check for accuracy of dates and times.
- Orientation and training sessions conducted.
- Easily identifiable check-in area established at the venue.
- Competition Management Team clearly identified at the venue. All officials and sport specific volunteers in proper attire at the time of the event.
- Sufficient time allowed to brief officials and sport-specific volunteers on jobs prior to start of competition. This is particularly important for those cases in which the officials and sport-specific volunteer may not have attended an orientation/training session.
- Performance of officials and sport specific volunteers met or exceeded expectation.
- Plan for recognition of all officials and sport-specific volunteers implemented.
- Received feedback from officials and sport specific volunteers and incorporated in overall event evaluation.



**HOW DID YOU DO?**







## Planning and Timelines

Planning is vital to the success of any event. Good planning can save time, effort and resources. But keep in mind that sometimes things may not go exactly the way you planned. Flexibility without jeopardizing quality is the key.

*“Those who fail to plan are planning to fail” - Anonymous*

Task lists and timelines should be created for every committee member/area in the planning stages of the competition and for the day of the competition. Task lists should be made according to functions and delegated to the members of the committee and volunteers. The tasks should be listed within the following three time periods.

### Prior to the Competition

Action	Time Frame	Person Responsible	Completed (☑)
Select dates of competition			<input type="checkbox"/>
Assist with selection and securing of appropriate facilities			<input type="checkbox"/>
Finalize all events to be offered			<input type="checkbox"/>
Identify tournament format			<input type="checkbox"/>
Recruit officials, scorers, markers, and other competition management staff			<input type="checkbox"/>
Complete competition information for Coaches Handbook			<input type="checkbox"/>
Identify and secure all equipment needs			<input type="checkbox"/>
Determine venue setup and finalize athlete flow			<input type="checkbox"/>
Calculate number of medals and ribbons needed and place order			<input type="checkbox"/>
Oversee venue setup and confirm plans for opening facilities and keeping facilities clean and in good working order			<input type="checkbox"/>
Prepare athletes score cards and method of registering these athletes on the day of competition			<input type="checkbox"/>



### During the Competition

Action	Time Frame	Person Responsible	Completed (☑)
Make sure all personnel are in place and ready to conduct competition one hour before the scheduled start; remind all personnel to be alert to the safety and well being of the athletes			<input type="checkbox"/>
Check all competition equipment			<input type="checkbox"/>
Athlete check in is set up and staff with knowledgeable volunteers			<input type="checkbox"/>
Course is setup			<input type="checkbox"/>
Tee times are posted			<input type="checkbox"/>
Place hole signs at appropriate teeing areas			<input type="checkbox"/>
Set up water supply or coolers			<input type="checkbox"/>
Finishing holes rebar and rope in place			<input type="checkbox"/>
Awards area is setup			<input type="checkbox"/>
Start the competition on time			<input type="checkbox"/>

### After the Competition

Action	Time Frame	Person Responsible	Completed (☑)
Results are entered in Games Management System			<input type="checkbox"/>
Results are posted on scoreboard			<input type="checkbox"/>
Next day's tee time are created, if applicable			<input type="checkbox"/>
Necessary signage is taken down and stored			<input type="checkbox"/>
Radios are collected and charged			<input type="checkbox"/>
Equipment is located and replenished for next day's competition, if applicable			<input type="checkbox"/>
Course is completely taken down			<input type="checkbox"/>
Equipment is collected and returned			<input type="checkbox"/>
Final results are created and given to coaches			<input type="checkbox"/>
Thank you notes to all volunteers			<input type="checkbox"/>



## Golf Competition Budget

Budgeting items below will help the Competition Manager (Tournament Director) manage projected costs. All expenses are relative to the number of athletes, volunteers, officials and staff required to manage the event.

EXPENDITURES	COST
Administrative	\$
Office Supplies	
Phone/Fax	
Printing	
Postage	
Meetings	
Facility Fees	
Housing	
Transportation	
Volunteers Training Expenses	
Food/Beverage	
Supplies	
Printing	
Uniforms	
Transportation	
Competition Expenses	
Equipment for each level	
Food and Beverage	
Uniforms	
Transportation	
Miscellaneous	
Awards	
Athlete Goodie Bags	
Player Program	
Recognition	
Facility	
Volunteers	
Officials	
Committee members	
Sponsors	
Honored Guest Reception	
Clinics/Demonstrations	
Families	
Merchandising	
Miscellaneous	
<b>TOTAL</b>	<b>\$</b>



## Securing A Golf Course

Before an event can be coordinated, a facility must be secured and dates and times must be determined. Special Olympics Programs committed to developing golf should work with corresponding PGA Sections and Golf Associations to establish a relationship that systematically matches professionals or association liaisons with local Special Olympics Programs to provide facility access as well as a credible volunteer core for training and competitions. The tournament committee is encouraged to secure a working relationship with local golf professionals and golf associations. The following task list should assist you in securing a golf course.

### Task List

- Review list of potential courses
  - Utilize local golf publications and the phone book
  - Internet listings
  - Golf Association listings
- Identify courses to target
  - Choose courses that are geographically sensible
- Call courses, identify contact person (Head Professional, General Manager, Golf Director)
  - Clearly state the policy of Special Olympics and its commitment to providing training and competition at no cost to the athletes
  - Ask for donation of tee times
- Send information on Special Olympics and the tournament to interested courses
- Keep master record of all courses contacted and document correspondence
- Follow up with the courses who received the information
  - Must be persistent but not pesky; follow up once a week until decision is made
- Secure dates and times with courses agreeing to hold tournament
- Solidify commitment with courses
- Confirmation letter
  - Date and Time of Tournament
  - Number of Players



## Sample Letter of Request To Host Professional

[Date]

[Name]

[Title]

[Name of Organization]

[Address Line 1]

[Address Line 2]

Dear [Salutation] [Last Name]:

Thank you for your expressed interest in hosting a one-day tournament as part of the [Year] Special Olympics [Name of Program/Competition Name] at [Name of Facility]. We at Special Olympics appreciate you taking the time to review and consider our proposal.

The tournament series is designed to expose Special Olympics golfers to tournament conditions on the golf course. The Level II format consists of an alternate-shot format involving teams made up of one Special Olympics athlete and one non-Special Olympics athlete. The partner of the Special Olympics golfer will possess a more advanced ability and knowledge of golf, enabling him/her to act as a coach and mentor for the Special Olympic golfer attempting to become self-sufficient on the golf course. Special Olympics provides all programs and competitions to our athletes at no cost, making outside assistance that much more important. What we are requesting of your facility is a donation of tee times for a maximum of 40 players for nine holes of golf on a day and time that is convenient. This contribution would be of immeasurable value in helping to bring our golf program to new heights.

Once again I would like to thank you for your consideration of our request and hope that you will join us in facilitating the great sport of golf to Special Olympics [Name of Area/Region/State/Program] athletes. Enclosed is a detailed information package regarding the tournament series, as well as a brief background of Special Olympics. If you have any questions or concerns, please do not hesitate to give me a call at [Insert telephone number]. Thank you for your time and I look forward to speaking with you soon.

Sincerely,

[Tournament Director Name]  
[Tournament Director Title]  
[Special Olympics Program Name]

cc [Executive Director Name]



## Sample Proposal To Secure A Golf Course

### TOURNAMENT HOST PROPOSAL

Submitted To  
[Venue/Facility Name]

#### **Proposal**

The opportunity for [Venue/Facility Name] to host a one-day nine-hole tournament as part of the Special Olympics [Name of Program] [Name of Competition].

To continue supporting the development of Special Olympics golf in a way that strengthens the position of [Venue/Facility Name] as good and caring corporate citizens in the golf community, among PGA professionals, and the community at large.

#### **Host Support**

- Supply tee times for a total of [Insert number] Special Olympics athletes and their partners to compete at no cost.

#### **Tournament Host Benefits**

- Use event to create greater community awareness about [Venue/Facility Name] commitment to the community.
- The event offers a unique opportunity to highlight the ability of our athletes to play on the course and your role in helping to facilitate that.
- It creates an opportunity for a news story and greater potential for visibility of the golf course.

#### **Benefits to Special Olympics Athletes**

- Enhance the lives of Special Olympics athletes through expanded opportunities to compete in golf tournaments.
- Provide a stimulus for intensified training beyond current standards, resulting in improved golf skills and better understanding of critical non-skill elements such as rules and etiquette.
- Encourage, stimulate and sustain playing interest in a lifetime sport with exceptional opportunity for family enrichment through inclusive activity.
- Serve as a model program that can be replicated in other regions around the world.



## Sample Conditions Of Play

### SPECIAL OLYMPICS GOLF

#### LEVEL II COMPETITION: ALTERNATE SHOT TEAM PLAY

**Definition of a Team:** A team shall consist of one golfer with intellectual disabilities and one golfer without intellectual disabilities.

#### **Purpose for this Level of Play**

- 1) This level is designed to give the Special Olympics golfer an opportunity for transition from skill to individual play and progress under the guidance of partner whose ability and knowledge of golf is more advanced than that of the Special Olympics athlete. As a result, this level does not function in the traditional Unified Sports® model where teammates are expected to be of similar ability.
- 2) The partner serves as a coach and mentor, so that the Special Olympics golfer becomes self sufficient on the golf course.
- 3) The golfers must be able to walk during the entire nine-hole round.

#### **Form of Play**

- 1) The form of play will be Foursome Rule 29 under the Rules of Golf (Alternate Shot) - The players play alternately from the teeing grounds and take alternate strokes until the ball is holed.

Example: If player "A" plays from the tee on the odd-numbered holes, then player "B" would play from the tee on the even-numbered holes. Only one ball is in play for each team.

#### **Scoring**

- 1) Once the ball is in play on each hole, the players shall alternate turns hitting the ball until the ball is holed, or until 10 strokes have been played. Note: a swing and miss counts as a stroke.
- 2) If a 10th stroke is played without holing the shot, the team shall record a score of 10x and proceed to the next hole.

#### **Ties**

- 1) First-place ties shall be decided in the following manner:
  - a) Of the teams tied for first place, the team with the fewest number of 10x scores shall be declared the winner.
  - b) If teams have an equal number of 10x scores they shall enter a sudden death playoff to start at the hole determined by the Tournament Committee.
- 2) All other ties shall remain as ties and both teams should be presented with the same award.

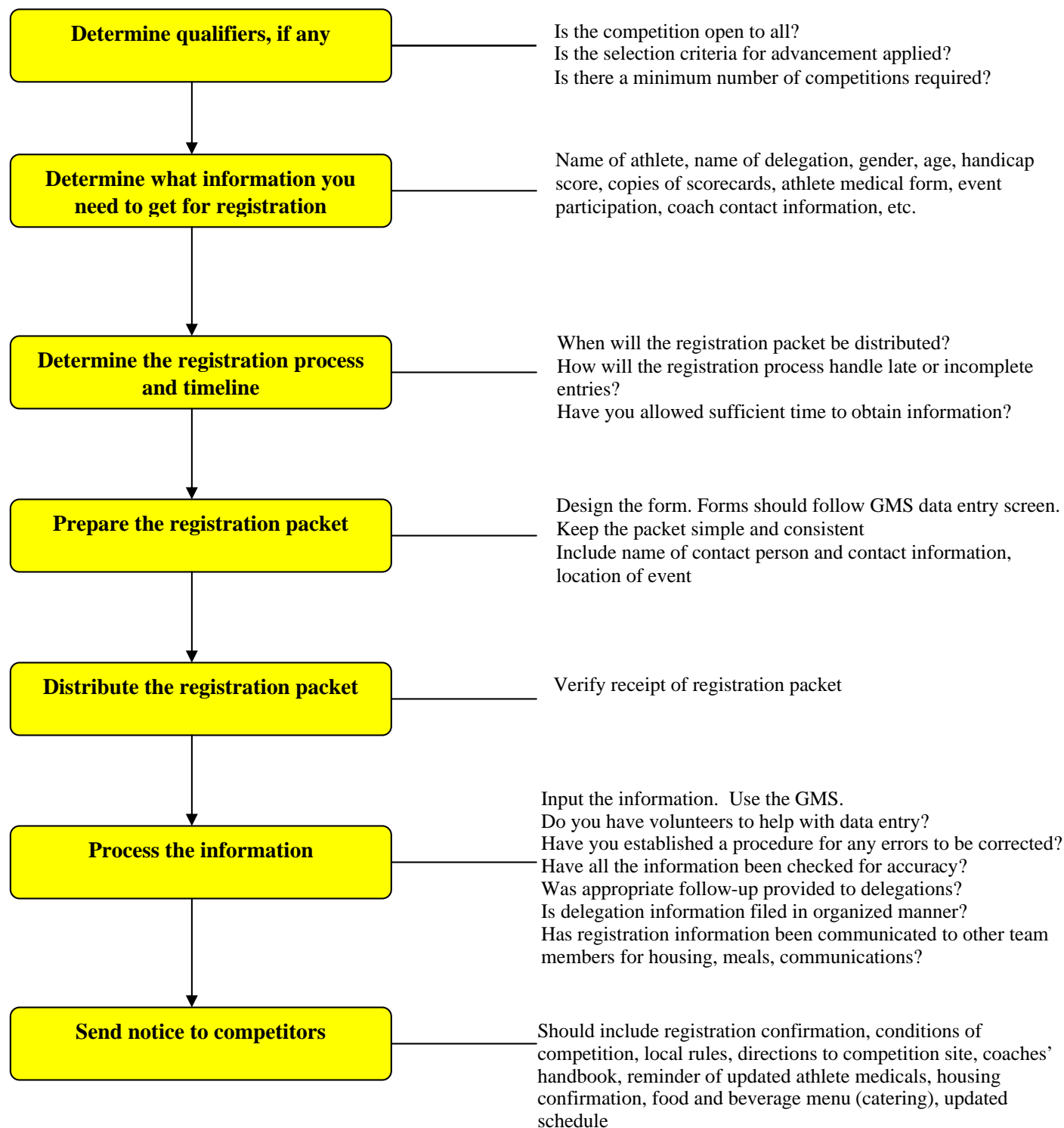
#### **Stipulated Round**

- 1) A stipulated round shall be nine holes.
- 2) At the discretion of the Tournament Committee, a championship may be contested over one, two, three or four rounds



## Registration

You will need to plan your registration process carefully so that all the necessary information is obtained in a timely manner. You should make the registration convenient for you as well as the participating delegations. A Registration Subcommittee or Registration Coordinator can be most helpful.







Sample Registration Form  
Courtesy of Special Olympics North Carolina



**SPECIAL OLYMPICS [PROGRAM] [NAME OF COMPETITION]**  
**Golf Entry Form**  
**Due [Insert registration deadline here]**

Local Program: \_\_\_\_\_ Area: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phones: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (FAX) \_\_\_\_\_

**ATHLETE REGISTRATION**

Athlete Name					Partner (Level II only)					Gender	Age*	Level**	Individual Skills Total
Submit practice scores***	1	2	3	4	5	6	Avg.	Need Caddy (circle)	Y/N	Caddy Name if No	Name		
Athlete Name					Partner (Level II only)					Gender	Age*	Level**	Individual Skills Total
Submit practice scores***	1	2	3	4	5	6	Avg.	Need Caddy (circle)	Y/N	Caddy Name if No	Name		
Athlete Name					Partner (Level II only)					Gender	Age*	Level**	Individual Skills Total
Submit practice scores***	1	2	3	4	5	6	Avg.	Need Caddy (circle)	Y/N	Caddy Name if No	Name		
Athlete Name					Partner (Level II only)					Gender	Age*	Level**	Individual Skills Total
Submit practice scores***	1	2	3	4	5	6	Avg.	Need Caddy (circle)	Y/N	Caddy Name if No	Name		
Athlete Name					Partner (Level II only)					Gender	Age*	Level**	Individual Skills Total
Submit practice scores***	1	2	3	4	5	6	Avg.	Need Caddy (circle)	Y/N	Caddy Name if No	Name		
Athlete Name					Partner (Level II only)					Gender	Age*	Level**	Individual Skills Total
Submit practice scores***	1	2	3	4	5	6	Avg.	Need Caddy (circle)	Y/N	Caddy Name if No	Name		

\* Age athlete will be on the day of the competition

<b>***Level I</b> Individual Skills	<b>Level II</b> Alternate Shot Team Play	<b>Level IV</b> 9-Hole Individual Play	<b>Level V</b> 18-Hole Individual Play
--	--	--	--

\*\*\* Submit Individual Skills worksheet for Level I and six scorecards for all other levels.

Questions? Please contact your area director.

--Completed forms must be returned to your area director by [Insert date].--



Sample Registration Form – Entry Checklist  
Courtesy of Special Olympics Wisconsin

**SPECIAL OLYMPICS [PROGRAM]**  
**[SPORT] [COMPETITION] ENTRY CHECKLIST**

*Please use this form as a guide (reminder) when checking registration forms. You do not need to fill one out for each agency.*

- \_\_\_\_\_ 1. Athlete Roster (M/F) = Number on Forms & Fees Checklist
- \_\_\_\_\_ 2. Chaperone Roster (M/F) = Number on Forms & Fees Checklist
- \_\_\_\_\_ 3. All chaperones A/B approved or will be by tournament date
- \_\_\_\_\_ 4. Correct Athlete/Chaperone Ratio (4:1, 3:1 or Acceptable Special Needs)  
Because of limited housing space this is very important.
- \_\_\_\_\_ 5. Check Amount = (Number on Athlete/Chaperone Roster) x Resident (Plan A), Non-Resident (Plan B) or Day Of (Plan C)
- \_\_\_\_\_ 6. Check will be sent later
- \_\_\_\_\_ 7. Agency Number on check and “initial” with tournament initials and year; e.g., SG '98 - (or check is delayed) and put check number on Forms & Fees Checklist
- \_\_\_\_\_ 8. Resident housing numbers match Athlete/Chaperone Roster numbers  
(If not, a note stating why not.)
- \_\_\_\_\_ 9. Meal numbers match Athlete/Chaperone Roster numbers (Make sure if non-resident that all meal numbers reflect the meals they are actually eating at the meal site.)
- \_\_\_\_\_ 10. Cross-check roster names with names on relay entry forms for all relay events.
- \_\_\_\_\_ 11. All blanks filled in with numbers or zeros
- \_\_\_\_\_ 12. Event numbers listed on Athlete Roster
- \_\_\_\_\_ 13. Agency Rep’s Signature
- \_\_\_\_\_ 14. Area Director’s Signature
- \_\_\_\_\_ 15. Roster Printout Check: Athlete Names, Event Codes

Please Note:

An entire agency must register as either Resident (Plan A), Non-Resident (Plan B) or Day Of (Plan C).



### Sample Player Index Card

The player index card is completed by the coach/athlete to give out to the assigned caddie.

#### FRONT OF CARD

### Player Index Card

Golfer's Name:

--

Coach's Name:

--

Delegation:

--

Caddie's Name:

--

Club	Distance	Club	Distance
Driver		4 iron	
3 wood from tee		5 iron	
3 wood (fairway)		6 iron	
4 wood		7 iron	
1 iron		8 iron	
2 iron		Pitching Wedge	
3 iron		Sand Wedge	

#### BACK OF CARD

Please provide comments on player; consider player tendencies, swing tips, etc., that will assist the caddie and maximize player performance.




### Sample Player Roster

Courtesy of Special Olympics and the Mid Atlantic Invitational Golf Tournament Series

<b>Athlete</b>	<b>Partner</b>	<b>Hole</b>	<b>Program</b>	<b>Qualifying Score</b>	<b>Division</b>	<b>Tournament Score</b>
Wright, Graham	Holmes, James	1A	Area 6	44	1	
Allen, Andrew	Allen, Frank	1A	Prince William	45	1	
Stegmerten, Brian	Stegmerten, Richard	1B	Area 6	45	1	
Braxton, Grace Anne	Braxton, Harrison	1B	Area 11	48	1	
Eastman, Joe	Ferrell, Ken	9	Area 26	55	1	
Krueger, Jonathon	Krueger, Erik	9	Area 11	47	1	
Sisken, Chris	Sisken, Martin	8	Northern VA	48	2	
Boykin, Larry	Carver, Earl	8	Area 6	53	2	
Horton, Nathan	Butler, Greg	7	Area 6	55	2	
Taylor, Dominic	Healey, Michael	7	Area 6	60	2	
Smith, Ronnie	Healey, Paul	6	Area 6	60	2	
May, Wade	Watson, Dowe	6	Area 6	61	2	
Mangum, Greg	Lugo, Rafael	5	Area 6	61	2	
Young, Bill	Rosado, Jack	5	Howard County	62	2	
Thornton, Nickey	Vertrees, Bill	4	Area 6	68	3	
Hetzer, Michael	Street, Betty	4	Area 6	73	3	
Orfield, Jennie	Goode, Jack	3	Area 6	75	3	
Franklin, Jon	Franklin, Brit	3	Howard County	79	3	
Brown, Ann	Healey, Kathy	2	Area 6	80	3	
Goode, Keith	Koch, Karin	2	Area 6	85	3	



## Registration Functions During Competition

To keep order around the registration tent, only the players and coaches shall have access to the registration tent area. The players must be present in order to be registered.

### Registration of players should proceed as follows:

1. Ask for the players' name and the level of play they are registered for.
  - Under each level of play registration list, players are listed alphabetically according to their surname.
2. Check off players' names on the Master Level of Play Registration List and hand out any announcements sheets for the day.
  - Hand out all materials supplied for players (gift bags, programs, etc.)
3. Inform players of their tee time and assigned starting hole. Refer to the Grouping and Tee Times Sheet for pairing information.
  - Remind players to report to the starter's tents no later than 15 minutes prior to their scheduled tee time. Any players checking in late with the starter will be deemed late for their tee time and be penalized accordingly.
4. Give players the following information:
  - Practice range is open at \_:\_ a.m. every day. Players are free to practice without a fee. Point out range and practice green locations.
  - Point out the equipment storage area where they will store and pick up equipment every day.
  - Ask them to proceed inside the ropes to the caddie and walking score assignment tent.
5. After players are registered, highlight their names on the Grouping and Tee Times Sheet.
  - Be aware of the tee times and the players who have registered
  - Note any unregistered players who are within 30 minutes of their scheduled tee time
  - Radio the competition director and inform him or her of the situation
6. After the players have registered, clean up registration area and bring all registration materials into the Competition Management Office.

### Additional Information:

- Pro-shops opens at \_:\_ a.m.
- Note restroom facilities



### Registration Staff Checklist

Action	Completed (☒)
Prior to Tournament	
Create registration database	<input type="checkbox"/>
Data entry of registration information	<input type="checkbox"/>
Division	<input type="checkbox"/>
Assignment of tee time and pairing	<input type="checkbox"/>
Mail information to registered players	<input type="checkbox"/>
Create player roster	<input type="checkbox"/>
Day of Tournament	
Set up registration area	<input type="checkbox"/>
Display "REGISTRATION" signage at appropriate location	<input type="checkbox"/>
Tables and chairs	<input type="checkbox"/>
Players' rosters	<input type="checkbox"/>
Radio (1 per tent)	<input type="checkbox"/>
Player check-in list	<input type="checkbox"/>
Divisions sheets	<input type="checkbox"/>
Tee times and pairing sheets	<input type="checkbox"/>
Hole assignment sheet, for shotgun starts	<input type="checkbox"/>
Clipboard	<input type="checkbox"/>
Pen, pencils, highlighters	<input type="checkbox"/>
Tee bags	<input type="checkbox"/>
Handouts (local rules, conditions of competitions, rules of golf summary)	<input type="checkbox"/>
Scoreboard or Display sheet (with names of competitors)	<input type="checkbox"/>
Gift items, if desired	<input type="checkbox"/>
Tape grouping and tee time sheet to table or on notice board	<input type="checkbox"/>
Register Players	<input type="checkbox"/>
Check in players on roster	<input type="checkbox"/>
Give players scorecards	<input type="checkbox"/>
Hand out necessary information and items	<input type="checkbox"/>
Point out all pertinent areas (bathrooms, practice areas, etc.)	<input type="checkbox"/>
Give last- minute instructions	<input type="checkbox"/>
Ask for questions	<input type="checkbox"/>
After Tournament	
Clean up registration area	<input type="checkbox"/>
Return registration material to competition management office	<input type="checkbox"/>
Extra handouts	<input type="checkbox"/>
Clipboards, pens, pencils, highlighters	<input type="checkbox"/>
Extra gift items	<input type="checkbox"/>
Turn in master registration sheets to competition manager	<input type="checkbox"/>
Give daily report/debrief	<input type="checkbox"/>



## Using the Games Management System

Most people believe GMS means Games Management System, but GMS is much more than that. GMS was developed to assist Special Olympics Programs with participant registration athletes, coaches, Unified Sports® Partners, etc., and competition management. Look at GMS as a software “suite,” similar to Microsoft Office. The GMS suite includes Registration, Competition Management, Coaches and Officials Certification, ALPs Certification and Medical Information. In addition, GMS can produce your census report.

A demonstration version is located at <http://gms.specialolympics.org>

### Benefits of GMS

- ♦ GMS serves as a centralized database for athletes, Unified Sports partners, coaches, officials and others involved in Special Olympics competitions.
- ♦ GMS can generate a spreadsheet that can be used by the Special Olympics Program Development System (PDS) to produce the Athlete Census Report
- ♦ Track trends in sports/events
- ♦ Help establish quotas for World Games
- ♦ World Games registration
- ♦ Special Olympics-supported technical support
- ♦ Capability of a centralized database that Special Olympics headquarters can run queries on, eliminating the need to request information from the Programs. (This assumes Special Olympics headquarters understands what information is being gathered.)

### Registration

- ♦ One-time registration for athletes, coaches and Unified Sports partners
- ♦ Delegation registration
- ♦ Athlete database
- ♦ Coaches database
- ♦ Unified Sports Partner database
- ♦ Officials database
- ♦ Track ALPS certifications
- ♦ Track coaches and officials certifications
- ♦ Medical and consent form tracking
- ♦ Other certifications (user-defined)
- ♦ Enhanced data capturing for athlete census information

### Competition Management

- ♦ Improved quality of athlete divisioning and competition management
- ♦ Standard event definitions
- ♦ Sport/event participation summaries



### **Competition Management**

- ◆ Provide division summaries
- ◆ Sport/event summaries by age groups/gender
- ◆ Provide honest effort analysis and reports
- ◆ Event scheduling
- ◆ Interface with a limited number of electronic timing systems
- ◆ Manages the competitions, such as divisioning for preliminary and final rounds
- ◆ Track previous competitions
- ◆ Awards placement

### **Reporting**

- ◆ Medical and consent reports
- ◆ Results reports
- ◆ Provide a variety of reports needed to manage registration and competition.
- ◆ Housing reports
- ◆ Scheduling reports
- ◆ Heat sheets
- ◆ “Honest effort” reports

### **Tools**

- ◆ Import and export data
- ◆ Transfer data to other GMS systems
- ◆ Assign other roles (ALPs, etc)
- ◆ Exports for Healthy Athletes™
- ◆ Export participants to the accreditation system (including photo)
- ◆ Export results for Web posting
- ◆ Enhance reporting
- ◆ Export athlete census information
- ◆ More on-screen help
- ◆ Games Advancement Wizard

### **GMS Requirements**

- ◆ Operating System – Windows 2000 preferred; GMS will operate on Windows XP and Windows 98SE
- ◆ If using Windows 98SE you must have the latest updates from Microsoft installed
- ◆ 64 MB RAM





### GMS Tips

- ◆ You must use a copy of GMS that is registered to your Special Olympics Program. You must enter the Company (Program) and serial number exactly as it appears on the CD when you register your copy of GMS. Refer to the GMS documentation on GMS Installation
- ◆ GMS documentation can be found on the Installation CD in a folder called Docs. The documents are installed in the GMS folder by default when you install GMS.
- ◆ Use GMS Utilities2 to backup and restore your data; refer to the GMS documentation on GMS Utilities.
- ◆ GMS data can be transferred between computers using GMS Exchange; refer to the GMS documentation on GMS Exchange.
- ◆ To install GMS, you will need at least 20MB of free disk space.
- ◆ GMS can be installed on a local network; refer to the GMS documentation on Network Installation.



## GMS Frequently Asked Questions

Question	Answer
I am getting a BLOB error when trying to access information in GMS. What do I do?	A BLOB error means the table is damaged. Open GMS Utilities 2 and repair via “Repair damaged tables.”
I am getting an “Index out of date” error when trying to access information out of GMS. What do I do?	“Index out of date” errors mean the index files that GMS uses are corrupt. Open GMS Utilities 2 and repair via “Rebuild table indices.”
Why is it when I try to division, the criteria I select (age group, score % difference, etc.) are ignored and the divisions don’t make any sense?	In most cases, if the Auto-division Wizard does not follow the settings you selected, then preliminary divisions are in use for the event. On the event list, right-click on the event in question and find the “Uses preliminary competition?” checkbox and uncheck it.
When I try to open GMS I am getting a “.lck or .net” error message.	This occurs on networked versions of GMS when the locking directory (or network control directory) is not identical on each machine. Go into GMS Utilities 2, go to “Switch databases,” select option 1, “Set a data directory and have GMS remember it,” and verify the locking information on each machine is identical.
I need to get rid of a person from GMS. Can I do that?	Yes, you can either permanently remove a person from GMS (Delete) or merge their data with another person (Dedup). In both cases go into “People” from the main GMS screen (not in a Games), search for the individual, then right-click on that person and choose the delete or dedup feature.
How do I get the latest copy of GMS?	Your Program should have a contact person who handles the distribution of GMS and they can send you the latest version. If you are that contact person, call us and we'll get you the user name/password to download it from our Web site. Anyone can also get the latest documentation and news there, too - <a href="http://www.bespoke.com">http://www.bespoke.com</a>
I am trying to get Unified Sports Partners into events but GMS won’t let me do it.	<p>UPs have to be set up in the Games so they can enter events. Exit Games and on the Master Games list right-click on the appropriate Games and select “Setup/redefine games,” then go to “Types of people.” Under “Types of people allowed in events,” check off “Unified Partners” and save changes.</p> <p>Open up the Games and click on the "Events" icon. For each event that Unified Partners are allowed in, right-click on the event and select "Define this event." On the "Exclusions" page, check Unified Partners as allowed and then save the event.</p>
Will I lose my data if I upgrade my version of GMS?	No, GMS will always leave your data alone. Newer versions will include bug fixes, enhancements and upgrades to the program. Your existing GMS data from older versions will work just fine when upgrading from an older version of GMS.



<b>Question</b>	<b>Answer</b>
Can I get a report with the number of people in my Games?	Yes. Go to “Summary reports” and select the criteria you want, and then run the report.
Can I get a listing of all participants in my Games by delegation? By event?	Yes, go to “Games reports” and select the criteria you want, and then run the report.
I am trying to enter scores for a team event but GMS won’t accept the score.	Go into “Event definition” and then to the “Teams” tab; set the method for how teams get scores and save change.
Can I send a copy of the people in GMS to an area office?	Yes, via GMS Exchange.
I want to track special information for my participants but GMS does not include an area for it. Can GMS include this information?	Yes, via Custom fields, which can be set either globally or for an individual Games.
Is there any way of copying my Games from last year so I can use them again?	Yes, you can create a copy of Games that have the same delegations, custom field and events as the original, but without any people entered by right- clicking on the Games you wish to copy and selecting “Tools → Duplicate games.”



## Illustrations on Using the Special Olympics Games Management System Software

Using GMS to process your results provides an easy way to accurately place the athletes and provide printed reports for awards. For each division, you enter each person's or team's score in the division grid. In the example below, scores are being entered for division Male 1. This event has three rounds of competition. As you enter scores for each round, the Final Score indicates the total. You can enter the scores after each round or at the end of the competition.

GMS 4.5

GMS 4.5 > GMS Golf > Golf Alternate Shot Team Play (Level 2) > Results Entry for Golf Alternate Shot Team Play (Level 2) 03/19/2003 15:26

Data Entry for **Golf Alternate Shot Team Play (Level 2)**, running **Final** competition round

Division: Male 1    ← Prev race    Next race →

Tools:  Calculate places     Complain about honest-effort violations

Reports:  Results     Honest effort     Change Status     Edit Division Properties

Current status: "Not started"

Name	Gen	Bib	Final div	Final Round 1	Final Round 2	Final Round 3	Final score	Place
MONACO	M	0	Male 1	74.00	75.00	76.00	225.00	
USA-MAINE	M	0	Male 1	72.00	75.00	70.00	217.00	
USA-PENNSYLVANIA 2	M	0	Male 1					
USA-S. CALIFORNIA	M	0	Male 1					

Entrants: Mann, Dennis  
Pionati, Mark

Final     Show scratched entrants    Add sort: (prev score)     Descending



## Illustrations on Using the Special Olympics Games Management System Software

Once all the scores are entered, you click on “Calculate places,” and GMS will calculate the places according to the Games and Event definitions. In the example below, GMS is set to “skip places on ties.” If an athlete or team is disqualified, just click in the “Place” box and select the reason for disqualification and then click on “Calculate places.” You can also set up GMS to alert you in the event of an honest effort violation by checking the box “Complain about honest effort violations.” After calculating places, click on the “Results” icon and GMS will print the results for that division. You can also print the results on labels that can be put on the awards.

The screenshot shows the GMS 4.5 interface for a Golf Alternate Shot Team Play (Level 2) event. The current status is "Finished - unofficial". The interface includes a navigation bar, a division dropdown set to "Male 1", and buttons for "Prev race" and "Next race". There are also checkboxes for "Calculate places" and "Complain about honest-effort violations".

**Reports**

- Results (selected)
- Honest effort

**Current status:** "Finished - unofficial"

**Change Status**   **Edit Division Properties**

Name	Gen	Bib	Final div	Final Round 1	Final Round 2	Final Round 3	Final score	Place
MONACO	M	0	Male 1	74.00	75.00	76.00	225.00	4th place
USA-MAINE	M	0	Male 1	72.00	75.00	70.00	217.00	1st place
USA-PENNSYLVANIA 2	M	0	Male 1	72.00	70.00	75.00	217.00	1st place
USA-S.CALIFORNIA	M	0	Male 1	73.00	73.00	74.00	220.00	3rd place

**Entrants**

- Calmes, Franckis
- Calmes, Philippe

Final    Show scratched entrants   Add sort: (prev score)    Descending



Golf Venue Assessment

<b>Venue Checklist</b>	
Inspector	Date:
Facility Name/Location	
*If the answer to any of the questions below is “no,” corrective action must be taken*	
Golf Facility	
General	Comments and Action
<input type="checkbox"/> Parking	
<input type="checkbox"/> Accessibility for golfers/volunteers	
<input type="checkbox"/> Area designated for competition office	
<input type="checkbox"/> Lockers/Bag storage	
<input type="checkbox"/> Repairs, refinishing	
<input type="checkbox"/> Competition area is clearly marked and free of trash, debris, or hazardous objects	
<input type="checkbox"/> Adequate buffer area between competitors and spectators	
<input type="checkbox"/> Standing water drained or removed from the competition/spectator area (if appropriate)	
<input type="checkbox"/> Restrooms/changing rooms are available and clean	
<input type="checkbox"/> Place to hold athletes and coaches in the event of inclement weather (if appropriate)	
<input type="checkbox"/> Golf course selection for each level of competition is defined in Article IX of the Official Special Olympics Summer Rules	
<input type="checkbox"/> Registration area for athletes and coaches	
<input type="checkbox"/> Scoring area	
<input type="checkbox"/> Is there any construction which may affect competition?	
<input type="checkbox"/> In reviewing the site logistics, will there be anything needed on a temporary basis to make the venue operational, e.g., tents	
Areas Adjacent to Competition Area	Comments and Action
<input type="checkbox"/> Adequate number of waste containers in place	
<input type="checkbox"/> Areas are free of slip, trip and fall hazards	



### Special Olympics Golf Course Assessment

Golf Course:

Par:

Hole	Par	Yardage Variance from Teeing Ground	Forced Carry from Tee	Forced Carry to Green	Approach Area	Hazards In play	Course Boundaries	Weather Shelter	Severity Of Putting Green	Distance Green to Tee	Comments
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											

Total

Tees	
Course Rating:	
Slope	

Other Considerations:

(Rate 1 –10)

Short Game/Practice Area \_\_\_\_\_  
 Driving Range \_\_\_\_\_  
 Bag Storage \_\_\_\_\_  
 Parking \_\_\_\_\_  
 Locker Rooms \_\_\_\_\_



Operations at the venue are designed for maximum efficiency. The size and complexity of a Games, the number of coinciding events and the need to manage the flow of everything from information to supplies and spectators arriving at the venue, make it apparent that none of the plans and or activities of a functional area or individual can be created or implemented in total isolation. Competition is the most important key interface of venue management.

The field of play and overall venue layout allow for sound planning and preparation to ensure that the competition runs smoothly and seamlessly.

### Sample Course Layout

#### Portmarnock Hotel and Golf Links









## Field of Play (Golf Course and Driving Range)

### Golf Course Set Up – Level II: Nine Hole Partner Play

The golf course shall be set up at the discretion of the Tournament Committee. They are encouraged to provide alternate teeing ground locations on each hole using the following guidelines:

- Avoid any shots that require the golfer to carry a distance of greater than 47m (50 yards) over hazards or other obstacles, anywhere on the golf course.
- Create holes that do not exceed following measurements:
  - Par 3 140m (150 yards)
  - Par 4 326m (350 yards)
  - Par 5 419m (475 yards)

Tournament Committee should define teeing grounds for female players.

### Golf Course Set Up – Level III: 18 Hole Unified

The set up of the golf course shall be at the discretion of the Tournament Committee. They are encouraged to provide appropriate teeing ground locations, using existing tee locations where possible to challenge these players on the course as it was designed to be played, with some consideration for the following:

- Avoid carry of greater than 140m (150 yards) over hazards or other obstacles.
- Where possible use existing tee locations with these recommended maximum distances:
  - Par 3 165m (175 yards)
  - Par 4 372m (400 yards)
  - Par 5 490m (525 yards)

Tournament Committee should define distinct teeing grounds for female players.

### Golf Course Set Up – Level IV: Nine Hole Individual Stroke Play

The golf course shall be set up at the discretion of the Tournament Committee. They are encouraged to provide appropriate teeing ground locations on each hole for the Special Olympics players using the following guidelines:

- Avoid any shots that require the golfer to carry a distance of greater than 47m (50 yards) over hazards or other obstacles, anywhere on the golf course.
- Create holes that do not exceed following measurements:
  - Par 3 140m (150 yards)
  - Par 4 326m (350 yards)
  - Par 5 419m (475 yards)

Tournament Committee should define teeing grounds for female players.

### Golf Course Set Up – Level V: 18 hole Individual Stroke Play

The golf course shall be set up at the discretion of the Tournament Committee. They are encouraged to provide appropriate teeing ground locations, using existing tee locations where possible, to challenge the players on the course as it was designed to be played, with the following consideration:

- Avoid carry of greater than 140m (150 yards) over hazards or other obstacles.
- Holes can be played from existing tee locations that do not exceed following measurements:
  - Par 3 165m (175 yards)
  - Par 4 372m (400 yards)
  - Par 5 490m (525 yards)

Tournament Committee should define teeing grounds for female players.



### Course Setup Task/Equipment Checklist

Action	Completed (☒)
On Course	
Place hole signs at appropriate teeing areas	<input type="checkbox"/>
Place directional signs and arrows to direct players and spectators	<input type="checkbox"/>
Set up any banners or displays	<input type="checkbox"/>
Set up water supply or coolers	<input type="checkbox"/>
General Venue	
Set up staging areas	<input type="checkbox"/>
Player Registration	<input type="checkbox"/>
Volunteer Registration	<input type="checkbox"/>
Information Tables	<input type="checkbox"/>
Set up Ceremonies area	
Sound	<input type="checkbox"/>
Backdrop	<input type="checkbox"/>
Opening	<input type="checkbox"/>
Awards	<input type="checkbox"/>
Closing	<input type="checkbox"/>
Break down and Clean Up	
Remove all signage and displays placed on course	<input type="checkbox"/>
Break down and clean up areas utilized at venue	<input type="checkbox"/>
Equipment	<input type="checkbox"/>
On Course	
Sign Holders	<input type="checkbox"/>
“Next Tee” signs	<input type="checkbox"/>
Directional arrows	<input type="checkbox"/>
PVC pipe for “next tee” signs	<input type="checkbox"/>
Hole Signs	<input type="checkbox"/>
General Venue	
Extension cord	<input type="checkbox"/>
Volunteer Registration	<input type="checkbox"/>
Sound System	<input type="checkbox"/>

Section IV  
Competition Management



Action	Completed (☒)
Backdrop banners, etc.	<input type="checkbox"/>
Music and boom box	<input type="checkbox"/>
Cable Ties	<input type="checkbox"/>
Re-bar	<input type="checkbox"/>
Special Olympics banners	<input type="checkbox"/>
Double sided tape	<input type="checkbox"/>
Duct tape	<input type="checkbox"/>
Awards Stands	<input type="checkbox"/>
Wire cutters/utility blades	<input type="checkbox"/>
Storage containers	<input type="checkbox"/>
Gift bags, raffles, prizes, etc.; set up equipment	<input type="checkbox"/>
Signage	
Hole signs	<input type="checkbox"/>
Name of event/Name of Course	<input type="checkbox"/>
Hole number	<input type="checkbox"/>
Yardage	<input type="checkbox"/>
Par of Hole	<input type="checkbox"/>
Registration	<input type="checkbox"/>
Information	<input type="checkbox"/>
Volunteer Registration	<input type="checkbox"/>
Scoring	<input type="checkbox"/>
Directional Signs	<input type="checkbox"/>



## Competition Safety Considerations

Providing a safe competition environment is a priority for the Competition Management Team. All Special Olympics golf competitions must be conducted in accordance with the rules and procedures outlined in the national/international sport federation rules and Official Special Olympics Summer Sports Rules. The following is a list of safety considerations that should apply to any competition.

### Safety Checklist

To ensure that all safety requirements are met, a safety checklist should be completed before the start of any Special Olympics training or competition. This checklist should include:

### Risk Management Orientation

A Special Olympics risk management orientation should be given to all competition management personnel. This orientation should identify:

- ◆ Assignment of specific responsibilities
- ◆ Emergency procedures
- ◆ Procedures for first-aid and medical needs
- ◆ Discussion of the Emergency Action Plan

### Venue

It is strongly recommended that a safety checklist be developed and then used by the competition management team members prior to the start of the competition. Every course is different, but there are standard facilities in all of them. The most important aspect to remember are as follows:

- ◆ The first-aid room or area should be clearly marked. The area should be as private as possible with easy access for rescue personnel.
- ◆ Have athlete medical forms on site
- ◆ The competition area is to be kept clear of all but the athletes and the Competition Management Team during the competition
- ◆ Water/ice should be easily available and accessible on the course.
- ◆ All exits to the facility should be clearly marked and unobstructed.

### Emergency Action Plan

An Emergency Action Plan should be in place prior to any Special Olympics competition. The plan should define:

- ◆ Evacuation procedure and diagram.
- ◆ Procedure for obtaining emergency medical support
- ◆ Procedure for obtaining weather information
- ◆ Procedure for informing attendees and public of postponements
- ◆ Procedure for reporting accidents. Each Accredited Program should include their own procedures, highlighting the area of risk management.
- ◆ Chain of command in case of a serious accident, including who is assigned to talk to the media



## Course Evacuation Plan

### Function of Forecaddie Hole Captains

In the event of an emergency or delay of play, if possible, Forecaddie Hole Captains will be advised prior to declaring the emergency or delay of play.

### Suspension of Play

1. Have your airhorns ready
2. Please stay off the radio
  - Keep radio communications to the absolute minimum to enable the Competition Manager and Rules Officials Coordinator to issue clear instructions
3. Listen for instructions
4. When the suspension of play has officially been called, wait for the countdown over the radio to sound the airhorn.
5. Once the sounding of the airhorns have taken place, proceed to the evacuation vans to prepare for evacuation pick-up

### Evacuation

1. Drive the van on your assigned route.
2. Pick up players, caddies, walking scorers and rules officials at each evacuation location. Proceed until the van is full to capacity
3. Drive van to clubhouse. Drop off passengers
4. Return to assigned route for additional pick-up as needed. If the van is not full upon your return to the clubhouse, use your best judgment as to allow others in the van.
5. Park van at designated areas near the clubhouse. Be on standby to return to vans as soon as you are advised.

### Resuming Play

1. Load van to capacity. Drive van back to assigned route.
2. Drop off passengers at designated locations
3. Return to clubhouse for a second pick-up
4. Upon final return to the course, park van in its original designated location on the course
5. Wait for the radio signal to sound airhorns to resume play.



## Course Evacuation Plan

### Function of Rules Officials

In the event of an emergency or delay of play, if possible, roving rules officials will be advised prior to declaring the emergency or delay of play.

### Roving Rules Officials

The following instructions should be noted:

1. Have your airhorns ready
2. Please stay off the radio. Keep radio communications to the absolute minimum to enable the Competition Manager and Rules Officials Coordinator to issue clear instructions
3. Listen for instructions
4. When the suspension of play has officially been called, wait for the countdown over the radio to sound the airhorn.
5. Once the sounding of the airhorns have taken place, facilitate the evacuation procedure.

### Resuming Play

1. Roving officials will be advised prior to declaring resumption of play.
2. Be in place on the course to signal the resuming of play.
3. Listen for instructions over the radio
4. Wait for the countdown to sound the airhorn

### Walking Rules Officials

1. After an emergency or delay of play has been declared by Special Olympics and airhorns have been sounded, your group should proceed immediately to the nearest designated locations to board evacuation vehicles.
2. Advise the players in your group of suspension of play procedures.
3. Make sure the players in your group mark the positions of their balls
4. Make a note of the location of your group when play is suspended to expedite the process once play is resumed.
5. Proceed to the nearest location for evacuation as stated in the course evacuation plan.
6. Please stay with your group. Advise the players, caddies and Walking Scorers to stay as a group as they wait for play to resume.
7. Check in with Rules Officials Coordinator in the competition operation center to report your players' names.
8. Once play is declared to resume, the group is to promptly board vehicles to return to the original location on the course
9. Once back in position to play, wait for the signal from the airhorns before resuming play.



Sample Course Evacuation Plan

**Special Olympics Golf National Invitational Tournament  
PGA Golf Club-South Course  
Rules Zone Chart and Evacuation Plan**

Rules Horn Zones

- #1 Clubhouse
- #2 4 Tee
- #3 16 Fairway
- #4 11 Tee
- #5 7 Fairway

<b>Front Nine (Out)</b>			
Hole	Tee	Fairway	Green
1	Club	Club	Club
2	Back to 1-Club	Back to 1-Club	Back to 1-Club
3	2-1-Club	2-1-Club	Back to 2-1-Club
4	3-2-1-Club	3-2-1-Club	Forward to 5-6-road-1-Club
5	To 6 across to 2-1-club	To 6 across to 2-1-club	To 6 across to 2-1-club
6	2-1-club	2-1-club	2-1-club
7	Forward to 8-9-club	Forward to 8-9-club	Forward to 8-9-club
8	Forward to 9-Club	Forward to 9-Club	Forward to 9-Club
9	Club	Club	Club

<b>Back Nine (In)</b>			
10	Club	Club	club
11	Back to 10-Club	-	Back to 10-Club
12	Forward to short course-club	Forward to short course-club	Forward to short course-club
13	Back to 12-short course-club	Back to 12-short course-club	Back to 12-short course-club
14	Cross road-17-18-club	Cross road-17-18-club	Cross road-17-18-club
15	Forward to 16-17-club	Forward to 16-17-club	Forward to 16-17-club
16	Cross road-17-18-club	Cross road-17-18-club	Cross road-17-18-club
17	Forward to 18-Club	-	Forward to 18-Club
18	Club	Club	Club





## Equipment

### Questions to Ask Your Team:

- Have all of the equipment needs been identified? (sport, support, signage)
- Does the equipment list capture total needs for competition, not just what you need to purchase, get donated or borrow?
- How are you going to get the equipment? (purchase, donation, borrow)
- Is the equipment of high quality and does it meet or exceed minimum sport standard?
- Is the signage simple and easy to read? Handwritten signs are discouraged.
- Where will you store your equipment?
- How will the equipment be disbursed?
- Who is accountable for the equipment?
- Has the equipment been inspected? How is the equipment going to be maintained?
- Do you have clean-up procedures in place?
- Has there been advance communication to the delegations as to what equipment the athletes are required to bring to competition?
- Do you have a backup plan in case of breakdown or loss of equipment?

### Equipment List For Levels 2 –5 Golf Competition

Equipment	Description	Minimum Requirement	Total Quantity	Completed <input checked="" type="checkbox"/>
Chairs				<input type="checkbox"/>
Flagging clips				<input type="checkbox"/>
Flags				<input type="checkbox"/>
Golf tees				<input type="checkbox"/>
Hole Signs & Sign Holders				
Leader board				<input type="checkbox"/>
Paddles	“Quiet Please”			<input type="checkbox"/>
Pencils				<input type="checkbox"/>
Poles for flagging				<input type="checkbox"/>
Practice balls				<input type="checkbox"/>
Radios (walkie-talkie)				<input type="checkbox"/>
Score sheets/scorecards				<input type="checkbox"/>
Scoreboard				<input type="checkbox"/>
Spray paint dispenser				<input type="checkbox"/>
Spray paint to mark course/ boundaries/hazards/pin placements	Red/White/Yellow			<input type="checkbox"/>
Starters boxes				<input type="checkbox"/>
Tables				<input type="checkbox"/>
Tee boxes				<input type="checkbox"/>
Tee markers or cones	Different colors to define teeing grounds			<input type="checkbox"/>
Tents				<input type="checkbox"/>
Water Coolers				<input type="checkbox"/>
Whiteboard				<input type="checkbox"/>



## Building A Competition Schedule

For an event to run smoothly, it is essential that all activities operate on schedule. These schedules are crucial to the operation of the competition and must be thoroughly planned.

The following considerations should help in your planning:

- Availability of the facility
- Whether or not divisioning will take place on site or entry scores will be used to division for final rounds of competition
- Extra time allowed before and after activities to allow for some flexibility or problems (e.g., weather conditions)
- Number of Participants/Teams
- Travel Arrangements: Take into consideration those who have traveled the farthest distance vs. those who traveled the shortest distance to competition
- Cross-check schedules. Be sure you did not overlap activities that are not possible to overlap. For example, do not schedule competition during Opening Ceremonies.
- Communication plan. If possible, give schedules to delegations in advance. Schedule changes affect everyone. Make sure you have a communication plan in place.
- Competition formats are confirmed
- Make sure schedules are concise, yet inclusive of dates, times, locations and other needed details (gender, age group, division, etc.)
- Put yourself in the position of those reading the schedules to be sure all obvious information is listed.



Sample Schedule for Tournament Series



**Special Olympics**

**GOLF TOURNAMENT SERIES**

A Series of  
Nine-Hole Tournaments  
Leading to a  
Championship Tournament  
For Special Olympic Athletes and Partners  
From DC, Maryland & Virginia

**October 23, 1999 Championship Tournament  
Army Navy Country Club**

**Proposed Tournament Dates**

1.	September 18, 1999 Field: 40 Players, 20 teams	Fawn Lake Country Club	3:00 PM Shotgun
2.	September 19, 1999 Field: 40 Players, 20 teams	Little Bennett Golf Course	4:00 PM
3.	October 2, 1999 Field: 40 Players, 20 teams	Augustine Golf Club	12:50 PM
4.	October 3, 1999 Field: 36 Players, 18 teams	Bethedesa Country Club	3:00 PM
5.	October 9, 1999 Field: 40 Players, 20 teams	Windy Hill Sports Complex	10:00 AM
6.	October 10, 1999 Field: 40 Players, 20 teams	Rattlewood Golf Course	3:00 PM
7.	October 16, 1999 Field: 40 Players, 20 teams	Paint Branch Golf Course	3:00 PM Shotgun
8.	October 17, 1999 Field: 40 Players, 20 teams	Fairway Hills Golf Club	3:00 PM
9.	October 23, 1999 Field: 60 players, 30 teams	Championship: Army Navy C.C.	1:30 PM Shotgun



## Sample Tournament Schedule

Courtesy of the 2003 Special Olympics Golf National Tournament

# Tournament Schedule Levels II & IV PGA Golf Club - North Course

## Sunday, September 14

- 6:30 a.m. Practice Areas Open
- 6:30 a.m. Breakfast Service Open - PGA Members Room
- 7:30 a.m. First Group off Hole #1(Level II) - North Course
- 7:30 a.m. First Group off Hole #10 (Level IV) - North Course
- 11:00 a.m. Box Lunch Service Available - PGA Members Room
- 2:30 p.m. Dennis Walter's Show - PGA Golf Club Practice Range

## Monday, September 15

- 6:30 a.m. Practice Areas Open
- 6:30 a.m. Breakfast Service Open - PGA Members Room
- 7:30 a.m. First Group off Hole #1(Level II) - North Course
- 7:30 a.m. First Group off Hole #10 (Level IV) - North Course
- 11:00 a.m. Box Lunch Service Available - PGA Members Room
- 2:00 p.m. "Pitch and Putt Competition" - PGA Golf Club Short Course

## Tuesday, September 16<sup>th</sup>

- 6:30 a.m. Practice Areas Open
- 6:30 a.m. Breakfast Service Open - PGA Members Room
- 7:30 a.m. First Group off Hole #1(Level II) - North Course
- 7:30 a.m. First Group off Hole #10 (Level IV) - North Course
- 11:00 a.m. Box Lunch Service Available - PGA Members Room

Awards Ceremony upon completion of play of all Levels II and IV competitors



## Pace of Play

### Competition Levels: III & V

The Rules of Golf require that a player shall at all times play without delay.

- ♦ Rule 6-7 Undue Delay.” The player shall play without undue delay and in accordance with any pace of play guidelines which may be laid down by the Committee. Between completion of a hole and playing from the next teeing ground, the player shall not unduly delay play.”
  
- ♦ Groups are required to play at a pace of five hours for 18 Holes.  
The time allowed for holes is as follows:
  - Par 3- 13 minutes
  - Par 4- 17 minutes
  - Par 5- 20 minutes
  
- ♦ A group will be considered out of position if, at any place during the round, the group is continuously behind the allotted times as set out above. A group out of position will be warned that they are out of position and will be subject to individual timing.
  
- ♦ Other than on the putting green, the timing of a player will begin when he/she has a reasonable opportunity to reach his/her ball, it is his/her turn to play, and he/she can play without interference or distraction. Time spent walking backward or forward for determining yardage will count as part of the time taken for that stroke.
  
- ♦ On the putting green the timing of a player will begin when he/she has been allowed a reasonable amount of time to lift, clean and replace his/her ball. Time spent looking at the line from beyond the hole and/or behind the ball will be counted as part of the time taken for the stroke.
  
- ♦ A player will be allowed 45 seconds to complete his/her stroke.
  
- ♦ If a player fails to comply with the time limits set out in this guideline, he/she will be cautioned that if he/she exceeds the time limit on one more occasion (total of two), he/she will automatically incur a penalty of one stroke. If the player exceeds the time limit on a further occasion (total of three) he/she will incur an additional two--stroke penalty. If the player exceeds the time limit a total of four (4) times, the penalty is disqualification.

<b>Summary.</b>	Penalties for breach of Rule 6-7.
First Offence:	Warning.
Second Offence:	One (1) Stroke Penalty.
Third Offence:	Two (2) Strokes Penalty.
Fourth Offence:	Disqualification.

Note 1 The term player also means team in relation to Level III.

Note 2 Timing will discontinue when the group has regained its position. Time previously recorded that may have exceeded the time limit will, however, be held over for any further occurrence.



## Competition Formats

Listed below is information relating to various tee starts and assignments.

Type	Description	Strengths	Weaknesses	Helpful Tips	Example
“Straight” Tee Time	Tee Times are assigned with all play starting on hole number one.	Allows for orderly play in hole by hole or station to station sequence	Time- consuming	Allow at least 12-minute intervals between each group on course and 20 minutes for Skills	Levels 2-5 Number one tee 8:50 Group 1 9:00 Group 2 9:10 Group 3 Skills: Wood Station 8:50 Group 1 9:10 Group 2
“Split” Tee Times	Tee times are assigned on holes one and 10	Can shorten time of play. Can blend 18 and 9 hole play in a two-hour window utilizing same 18 holes	Delay of play at crossovers of nines	Plan tee times for groups to clear first tee of each nine before cross-over.	Tee #1            Tee #10 8:00 – 9:00        8:00 – 9:00 All groups at 10-minute intervals Skills: Stagger start every other station
Shotgun	All groups will start at the same time, but on different holes or stations	Everyone will finish within same time frame	First tee will be tied up for several hours as entire course is blocked.	Works great with Skills if have limited access to range	Group 1: Hole 1 Group 2: Hole 2 Skills: Start groups at all six stations and rotate station to station

[Please refer to the Special Olympics Summer Rules Guides for all competition formats and requirements](#)



## Section IV Competition Management

[Timetable Competition Schedule for 18-hole play and crossover times: 2003 Special Olympics Summer World Games\(military time\)](#)

**Table 1 - Start 09.00 @ 12-minute intervals**

<u>Hole</u>	<u>Par</u>	<u>Time</u>	<u>Hour</u>	<u>Min.</u>	<u>Match</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
					<u>Start:</u>	<b>09.00</b>	<b>09.12</b>	<b>09.24</b>	<b>09.36</b>	<b>09.48</b>	<b>10.00</b>	<b>10.12</b>	<b>10.24</b>	<b>10.36</b>	<b>10.48</b>
1	4	17		17		09.17	09.29	09.41	09.53	10.05	10.17	10.29	10.41	10.53	11.05
2	4	17		34		09.34	09.46	09.58	10.10	10.22	10.34	10.46	10.58	11.10	11.22
3	3	13		47		09.47	09.59	10.11	10.23	10.35	10.47	10.59	11.11	11.23	11.35
4	5	20	1	07		10.07	10.19	10.31	10.43	10.55	11.07	11.19	11.31	11.43	11.55
5	4	17	1	24		10.24	10.36	10.48	11.00	11.12	11.24	11.36	11.48	12.00	12.12
6	5	20	1	44		10.44	10.56	11.08	11.20	11.32	11.44	11.56	12.08	12.20	12.32
7	4	17	2	01		11.01	11.13	11.25	11.37	11.49	12.01	14.13	12.25	12.37	12.49
8	4	17	2	18		11.18	11.30	11.42	11.54	12.06	12.18	12.30	12.42	12.54	13.06
9	3	13	2	31		11.31	11.43	11.55	12.07	12.19	12.31	12.43	12.55	13.07	13.19
10	5	20	2	51		11.51	12.03	12.15	12.27	12.39	12.51	13.03	13.15	13.27	13.39
11	4	17	3	08		12.08	12.20	12.32	12.44	12.56	13.08	13.02	13.32	13.44	13.56
12	4	17	3	25		12.25	12.37	12.49	13.01	13.13	13.25	13.37	13.49	14.01	14.13
13	3	13	3	38		12.38	12.50	13.02	13.14	13.26	13.38	13.50	14.02	14.14	14.26
14	4	17	3	55		12.55	13.07	13.19	13.31	13.43	13.55	14.07	14.19	14.31	14.43
15	4	17	4	12		13.12	13.24	13.36	13.48	14.00	14.12	14.24	14.36	14.48	15.00
16	4	17	4	29		13.29	13.41	13.53	14.05	14.17	14.29	14.41	14.53	15.05	15.17
17	3	13	4	42		13.42	13.54	14.06	14.18	14.30	14.42	14.54	15.06	15.18	15.30
18	4	18	5	00		14.00	14.12	14.24	14.36	14.48	15.00	15.12	15.24	15.36	15.48



### Sample Tee Times

Courtesy of Special Olympics and the Middle Atlantic Golf Tournament Series

<b>Tee Time</b>	<b>Athlete</b>	<b>Partner</b>	<b>Program</b>	<b>Qualifying Score</b>	<b>Division</b>	<b>Tournament Score</b>
3:00 PM	Walker, Andy	Walker, John	Howard County	50	1	
3:00 PM	Buchanon, Bucky	Reinders, Rick	Howard County	59	1	
3:10 PM	Slifker, Wayne	Slifker, Steve	Howard County	59	1	
3:10 PM	Huffman, Sam	Vliet, Ryan	St. Mary's County	61	2	
3:20 PM	Schenk, Mary Beth	Schenk, Joan	Howard County	68	2	
3:20 PM	Eastman, Joe	Dyer, Varden	Area 26	62	2	
3:30 PM	Kidwell, Tommy	Baker, Bill	St. Mary's County	68	3	
3:30 PM	Kauffman, Jason	Kuhn, Jack	Howard County	73	3	
3:40 PM	Giuliani, Gary	Giuliani, Ray	Howard County	70	3	
3:40 PM	Krischik, Jeff	Buchanon, Bill	Howard County	75	3	
3:50 PM	Jones, Jessica	Jones, Jesse	Howard County	77	4	
3:50 PM	McGinn, Larry	Giuliani, Penny	Howard County	82	4	
4:00 PM	Stapleton, Jonnie	Stapleton, John	Howard County	78	4	
4:00 PM	Wrathall, Matt	Mooney, Phil	Howard County	83	4	
4:10 PM	Baker, Stephanie	Baker, Bob	Howard County	83	4	
4:10 PM	Niedringhaus, Eric	Niedringhaus, Bill	Area 26	85	4	
4:20 PM	Sweet, Stacey Anne	Sweet, George	Area 14	90	4	
4:20 PM	Kennedy, Robert	Hopkins, Milton	DC	87	4	





## Coaches Meeting Management

It is important to conduct informative, clear, concise coaches' meetings. The first coaches' meeting will set the standard for the rest of the competition, so be prepared.

### Key Concepts

- ◆ Time and location of coaches meeting should be announced in advance.
- ◆ The room or area should be set up so that everyone can see and hear.
- ◆ Coaches meetings must start on time and end on time.
- ◆ Begin and end the coaches meetings on a positive note.
- ◆ General chatter should not be tolerated.
- ◆ The information given at the meeting should be understood by everyone before the meeting ends.
- ◆ It is essential that nobody leaves the meeting without knowing who is responsible to give an answer and when the answer will be given. "I don't know" is not an acceptable answer.
- ◆ Presenters should speak slowly, clearly and simply; avoid the use of slang and acronyms/abbreviations
- ◆ When discussing rules, reference should be made to the actual document (international federation sport rules, national governing body rules, Special Olympics rules) by paragraph and page.
- ◆ If handouts are to be distributed, there should be enough copies for all delegations.

### Optional Considerations for Conducting Coaches' Meetings

- ◆ Use overhead projector/PowerPoint presentation and bullet points as much as possible
- ◆ Appropriate audio/visual aids (microphone, LCD projector, screen, laptop, flipchart, markers, etc.) are utilized.
- ◆ A sign-in sheet listing all participating delegations should be signed by the coach.
- ◆ Language interpreters should be made available at the site to assist as necessary.
- ◆ Coaches meetings could be designated as a place to collect written rule change proposals for the next edition of the Official Special Olympics Sports Rules. Forms from the Rules should be made available on site.
- ◆ Additional coaches meetings also could be held at the end of competition for competition evaluation (what went well and ideas for improvement). This is not a time to complain without possible resolutions.
- ◆ Distribution of typed meeting minutes



Sample Golf Coaches Meeting Agenda

**[Name of Competition]**  
**[Meeting Location]**  
**[Meeting Date]**  
**[Meeting Time]**

Agenda

- Welcome
- Introduction of Committee Members
- Review of Coaches Code of Conduct/Athlete Code of Conduct
- Divisioning
- Competition Schedule
  - Practice Information
  - Delay/Postponement/Cancellation Management
  - Competition Format
- Competition Rules of Emphasis
  - Special Olympics Rules
  - Protest and Appeals Procedures
  - Uniform and Equipment
- Athlete Staging and Flow
- Venue Operations
  - Athlete Transportation
  - Food Service
  - Medical Service
  - Safety & Security
- Coaches' Meetings/Final Declaration
- Results
- Awards
- Sports Information Desk
- Clinics and Demonstrations
- Questions/Answers
- Venue Walkthrough



## Divisioning

In golf competitions, Special Olympics athletes are placed in divisions in which they compete against athletes of similar skills and, whenever possible, against athletes of similar age and sex. The divisioning process is one of the most critical elements of a successful Special Olympics competition and needed to be carefully planned by the Divisioning Committee. A detailed description of the procedures for divisioning can be found in the Official Special Olympics Summer Sports Rules – General Rules, but these are the key elements.

### Foundation of Divisioning

- ♦ Organized to highlight the athlete
- ♦ Equitable divisions
- ♦ Consistent competition
- ♦ 15% guideline
- ♦ 3 - 8 competitors
- ♦ Athlete is paramount

### Process Summary

- ♦ **Step 1:** Divide Athletes By Gender
- ♦ **Step 2:** Divide Athletes By Age

Age Groups:

8-11

12-15

16-21

22-29

30 and over

An additional age group may be established if there are a sufficient number of competitors in the 30 years and over age group. Age groups may also be combined if there are less than three similarly skilled athletes within a particular age group.

- ♦ **Step 3: Divide Athletes By Ability**

Guidelines suggest that the variance between the highest and lowest scores within a division be no more than 15 percent.

Conduct on-site divisioning rounds to determine the divisions for competition.

Divisioning events are strongly recommended in order to ensure proper divisioning. In some cases there may not be enough time to have divisioning rounds before actual competition. It is imperative that accurate records are kept and submitted so that proper divisioning can occur. Many mistakes are made by coaches and the Divisioning Committee because inaccurate scores are submitted.

Athletes must participate honestly and with maximum effort in all divisioning rounds. All division placements are *final*. Coaches may not protest these placements.



## Staging and Event Flow

A successful Special Olympics competition is one in which all officials and volunteers know their responsibilities and execute them in an efficient manner. What follows are a number of guidelines to help ensure a well-run competition.

### Staging Set-Up

The following guidelines are suggested when setting up staging areas for tees:

1. Easy access to and from driving range and starting tees.
2. Well-marked registration area.
3. Tent or shaded area
4. Flip chart/notice board visible to list pairings prior to tee time
5. Communication system (public address system and walkie-talkies)
6. Registration table

### Guidelines for a Successful Event Flow

1. A master copy of the starting times should be posted outside the competition area as a general reference.
2. Must check in at Athlete Registration Coordinator 60 minutes prior to scheduled tee time.
3. Report to Caddie Master
4. Meets assigned caddie, gets equipment and prepares for competition
5. Athlete must report to first tee 10 minutes prior to scheduled tee time.
6. Athletes who miss their tee time should be scratched from the tee sheet and scorecard turned in to Head Rules Official.
7. If possible, radio communication should take place between the field of play event personnel, staging manager and announcers.



## Competition Results

Scoring guidelines for each level of competition are outlined in Article IX of the Special Olympics Summer Sports Rules. Upon completion of play, athletes and scores are encouraged to attest and sign their scorecards. Athletes and scorers will return their scorecards to a designated “scoring area.”

Pairings and daily results will be posted in a highly visible area easily accessible to coaches, athletes and volunteers. Awards should immediately follow completion of the final round.



Athlete Scoring Area



Special Olympics Golf

Level 2 - Alternate Shot Team Play Competition

Athlete's Name.....

Delegation.....

Division.....

Partner Name .....

Date.....

Round.....

Time.....

Tee.....

HOLE	1	2	3	4	5	6	7	8	9	TOTAL	HDP	NET
YARDS												
PAR												

Athlete's Signature.....

Group Escort's Signature.....



Section IV  
Competition Management



**Special Olympics**

Special Olympics Golf  
Level 3 – Unified Sports Team Play

Athlete's name.....

Delegation.....

Division.....

Partner Name.....

Date.....

Round.....

Time.....

Tee.....

HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	TOTAL	HDP	NET
YARDS																					
PAR																					

Athlete's Signature.....

Group Escort's Signature.....



Special Olympics Golf

Level 4 – Individual Stroke Play Competition – 9 hole

Athlete's Name.....

Delegation.....

Division.....

Partner Name .....

Date.....

Round.....

Time.....

Tee.....

HOLE	1	2	3	4	5	6	7	8	9	TOTAL	HDP	NET
YARDS												
PAR												

Athlete's Signature.....

Group Escort's Signature.....





Section IV  
Competition Management



Special Olympics Golf

Level 5 – Individual Stroke Play Competition 18 hole

Athlete's Name.....

Delegation.....

Division.....

Partner Name.....

Date.....

Round.....

Time.....

Tee.....

HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	TOTAL	HDP	NET	
YARDS																						
PAR																						

Athlete's Signature.....

Group Escort's Signature.....

Section IV  
Competition Management



Sample Scoring Master Sheet

Date														
Venue														
						Competitor	Competitor	Competitor	Competitor	Competitor	Competitor	Competitor	Competitor	Competitor
						Name								
						Level								
						Division								
						Format								
	Men	Men	Ladies	Ladies										
Hole	Meters	Yards	Meters	Yards	Par									
1	299	327	281	307	4									
2	305	334	273	299	4									
3	150	164	121	132	3									
4	477	522	410	448	5									
5	350	383	315	344	4									
6	437	478	387	423	5									
7	364	398	309	338	4									
8	323	353	276	302	4									
9	126	138	120	131	3									
Out	2831	3097	2492	2724	36									
10	443	484	413	452	5									
11	360	394	307	336	4									
12	310	339	299	327	4									
13	126	138	112	122	3									
14	287	314	252	276	4									
15	352	385	336	367	4									
16	334	365	276	302	4									
17	156	171	150	164	3									
18	361	395	330	361	4									
In	2729	2985	2475	2707	35									
Total	5560	6082	4967	5431	71									



**LEVEL II GOLF COMPETITION  
WALKING SCORER TALLY CARD**

**GOLF COURSE:**

Delegation:	
Athlete Name:	
Partner Name:	
Walking Scorer Name:	
Division:	
Tee Time:	Starting Hole:
Date:	

Make one v in each box for every stroke

Hole	Par	Handicap	Yards	Meters	1s	2s	3s	4s	5s	6s	7s	8s	9s	10s	10 X	Penalty	Total
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
Total					<b>9 HOLE TOTAL</b>												

**Walking Scorer's Signature:** \_\_\_\_\_



**LEVEL III GOLF COMPETITION  
WALKING SCORER TALLY CARD**

**GOLF COURSE:**

Delegation:	
Athlete Name:	
Partner Name:	
Walking Scorer Name:	
Division:	
Tee Time:	Starting Hole:
Date:	

Make one **v** in each box for every stroke

Hole	Par	Handicap	Yards	Meters	1s	2s	3s	4s	5s	6s	7s	8s	9s	10s	10 X	Penalty	Total
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
Total					<b>9 HOLE TOTAL</b>												
Hole	Par	Handicap	Yards	Meters	1s	2s	3s	4s	5s	6s	7s	8s	9s	10s	10 X	Penalty	Total
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
Total					<b>18 HOLE TOTAL</b>												

**Walking Scorer's Signature:** \_\_\_\_\_



**LEVEL IV GOLF COMPETITION  
WALKING SCORER TALLY CARD**

**GOLF COURSE:**

Delegation:
Athlete Name:
Partner Name:
Walking Scorer Name:
Division:
Tee Time: Starting Hole:
Date:

Make one v in each box for every stroke

Hole	Par	Handicap	Yards	Meters	1s	2s	3s	4s	5s	6s	7s	8s	9s	10s	10 X	Penalty	Total
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
Total					<b>9 HOLE TOTAL</b>												

**Walking Scorer's Signature:** \_\_\_\_\_



**LEVEL V GOLF COMPETITION  
WALKING SCORER TALLY CARD**

**GOLF COURSE:**

Delegation:	
Athlete Name:	
Partner Name:	
Walking Scorer Name:	
Division:	
Tee Time:	Starting Hole:
Date:	

Make one **v** in each box for every stroke

Hole	Par	Handicap	Yards	Meters	1s	2s	3s	4s	5s	6s	7s	8s	9s	10s	10 X	Penalty	Total
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
Total					<b>9 HOLE TOTAL</b>												
Hole	Par	Handicap	Yards	Meters	1s	2s	3s	4s	5s	6s	7s	8s	9s	10s	10 X	Penalty	Total
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
Total					<b>18 HOLE TOTAL</b>												

**Walking Scorer's Signature:** \_\_\_\_\_



## Protest Procedures

All Special Olympics competition shall be conducted in accordance with official Special Olympics sports rules, which are designed to protect the athletes, provide fair and equitable conditions of competition and promote uniformity so that no competitor shall obtain an unfair advantage over another. All coaches and interested volunteers should obtain a copy of the Official Special Olympics Summer Sports Rules through the Special Olympics headquarters office.

A protest must be submitted to the Sports Rules Committee no later than 30 minutes after the conclusion of the event being protested. A protest can be submitted only for violation of rules, not for judgment calls made by an official(s).

The Sports Rules Committee should include the following individuals:

- Rules Official
- Competition Manager
- Designated Coach
- Alternate Coach



## Protest Form

International Sport Federation procedures for protests and appeals shall be used for all international competitions. Where such procedures do not exist, the following process shall be employed.

This form must be submitted to the Sports Rules Committee no later than 30 minutes after the conclusion of the event being protested.

Date: \_\_\_\_\_

Time Submitted : \_\_\_\_\_

Sport: \_\_\_\_\_  
Age Group: \_\_\_\_\_

Event: \_\_\_\_\_  
Division: \_\_\_\_\_

Athlete's or Team's Name: \_\_\_\_\_

Delegation Name: \_\_\_\_\_

Reason for Protest: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Sport Head Coach: \_\_\_\_\_



Decision of Jury/Referee: \_\_\_\_\_

Protest Approved : \_\_\_\_\_

Protest Denied: \_\_\_\_\_

Signed: \_\_\_\_\_

Time: \_\_\_\_\_





# **INDIVIDUAL SKILLS COMPETITION**



### Individual Skills Competition

The purpose of the Individual Skills Competition is to allow athletes to train and compete in basic golf skills. The development of these key skills is necessary before advancing to Level Two. A maximum of 120 points may be scored in Level One.

The skills competition is a test of six skills. The setup, equipment list, description and scoring procedures for each skill are as follows.



Short Putt



Long Putt



Chip Shot



Pitch Shot



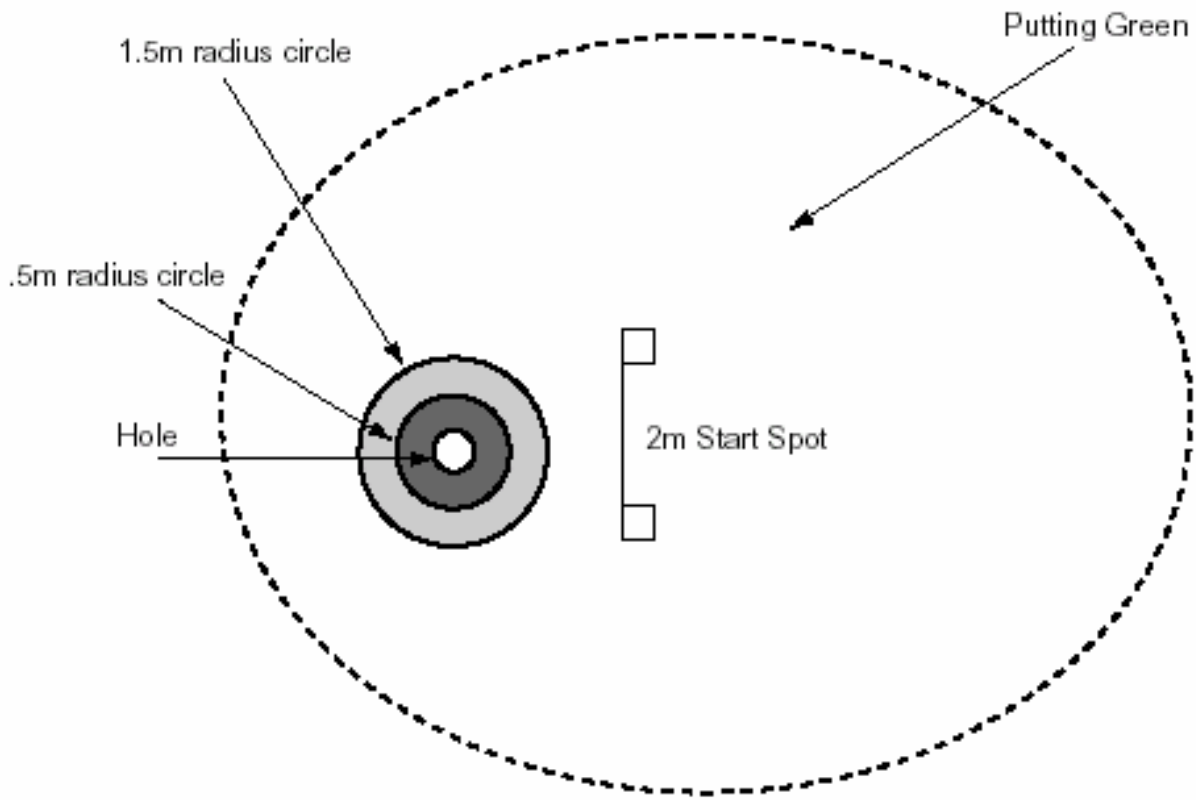
Iron Shot



Wood Shot

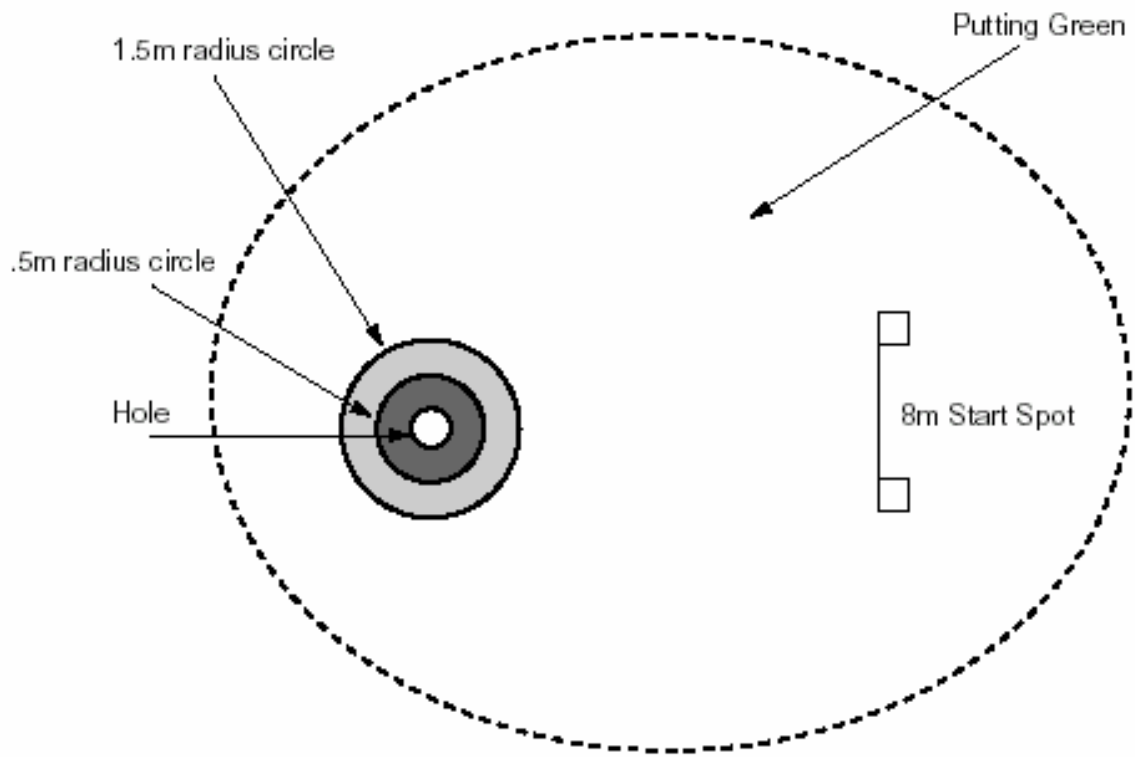


### SHORT PUTT

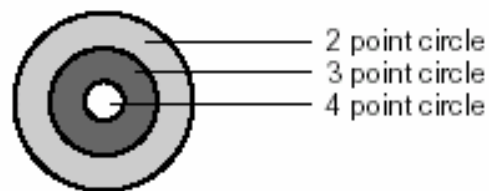




### LONG PUTT

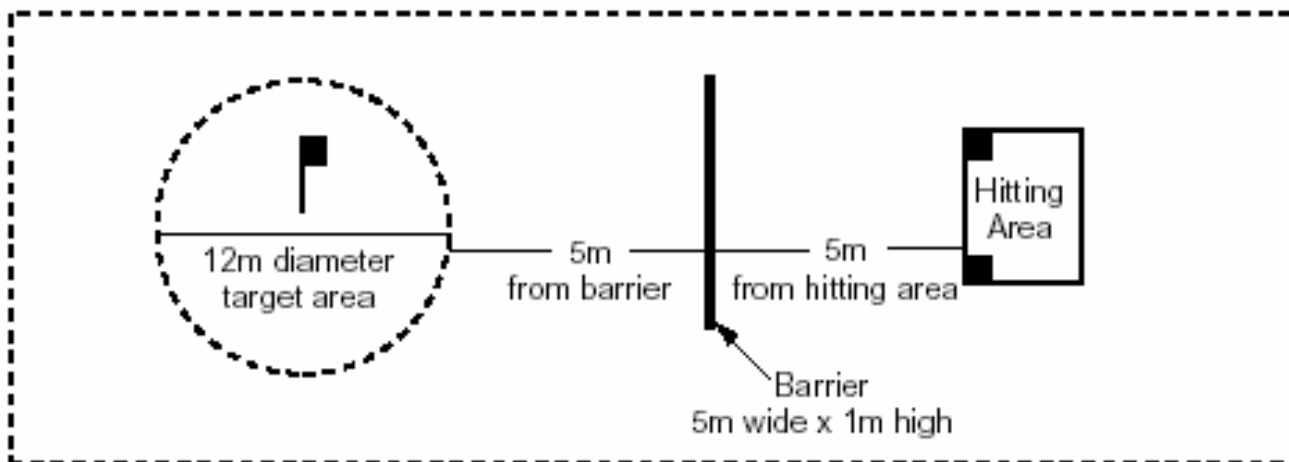


### LEGEND



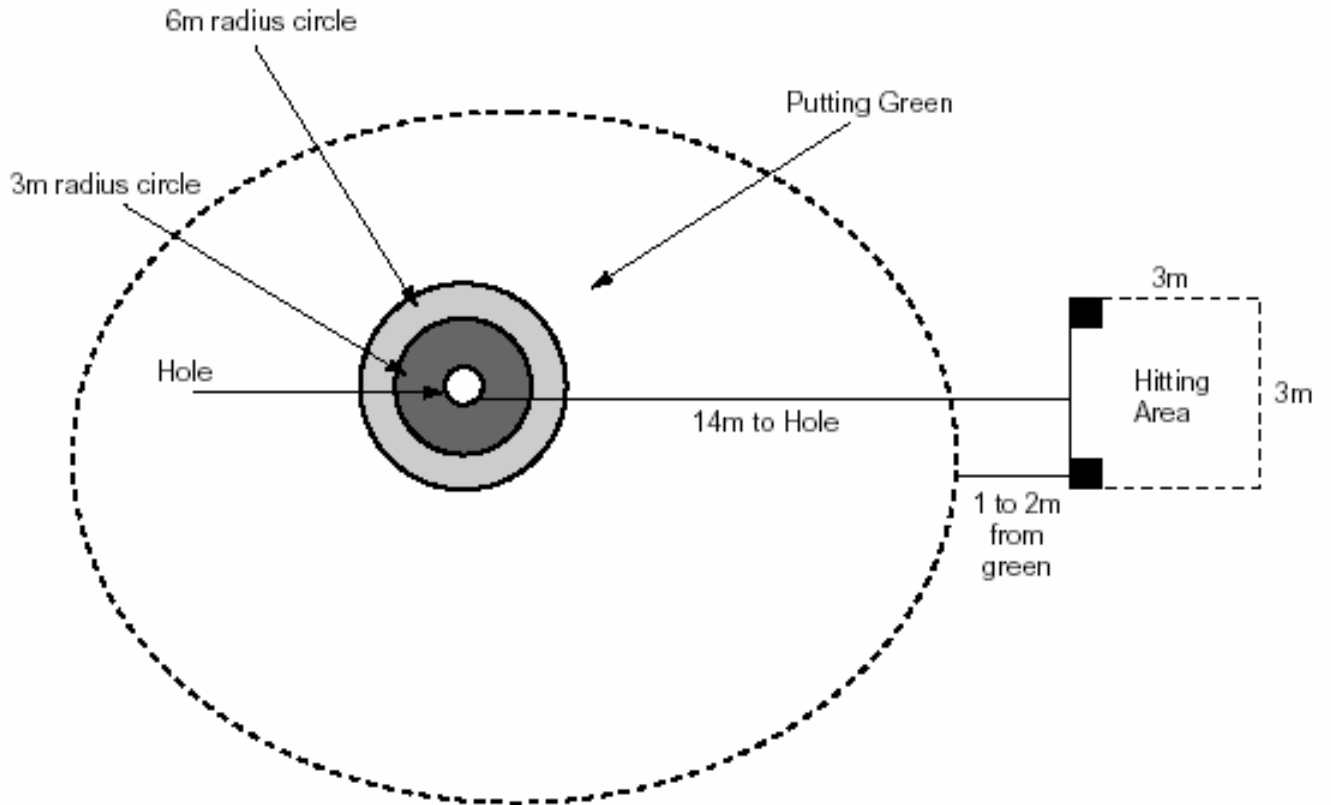


Pitch Shot Diagram:

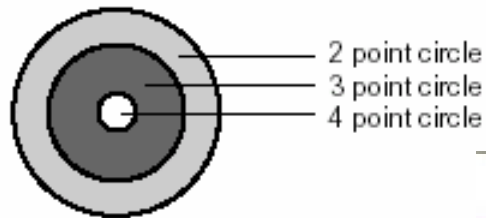




### CHIP SHOT

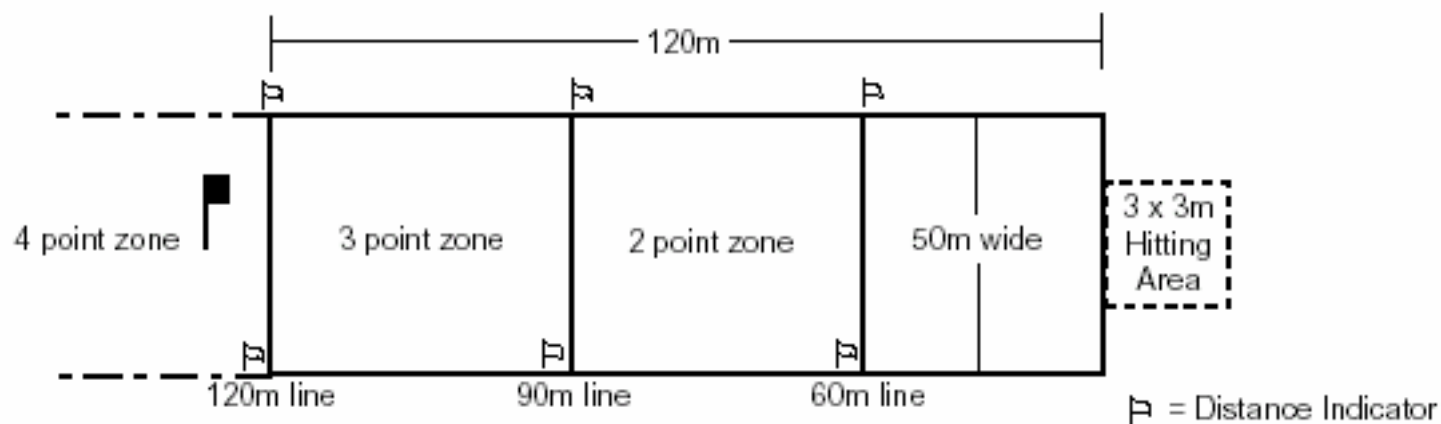


#### LEGEND





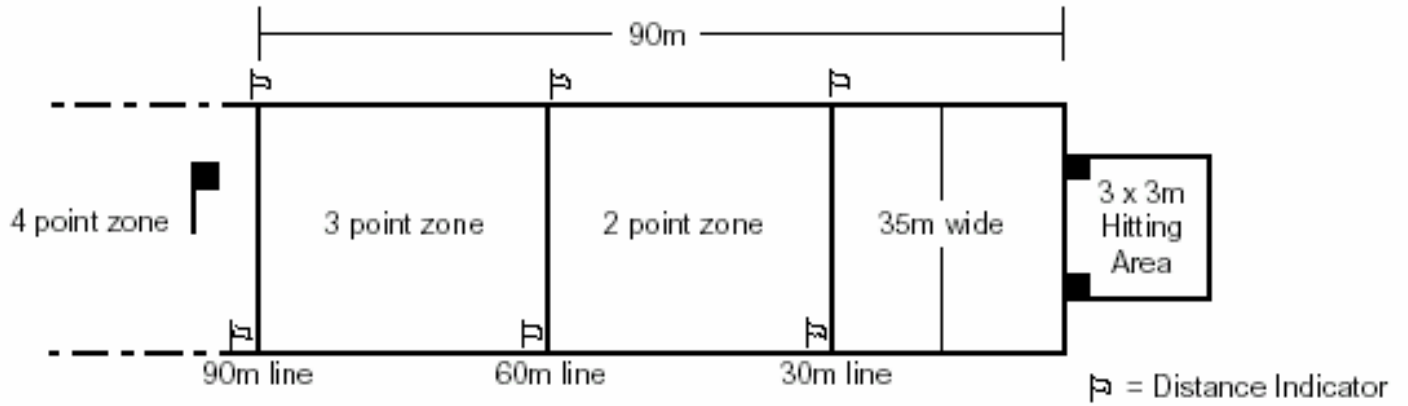
### Wood Shot







### Iron Shot





## Individual Skills Competition Station Manager

### Responsibilities

1. Man skills stations
  - organize hitting area
    - replace necessary golf balls
    - replace necessary tees
  - supervise hitting area
    - retain a safe perimeter around the hitting station
    - retain order around hitting area
      - keep it quiet; limit movement by others
2. Observe and score
  - give each athlete five attempts at the skill
  - observe each attempt and score according to the scoring guidelines for the skill
  - a swing and miss (whiffing) is counted as an attempt
3. Relay the score to the scorer accompanying the competitor
4. In accordance with the Rule of Golf, no advice from anyone is permitted. Coaches will not be able to provide advice to players during competition.
5. Comments such as “good shot,” “good try,” “way to go,” and “brilliant” and physical forms of feedback such as high five, handshake, etc., are encouraged.

### Individual Skills Competition Station Manager Task/Equipment List

Action	Completed ( <input checked="" type="checkbox"/> )
Day of Tournament	
Venue walk-through	<input type="checkbox"/>
Manage Station	<input type="checkbox"/>
Attend orientation and training	<input type="checkbox"/>
Greet player(s)	<input type="checkbox"/>
Receive grid and scoring sheet	<input type="checkbox"/>
Observe play	<input type="checkbox"/>
Score athletes skills attempts	<input type="checkbox"/>
Relay scores to the scorer	<input type="checkbox"/>
Equipment List	
Scoring and grid sheet	<input type="checkbox"/>
Pencil	<input type="checkbox"/>
Clipboard	<input type="checkbox"/>



## Individual Skills Competition Scorer

It is important that order is maintained in the scoring tent. Only the players (along with their group: rules officials, walking scorers and caddies) shall have access to the tent. The boundary for the scoring tent includes the tent itself and the roped-off area surrounding the tent.

### Responsibilities

1. Escort Competitors
  - Lead the competitors assigned to you through each skill station
2. Record Scores
  - Record the scores stated by the skills station attendant
3. Monitor flow
  - Keep competitors and spectators a safe distance away from hitting areas
  - Monitor people flow and help alleviate congestion of people around skill stations
4. Turn in score cards
  - Return score cards to scoring manager
5. In accordance with the Rule of Golf, no advice from anyone is permitted. Coaches will not be able to provide advice to players during competition.
6. Comments such as “good shot,” “good try,” “way to go” and “brilliant” and physical forms of feedback such as high five, handshake, etc., are encouraged.

### Individual Skills Competition Scorer Task/Equipment Checklist

Action	Completed ( <input checked="" type="checkbox"/> )
Day of Tournament	
Report to walking scorer captain	<input type="checkbox"/>
Receive player assignment	<input type="checkbox"/>
Attend orientation and training	<input type="checkbox"/>
Greet player(s)	<input type="checkbox"/>
Receive tally sheet	<input type="checkbox"/>
Observe play	<input type="checkbox"/>
Record scores hole by hole	<input type="checkbox"/>
Sign tally sheet	<input type="checkbox"/>
Report back to walking scorer captain	<input type="checkbox"/>
Equipment List	
Assignment Sheet/ Score Sheet/Tally Card/	<input type="checkbox"/>
Pencil	<input type="checkbox"/>
Clipboard	<input type="checkbox"/>



**Special Olympics**

## Golf Individual Skills Competition Score Card

Name: \_\_\_\_\_

Male/Female: \_\_\_\_\_

Age: \_\_\_\_\_

Division:

Final Score

Place:

### Attempts

Skill	1	2	3	4	5	Total
Wood Shot						
Iron Shot						
Pitch Shot						
Chip Shot						
Long Putt						
Short Putt						
<b>Total Score</b>						

Scorer: \_\_\_\_\_



### Overall Individual Skills Competition Equipment List

Equipment	Description	Minimum Requirement	Total Quantity	Completed (☒)
Banner for pitch shot barrier				<input type="checkbox"/>
Division sheets				<input type="checkbox"/>
Duct tape				<input type="checkbox"/>
Flagging clips				<input type="checkbox"/>
Flags/cones – mark targets				<input type="checkbox"/>
Golf balls – iron and wood shots				<input type="checkbox"/>
Golf balls – putting				<input type="checkbox"/>
Golf clubs each station				<input type="checkbox"/>
Golf tees				<input type="checkbox"/>
Hitting mat with rubber tee				<input type="checkbox"/>
Metric tape measure				<input type="checkbox"/>
Poles for flagging				<input type="checkbox"/>
Poles for pitch shot barrier				<input type="checkbox"/>
Rules sheets/book				<input type="checkbox"/>
Scorecards				<input type="checkbox"/>
Shag bags				<input type="checkbox"/>
Signs – “Information”				<input type="checkbox"/>
Signs marking each skill station	Short Putt Long Putt Chip Shot Pitch Shot Iron Shot Wood Shot			<input type="checkbox"/>
Special Olympics banners				<input type="checkbox"/>
Spray paint dispenser				<input type="checkbox"/>
Spray paint to mark target zones and boundaries				<input type="checkbox"/>
Stanchions for roping off skill stations				<input type="checkbox"/>
Stanchions for roping off target zones				<input type="checkbox"/>
String for circles				<input type="checkbox"/>
Tee markers				<input type="checkbox"/>
Yardage signs				<input type="checkbox"/>



### Overall Individual Skills Competition Task List

Action	Completed (☒)
Set up any banners, displays and signs	<input type="checkbox"/>
Set up competition stations	<input type="checkbox"/>
Putting green: short putt, long putt	<input type="checkbox"/>
Short game area: chip shot	<input type="checkbox"/>
Driving range: pitch shot, iron shot, wood shot	<input type="checkbox"/>
Set up water supply or coolers	<input type="checkbox"/>
Set up tents	<input type="checkbox"/>
Set up player registration	<input type="checkbox"/>
Set up volunteer registration	<input type="checkbox"/>
Set up information tables	<input type="checkbox"/>
Account for scorers, scorecards and clipboards	<input type="checkbox"/>
Set up ceremonies areas: Opening and Closing	<input type="checkbox"/>
Sound	<input type="checkbox"/>
Backdrop	<input type="checkbox"/>
Award stands	<input type="checkbox"/>
Awards	<input type="checkbox"/>
Breakdown and Clean Up	
Remove all signage and displays placed on course	<input type="checkbox"/>
Evaluations	<input type="checkbox"/>



The Special Olympics awards ceremony provides an opportunity to recognize athletes' accomplishments in a dignified and enthusiastic atmosphere that reflects the Olympic tradition. Therefore the location of the ceremony should be very visible to spectators and large enough for photographs to be taken. When possible it is suggested that awards be given out immediately following the competition. This highlights the athletes and allows everyone to see.

### Awards General Guidelines

1. The health, safety and welfare of the athletes are the primary priorities.
2. All athletes who compete in a Special Olympics competition should receive recognition for their efforts in the form of a ribbon or medal. First through third places receive gold, silver or bronze medals, respectively. Fourth through eighth places receive ribbons.
3. Only official medals and ribbons, not any other awards or gifts, may be presented during the ceremony.
4. There should be sufficient number of awards at venues to allow awards presentations to occur immediately following each ability division's competition.
5. Athletes disqualified for technical rules infringements or who "do not finish" will be awarded a participation ribbon on the last position on the podium. Athletes who are disqualified for un-sportsmanlike behavior will not receive an award.
6. Award ceremonies should be held near the competition field of play, accessible to athletes, coaches, families, medical staff and spectators, and not require any participant to interrupt another competition or awards presentation to reach them.
7. The awards area should have some method of amplification, whether it is a bullhorn, public address system, etc. Bullhorns should only be used as a backup.
8. The awards area should have a sense of pageantry and color through creative use of pennants, greenery, banners, etc. The Special Olympics banner should hang behind the awards stand. Per Olympic standards, no sponsor signage is permitted in the awards area.
9. Athletes shall display *no* national flags during the award ceremony. Please maintain the flow.
10. Sufficient time should be allowed between individual presentations in order to provide family and friends the opportunity to take photos and enjoy the moment.
11. Only athletes – not coaches or managers – may be part of the ceremony in individual sports.
12. Coaches do not receive awards. This is particularly important to remember for team sports when coaches are lined up with the athletes and are introduced over the public address system.
13. If an athlete is not present for the ceremony, stay on schedule and proceed without him or her. Mark awards for later pickup.
14. Awards should be near the competition field of play, accessible to athletes, coaches, families, medical personnel and spectators.
15. If an athlete receives the incorrect award, give the correct award, but do not take away the original award.
16. Any protest or complaint should be dealt with/resolved by the Competition Management (i.e., Sports Rules Committee). It is not the responsibility of the awards personnel to deal with any protest.
17. The protocol of the awards ceremony must be followed at all times.

### Formula for Determining Number of Awards Required For a Given Sport

1. Multiply the number of athletes by the number of events for which each may register
2. Divide the resulting number by 4.0 (In the case of more than 500 athletes, divide by 4.5)
3. You will now have the approximate number of sets of gold, silver and bronze medals and fourth place ribbons you will need
4. Divide again in half, and this is the approximate number of 5th and 6th place ribbons you will need
5. Divide once again in half, and this is the approximate number of 7th and 8th place ribbons you will need

For a competition with 400 athletes competing in athletics, with 3 events maximum per athlete:

$$400 \times 3 = 1200$$

$$1200 / 4 = 300 \quad (300 \text{ gold medals, } 300 \text{ silver medals, } 300 \text{ bronze medals, } 300 \text{ 4th place ribbons)}$$

$$300 / 2 = 150 \quad (150 \text{ 5th place ribbons, } 150 \text{ 6th place ribbons)}$$

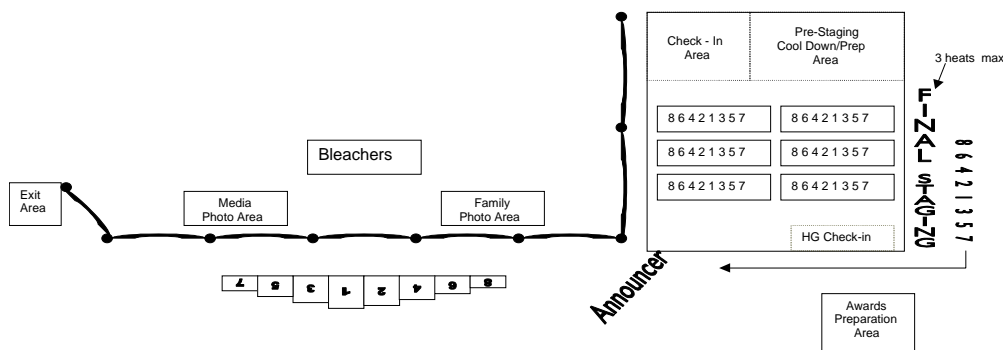
$$150 / 2 = 75 \quad (75 \text{ 7th place ribbons, } 75 \text{ 8th place ribbons)}$$



### Athlete Flow

There are five possible areas in each awards location.

- Check-in Area:** athlete escorts bring the results and athletes to the check-in area from each competition.
- Staging Area:** the athletes are lined up on chairs, in order of place, in preparation to receive their awards.
- Preparation Area:** the awards are organized and placed on a tray/pillow in preparation for the ceremonies. The awards are lined up in the same order as the athletes
- Presentation Area:** where the actual Awards Ceremony takes place
- Exit/Athlete Pick Up Area:** athletes remain here until their coach/authorized person arrive to escort them from awards



### Delivery of Athletes to Awards from Competition

- Ensure proper exchange between competition and awards
- Obtain official results from competition runner or other designated staff
- Ensure that it is the correct event and that all information is complete
- Do not allow athletes to leave the area unattended and /or without authorization
- Bring athletes and results directly to the awards check-in / staging area
- Dispatch runner with a copy of the results to staging, awards preparation and announcer.

### Check Athletes in At the Check-In/Staging Area

- Check-in assistants will receive results and verify all information needed is included
- Offer athletes refreshments, if available, while waiting
- Check off division number on Master Division list for event
- Confirm each athlete is present and properly dressed
- Athletes enter staging area

### Staging Area – Organize Line-Up for Awards Ceremony

- Premark Chairs with place markings in order of awards line-up
- Have athletes sit in chairs according to their finish
- Line-up order when entering from the right: 8,6,4,2,1,3,5,7
- Line-up order when entering from the left: 7,5,3,1,2,4,6,8





### **Awards Preparation – Award Arrangement**

- Determine number of places from the results sheet
- Athlete's name, event and score are on label and applied to the tag on the award
- Ensure ribbons are marked correctly, place awards on trays and that they are placed in correct order. Medal/ribbon order must match the order of the athletes.
- Place the results sheet with the tray
- Announcer already has the script
- Athletes are escorted from the staging area to the preparation area and the order is re-checked.

### **Guest/Presenter Arrival: Check-In and Orientation**

- Guest reports to the Awards Preparation/Presentation Area 15 minutes prior to their scheduled time to present awards.
- The Guest will be greeted
- The Guest will be asked if they understand the ceremony process and their role, which was previously explained by the Guest escort.
- The Guest will be introduced to the athletes, if time allows.
- Escort athletes and Guest to the line up area

### **Presentation Area: Line Up and Procession**

- Ensure order of Awards Team
- Awards Bearer – Presenter, side by side, with Bearer on the outside, closest to spectators.
- Presentation/Athletes escort
- Athletes in order
- Presentation /Athlete escort
- Awards Bearer – Presenter, side by side, with Bearer on the outside, closest to spectators.
- Presentation Supervisor will cue announcer to start the music



### Ceremony Procedures

- On cue, music starts, first set of Awards Bearer and Presenter walk forward, crossing in front of the presentation area/podiums and stop two steps beyond 8th place (if entering from right) or 7th place (if entering from left) and turn towards the spectators.
- First Presentation /Athlete escort leads athletes to presentation area, up onto the podium and stops one step beyond 8th place (if entering from right) or 7th place (if entering from left) presentation space. (The exact protocol for athlete escorts descending the podium, during the awards ceremony, will be determined when the backdrop design is completed).
- Athletes in order: entering from right 8,6,4,2,1,3,5,7, entering from left 7,5,3,1,2,4,6,8
- Second Presentation /Athlete escort follows from behind athletes and stops one step beyond 8th place (if entering from left) or 7th place (if entering from right) presentation space.
- Role of the Presentation /athlete escort (which will be filled by a Guest escort and an awards /athlete escort) is to make sure the athlete/s stands on their appropriate spot on the podium. The first priority is always the athlete.
- Second set of Award Bearer and Presenter walk behind the athletes and second Presentation /Athlete escort and stop two steps before the 7th (if entering from right) or 8th place (if entering from left) and turn towards the spectators.
- The music will be lowered when Announcer begins. As Announcer calls out place and name of athletes, Awards Bearer meets presenter in front of award winner.
- Presenter takes award from tray and presents it. Presenter shakes award winners hand. The Presenters will alternate as awards are announced from 8th to 1st.
- As awards are presented, Presenters and Bearers should step back slightly do that the athlete may be viewed by the spectators.
- Repeat until all awards are presented
- Bearers and Presenters then return to spaces on each end of the presentation area
- Announcer will call for recognition of the athletes, and will wait approx. 30 seconds. Then the music will be raised again, which is the cue for the first set of Awards Bearers and Presenter to turn and exit, continuing in the same direction in which they entered. The first athlete escort will get the attention of the 8th place athlete and lead the athletes off the podiums, maintaining the necessary protocol for any athlete that may require assistance.
- Once off the podiums, the presenters and Awards Bearers return to the preparation area. The Presentation/ Athlete Escorts returns the athletes to the collection area and then return to the preparation area.

### Exit Area – Pick-Up of Athletes

- The Exit Supervisor ensures that athletes are supervised until they are collected by an authorized/credentialed individual, of that delegation.



## Awards Script

1. Music Fanfare
2. “Ladies and gentlemen.....Please direct your attention to the awards area  
\_\_\_\_\_”  
*(Give location in this venue)*
3. Entrance music. Athletes and presenter enter. Announcer waits until they positioned in awards presentation area.
4. “It is my pleasure to announce the results of the \_\_\_\_\_ of the  
*(Division)*  
\_\_\_\_\_” group for \_\_\_\_\_  
*(Gender and age group) (Event name)*
5. “Presenting the awards will be \_\_\_\_\_ - \_\_\_\_\_”  
*(Name)*
6. “In 8<sup>th</sup> Place is \_\_\_\_\_ from Special Olympics \_\_\_\_\_”  
*(Athlete name) (Program name)*

**Pause For Presentation of Award**

7. “In 7<sup>th</sup> Place is \_\_\_\_\_ from Special Olympics \_\_\_\_\_”  
*(Athlete name) (Program name)*

**Pause For Presentation of Award**

8. “In 6<sup>th</sup> Place is \_\_\_\_\_ from Special Olympics \_\_\_\_\_”  
*(Athlete name) (Program name)*

**Pause For Presentation of Award**

9. “In 5<sup>th</sup> Place is \_\_\_\_\_ from Special Olympics \_\_\_\_\_”  
*(Athlete name) (Program name)*



**Pause For Presentation of Award**

10. “In 4th Place is \_\_\_\_\_ from Special Olympics \_\_\_\_\_”  
*(Athlete name)* *(Program name)*

**Pause For Presentation of Award**

11. “Winning a Bronze Medal is \_\_\_\_\_ from Special Olympics \_\_\_\_\_”  
*(Athlete name)* *(Program name)*

**Pause For Presentation of Award**

12. “Winning a Silver Medal is \_\_\_\_\_ from Special Olympics \_\_\_\_\_”  
*(Athlete name)* *(Program name)*

**Pause For Presentation of Award**

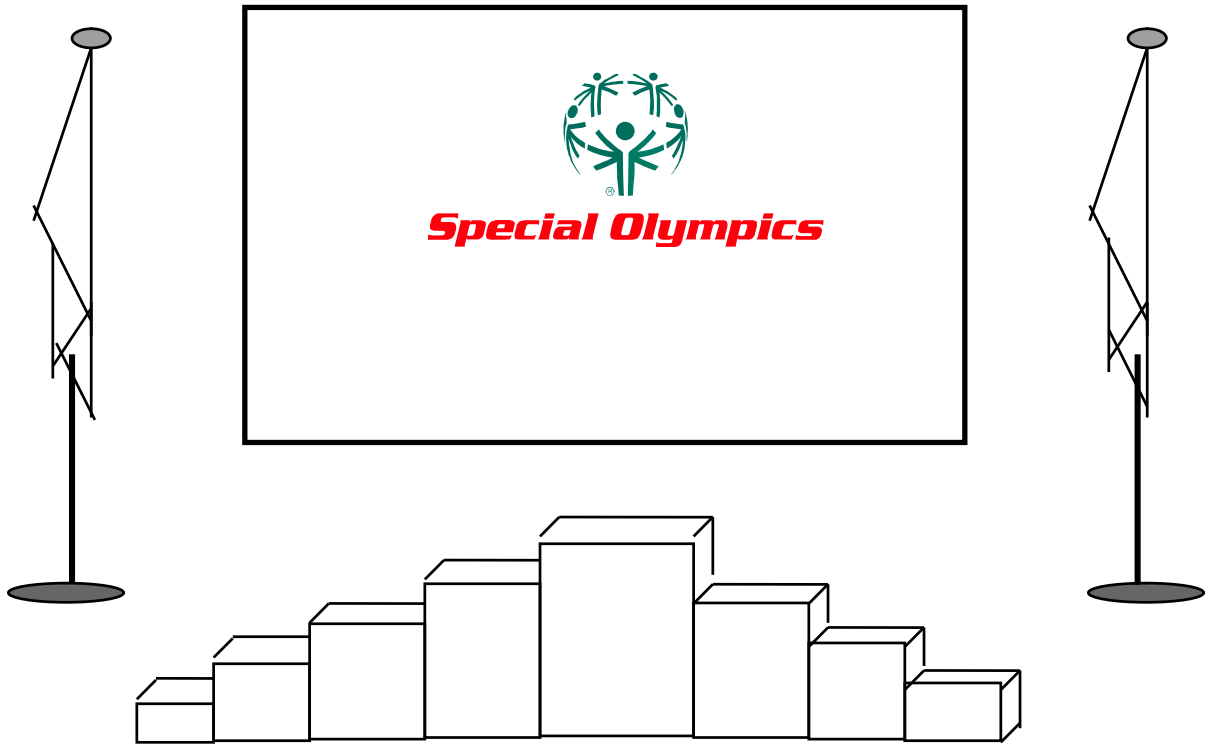
13. “Winning a Gold Medal is \_\_\_\_\_ from Special Olympics \_\_\_\_\_”  
*(Athlete name)* *(Program name)*

**Pause For Presentation of Award**

14. “Ladies and gentlemen, please recognize these outstanding athletes of \_\_\_\_\_  
*(Division)*  
\_\_\_\_\_ of the \_\_\_\_\_”  
*(Gender and age group)* *(Event name)*

15. Pause for athletes to wave

16. Exit Music



8	6	4	2	1	3	5	7
16"	20"	24"	28"	32"	26"	22"	18"
16"	20"	24"	28"	32"	26"	22"	18"
16"	10"	14"	20"	24"	16"	12"	6"

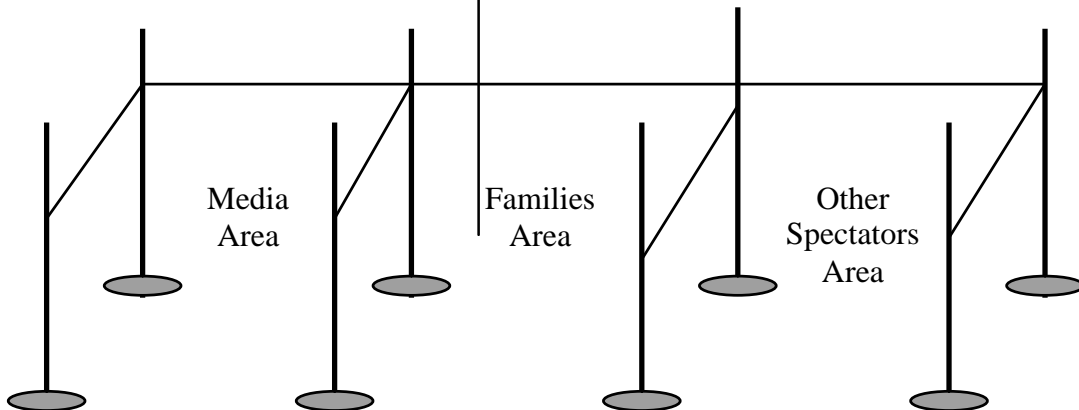
Escort with  
Athletes:

- 2
- 4
- 6
- 8

Escort with  
Athletes:

- 1
- 3
- 5
- 7

10'-20'





### Keys to Successful Awards

<b>PAGEENTRY</b>	<ul style="list-style-type: none"><li>Banners, flags</li><li>Flowers (silk), plants</li><li>Pillows for awards</li></ul>
<b>SOUND SYSTEM</b>	<ul style="list-style-type: none"><li>Quality music</li><li>Quality announcer with script</li><li>Quality equipment</li></ul>
<b>VOLUNTEERS</b>	<ul style="list-style-type: none"><li>Uniform dress</li><li>Dignitaries</li><li>Well Trained</li></ul>
<b>DESIGN</b>	<ul style="list-style-type: none"><li>Visible logo</li><li>Color theme</li><li>Stands accessible to all</li></ul>
<b>ATHLETES</b>	<ul style="list-style-type: none"><li>Medical available</li><li>Water</li><li>No longer than a 15-minute wait</li></ul>
<b>FACILITIES</b>	<ul style="list-style-type: none"><li>Shaded Area</li><li>Awards stands/adequate &amp; accessible</li><li>Photo opportunity</li></ul>



## Awards Checklist

- Secure medals and ribbons to be presented well in advance of the event. Work closely with Competition Manager to determine numbers of medals and ribbons required for the sport, based on numbers of participants in each division and event.
- Determine number of volunteers needed and ensure that volunteers receive proper training. Following is a suggested schema of duties and numbers of volunteers for one awards area. In addition, depending on the duration of awards ceremonies, more than 1 shift may be required.

<b>Job Title</b>	<b>Suggested Number Needed</b>
Escorts for presenters & athletes	5-6
Athlete assistance in staging area	3
Results	1
Arranging of awards for presentation	2-3
Awards carriers/Flower carriers	2/2
Photographer	1
Announcer	1
Presenters	Varies
Music	1

- Secure celebrities, public officials, sponsors, professional and amateur athletes to present awards, and prepare a list of potential presenter substitutes in advance.
- Make sure that each presenter is briefed about the procedure and feels comfortable. Encourage those presenting awards to personally congratulate and reinforce the success of the athletes.
- See that each awards area has the necessary amount of awards. Have extras on hand.
- Follow Special Olympics guidelines for presenting awards
- Coordinate with the competition manager(s), officials and results personnel.
- Secure storage space for awards when not being presented.
- All equipment secured (awards stands, pageantry items, etc.)
- Ensure that an alternate plan has been established in case of inclement weather.
- Conduct a final walk-through to identify any potential risk management issues.
- Put all unused ribbons/medals back in containers after doing inventory.
- Put all awards which were not claimed in an envelope along with a list of competition names and programs.
- Take down all banners, signs, stands, tables, and chairs and place neatly at designated area.
- Pick-up all trash and return items to appropriate designation.



Awards Equipment List

Equipment	Description	Minimum Requirement	Total Quantity	Completed (☒)
Awards (medals/ribbons)				<input type="checkbox"/>
Awards labels				<input type="checkbox"/>
Awards music				<input type="checkbox"/>
Awards script				<input type="checkbox"/>
Awards stands				<input type="checkbox"/>
Awards trays/pillows				<input type="checkbox"/>
Chairs				<input type="checkbox"/>
Equipment for announcement of athletes (bullhorn, public address system, microphone)				<input type="checkbox"/>
Equipment to play music				<input type="checkbox"/>
Numbers to place on chairs in staging area, if applicable				<input type="checkbox"/>
Pageantry				<input type="checkbox"/>
Pens, pencils				<input type="checkbox"/>
Tables				<input type="checkbox"/>





Photo Gallery



Awards Staging



Awards Presentation



Awards Presentation



Awards Pageantry





Sports clinics and demonstrations are an important part of the total Special Olympics program and should be planned carefully. It is generally a good idea to appoint a Sports Clinics Chairperson who is responsible for implementing a diversified program of sports clinics and demonstrations.

The following guidelines should help in your planning:

- ♦ Coordinate with appropriate chairpersons to determine when to have the clinics and the population you will serve.
- ♦ Plan instructional and “free play” clinics based on the interests, needs and numbers of the participants.
- ♦ Establish a general time schedule.
  
- ♦ Coordinate with other team members to make sure you don’t provide activities that are being provided elsewhere.
- ♦ Coordinate with appropriate team member on a location (either indoors or outdoors) for the clinics.
  
- ♦ Secure instructors (college athletes, celebrity athletes, coaches) to teach certain sports or activities.
- ♦ Develop a specific time schedule for these activities
  
- ♦ Secure the basic equipment needed for the activities.



Photo Gallery



Tour Professional Seve Ballesteros instructs Special Olympics athletes during 2003 Special Olympics World Summer Games in Dublin, Ireland.



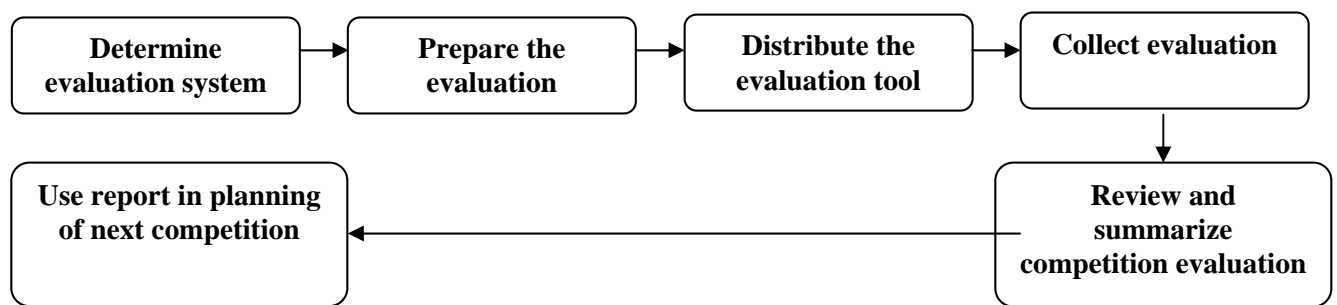
An evaluation process is essential to the success of any event. It provides a stronger foundation for planning for the future while giving instant feedback and instant reinforcement to all that is involved. We encourage the use of evaluation reports of the previous events as a key to effective planning. Do not forget to seek the input from athletes!!!

### Key Concepts

- ◆ Develop a process to measure success
- ◆ Should be simple and represent a minimum additional workload.
- ◆ Should involve a checks and balances system to ensure accurate information.
- ◆ Provides positive pro-active feedback.
- ◆ Not only to be added on at the end, but should be an integral part of the planning process.
- ◆ Review responses with an open mind. Please note that not all responses will be constructive, there will be a few of just petty complaints.

### Menu of Formats

- ◆ Yes or No - evaluation checklist
- ◆ Numerical grading system
- ◆ Observations and recommendations
- ◆ Evaluation questionnaire
- ◆ Debriefing meeting
- ◆ Games Evaluation Team or Competition Evaluation Team
- ◆ To allow for the committee to get an unbiased look at the competition from a group of qualified individuals





Sample Evaluation Form

Courtesy of the Special Olympics Golf National Invitational

[Insert Name of Event/Competition]  
Coaches/Committee Evaluation

Please check one: I am a \_\_\_\_\_ Coach \_\_\_\_\_ Committee Member

Ratings:      1 (Poor)      2 (Fair)      3 (Average)      4 (Good)      5 (Excellent)

PLEASE RATE THE FOLLOWING:

**A. Administration**

- |                                  |     |   |   |   |   |   |
|----------------------------------|-----|---|---|---|---|---|
| • Pre-tournament administration  | n/a | 1 | 2 | 3 | 4 | 5 |
| • On-site registration           | n/a | 1 | 2 | 3 | 4 | 5 |
| • Schedule                       | n/a | 1 | 2 | 3 | 4 | 5 |
| • Number & Quality of Volunteers | n/a | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_  
\_\_\_\_\_

**B. Facilities**

- |                        |     |   |   |   |   |   |
|------------------------|-----|---|---|---|---|---|
| • Golf Courses         | n/a | 1 | 2 | 3 | 4 | 5 |
| • Overall Housing      | n/a | 1 | 2 | 3 | 4 | 5 |
| • Meals & Refreshments | n/a | 1 | 2 | 3 | 4 | 5 |
| • Medical Coverage     | n/a | 1 | 2 | 3 | 4 | 5 |
| • Communications       | n/a | 1 | 2 | 3 | 4 | 5 |
| • Transportation       | n/a | 1 | 2 | 3 | 4 | 5 |
| • Signage              | n/a | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_  
\_\_\_\_\_

**C. Special Events**

- |                        |     |   |   |   |   |   |
|------------------------|-----|---|---|---|---|---|
| • Opening Ceremonies   | n/a | 1 | 2 | 3 | 4 | 5 |
| • Hospitality/Families | n/a | 1 | 2 | 3 | 4 | 5 |
| • Awards               | n/a | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_  
\_\_\_\_\_

**D. Competition**

- |                        |     |   |   |   |   |   |
|------------------------|-----|---|---|---|---|---|
| • Course Set-up        | n/a | 1 | 2 | 3 | 4 | 5 |
| • On-site Organization | n/a | 1 | 2 | 3 | 4 | 5 |
| • Rules Officials      | n/a | 1 | 2 | 3 | 4 | 5 |
| • Volunteers           | n/a | 1 | 2 | 3 | 4 | 5 |
| • Divisioning          | n/a | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_  
\_\_\_\_\_



## Sample Evaluation

Courtesy of Special Olympics Minnesota

### Administration

Please comment on the pre-registration process (.i.e., mailings from management office, forms, athlete registration

Please comment on the on-site team/athlete registration process.

### Competition

What competition(s) did you attend during the event?

Please comment.

### Support Services

Please comment on food service at venues.

Was medical personnel easily identifiable?



**Special Events**

Did you attend the banquet and Opening Ceremonies on Friday evening?  Yes  No

If yes, please comment.

Did you attend the Olympic Town & Dance on Friday evening?  Yes  No

If yes, please comment.

Did you attend any of the Special Events?  Yes  No

If yes, please comment .

**Overall Evaluation**

1	2	3	4	5
Poor		Average		Excellent

Please comment on three positive aspects of the event.

1.

2.

3.



Please provide three recommendations to improve the event.

1.

2.

3.

Anything We Forgot to Ask?

-----

Information (Optional)

Name:

Team/Delegation/Volunteer Position:

Address:

City,

Zip:

Thank you for your input! Please return this form by \_\_\_\_\_ to:

[\[Insert contact information here\]](#)





## Sample Evaluation Form

### Field Of Play & Sport Equipment (Course Set-Up)

- Yes  No Tee markers clearly identified
- Yes  No Hole identification signs erected
- Yes  No Hole placement sheets provided to each player
- Yes  No Directional signs from greens to tees, where needed
- Yes  No Cart shuttle in place, where needed
- Yes  No All boundaries and hazards clearly marked
- Yes  No Ground-under-repair clearly marked
- Yes  No Scoring tents erected and operational
- Yes  No Course offers appropriate challenge for the ability level of athletes
- Yes  No Adequate separation of gallery ropes and grandstands
- Yes  No Visible scoreboard for competitors, coaches and spectators
- Yes  No Visible results and competition schedule

### Competition

- Yes  No Competition highlights the athletes
- Yes  No Tee times followed within 10 minutes
- Yes  No Special Olympics and Rules of Golf consistently enforced
- Yes  No Divisioning done in accordance with Special Olympics standards
- Yes  No Unified Sports Partners in Level III playing from traditional location
- Yes  No Unified Sports Partners, Level II and Level III playing from modified tees, where necessary

### Officials

- Yes  No All official positions assigned
- Yes  No All officials certified by the National Governing Body
- Yes  No All officials received Special Olympics general training in advance
- Yes  No All officials clearly identified
- Yes  No Special Olympics and United States Golf Association and R & A rules on-site
- Yes  No Experienced members selected for the Sports Rules Committee
- Yes  No Sports Rules Committee members trained and aware of their responsibilities
- Yes  No One (1) official scorer provided for each group
- Yes  No Carts available for officials and athletes if necessary
- Yes  No Experienced members selected for the Sports Rules Committee
- Yes  No Committee members trained and aware of their responsibilities



**Volunteers**

- Yes  No All volunteers clearly identified
- Yes  No All volunteer positions assigned
- Yes  No All volunteers received Special Olympics general training in advance
- Yes  No All volunteers received sport-specific training in advance

**Venue Operations**

- Yes  No Venue met sport and operations requirements
- Yes  No Venue met spectator viewing requirements
- Yes  No Venue information available
- Yes  No Competition schedule available
- Yes  No Communications system and plan developed and in place
- Yes  No Designated Family/Spectator/Honored Guest/Media areas

**Venue Layout**

- Yes  No Smooth traffic flow throughout the venue
- Yes  No Check-in and staging areas well-marked and clearly visible
- Yes  No Staging areas allow for smooth transition to competition area
- Yes  No Controlled access to competition area
- Yes  No Controlled access to staging area
- Yes  No Adequate number of locker or changing areas provided
- Yes  No Ample water for athletes; several water stations throughout venue

**Look Of The Games**

Please circle all that apply. Signs for:

Registration	Spectator Seating	Rest Rooms	Volunteer Check In	Results
Family Area	Honored Guest Area	Hospitality	Information	Medical
Awards	Sports Information	Media Area	Athlete Check-in	

- Yes  No Venue decorated with Special Olympics banners and signs highlighting competition
- Yes  No Venue decorated to promote the spirit of Special Olympics
- Yes  No Venue signage uniform and consistent with Games signage
- Yes  No Directional (arrow) signs showing route to designated areas, as needed
- Yes  No Signs clearly marked and visible leading to all venues and areas within
- Yes  No Pictograms used in addition to words
- Yes  No Signs for escort assignment



### Public Address System

- Yes  No Athletes, officials and spectators able to hear sound the system
- Yes  No Information clearly announced and in a timely fashion
- Yes  No Athletes announced at the start of competition
- Yes  No Athletes, times and marks highlighted and announced as they completed competition

### Medical

- Yes  No Medical Management Team at the venue
- Yes  No Medical Management Team clearly identifiable, visible and easy to locate
- Yes  No Medical station clearly marked, visible and easy to locate
- Yes  No Stocked medical kits on-site with easy access
- Yes  No Medical Management Team all have personal medical/first aid kit on their person
- Yes  No Medical Management Team has immediate access to Medical forms and Parental Releases
- Yes  No Medical Management Team is knowledgeable of evacuation route
- Yes  No Checklist of Precautions at each venue (safety checklist)
- Yes  No Checklist of Precautions have been reviewed
- Yes  No Ambulance on-site (on call)

### Risk Management

- Yes  No Crisis Management Plan developed and active for each venue
- Yes  No Risk Management Plan developed and active for each venue
- Yes  No Risk Management Plan posted
- Yes  No Emergency Evacuation Plan developed and active for each venue
- Yes  No Emergency Evacuation Plan posted
- Yes  No Emergency Action Plan developed and active for each venue
- Yes  No Emergency Action Plan posted
- Yes  No Natural Emergency Contingency Plan created and active for each venue
- Yes  No Natural Emergency Contingency Plan posted
- Yes  No All staff knowledgeable of emergency, evacuation and crisis plans for each venue
- Yes  No Certified and trained Medical Management Team
- Yes  No Communication technology (phones, radios) on-site for emergency use
- Yes  No All equipment safe and operable
- Yes  No Delegations received emergency procedures before the Games
- Yes  No All staff knows how to get help fast
- Yes  No Evacuation transportation provided



**Awards**

- Yes  No Results clearly posted
- Yes  No Correct number of awards on hand
- Yes  No Award stands used
- Yes  No Special Guests used to present awards
- Yes  No Special Olympics script for award presentation followed
- Yes  No Efficient flow of athletes from competition to awards area
- Yes  No Awards area highlights each athlete
- Yes  No Awards given according to Official Sports Rules
- Yes  No Awards presented as soon after competition as possible
- Yes  No Appropriate sound system or music used to highlight the awards presentation
- Yes  No Appropriate music used for the awards presentation
- Yes  No Awards stand clearly visible from the spectator seating area

**Clinics and/or Demonstrations**

- Yes  No Recreational clinic
- Yes  No Demonstration
- Yes  No Appropriate facility and equipment

**Observations**

- 1.
- 2.
- 3.

**Commendations**

- 1.
- 2.
- 3.

**Recommendations**

- 1.
- 2.
- 3.



## General Daily Venue Checklist

### Pre-Competition

- Athlete check-in is set up and staffed with knowledgeable volunteers
- Scorecards are prepared
- Conditions of Competition published and available for distribution
- Volunteer registration is set up and staffed with knowledgeable volunteers
- Volunteer shirts are distributed
- Information booklets are available
- Tee times are posted
- Evacuation information is posted at Athlete Check-in and Volunteer Registration
- Course set-up is complete
- Holes cut
- Tournament flags out
- Hole signage in place
- Tee markers in place
- Finishing holes rebar and rope in place
- Starting holes signage in place
- Directional signage in place to direct players and spectators
- All signage in place and secure
- All equipment is in place and secure
- Scorers tent is set up and ready
- Scoreboard is ready
- Starters tent is set up and ready
- Caddies are trained and in place
- Individual skills stations are set up
- Radios are distributed
- Rules officials are prepared, trained and ready
- Medical personnel in place
- Water and ice distributed
- Trash cans and bags are distributed
- Awards area is set up
- Food and beverage (catering) set-up complete
- Crisis management plan in place and understood by all





- Families area set up, as applicable
- Guest services set up, as applicable
- Clinics and demonstration area set up, as applicable
- Media kits are available
- Media check-in set-up complete
- Honored Guest reception is set up

**Post-Competition**

- Results are entered into Games Management System
- Results are posted on scoreboard
- Next day's tee times are created, if applicable
- Necessary signage is taken down and stored
- Radios are collected and charged
- Equipment is located and replenished for next day's competition, if applicable
- Course is completely taken down
- Equipment is collected and returned
- Final results are created and given to coaches







Sample Coaches Handbook

**1999  
Special Olympics  
Invitational Golf Tournament Series**

**Presented By**

**Coach's Handbook**



**Championship  
Tournament  
October 23, 1999**



**Army Navy CC  
Arlington, VA**



# Section VIII Appendices

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October 15, 1999

Dear Coach,

Thank you for registering your athletes to compete in this first-ever Special Olympics Middle Atlantic PGA Section Invitational Golf Tournament Series presented by Netscape Communications.

We look forward to seeing you on Saturday, October 23, 1999, at Army Navy CC in Arlington, Virginia, for the Championship. We wish you and your athletes the best in final preparation for the tournament.

The 1999 Coach's Handbook is written to provide information about the tournament day which is essential for you and your athletes.

Please read the book thoroughly; doing so will make your job easier. In addition, it will allow the Tournament Committee to do its job better in providing the highest quality event to you and your athletes, resulting in an enjoyable experience for all.

As coaches, you are the backbone of the Special Olympics Movement. Your efforts in training athletes for the competition are well documented in their performance. Thank you for your dedication to Special Olympics athletes.

Sincerely,

1999 Special Olympics Invitational Tournament Series Championship Tournament Committee

### COACH RESPONSIBILITIES

#### 1. On-Site Registration

date: Saturday, October 23, 1999  
time: Noon  
site: Army Navy Country Club

2. **Notification of Change in Plans.** Should you have any problems prior to the tournament, please call (202) 824-0322. If you have any transportation problems or delays, please call Army Navy CC at (703) 979-5826.

3. **Be prompt on tournament day.** We have a very tight schedule to which we must adhere:

11:30 a.m. Registration and Warm-Up  
12:45 p.m. Opening Ceremonies Staging



---

1:00 pm	Opening Ceremonies begins
1:15 pm	Opening Ceremonies ends
1:20 pm	Final Instructions at Cart Staging Go to Assigned Tee, Shotgun Start
1:30 pm	Tournament play begins
4:00 pm	Approximate Finish Time, Return Scores.
4:15 pm	Cookout Dinner / Tabulate Results
4:45 pm	Begin Staging for Awards
5:00 pm	Awards Presentations
5:45 pm	Close Tournament/Depart

4. All play is governed by the Rules of Golf. Coaches can only provide advice to a player with whom they are teamed for tournament play. Rules officials will be situated on the golf course in clearly marked carts in order to help facilitate play and make decisions on the Rules of Golf. Please take advantage of these officials in assisting on any questions that you have on rules during the tournament.

5. All participating athletes are required to have a current/valid Application for Participation. Part of your responsibility as a coach is the health and safety of your athletes. Please bring a copy of the application for each participating athlete with you. Any registered athlete who does not have a current/valid application will not be allowed to compete.

#### GOLF TOURNAMENT LOGISTICS

1. The Army Navy Country Club will serve as the venue for the second annual Special Olympics Invitational Tournament Series Championship. Please remember that they have been gracious in donating the golf course to us for this tournament and that we are guests. You will play an important role in helping to build a lasting relationship.

2. The golf course has dedicated nine holes for the express purpose of conducting this tournament, which will facilitate a shotgun start where everyone begins play at 1:30 p.m. We intended to have all players walk, but after touring the golf course, which is very hilly with significant distance between some greens and tees, we decided to let all players ride. Carts will be provided to all teams.

3. The practice tee with 10 hitting stations and the practice green will open at 11:30 a.m. and close at 1:00 p.m. Balls at the practice tee will be provided courtesy of Steve Tobash, Head Golf Professional at Army Navy CC.

4. A brief Opening Ceremonies will take place from 1:00 to 1:15 p.m. We ask that you report to the staging tent for the Ceremonies at 12:50.

5. Immediately following the Ceremonies teams will move to their carts and receive final instructions, including a review of the format, conditions of play and local rules. Please operate the carts with care in a safe manner to avoid accidents.

6. Teams will be led to their assigned tee by a volunteer familiar with the golf course.

7. Teams will:

- exchange scorecards;
- keep the other team's score;
- sign/attest scores after completing round; and
- submit scores.

#### DIRECTIONS, ON-SITE REGISTRATION & INCLEMENT WEATHER

##### Directions to Army Navy Country Club

From the North via I-395

- Travel south on I-395 to Exit 7 Glebe Road/Shirlington
- Take exit 7 to Glebe Road, Rt. 120 North (bear right after exiting)
- Travel .7 mile north on Glebe Road to 18<sup>th</sup> Street and turn right
- Follow .4 mile on 18<sup>th</sup> Street which runs into the entrance at Army Navy CC



## Section VIII Appendices

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From the South via I-95 and I-395

- Traveling north I-95 turns into I-395 north
- Travel I-395 north to Exit 7b Glebe Road
- Take exit to Glebe Road, Rt. 120 North (brings you back under I-395)
- Travel .8 mile north on Glebe Road to 18<sup>th</sup> Street and turn right
- Follow .4 mile on 18<sup>th</sup> Street which runs into the entrance at Army Navy CC

### **Arrival and On-Site Registration**

1. Upon arrival you will be directed to a dedicated parking location in the parking lot.
2. Volunteers will direct you to the location and move your bags to carts which will be pre-staged near the tent serving as our operations center.
3. Coaches are asked to check in at registration desk and receive an information package including:
  - Division sheets
  - Cart/Tee assignments
4. Players may then proceed to the practice tee. Please leave bags on carts and take only clubs for warm-up purposes.

### **Inclement Weather Plan**

All teams should plan to arrive on time prepared to play in the worst weather conditions. We will monitor and proceed accordingly. Safety will be the most important factor in any decision to delay or cancel the event. If you have any questions on the day of event call either (202) 824-0322 or (703) 979-5826 at Army Navy and ask for Steve Tobash.

#### GOLF TOURNAMENT LOGISTICS - CONT.

Upon completion of the round all teams will return to the tented area where we started. Teams are asked to:

- submit their scorecards;
- return clubs to vehicles in the parking lot;
- return carts to cart return near the pro shop; and
- return to tent for cookout and awards.

### **Scoring**

1. The scoring procedures will be the same as those used during the tournaments in which teams played during the series.
2. Teams must sign and attest scorecards in order for results to be official.

### **Results**

1. All results will be tabulated in a timely manner and posted. Official results will be final and used for determination and presentation of awards.

### **Awards**

1. Awards will be presented as soon as possible after the results have been tabulated and teams have had a reasonable time to get some food.
2. We ask for coaches' cooperation in gathering golfers when staging the awards to facilitate the awards presentation.
3. Teams will be called to the awards stand by their competition division. The plan is to proceed sequentially.
4. One awards stand will be used. It will be located in or near the tented area.
5. Athletes will be escorted to the awards stand by volunteer escorts.



6. Any team that is disqualified shall receive a participation ribbon.
7. After receiving awards, teams are asked to stay and support the other presentations.

**COOKOUT**

A cookout consisting of hamburgers and hot dogs, soft drinks, and dessert will be provided at the conclusion of the tournament at approximately 4:15 p.m., prior to the awards presentations.

**MEDICAL**

Medical coverage will be arranged with a unit on call in a position to respond to any emergency call.

**SPECIAL OLYMPICS STATEMENT OF PURPOSE**

Special Olympics is a worldwide program of sports training and athletic competition open to individuals with intellectual disabilities regardless of their abilities. The International Olympic Committee has granted its official recognition to Special Olympics.

**TOURNAMENT RULES COMMITTEE**

A Tournament Rules Committee will be in place to address any rules questions. The Rules of Golf as established by the United States Golf Association and the Royal & Ancient Golf Club of St. Andrews will govern all play.

**TOURNAMENT RULES COMMITTEE**

Event Director	Jim Schmutz
Assistant Event Director	Aaron Collins
Chair of Rules Committee	Dick Johns, Executive Director, Middle Atlantic PGA
On-Course Officials	MAPGA, Staff and Professionals

**VOLUNTEER SUPPORT**

1. Volunteers are expected to attend and support the event in a number of ways.
2. On the golf course volunteers will serve as forecaddies to help locate balls to maintain the pace of play.
3. Additionally, volunteers will be present to greet and direct you upon arrival; these volunteers will be provided by the golf course.
4. Volunteers will register you and your teams, conduct the Opening Ceremonies, present awards and otherwise support all tournament operations.
5. Three members of the Middle Atlantic PGA have agreed to volunteer as Rules Officials.
6. If you have the opportunity, please take the time to thank any of these volunteers and acknowledge their support.

**PARTICIPATING PROGRAMS**

Special Olympics Maryland	
Howard County	Baltimore County
Montgomery County	
Prince George's County	
St. Mary's County	

Special Olympics Virginia	
Chesterfield County	Virginia Beach
Fredericksburg	Prince William County
Hanover County	Fairfax County
Stafford County	Loudoun County
Roanoke	

We want to thank all the coaches for their interest in golf and support during the tournament series. Your efforts in providing this opportunity to your athletes are very much appreciated. We commend all the Programs, coaches and teams for their commitment to introducing the game of golf to Special Olympics athletes. We hope that the future will provide more opportunities for more athletes.



## Section VIII Appendices

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### SPECIAL OLYMPICS EXTENDS ITS GRATITUDE

Special Olympics would like to thank the following golf courses and organizations for their support the 1999 Special Olympics Invitational Golf Tournament Series.

- Augustine GC
- Bethesda CC
- Fairway Hills GC
- Fawn Lake CC
- Little Bennett GC
- Paint Branch GC
- Rattlewood GC
- Windy Hill Sports Complex

### SPECIAL OLYMPICS MISSION STATEMENT

The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with mental retardation, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

### GOAL OF SPECIAL OLYMPICS

The ultimate goal of Special Olympics is to help persons with intellectual disabilities participate as productive and respected members of society at large, by offering them a fair opportunity to develop and demonstrate their skills and talent through sport training and competition, and by increasing the public's awareness of their capabilities and needs.

### COACH'S OATH

"In the name of all coaches, we shall follow written and verbal instructions of Special Olympics officials at all times, have our players report for tee times at the proper time, play according to the Rules of Golf and abide by all the Special Olympics official rules and policies, in the spirit of sportsmanship."

### OFFICIAL'S OATH

"In the name of all officials, we shall uphold the integrity of the game of golf and the spirit of Special Olympics as we conduct this tournament according to the Rules of Golf."

### ATHLETE'S OATH

"Let me win. But if I cannot win, let me be brave in the attempt."



## Sample Officials Handbook – Table Of Contents

### General Information

- Letter of Welcome
- Mission Statements
- Official's Oath
- Tournament Committee Information

### Safety

### Competition Information

- Venue Description
- Golf Course Map & Card
- Sports Information
- Events Offered
- Competition Schedule
- Head Coaches Meeting
- Competition Rules
- Divisioning
- Honest Effort Rule
- Protest and Appeals
- Sports Uniform and Equipment
- Staging
- Results
- Awards Ceremonies
- Clinics and Demonstrations

### Officials Services Information

- Housing
- Transport
- Accreditation
- Venue Tour and Orientation
- Meals and Lounges
- Opening and Closing Ceremonies



# *Volunteer Handbook*

*September 13-16, 2003*







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September 13-16, 2003

Presented by:  
PGA of America  
United States Golf Association

Special Olympics USA National  
Partners:  
Cingular Wireless  
M&M'S® Brand Chocolate Candies

Hosted by:  
PGA Golf Club  
Port St. Lucie, Florida



PGA Golf Club™



September 2003

Dear Volunteer,

Welcome to PGA Golf Club and the 2003 Special Olympics Golf National Invitational Tournament. As a volunteer, you are providing our athletes the opportunity to compete in a first-class athletic competition. The months of hard work and training will be shown throughout the tournament.

This manual has been provided to supply you with the necessary information to ensure your volunteer experience is successful and enjoyable. Please take some time to review the information and forward any questions you may have to myself or any Tournament staff.

Thank you in advance for your time and effort. Without you, this event could not be possible!

Best regards,

Heidi Wegmueller  
Tournament Director



Special Olympics  
Extends a Heartfelt Thanks to all  
Volunteers and the Following  
Organizations and Golf Courses  
for Supporting  
the 2003 National Invitational Golf Tournament

**PGA Golf Club at PGA Village**

**The Professional Golfers' Association of America**

**The United States Golf Association**

Tournament Sites

Level I - PGA Golf Club Practice Facilities  
Levels II & IV - PGA Golf Club North Course  
Levels III & V - PGA Golf Club South Course



***Special Olympics***

Created by  
THE JOSEPH P. KENNEDY, JR. FOUNDATION  
Authorized and Accredited by Special Olympics  
for the Benefit of Citizens with Mental Retardation



## Tournament Facts

### Players by Level

Level I: Skills Competition

- 16 Athletes: 12 Males and 4 Females

Level II: Unified Alternate Shot 9 Holes

- 84 Athletes: 65 Males and 19 Females

Level III: Unified Alternate Shot 18 Holes

- 22 Athletes: 22 Males and 0 Females

Level IV: Individual 9-Hole Play

- 15 Athletes: 12 Males and 3 Females

Level V: Individual 18-Hole Play

- 21 Athletes: 19 Males and 2 Females

***Total Athletes: 158***

### States Represented and Number of Athletes

- |                     |                           |
|---------------------|---------------------------|
| ▪ Alabama - 8       | ▪ New York - 5            |
| ▪ Arizona - 7       | ▪ North Carolina - 7      |
| ▪ Connecticut - 8   | ▪ Northern California - 7 |
| ▪ Florida - 9       | ▪ Pennsylvania - 5        |
| ▪ Illinois - 7      | ▪ Rhode Island - 3        |
| ▪ Kentucky - 5      | ▪ South Carolina - 12     |
| ▪ Louisiana - 7     | ▪ Tennessee - 6           |
| ▪ Maryland - 8      | ▪ Texas - 9               |
| ▪ Massachusetts - 7 | ▪ Utah - 6                |
| ▪ Michigan - 4      | ▪ Vermont - 2             |
| ▪ Mississippi - 2   | ▪ Virginia - 7            |
| ▪ Missouri - 6      | ▪ Washington - 1          |
| ▪ Nebraska - 7      | ▪ Wisconsin - 3           |



## Tournament Schedule

### **Saturday, September 13, 2003- PGA Golf Club**

- Honored Guest Reception - PGA Education Center, Ball Room C - 5:00 p.m.
- Opening Ceremonies - PGA Golf Club, In front of clock tower - 6:00 p.m.
- Post-Ceremony Dinner for delegations, families and honored guests - PGA Members Room - 7:00 p.m.
- Coaches Meeting - PGA Members Room - 7:30 p.m.

### **Sunday, September 14, 2003- PGA Golf Club**

- Breakfast - PGA Members Room - 6:30 a.m.
- Tournament Round 1 - North and South Course - 7:30 a.m.
- Box Lunch - PGA Members Room - 11:00 a.m.
- Dennis Walter's Golf Show - Practice Range - 2:30 p.m.
- Dinner for delegations and families - PGA Members Room - 6:30 p.m.
- Coaches Meeting - PGA Members Room - 7:30 p.m.

### **Monday, September 15, 2003- PGA Golf Club**

- Breakfast - PGA Members Room - 6:30 a.m.
- Tournament Round 2 - North and South Course - 7:30 a.m.
- Box Lunch - PGA Members Room - 11:00 a.m.
- Pitch and Putt Competition - PGA Golf Club Short Course - 2:00 p.m.
- Coaches Meeting - PGA Members Room - 4:30 p.m.
- Dinner for delegations and family - tent - 6:30 p.m.

### **Tuesday, September 16, 2003**

- Breakfast - PGA Members Room - 6:30 a.m.
- Final Tournament Round - North and South Course - 7:30 a.m.
- Awards Ceremony- Adjacent to Scoring Area - 9:30 a.m. until complete
- Box Lunch - PGA Members Room - 11:00 a.m.
- Departure - 2:00 p.m.



## Tournament Committee

Heidi Wegmueller  
Mary-Lee Cobick  
Henry Thrower

Tournament Director  
Competition Manager  
Human Resources

Special Olympics North America  
LPGA & CPGA Professional  
PGA of America

Tonia Branch  
Brian Vaisnoras  
Arlene Russomanno  
Christina Duignan  
Cheryll Wood  
Diana Mitchell  
Monty Castevens  
Mallory Privett  
Sherry Major  
Arlene Whittick  
Karen Moraghan  
Dorothy Mastromonaco  
Jim Schmutz  
Donna White

Venue Logistics/Operations Mgmt.  
Venue Logistics/Operations Mgmt.  
Administration and Hospitality  
Administration and Hospitality  
Administration and Hospitality  
Events Management  
Executive Director  
Volunteer Management  
Public Relations  
Public Relations  
Public Relations  
Mgr. of Assistance to Golf Assoc.  
Managing Director  
Golf Manager

Golf Association of Michigan  
PGA Professional  
PGA of America  
Kolter Resorts  
Special Olympics  
Special Olympics- St. Lucie Co.  
Special Olympics Florida  
PGA of America  
PGA of America  
Special Olympics  
United States Golf Association  
United States Golf Association  
Special Olympics North America  
Special Olympics

## Important Contact Phone Numbers:

Heidi Wegmueller  
Jim Schmutz  
Donna White  
Arlene Russomanno  
PGA Golf Club Pro Shop  
Kolter Resorts

Cell: (919) 414-7443  
Cell: (301) 219-5347  
Cell: (561) 644-8444  
Cell: (561) 707-7451  
1-800-800-4653  
(772) 466-6766



### Tournament Officials

Heidi Wegmueller

Eric Wilson

Jeff Beaudry

John Haines

Steve Jubb

Henry Thrower

Dr. Trey Holland

Dorothy Mastromonaco

Donna White

Monty Castevens

Dave Sheets

Marty Sheets

Mallory Privett

Tournament Director

PGA of America

PGA of America

PGA of America

PGA of America

PGA of America

United States Golf Association

United States Golf Association

Special Olympics

Special Olympics Florida

Special Olympics Athlete Representative

Special Olympics Family

Volunteer Manager





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**2003 Special Olympics Golf National Invitational Tournament  
Volunteer Orientation – PGA Golf Club Members Room  
AGENDA  
September 8 & 11, 2003 at 5:30 p.m.**

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- ❖ Welcome and Introductions (5 minutes) Heidi Wegmueller
- ❖ Special Olympics Overview (5 minutes) Donna White
  - Mission
  - History
    - Evolution from three countries in 1968
    - World Games every four years
    - Heart of program is community-based
  - Philosophy
    - All Ages and Ability Levels
    - Divisioning for equity in competition
  - Athlete-Centered Movement's Impact on Families (5 minutes)
    - Importance of Special Olympics in the life of an athlete
- ❖ Golf Program Overview (10 minutes) Donna White
  - Refer to Volunteer Manual – Provided as Handout
    - Opportunity, Success, Respect
    - All Ages and Ability Levels – five levels of play
- ❖ Tournament (10 minutes) Heidi Wegmueller
  - Tournament Facts
    - Players by level
    - States represented
    - Rules Officials – Special Olympics Golf Committee and other PGA/USGA Staff
  - Tournament Preparation and Schedule
    - Volunteer Reporting Procedures
    - Meal Procedures
    - Venue Walk-Through
    - Preliminary Play
    - Tournament Play
    - Safety Issues (Weather/Competition/Personal Hydration)
- ❖ Volunteer Assignments (20 minutes) Heidi Wegmueller & Donna White
  - Drivers & Scoring – Two bags per golf car; use tally sheet for scoring
    - For one team or two individual competitors
  - Individual Skills – On-Site Orientation on the day of event
    - Six skills: wood shot, iron shot, pitch shot, chip shot, long putt, short putt
    - Volunteers will oversee six stations, keep score, escort groups of athletes from station to station
  - Registration – Oversee check-in of athletes and volunteers, provide necessary information
  - Scoring Tent – Score competitors as they come off the golf course
  - Hydration - Provide water for participants and officials
- ❖ Questions

## Section VIII Appendices

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### Handouts

- Special Olympics Golf National Invitational Tournament Volunteer Handbook



**Special Olympics Golf National Invitational Tournament  
PGA Golf Club North Course  
Rules Zone Chart and Evacuation Plan**

**Rules Horn Zones**

- #1 Clubhouse
- #2 3 Green
- #3 7 Tee
- #4 13 Tee
- #5 14 Green

**Front Nine  
(Out)**

Hole	Tee	Fairway	Green
1	Club	Club	Club
2	Back to Club	Back to Club	Back to Club
3	2-1-Club	2-1-Club	Back to 2-1-Club
4	3-2-1-Club	3-2-1-Club	Forward to 5-6-road-1-Club
5	Forward to Road-1-Club	-	Forward to road to 1-club
6	Forward to Road-1-Club	Forward to Road-1-Club	Cross road to 1-club
7	Forward to 8-9-Club	-	Forward to 8-9 Club
8	Forward to 9-Club	Forward to 9-Club	Forward to 9-Club
9	Club	Club	Club

**Back Nine (In)**

10	Club	Club	Club
11	Back to Club	Back to Club	Back to Club
12	Back to 11-10-Club	-	Back to 11-10-Club
13	Back to 12-11-10-Club	Back to 12-11-10-Club	Back to 12-11-10-Club
14	Forward to 15-16-17-18-Club	Cross 15 to 16-17-18-Club	Cross 15 to 16-17-18-Club
15	Forward 16-17-18-Club	Cross 16 to 17-18-Club	Forward to 16-17-18-Club
16	Forward to 17-18-Club	-	Forward to 17-18-Club
17	Forward to 18-Club	Forward to Club	Forward to 18-Club
18	Club	Club	Club



**Special Olympics Golf National Invitational Tournament  
PGA Golf Club-South Course  
Rules Zone Chart and Evacuation Plan**

**Rules Horn Zones**

- #1 Clubhouse
- #2 4 Tee
- #3 16 Fairway
- #4 11 Tee
- #5 7 Fairway

<b>Front Nine (Out)</b>			
Hole	Tee	Fairway	Green
1	Club	Club	Club
2	Back to 1-Club	Back to 1-Club	Back to 1-Club
3	2-1-Club	2-1-Club	Back to 2-1-Club
4	3-2-1-Club	3-2-1-Club	Forward to 5-6-road-1-Club
5	To 6 across to 2-1-club	To 6 across to 2-1-club	To 6 across to 2-1-club
6	2-1-club	2-1-club	2-1-club
7	Forward to 8-9-club	Forward to 8-9-club	Forward to 8-9-club
8	Forward to 9-Club	Forward to 9-Club	Forward to 9-Club
9	Club	Club	Club

<b>Back Nine (In)</b>			
10	Club	Club	Club
11	Back to 10-Club	-	Back to 10-Club
12	Forward to short course-club	Forward to short course-club	Forward to short course-club
13	Back to 12-short course-club	Back to 12-short course-club	Back to 12-short course-club
14	Cross road-17-18-club	Cross road-17-18-club	Cross road-17-18-club
15	Forward to 16-17-club	Forward to 16-17-club	Forward to 16-17-club
16	Cross road-17-18-club	Cross road-17-18-club	Cross road-17-18-club
17	Forward to 18-Club	-	Forward to 18-Club
18	Club	Club	Club



### ***AS A VOLUNTEER...***

#### **DO...**

- Adhere to the Volunteer Code of Conduct.
- Refer to athletes as athletes or by name.
- Assume an athlete can.
- Put safety first at all times.
- Ask questions.

#### **DON'T...**

- Call athletes kids.
- Pity the athlete.
- Assume an athlete has mental retardation.

#### **WHEN COMPETING,**

#### **ATHLETES...**

- Follow the rules or are penalized.
- Compete against athletes with similar abilities.
- Should be treated and respected as athletes.

#### **CRISIS PLAN**

- Move away from the crisis.
- Follow directions of the crisis personnel or any law enforcement/fire

### ***VOLUNTEER***

### ***CODE OF CONDUCT***

As a volunteer I will.....

1. Provide for the general welfare, health and safety of any Special Olympics athlete(s) in my charge during the course of my assigned duties.
2. Dress and act at all times in a manner, which will be appropriate to my assigned responsibilities and credit to myself, the athletes and Special Olympics. Volunteers who use profanity and taunting are subject to immediate ejection.
3. Report any emergencies to the appropriate authorities after first taking immediate action to ensure the health and safety of the participants.
4. Agree not to engage in any type of inappropriate behavior, sexual activity, and/or verbal or physical abuse with Special Olympics athletes, staff, officials or other volunteers.
5. Agree not to take part in the consumption of alcoholic beverages and/or controlled substances during any Special Olympics training or competition.
6. Agree not to take part in smoking or chewing tobacco at any Special Olympics training or competition site except in designated smoking areas.

### ***MISSION STATEMENT***

To provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with mental retardation, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.



## **SPECIAL OLYMPICS GOLF VOLUNTEER ASSIGNMENTS**

Thank you very much for volunteering to help the 2003 Special Olympics Golf National Invitational Tournament. Your contribution of time and energy will do a lot to make the tournament a success and a great experience for all the athletes.

Your assignment is shown on the label attached to your Volunteer Manual. Please make note of the times for each day and be prompt. We are counting on you!

### **ASSIGNMENTS and TIMES**

If your assignment says "**18 Holes**" or "**9 Holes**," you will be driving a golf car on the golf course. You will be given your course and tee time when you check in each morning at volunteer registration. The "18 Holes" or "9 Holes" gives you an idea of how long your assignment will be that day. *Remember that these athletes will not play very fast.*

If your assignment is "**Skills**," you will be walking at the practice areas near the clubhouse. "**Registration**" and "**Scoring Tent**" assignments are at the clubhouse.

The "**Report Time**" shown on the Volunteer Manual label is the *latest* we would like you to check in at the "**Volunteer Registration Table**" located at the front of the clubhouse. You will then be given your tee time or skills station time along with instructions as to where to report. ***Golf Car Drivers/Scorers will need to be in their golf car at least 15 minutes before their scheduled tee time in order to be acquainted with the athletes.***

### **CONTINENTAL BREAKFAST – (Come early – Starts at 6:30 a.m. each day.)**

There will be a continental breakfast available each morning for volunteers. If you want to participate, you should come early so that you can be at your assignment by the times explained above.

A BOX LUNCH will be available for all volunteers in the Clubhouse. (You must be wearing your Special Olympics golf shirt and name badge in order to obtain a box lunch.)

DRESS CODE – All volunteers will be provided with a Special Olympics golf shirt and name badge. Please wear this shirt and name badge each day volunteering. We recommend khaki-colored pants or shorts (for men and women). Other items we recommend bringing are a hat or cap, sunscreen and bug spray.

# **Thank You for Volunteering!**



## Scorer/Driver Detailed Job Description

### Qualifications

A volunteer with limited knowledge of golf and tournament operations. Possess enough knowledge of golf to understand the basic etiquette and rules of golf. Golfers are desirable for this position but not necessary.

### Responsibilities

- Record the score of the players on each hole on the tally sheet. (The athletes keep each other's score card.)
- Assist players in spotting locations of balls
- Assist players in searching for balls
- Transport athletes in golf car from green to tee and when crossing all public roads. If there are two (2) volunteers in a golf car, one of the volunteers should walk to the next tee to allow athletes to ride.

### Responsibility Outline

- 1. Report to Volunteer Registration**
  - Receive player(s) assignments and tally sheets
  - Attain any special instructions or information
- 2. Greet player(s)**
  - Greet players and introduce yourself
  - Familiarize yourself with the players
- 3. Observe play and record score**
  - Always be aware of players hitting
  - Observe where the balls land
  - Never touch a ball or interfere with the ball's motion
  - After the completion of every hole, ask for the scores from each player(s) in your group
  - Record the scores on the tally sheet
- 4. Interaction with players**
  - Do not answer questions regarding rules, refer to the Doubt as to Procedures Rule or call for a rules official
  - Do not offer advice to the players
  - You *must* transport athletes in the golf car from green to tee, and when crossing all public roads
- 5. End of the round**
  - Sign the score cards where it indicates "attest"
  - Return the score cards to the corresponding player(s)



- 
- Instruct the player(s) to review their score cards, sign their score cards and return the score cards to the scoring tent.
  - Accompany the players to the scoring tent





## Scorer/Driver Rules and Etiquette Guide

### Rules of Golf

#### Definitions (As dictated in the Rules of Golf)

1. **Doubt as to Procedure:** Rule 3-3 of the Rules of Golf allows a player to play a second ball if there is doubt as to procedure. If a player is in a situation and does not know how to proceed, he may put a second ball in play, play the original ball and report the facts of both balls to the committee or rules official before he returns his score card. Before he plays the second ball, the player must first declare which ball (original or second) he would like to score with. He must hole out both balls.
2. **Advice:** any counsel or suggestion, which could influence a player in determining his play, the choice of club or the method of making a stroke. Note: comments on wind direction or other weather conditions may constitute advice.

#### Golf Etiquette and Safety

- No one should move, talk or stand close to or directly behind the ball when the player is addressing the ball or making a stroke
- Always be aware of players striking a ball
- Always stand and observe from a safe distance behind all players making a stroke
- Refrain from walking on greens unnecessarily
- One should refrain from loud talking on the golf course
- Be aware and considerate of the golfers on adjacent golf holes
- Do not leave any trash on the golf course
- Only wear shoes with flat soles on the golf course

### Scorers/Drivers Task List/Equipment List

### Day of the Tournament

#### *Task List*

- Report to Volunteer Registration
- Receive player assignment
- Orientation and training
- Greet players
- Receive tally sheet
- Observe play
- Record scores hole by hole
- Sign tally sheet



## Scoring Tent Job Description

### Qualification

A volunteer who has a general knowledge about golf and golf tournaments. Pre-existing knowledge may not be necessary; the volunteer for this position may be quickly educated to fulfill the duties of this position. Good handwriting is a plus. Calligraphy skills would be a bonus.

### *Responsibilities*

- Set up the scoring area
- Receive scores from players
- Add scores from players
- Record scores

Day of Tournament

#### **1. Set up score board or scoring area**

- Set up score sheet in predetermined area, preferably by the clubhouse
- Post score sheet to scoreboard or wall in staging area
- If scoreboard or area is not available, tape up score sheet on a flat surface wall
- Set up scoring area in front of the score sheet

#### **2. Checking score cards**

- Have players and markers double-check the individual scores of each hole before signing and returning the score card (penalty for returning a score card with the wrong scores or not returning a score card is disqualification R. 6-6)
- Players are not responsible for addition of the scores so they are not penalized for writing down a wrong total score
- It is the committee's responsibility to add the scores correctly and apply the handicaps (if applicable)
- Without penalty, the players and markers may change the score cards before they return them if discrepancies are found. No alterations can be made once the score cards have been returned to the committee. If any alterations are made, have both the player and marker initial the change
- Add the total score for the round and check with the competitor. The competitor and the group may leave scoring area once the total score had been established
- Note the finishing time for the groups on the tee time sheet.

#### **3. Break down scoring area**

#### **4. Enter and record final scores for the record**



## Individual Skills Station Manager Job Description

### Responsibilities

- Man skills station
- Observe athlete play
- Observe scoring of athlete skills attempts

### Responsibility Outline

#### 1. Man skills stations

- Organize hitting area
- Supervise hitting area
  - Retain a safe perimeter around the hitting station
  - Retain order around hitting area
  - Keep quiet, limit movement by others

#### 2. Observe

- Give each athlete five attempts at the skill
- Observe each attempt
- *A swing and a miss (whiffing) is counted as an attempt*



## Individual Skills Station Attendant Job Description

### Responsibilities

- Man skills station
- Observe athlete play
- Score athlete skills attempts
- Relay score to escort

### Responsibility Outline

#### 1. Man skills stations

- Organize hitting area
- Supervise hitting area
  - Retain a safe perimeter around the hitting station
  - Retain order around hitting area
  - Keep quiet, limit movement by others

#### 2. Observe

- Give each athlete five attempts at the skill
- Observe each attempt and score according to the scoring guidelines for the skill  
*A swing and a miss (whiffing) is counted as an attempt*

#### 3. Relay the score to the escort accompanying the competitor



## Individual Skills Escort Job Description

### Responsibilities

- Escort competitors
- Record scores
- Monitor flow of competitors
- Turn in score card

### Responsibility Outline

1. **Escort competitors** - lead the competitors assigned to you through each skill station
2. **Record scores** - record the score stated by the skills station attendant
3. **Monitor flow** - keep competitors and spectators at a safe distance away from hitting areas
4. **Monitor people flow** - help alleviate congestion of people around skill stations
5. **Turn in score card** - return score cards to scoring manager.



---

## Hydration Job Description

### Responsibilities

- Ice down bottled water in ice chest
- Make water available to competitors and officials

### Responsibility Outline

- Report before first starting time to prepare
- Acquire golf car
- Ice down bottled water in ice chests
- Provide water by roving assigned golf course
- Keep plenty of water in ice chest at all times
- Notify tournament staff of water shortages, if applicable



## Volunteer Check-In Job Description

### Responsibilities

- Man volunteer check-in station

### Responsibility Outline

- Report to volunteer check-in station at 6:30 a.m.
- Inform volunteers of daily duties and hand out all applicable materials
- Inform Tournament Director of any changes or deletions to volunteer roster
- Direct volunteers to their assignments
- Break down check-in station after completion of check-in procedures



---

## Athlete/Caddie Check-In Job Description

### Responsibilities

- Man athlete/caddie check-in station

### Responsibility Outline

- Report to athlete/caddie check-in station at 6:30 a.m.
- Direct athletes and coaches to practice areas, caddies (if applicable) and assigned starting hole
- Confirm athletes, coaches and caddies of assigned starting times
- Inform Tournament Director of any changes or deletions to athlete or caddie roster
- Break down check-in station after completion of check-in procedures





# Special Olympics Golf

NATIONAL INVITATIONAL TOURNAMENT

*Presented by the PGA of America & USGA*

# *Officials Handbook*





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September 13-16, 2003

Presented by:  
PGA of America  
United States Golf Association

Special Olympics USA National Partners:  
Cingular Wireless  
M&M'S® Brand Chocolate Candies

Hosted by:  
PGA Golf Club  
Port St. Lucie, Florida



PGA Golf Club™



Special Olympics  
Extends a Heartfelt Thanks to all  
Volunteers and the Following  
Organizations and Golf Courses  
in Providing Support for  
the 2003 National Invitational Golf Tournament

**PGA Golf Club at PGA Village**

**The Professional Golfers' Association of America**

**The United States Golf Association**

Tournament Sites

Level I - PGA Golf Club Practice Facilities  
Levels II & IV - PGA Golf Club North Course  
Levels III & V - PGA Golf Club South Course



***Special Olympics***

Created by  
THE JOSEPH P. KENNEDY, JR. FOUNDATION  
Authorized and Accredited by Special Olympics  
for the Benefit of Citizens with Mental Retardation



September 2003

Dear Officials,

On behalf of the Tournament Committee and the entire tournament staff, I would like to welcome you to PGA Golf Club and the 2003 Special Olympics Golf National Invitational Tournament. I want to personally thank each of you for your attendance this year. I hope that this week will serve as much of a reward for you as it will to the athletes.

This handbook has been provided to supply you with the necessary information to ensure that your experience is successful and enjoyable. Please take some time to review the information and feel free to forward any questions you have to myself or any Tournament Committee member.

Thank you very much! I hope you enjoy the tournament!

Best regards,

Heidi Wegmueller  
Tournament Director



## Mission Statement

The mission of Special Olympics is “to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with mental retardation, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.”

Golf upholds the mission by offering five levels of competition designed to provide a meaningful experience for athletes of all ages and abilities.

## Officials Oath

“In the name of all judges and officials, I promise that we shall officiate in this Special Olympics National Invitational Tournament with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship.”



## Tournament Committee

Heidi Wegmueller	Tournament Director	Special Olympics North America
Mary-Lee Cobick	Competition Manager	LPGA & CPGA Professional
Henry Thrower	Human Resources	PGA of America
Tonia Branch	Venue Logistics/Operations Mgmt.	Golf Association of Michigan
Brian Vaisnoras	Venue Logistics/Operations Mgmt.	PGA Professional
Arlene Russomanno	Administration and Hospitality	PGA of America
Christina Duignan	Administration and Hospitality	Kolter Resorts
Cheryll Wood	Administration and Hospitality	Special Olympics
Diana Mitchell	Events Management	Special Olympics- St. Lucie Co.
Monty Castevens	Executive Director	Special Olympics Florida
Mallory Privett	Volunteer Management	PGA of America
Sherry Major	Public Relations	PGA of America
Arlene Whittick	Public Relations	Special Olympics
Karen Moraghan	Public Relations	United States Golf Association
Dorothy Mastromonaco	Mgr. of Assistance to Golf Assoc.	United States Golf Association
Jim Schmutz	Managing Director	Special Olympics North America
Donna White	Golf Manager	Special Olympics

## Important Contact Phone Numbers:

Heidi Wegmueller	Cell: (919) 414-7443
Jim Schmutz	Cell: (301) 219-5347
Donna White	Cell: (561) 644-8444
Arlene Russomanno	Cell: (561) 707-7451
PGA Golf Club Pro Shop	1-800-800-4653
Kolter Resorts	(772) 466-6766



## Tournament Officials

**Heidi Wegmueller**  
**Eric Wilson**  
**Jeff Beaudry**  
**Rick Burton**  
**John Haines**  
**Steve Jubb**  
**Henry Thrower**  
**Dr. Trey Holland**  
**Dorothy Mastro Monaco**  
**Donna White**  
**Monty Castevens**  
**Dave Sheets**  
**Marty Sheets**  
**Mallory Privett**

**Tournament Director**  
**PGA of America**  
**PGA of America**  
**PGA of America**  
**PGA of America**  
**PGA of America**  
**PGA of America**  
**PGA of America**  
**United States Golf Association**  
**United States Golf Association**  
**Special Olympics**  
**Special Olympics Florida**  
**Special Olympics Athlete Representative**  
**Special Olympics Family**  
**Volunteer Manager**

## Official Assignments

### South Course – Level III & V

Starter: Henry Thrower (1<sup>st</sup> Tee)  
Jeff Beaudry (10<sup>th</sup> Tee)

Dr. Trey Holland  
Rick Burton

### North Course – Level II & IV

Starter: Dorothy Mastro Monaco (1<sup>st</sup> Tee)  
Steve Jubb (10<sup>th</sup> Tee)

Eric Wilson  
John Haines  
Dave Sheets  
Marty Sheets

### Practice Facilities - Level I

Donna White  
Monty Castevens





## **Special Olympics Golf Committee**

**Tom Addis, III: PGA, Past President**

**Jeff Beaudry: PGA Member**

**Rick Burton: PGA Member**

**Monty Castevens: Executive Director, Special Olympics Florida**

**Dr. Trey Holland: USGA, Past-President**

**Dorothy Mastromonaco: USGA Liaison**

**Karen Moraghan: USGA, Hunter Public Relations**

**David Normand: PGA Member**

**Dave Sheets: Special Olympics Family**

**Marty Sheets: Special Olympics Athlete**

**Henry Thrower: PGA, Director of Special Programs**

**Eric Wilson: PGA Member, Chairperson, Special Olympics Golf  
Committee**

**Donna H. White: Special Olympics Golf Manager**



The world's largest sports organization, the Professional Golfers' Association of America was founded in 1916 in New York with 35 charter members. Since its inception, the PGA has grown to more than 26,000 men and women golf professionals.

The PGA of America, headquartered in Palm Beach Gardens, Florida, conducts four premier golf events: The Ryder Cup Matches, the PGA Championship, the Senior PGA Championship and the PGA Grand Slam of Golf. In addition, the PGA of America directs the Buick Scramble, the PGA Junior Series and the Junior PGA Championship.

The PGA Foundation reaches out to everyone and everywhere, including inner-city youth and the mentally and physically challenged, to make sure they can afford and access the game. The PGA Foundation helps thousands of youngsters experience the positive benefits of golf, both now and for a lifetime.

Programs the PGA Foundation supports are: The First Tee, National Golf Day, First Swing, PGA Junior Medalist, Golf in Schools, Golf For the Disabled, Kids on Course, Adopt-A-Kid and The National Minority Junior Golf Scholarship, to name a few.

The PGA of America approached Special Olympics in 1988 in hopes of making golf an official sport. The PGA had numerous meetings with Special Olympics, which led to the development of the Golf Skills Guide. PGA members and staff attended the Special Olympics World Summer Games in 1991 in Minneapolis, Minnesota, and put on clinics available to all athletes participating in the Games. This led to golf becoming a demonstration sport at the 1995 World Games in New Haven, Connecticut, and finally an official sport at the 1999 World Games in Durham, North Carolina. The PGA has provided substantial financial support to Special Olympics as well as staffing at three international competitions and the inaugural National Invitational in 2000. The PGA also has several members on the Special Olympics Golf Committee who are instrumental in developing and improving the sport of golf for the athletes.

For additional information on the PGA of America, visit their Web site at [www.pga.com](http://www.pga.com).



Headquartered in Far Hills, New Jersey, the United States Golf Association has served as the national governing body of golf since its formation in 1894. It is a nonprofit organization run by golfers for the benefit of golfers. The USGA is made up of more than 9,100 private and public golf courses. More than 1,200 volunteers from all parts of the country serve on more than 30 USGA committees. The USGA acts in cooperation with national, regional and local golf associations in areas of common interest “For The Good of the Game.”

In addition, the USGA sponsors programs that benefit everyone who plays the game, including: writing the Rules of Golf, producing the Rules of Amateur Status, conducting National Championships, providing a handicap system, maintaining equipment standards, funding turf grass and environmental research, preserving golf’s history as well as ensuring its future.

The USGA Foundation was incorporated in 1965 to support and promote junior golf. It has since grown to serve additional needs in the golf community. One of the Foundation’s main goals is to maintain and to improve opportunities for all individuals to take part in the game of golf. Over the past seven years, the USGA has assisted programs such as The First Tee, The National Minority Golf Foundation, state and regional golf associations, caddie programs and programs for golfers with disabilities, to name a few.

Special Olympics continues to receive support from the United States Golf Association that began in 1992. The USGA has been an active participant financially, in addition to providing staff for the 1995, 1999 and 2003 Special Olympics Summer World Games as well as the 2002-2003 National Invitational Tournament.

A USGA P.J. Boatwright intern has been provided to Special Olympics since 1998 to work full-time on the development of Special Olympics golf. The USGA is second to none in conducting competitions and their support has provided an invaluable amount of credibility to national and international competitions for Special Olympics golfers.

For further information or to become a member of the USGA, visit their Web site: [www.usga.org](http://www.usga.org).



### FACT SHEET

**Event:** 4<sup>th</sup> Annual Special Olympics Golf National Invitational Tournament

**Date:** September 13-16, 2003

**Site:** PGA Golf Club  
Port St. Lucie, Florida

**Tournament Director:** Heidi Wegmueller  
**E-mail address:** [hwegmuellerso@aol.com](mailto:hwegmuellerso@aol.com)  
**Phone:** (919) 414-7443

**Participants:** 158 Competitors

**Presenting Sponsors:** PGA of America  
United States Golf Association

#### **EVENTS OFFERED:**

<b>Level I</b>	Individual Skills Contest
<b>Level II</b>	Alternate Shot Team Play Competition
<b>Level III</b>	Unified Sports® Team Play
<b>Level IV</b>	Individual Stroke Play Competition (9 hole)
<b>Level V</b>	Individual Stroke Play Competition (18 hole)

<b>TENTATIVE SCHEDULE OF EVENTS:</b>	11:30 a.m.	Golf Committee meeting PGA Members Room
	2:00 p.m.	Venue Walk-Through
	5:00 p.m.	Honored Guest Reception, PGA Education Center, Ball Room C
	6:00 p.m.	Opening Ceremonies

Saturday, Sept. 13, 2003 – PGA Golf Club



PGA Golf Club

7:00 p.m. Post-Ceremony Dinner  
PGA Members Room

7:30 p.m. Coaches Meeting  
PGA Members Room

Sunday, Sept. 14, 2003 – PGA Golf Club

6:30 a.m. Breakfast  
PGA Members Room

7:30 a.m. Tournament Round 1

11:00 a.m. Box Lunch  
PGA Members Room

2:30 p.m. Dennis Walter's Show  
PGA Golf Club Practice

Range

6:30 p.m. Dinner  
PGA Members Room

7:30 p.m. Coaches Meeting  
PGA Members Room

Monday, Sept. 15, 2003 – PGA  
Golf Club

6:30 a.m. Breakfast  
PGA Members Room

7:30 a.m. Tournament Round 2

11:00 a.m. Box Lunch  
PGA Members Room

2:00 p.m. Pitch and Putt Competition  
PGA Golf Club Short Course

4:30 p.m. Coaches Meeting  
PGA Members Room

6:30 p.m. Dinner  
PGA Members Room

Tuesday, Sept. 16, 2003 – PGA  
Golf Club

6:30 a.m. Breakfast  
PGA Members Room

7:30 a.m. Tournament Round 3

9:30 am . Awards Presentations

**11:00 a.m. Box Lunch**

PGA Members Room

2:00 p.m. Departure



## Tournament Facts

### Players by Level

Level I: Skills Competition

- 16 Athletes: 12 Males and 4 Females

Level II: Unified Alternate Shot 9 Holes

- 84 Athletes: 65 Males and 19 Females

Level III: Unified Alternate Shot 18 Holes

- 22 Athletes: 22 Males and 0 Females

Level IV: Individual 9-Hole Play

- 15 Athletes: 12 Males and 3 Females

Level V: Individual 18-Hole Play

- 21 Athletes: 19 Males and 2 Females

***Total Athletes: 158***

### States Represented and Number of Athletes

- |                     |                           |
|---------------------|---------------------------|
| ▪ Alabama - 8       | ▪ New York - 5            |
| ▪ Arizona - 7       | ▪ North Carolina - 7      |
| ▪ Connecticut - 8   | ▪ Northern California - 7 |
| ▪ Florida - 9       | ▪ Pennsylvania - 5        |
| ▪ Illinois - 7      | ▪ Rhode Island - 3        |
| ▪ Kentucky - 5      | ▪ South Carolina - 12     |
| ▪ Louisiana - 7     | ▪ Tennessee - 6           |
| ▪ Maryland - 8      | ▪ Texas - 9               |
| ▪ Massachusetts - 7 | ▪ Utah - 6                |
| ▪ Michigan - 4      | ▪ Vermont - 2             |
| ▪ Mississippi - 2   | ▪ Virginia - 7            |
| ▪ Missouri - 6      | ▪ Washington - 1          |
| ▪ Nebraska - 7      | ▪ Wisconsin - 3           |





## Official's Information

- Golf cars will be assigned to all officials. Golf cars will be staged on east wall of the Golf Car Staging Area. Please check with attendants to receive keys 45 minutes prior to first tee time.
- Starter boxes will be available at Operation Center (Operation Center is located at the west end of the maintenance barn)
- Please report to your stations 30 minutes prior to the beginning to competition.
- Uniforms consist of:
  - Khaki bottoms (pants or shorts)
  - Cap
  - Name tag
  - Special Olympics shirt (will be given to you upon registration)
- Officials meetings will occur each day at the conclusion of play.





## Ground Transportation

A special rate has been negotiated through National Car Rental for tournament participants. To obtain the special rate, please call the National Car Rental - **West Palm Beach International Airport** at **(800) 227-7368** and identify yourself with the “Special Olympics Golf National Invitational Tournament” to receive the special tournament rate. The contact person at National Car Rental is **Ann Glennon**.

Please confirm all travel arrangements and transportation needs with Donna White at (561) 644-8444 or [DWhite@specialolympics.org](mailto:DWhite@specialolympics.org).

### Arrival at West Palm Beach International Airport

- ❑ Proceed to baggage claim to collect baggage
- ❑ Proceed to National Car Rental shuttle bus
- ❑ Directions to I-95 will be provided at National Car Rental.
- ❑ Proceed north on I-95 to exit 121
- ❑ Follow the **Special Olympics Golf National Invitational Tournament** signs
- ❑ Turn (left/west) off the exit ramp onto St. Lucie West Boulevard
- ❑ Follow **Official Check-in** signs to registration at **Kolter Resorts**, which will be on the right.



## DIRECTIONS



## Check-In Procedures Kolter Realty

All registrations will take place on Saturday, September 13, from 9:00 a.m. - 5:00 p.m. in the Kolter Resorts Lobby. If you need to register at a time other than specified, please call **(877) 519-6766** to make arrangements. Kolter Resorts is open 24 hours and will be able to accommodate you.

Upon arrival at Kolter Realty, you will receive the following:

- Name Badges
- Shirts
- Cap
- Meal tickets
- Housing assignment
- Direction to housing
- Procedures to get into house
- Schedule of events
- Additional tournament information

## Housing

All officials will be housed at the PGA Village unless otherwise notified.

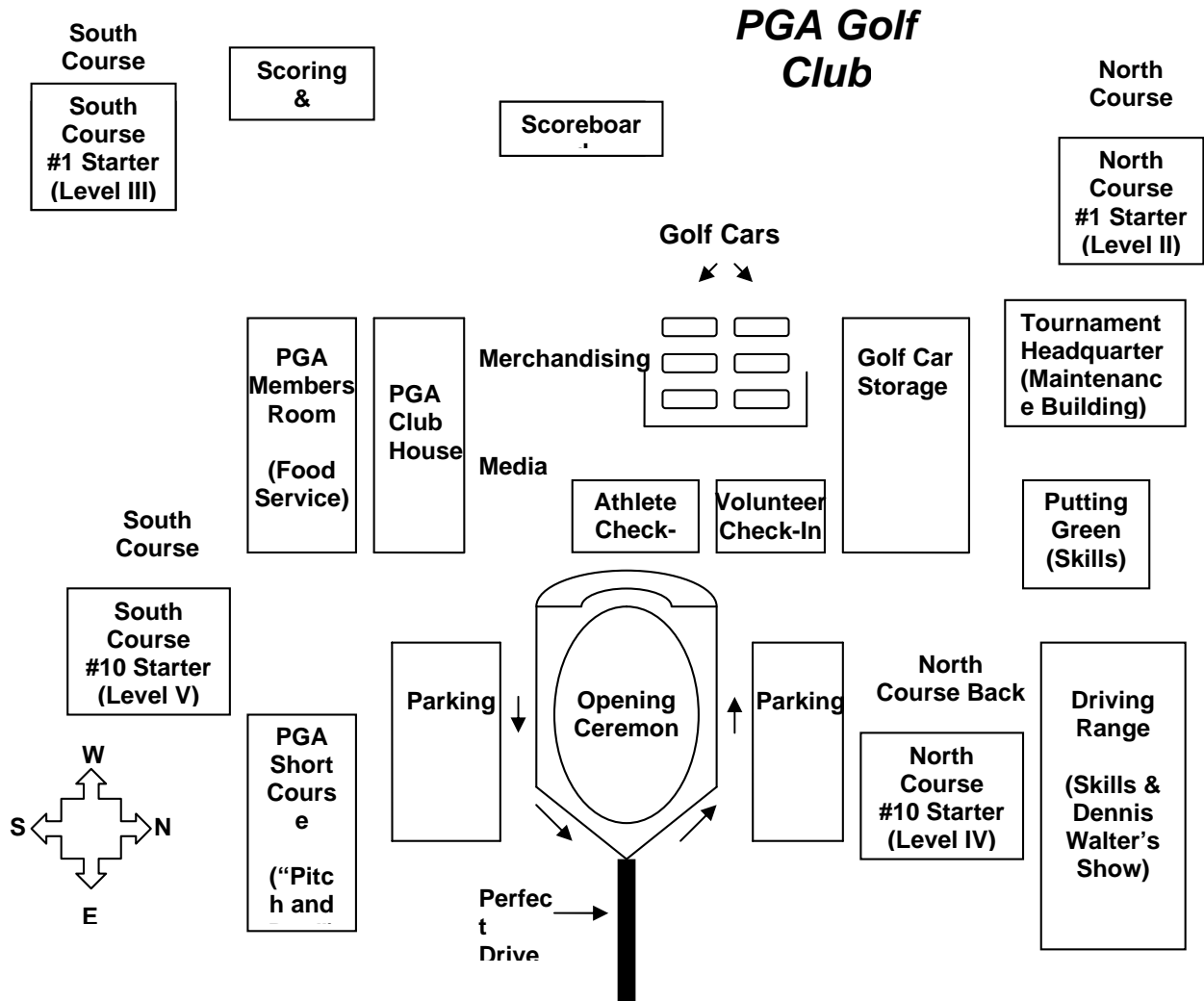


## Times/Locations

<u><i>Date</i></u>	<u><i>Time</i></u>	<u><i>Location</i></u>
<b>Saturday, September 13, 2003</b>	<b>7:30 p.m.</b>	<b>PGA Members Room</b>
<b>Sunday, September 14, 2003</b>	<b>7:30 p.m.</b>	<b>PGA Members Room</b>
<b>Monday, September 15, 2003</b>	<b>4:30 p.m.</b>	<b>PGA Members Room</b>



## VENUE LAYOUT





## Athlete Practice Facilities and Practice Round Rates

Practice rounds for the athletes are allowed before the tournament. If you wish to play beforehand, you are responsible for making your own tee time. Reservations can be made by contacting the PGA Golf Club at (800) 800-4653.

Practice round prices (including golf cars) are as follows (walking is the same price):

Monday - Thursday: \$26 + tax; after 3 p.m. is \$16 + tax.

Friday - Sunday: \$33 + tax; after 3 p.m. is \$16 + tax.

Practice balls are available on the driving range. A small bucket of balls is \$2.

The PGA Golf Club practice facilities will host the Level I Individual Skills competition in the 2003 Special Olympics Golf National Invitational Tournament.

The Individual Skills competition features golfers who are new to the game or have not mastered the required skills to advance to nine-hole partner play. These golfers are instrumental to the future success of the golf program as they will ensure growth in other levels of play in the future.

Level I competition consists of six skill competitions for each athlete. These skills are as follows:

- 1) Wood Shot**
- 2) Iron Shot**
- 3) Pitch Shot**
- 4) Chip Shot**
- 5) Short Putt**
- 6) Long Putt**

Each golfer plays five shots at each station and receives scores based on the results of each shot. The points scored in each skill are added up for a grand total. This competition is unique for golf as the competitor with the highest score wins.

Spectators are *not* allowed to give *any* advice at *any* time in the competition.



## Tournament Schedule Level I

### PGA Golf Club Practice Facilities



#### **Sunday, September 14**

- 6:30 a.m. Practice Areas Open
- 6:30 a.m. Breakfast Service Open - PGA Members Room
- 10:30 a.m. First Group Off Wood Shot Station - Driving Range
- 11:00 a.m. Box Lunch Service Available - PGA Members Room
- 2:30 p.m. Dennis Walter's Show - PGA Golf Club Practice Range

#### **Monday, September 15**

- 6:30 a.m. Practice Areas Open
- 6:30 a.m. Breakfast Service Open - PGA Members Room
- 10:30 a.m. First Group Off Wood Shot Station - Driving Range
- 11:00 a.m. Box Lunch Service Available - PGA Members Room
- 2:00 p.m. "Pitch and Putt Competition" - PGA Golf Club Short Course

#### **Tuesday, September 16**

- 6:30 a.m. Practice Areas Open
- 6:30 a.m. Breakfast Service Open - PGA Members Room
- 10:30 a.m. First Group Off Wood Shot Station - Driving Range
- 11:00 a.m. Box Lunch Service Available - PGA Members Room

Awards Ceremony upon completion of play of all Level I competitors



## North Course

The PGA Golf Club's North Course will play host to all nine-hole play at the 2003 Special Olympics Golf National Invitational. The front nine will host the Level II Competition, a nine-hole alternate shot format which pairs a Special Olympics golfer with a non-Special Olympics partner. The players will alternate strokes from the tee until the ball is holed out. Level II is designed as a mentoring stage in the golfer's progression. This athlete has mastered the Individual Skills Competition and is developing on-course knowledge in hopes of competing individually one day. Six sums are allowed in Level II as there are three balls played and three golf cars used.

Level IV Competition will be held on the back nine of PGA Golf Club's North Course. Level IV is a nine-hole individual play format. This athlete has moved out of the mentoring stage and is able to physically and mentally play nine holes of golf without any assistance. The jump from Level II to Level IV is a significant one in the development of the golfer.

The PGA Golf Club's North Course opened in 1996 and was designed by world famous golf course architect Tom Fazio. The North Course received acclaim by being Golf Digest's "#7 Best New Affordable Course" in 1996 and receiving the 1995 Audubon International's "Signature Status" environmental award. The course will provide quite a challenge for the athletes with its 1,600 pine trees, nine water hazards, 63 bunkers and two wetlands.





## Tournament Schedule Levels II & IV

### PGA Golf Club - North Course



PGA Golf Club™

#### **Sunday, September 14**

- 6:30 a.m. Practice Areas Open
- 6:30 a.m. Breakfast Service Open - PGA Members Room
- 7:30 a.m. First Group off Hole #1 (Level II) - North Course
- 7:30 a.m. First Group off Hole #10 (Level IV) - North Course
- 11:00 a.m. Box Lunch Service Available - PGA Members Room
- 2:30 p.m. Dennis Walter's Show - PGA Golf Club Practice Range

#### **Monday, September 15**

- 6:30 a.m. Practice Areas Open
- 6:30 a.m. Breakfast Service Open - PGA Members Room
- 7:30 a.m. First Group off Hole #1 (Level II) - North Course
- 7:30 a.m. First Group off Hole #10 (Level IV) - North Course
- 11:00 a.m. Box Lunch Service Available - PGA Members Room
- 2:00 p.m. "Pitch and Putt Competition" - PGA Golf Club Short Course

#### **Tuesday, September 16<sup>th</sup>**

- 6:30 a.m. Practice Areas Open
- 6:30 a.m. Breakfast Service Open - PGA Members Room
- 7:30 a.m. First Group off Hole #1 (Level II) - North Course
- 7:30 a.m. First Group off Hole #10 (Level IV) - North Course
- 11:00 a.m. Box Lunch Service Available - PGA Members Room

Awards Ceremony upon completion of play of all Levels II and IV competitors



**PGA Golf Club - North Course  
Port St. Lucie, Florida  
September 13-16, 2003**

**General Information**

**Format:** Level II – 27-hole foursome (alternate shot) stroke play  
Level IV – 27-hole individual stroke play

**Tee markers:** Male contestants play from the White tee markers.  
Female contestants play from the Red tee markers.

**Scoring:** Round 1 is a divisioning round, which is included in the aggregate scoring total.

**Ties:** Of the players tied for first place, the player with the fewest number of 10X scores shall be declared the winner. If this does not determine a winner, a sudden-death playoff for first place will be held once all scores for that division have become official (weather and course availability permitting). Otherwise the tie will be broken by the USGA recommended method of breaking ties (Holes 10-18, 13-18, 16-18, 18, if still tied then Holes 1-9, 4-9, 7-9, 9). All other ties shall remain as ties and all players will be presented with the same award.

**Rules Officials:** Eric Wilson – Chairman, Jeff Beaudry, Rick Burton, Monty Castevens, John Haines, Dr. Trey Holland, Steve Jubb, Dorothy Mastro Monaco, Dave Sheets, Marty Sheets, Henry Thrower, Donna White

**Notice to Competitors**

*Play is governed by the 2002-2003 USGA Rules of Golf and its decisions and the following Supplementary Rules:*

**Golf Cars:** To improve the pace of play, athletes are allowed to be shuttled from green to tee and over public roads.

**10X Rule:** The 10X Rule is in effect throughout the tournament

**Whiffing:** A swing and miss (whiffing) counts as a stroke and in Level II play the partner shall play the next stroke.

**Out of Bounds to include:**

- a. White stakes and property fences
- b. The water's edge on the opposite side of the lateral water hazards where the margins are tied into out of bounds on the following holes: #2, #4, #5, #6, #7, front left #8 tee, #9, #11, left #12, #13, #14, #15, and #16.
- c. Inside edge of street curbing on holes #1, #2, #6, #7, #10, #11, #13, #17 and #18. Note: A ball which crosses a public road that is defined as out of bounds is out of bounds, even though it may lie on another part of the golf course.

**Fencing Right of #14 and #15:** The fencing to the right of holes #14 and #15 are immovable obstructions and *do not* designate out of bounds.

**Birdhouses:** All birdhouses are deemed to be immovable obstructions.

**Water Hazards:** Water hazards are defined by yellow stakes or lines. When stakes and lines are present the stakes identify the hazard and the line defines the margin of the hazard.

**Lateral Water Hazards:** Lateral water hazards are defined by red stakes or lines. When stakes and lines are present the stakes identify the hazard and the line defines the margin of the hazard.

**Embedded Ball:** The embedded ball rule is in effect through the green.

**Sandy non-paved golf car trails:** Deemed to be an integral part of the golf course, thus there is no free relief without penalty.



**Late to Tee:** If a player/team arrives at their designated tee, ready to play, within five minutes after their starting time, the penalty for failure to start on time is two strokes instead of disqualification.

**Suspension of Play:** If suspension of play is necessary due to inclement weather, the committee will sound one long horn blast. Players should stop play immediately, mark their balls and return to the clubhouse immediately.



PGA Golf Club

## South Course

The PGA Golf Club's South Course will play host to all 18-hole play at the 2003 Special Olympics Golf National Invitational. Level III Competition is an 18-hole alternate shot format which pairs a Special Olympics golfer with a non-Special Olympics partner. The players alternate strokes from the tee until the ball is holed out. This is a Unified Sports level of playing which the athlete and partner are to be of similar ability. These athletes clearly have an understanding of the game and are physically able to compete in an 18-hole competition.

Level V Competition, an 18-hole individual play format, is sure to provide some exciting golf. Golfers competing in Level V have physically mastered the nine-hole competition and have advanced to the most skilled individual competition available.

The PGA Golf Club's South Course opened in 1996 and, like the North Course, was designed by world famous golf course architect Tom Fazio. The South Course has distinguished itself by being Golf Digest's "Best New Affordable Course" in 1996 and one of Golf Magazine's "Top 10 Places You Can Play" in 1997, and by receiving the 1995 Audubon International's "Signature Status" environmental award. The course will provide quite a challenge for the athletes with its 10 water hazards, 55 bunkers and six wetlands.



## Tournament Schedule Levels III & V

### PGA Golf Club - South Course

#### Sunday, September 14

- 6:30 a.m. Practice Areas Open
- 6:30 a.m. Breakfast Service Open - PGA Members Room
- 7:30 a.m. First Group off Hole #1(Level III) - South Course
- 7:30 a.m. First Group off Hole #10 (Level V) - South Course
- 11:00 a.m. Box Lunch Service Available - PGA Members Room
- 2:30 p.m. Dennis Walter's Show - PGA Golf Club Practice Range



#### Monday, September 15<sup>th</sup>

- 6:30 a.m. Practice Areas Open
- 6:30 a.m. Breakfast Service Open - PGA Members Room
- 7:30 a.m. First Group off Hole #1(Level III) - South Course
- 7:30 a.m. First Group off Hole #10 (Level V) - South Course
- 11:00 a.m. Box Lunch Service Available - PGA Members Room
- 2:00 p.m. "Pitch and Putt Competition" - PGA Golf Club Short Course

#### Tuesday, September 16

- 6:30 a.m. Practice Areas Open
- 6:30 a.m. Breakfast Service Open - PGA Members Room
- 7:30 a.m. First Group off Hole #1(Level III) - South Course
- 7:30 a.m. First Group off Hole #10 (Level V) - South Course
- 11:00 a.m. Box Lunch Service Available - PGA Members Room

Awards Ceremony upon completion of play of all Levels III and V competitors



**PGA Golf Club - South Course  
Port St. Lucie, Florida  
September 13-16, 2003**

**General Information**

**Format:** Level III – 54-hole foursome (alternate shot) stroke play  
Level V – 54-hole individual stroke play

**Tee markers:** Male contestants play from the White tee markers.  
Female contestants play from the Red tee markers.

**Scoring:** Round 1 is a divisioning round, which is included in the aggregate scoring total.

**Ties:** Of the players tied for first place, the player with the fewest number of 10X scores shall be declared the winner. If this does not determine a winner, a sudden-death playoff for first place will be held once all scores for that division have become official (weather and course availability permitting). Otherwise the tie will be broken by the USGA recommended method of breaking ties (Holes 10-18, 13-18, 16-18, 18, if still tied then Holes 1-9, 4-9, 7-9, 9). All other ties shall remain as ties and all players will be presented with the same award.

**Rules Officials:** Eric Wilson – Chairman, Jeff Beaudry, Rick Burton, Monty Castevens, John Haines, Dr. Trey Holland, Steve Jubb, Dorothy Mastromonaco, Dave Sheets, Marty Sheets, Henry Thrower, Donna White

**Notice to Competitors**

*Play is governed by the 2002-2003 USGA Rules of Golf and its decisions and the following Supplementary Rules:*

**Golf Cars:** To improve the pace of play, athletes are allowed to be shuttled from green to tee and over public roads.

**10X Rule:** The 10X Rule is in effect throughout the tournament.

**Whiffing:** A swing and miss (whiffing) counts as a stroke and in Level III play the partner shall play the next stroke.

**Out of Bounds to include:**

- a. White stakes and property fences
- b. Inside edge of street curbing (holes: #1, #2, #10, #12, #13 behind green, #14, #16, #17 and #18). Note: A ball which crosses a public road that is defined as out of bounds is out of bounds, even though it may lie on another part of the golf course.
- c. The water's edge on the opposite side of hazard when tied into Out of Bounds (holes: #2, #8, & #16).

**Water Hazards:** Water hazards are defined by yellow stakes or lines. When stakes and lines are present the stakes identify the hazard and the line defines the margin of the hazard.

**Lateral Water Hazards:** Lateral water hazards are defined by red stakes or lines. When stakes and lines are present the stakes identify the hazard and the line defines the margin of the hazard.

**Embedded Ball:** The embedded ball rule is in effect through the green.

**Hole #18 - Ball Drop for Water Hazard:** If a ball lies in the water hazard on hole #18, the player, under penalty of one stroke, may proceed under Rule 26 or, as an additional option, may drop a ball in the area marked "Ball Drop."

## Section VIII Appendices

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**Sandy non-paved golf car trails:** Deemed to be an integral part of the golf course, thus there is no free relief without penalty.

**Late to Tee:** If a player/team arrives at their designated tee, ready to play, within five minutes after their starting time, the penalty for failure to start on time is two strokes instead of disqualification.

**Suspension of Play:** If suspension of play is necessary due to inclement weather, the committee will sound one long horn blast. Players should stop play immediately, mark their balls and return to the clubhouse immediately.



Official Course Yardages

PGA Golf Club  
Port St. Lucie, Florida

<b>North Course</b>		
4,993 yards, Par 72 Levels II and IV		
<u>Hole</u> <u>Par</u>	<u>Yardage</u>	
1	316	4
2	317	4
3	299	4
4	348	5
5	109	3
6	416	5
7	123	3
8	276	4
9	320	4
<b>Out</b> <b>36</b>	<b>2,524</b>	
10	259	4
11	289	4
12	114	3
13	365	5
14	265	4
15	310	4
16	108	3
17	432	5
18	327	4

<b>South Course</b>		
4,933 yards, Par 72 Levels III and V		
<u>Hole</u> <u>Par</u>	<u>Yardage</u>	
1	374	5
2	340	4
3	266	4
4	145	3
5	281	4
6	101	3
7	416	5
8	259	4
9	319	4
<b>Out</b> <b>36</b>	<b>2,501</b>	
10	263	4
11	112	3
12	270	4
13	438	5
14	311	4
15	234	4
16	416	5
17	101	3
18	296	4



## **2003 Special Olympics Golf National Invitational Tournament Food Service Schedule**

### **Saturday, September 13**

**PGA Golf Club:**

Dinner: 7:00 p.m.

*Family Reception/Dinner following Opening Ceremonies for Athletes, Families and Coaches*

### **Sunday, September 14**

**PGA Golf Club:**

Breakfast: 6:30 a.m. – 10:30 a.m., PGA Member's Room

Lunch: 11:00 a.m. - 2:30 a.m., PGA Member's Room

Dinner: 6:30 p.m. – 7:30 p.m., PGA Member's Room

### **Monday, September 15**

**PGA Golf Club:**

Breakfast: 6:30 a.m. – 10:30 a.m., PGA Member's Room

Lunch: 11:00 a.m. - 2:30 p.m., PGA Member's Room

Dinner: 6:30 p.m. - 7:30 p.m., PGA Member's Room

### **Tuesday, September 16**

**PGA Golf Club:**

Breakfast: 6:30 a.m. – 10:30 a.m., PGA Member's Room

Lunch: 11:00 a.m. - 2:30 p.m., PGA Member's Room

**\*\* Officials will use their shirts and name badges as their meal cards.**





## 2003 Special Olympics Golf National Invitational Tournament Meal Menus

### Saturday, September 13

#### **Dinner- Southern Barbeque Buffet**

Chef Dorney's Famous Southern Barbeque Chicken  
Hot Dogs and Hamburgers  
Fresh Garden Salad  
Assorted Deli Salad  
Ice Cream Dessert Station  
Iced Tea and Ice Water

### Sunday, September 14

#### **Breakfast- Continental**

Fresh Baked Blueberry Muffins  
Assorted Danish  
Bagels w/ Cream Cheese and Jelly  
Coffee, Tea, Water, Orange and Grapefruit Juice

#### **Lunch-Boxed Deli Style**

Turkey and Cheese or Ham and Cheese on Assorted Breads  
Bag of Chips  
Apple or Banana  
Canned Soft Drink

#### **Dinner-Pasta and Italian Buffet**

Fresh Garden Salad w/ Italian and Ranch Dressing  
Mini Garlic Rolls  
Fresh Mushrooms, Peppers and Tomatoes  
Assorted Penne and Spaghetti w/ Pasta Sauce  
16' Cheese and Pepperoni Pizzas  
Ice Cream Dessert Station  
Iced Tea and Ice Water

### Monday, September 15

#### **Breakfast-Same as above**

#### **Lunch- Same as above**

#### **Dinner-Mexican Fiesta Buffet**

Fresh Garden Salad w/ Italian and Ranch Dressing  
Mini Bread Rolls  
Fresh Mushrooms, Peppers, and Tomatoes  
Taco Station w/ ground beef, and grilled chicken  
Beef and Cheese Stuffed Tortillas  
Chicken and Cheese Quesadillas  
Ice Cream Dessert Station  
Iced Tea and Ice Water

### Tuesday, September 16

#### **Breakfast- Same as above**



**Lunch- Same as above**  
**Special Olympics Golf National Invitational Tournament**

## Emergency Procedures

In the event of an emergency situation requiring immediate evacuation, it is imperative that all event participants be prepared to respond calmly and quickly. Emergency plans are effective only if all participants are prepared to assess the situation carefully, respond rather than react, and use good judgment and common sense.

### SEVERE WEATHER/LIGHTNING

When the Tournament Committee receives warning of an approaching storm that involves risk to participants from lightning, high winds or heavy rain, they may suspend the event until the risk has ended. Upon notice of impending danger, participants should:

- Follow course evacuation plans.
- Move out of open areas to safe refuge or designated shelter.
- *In case of lightning, do not seek shelter under trees.*
- Stay away from objects that conduct electricity, such as utility poles or metal objects.
- If you feel a tingling sensation, drop to the ground and curl up as tightly as possible.
- If you are traveling in a vehicle, remain inside the vehicle.

### TORNADO

Tornadoes are violently rotating columns of air that descend in a funnel shape and form during the early stages of thunderstorms. The best protection during a tornado is in an interior room on the lowest level of a building, preferably a basement.

### FIRE

Know the location of exit doors and windows. Plan your escape route and practice if possible.

- If caught in smoke, drop to your hands and knees and crawl; breathe shallowly through your nose or use your blouse, shirt or jacket as a filter.
- If forced to advance through flames, hold your breath; move quickly; cover your head and hair; keep your head down and close your eyes as much as possible.
- If your clothes catch fire, *stop, drop and roll* until the fire is out.

### COACHES AND VOLUNTEERS

**Remain calm and keep others calm. Determine if injuries have occurred, notify on-site medical personnel and assist others if necessary. Make sure all athletes and coaches are accounted for. Report to the venue's designated evacuation area and await instructions from the Tournament Director or Emergency Coordinator.**

### EVACUATION PLANS

In case of severe environmental conditions or other threat to participants' health and safety, athletes and volunteers will be directed to a designated safe gathering place at the venue. The Tournament Director or Emergency Coordinator will determine the appropriate course of action.



**Special Olympics Golf National Invitational Tournament**  
**PGA Golf Club North Course**  
**Rules Zone Chart and Evacuation Plan**

**Rules Horn Zones**

- #1 Clubhouse
- #2 3 Green
- #3 7 Tee
- #4 13 Tee
- #5 14 Green

**Front Nine (Out)**

Hole	Tee	Fairway	Green
1	Club	Club	Club
2	Back to Club	Back to Club	Back to Club
3	2-1-Club	2-1-Club	Back to 2-1-Club
4	3-2-1-Club	3-2-1-Club	Forward to 5-6-road-1-Club
5	Forward to Road-1-Club	-	Forward to road to 1-club
6	Forward to Road-1-Club	Forward to Road-1-Club	Cross road to 1-club
7	Forward to 8-9-Club	-	Forward to 8-9 Club
8	Forward to 9-Club	Forward to 9-Club	Forward to 9-Club
9	Club	Club	Club

**Back Nine (In)**

10	Club	Club	club
11	Back to Club	Back to Club	Back to Club
12	Back to 11-10-Club	-	Back to 11-10-Club
13	Back to 12-11-10-Club	Back to 12-11-10-Club	Back to 12-11-10-Club
14	Forward to 15-16-17-18-Club	Cross 15 to 16-17-18-Club	Cross 15 to 16-17-18-Club
15	Forward 16-17-18-Club	Cross 16 to 17-18-Club	Forward to 16-17-18-Club
16	Forward to 17-18-Club	-	Forward to 17-18-Club
17	Forward to 18-Club	Forward to Club	Forward to 18-Club
18	Club	Club	Club



## Special Olympics Golf National Invitational Tournament PGA Golf Club-South Course *Rules Zone Chart and Evacuation Plan*

### Rules Horn Zones

- #1 Clubhouse
- #2 4 Tee
- #3 16 Fairway
- #4 11 Tee
- #5 7 Fairway

<b>Front Nine (Out)</b>			
Hole	Tee	Fairway	Green
1	Club	Club	Club
2	Back to 1-Club	Back to 1-Club	Back to 1-Club
3	2-1-Club	2-1-Club	Back to 2-1-Club
4	3-2-1-Club	3-2-1-Club	Forward to 5-6-road-1-Club
5	To 6 across to 2-1-club	To 6 across to 2-1-club	To 6 across to 2-1-club
6	2-1-club	2-1-club	2-1-club
7	Forward to 8-9-club	Forward to 8-9-club	Forward to 8-9-club
8	Forward to 9-Club	Forward to 9-Club	Forward to 9-Club
9	Club	Club	Club

<b>Back Nine (In)</b>			
10	Club	Club	club
11	Back to 10-Club	-	Back to 10-Club
12	Forward to short course-club	Forward to short course-club	Forward to short course-club
13	Back to 12-short course-club	Back to 12-short course-club	Back to 12-short course-club
14	Cross road-17-18-club	Cross road-17-18-club	Cross road-17-18-club
15	Forward to 16-17-club	Forward to 16-17-club	Forward to 16-17-club
16	Cross road-17-18-club	Cross road-17-18-club	Cross road-17-18-club
17	Forward to 18-Club	-	Forward to 18-Club
18	Club	Club	Club



## CRISIS COMMUNICATIONS PLAN

The risk of a crisis or controversial situation is a reality at every Special Olympics event. The likelihood of illness or serious injury to athletes, volunteers or spectators, lost or missing athletes or family members, extreme weather conditions, fire, national disasters or other emergency situation should be considered by all participants whenever engaged in a Special Olympics activity.

### RESPONDING TO A CRISIS

The challenges in dealing with a crisis situation are several:

- Remaining calm and keeping others calm;
- Keeping perspective and dealing with the crisis effectively;
- Coordinating internal communication and speaking with one voice; and
- Avoiding the temptation to withhold information in order to protect the organization.

A well-defined crisis communication plan enables us to manage the present situation, avoid further crisis or controversy and maintain a positive, professional image.

### CRISIS MANAGEMENT TEAM

Special Olympics has identified a Crisis Management Team, consisting of the Tournament Director, Managing Director of Special Olympics North America, Special Olympics North America Public Relations Representative and PGA Public Relations Representative.

**All public communication regarding crisis situations, especially communication with media, will come from members of this team. Under no circumstances should anyone else make any statement to the media regarding a crisis situation. Any inquiries by media or others should be directed to a member of the Crisis Management Team.**

Please note that this policy deals with *public communication during a crisis*, not such things as personal safety or evacuation issues. As coaches or key volunteers, your first priority is to act in the interest of any persons at your venue who are affected or potentially affected by the situation at hand.

**In most cases, your first contact should be with Tournament Committee, medical personnel or Special Olympics staff on site.**

### WHO DO YOU CALL

In case of an actual crisis situation, after medical personnel have been called to the scene, one of the following individuals should be contacted immediately.

Heidi Wegmueller	Tournament Director	<i>Cell: (919) 414-7443</i>
Jim Schmutz	Managing Director, Special Olympics North America	<i>Cell: (301) 219-5347</i>
Bud Taylor	PGA Golf Club - Director of Golf	<i>Cell: (772) 260-0141</i>

Section VIII  
Appendices

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The above individuals will contact members of the Crisis Management Team and they will determine the appropriate course of action, prepare a statement and designate a spokesperson to respond to media inquiries.



## **VOLUNTEER SAFETY INFORMATION**

The health and safety of every athlete, coach, volunteer and spectator is the highest priority at the Special Olympics Golf National Invitational Tournament.

Upon arrival at your assigned venue please take a few minutes to orient yourself to your work area. In doing so please make note of the following:

- Nearest emergency exit (if working indoors)
- Course Evacuation Plan (located at volunteer check-in)
- Name of Tournament Director

First aid facilities will be available in the Members Room located in the clubhouse.

Medical cars will be roaming both the North and South course. The cars will be clearly marked.

In the case of an emergency, remember to:

- Remain calm
- Keep others calm
- In an injury occurs, notify on-site medical personnel
- If directed to evacuate, proceed to assembly area

Thank you for your cooperation.



## Delegation Roster/Opening Ceremonies Parade Lineup Order

Opening Ceremonies for the 2003 Special Olympics Golf National Invitational will take place Saturday, September 13, at 6:00 p.m. at the PGA Golf Club. A dinner reception will follow Opening Ceremonies at the tented area off the PGA Member's Room at 7:00 p.m. If inclement weather ensures, Opening Ceremonies will be moved to the tent. This decision will be made Saturday morning and all athletes and coaches will be informed of the decision. *All athletes and coaches need to be at Opening Ceremonies regardless of the location no later than 5:15 p.m. for lineup.* Lineup and staging will be held in the tent.

Lineup for Opening Ceremonies is as follows:

<b><u>Order</u></b>	<b><u>Program</u></b>	<b><u>Head of Delegation</u></b>	<b><u># in Delegation</u></b>
Delegation #1	Alabama	Shawn Reider	8
Delegation #2	Arizona	Mark Schwelling	7
Delegation #3	Connecticut	Marc Mercadante	8
Delegation #4	Illinois	Tracy Hilliard	7
Delegation #5	Kentucky	Josh Cox	5
Delegation #6	Louisiana	Susan Bales	7
Delegation #7	Maryland	Dave Gill	8
Delegation #8	Massachusetts	Marge Peabody	7
Delegation #9	Michigan	Lois Breckon	4
Delegation #10	Mississippi	Jack Dasis	2
Delegation #11	Missouri	Maureen Williams	6
Delegation #12	Nebraska	Nancy Lane	7
Delegation #13	New York	Charles Jones	5
Delegation #14	North Carolina	Craig Pippert	7
Delegation #15	Northern California	Roger Slingerman	7
Delegation #16	Pennsylvania	Martin Baker	5
Delegation #17	Rhode Island	Chris Hopkins	3
Delegation #18	South Carolina	Barbara Eves	12
Delegation #19	Tennessee	Joanne Drumright	6
Delegation #20	Texas	Dennis Wyatt	9
Delegation #21	Utah	Michael Rice	6
Delegation #22	Vermont	Donna Gilbert	2
Delegation #23	Virginia	Mike Woodson	7
Delegation #24	Washington	John Borgognoni	1
Delegation #25	Wisconsin	Holly Dudley	3





All competitors are required to verify, sign and turn in scorecards immediately upon completion of play. All competitors will be escorted to the awards area for the presentation.

A specifically designed award will be presented to each competitor immediately following the completion of play by all players/teams in each level. For example, when all players in Level III have completed play, the competitors shall move to the awards staging area to line up.

Awards presentations will take place in the area in front of the cluster of trees to the right of the practice putting green for the South Course.

## **Results**

All unofficial results will be posted on colored paper within 90 minutes after the completion of play. Results can be found in the PGA Members Room, on the outside scoreboard, and in the Kolter Resorts lobby.





**Special Olympics**  
**Protest Form**

Protest forms must be submitted to the protest table no later than 30 minutes after the conclusion of the event being protested.

Date: \_\_\_\_\_

Time Submitted: \_\_\_\_\_

Sport: **Golf - 2003 National Invitational**      Event/Venue: \_\_\_\_\_

Division: \_\_\_\_\_

Delegation: \_\_\_\_\_

Reason for Protest: *(must be for rules infraction, not judgement call)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of sport head coach: \_\_\_\_\_

Decision by Rules Committee:

Protest Approved: \_\_\_\_\_

Protest Denied: \_\_\_\_\_

Signed: \_\_\_\_\_

Time: \_\_\_\_\_



**2003 Special Olympics Golf National Invitational  
Coaches/Committee Evaluation**

Please check one: I am a \_\_\_\_\_ Coach \_\_\_\_\_ Committee Member \_\_\_\_\_ Official

Ratings:      1 (Poor)      2 (Fair)      3 (Average)      4 (Good)      5 (Excellent)

PLEASE RATE THE FOLLOWING:

**B. Administration**

• Pre-Tournament Administration	n/a	1	2	3	4	5
• On-site Registration	n/a	1	2	3	4	5
• Schedule	n/a	1	2	3	4	5
• Number and Quality of Volunteers	n/a	1	2	3	4	5

Comments: \_\_\_\_\_

**C. Facilities**

• Golf Courses	n/a	1	2	3	4	5
• Overall Housing	n/a	1	2	3	4	5
• Meals and Refreshments	n/a	1	2	3	4	5
• Medical Coverage	n/a	1	2	3	4	5
• Communications	n/a	1	2	3	4	5
• Transportation	n/a	1	2	3	4	5
• Signage	n/a	1	2	3	4	5

Comments: \_\_\_\_\_

**C. Special Events**

• Opening Ceremonies	n/a	1	2	3	4	5
• Hospitality/Families	n/a	1	2	3	4	5
• Dennis Walters Show	n/a	1	2	3	4	5
• Public Relations	n/a	1	2	3	4	5
• Awards	n/a	1	2	3	4	5

Comments: \_\_\_\_\_

**E. Competition**

• Course Set-up	n/a	1	2	3	4	5
• On-site Organization	n/a	1	2	3	4	5
• Rules Officials	n/a	1	2	3	4	5
• Volunteers	n/a	1	2	3	4	5
• Divisioning	n/a	1	2	3	4	5

Comments: \_\_\_\_\_

**Sample Advanced Organizational Structure**  
 Courtesy of the 2003 Special Olympics World Summer Games

