

Men's Club Captain's Manual



British Columbia...
Canada's Golf Capital



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1. British Columbia Golf Leadership Role in Promoting Golf through Clubs

British Columbia Golf provides a leadership role that will help promote golf through the club environment as well as through other vehicles deemed to be in the best interests of the game. British Columbia Golf's Mission and Vision Statement provide the impetus as follows:

Mission Statement

British Columbia Golf will foster and promote the game of golf in British Columbia, preserve the traditions and history of the game and provide a leadership role for golf in the province.

Vision Statement

For golf to provide the people of British Columbia with the opportunity to participate in a lifetime activity that promotes the physical, mental and emotional well-being of individuals.



2. Membership in Clubs and British Columbia Golf

British Columbia Golf realizes that much of British Columbia's golf is played through the Club environment. Loosely defined, a Club is an affinity group: "a group of individuals with a common interest"; that being an interest in the game of golf and a willingness to come together to enjoy the game.

Golf Clubs come in all shapes and sizes. Many clubs are formal organizations, duly incorporated and own the property upon which a golf course and related facilities are situated, and operate as a business, however still focused on organizing their Club in such a way as to foster enjoyment of the game amongst its members, owners, and other users.

However, there are many Clubs who are not owners of assets such as golf courses, and who contract with courses for tee times and other services in order to meet the goals and objectives of the Club. There are also Clubs, even less organized, and exist primarily to meet the requirements to establish a formal handicap for their players. Golfers who join clubs such as these are able to track their own scoring progress as a golfer, and it also permits them to enter tournaments and competitions.

British Columbia Golf organizes the BC Players Golf Club for the expressed purpose of permitting a vehicle for golfers in the province to establish a handicap when it is not practical for such players to join other more formal club organizations. Membership in this Club also entails a variety of other services.

Clubs are required to join British Columbia Golf in order to ensure that their members are properly registered and then able to establish a formal handicap. Clubs are then expected/required to collect British Columbia Golf Membership Dues from their members and remit them to British Columbia Golf. Dues are set annually at the Annual General Meeting of British Columbia Golf. Clubs are entitled through their membership in British Columbia Golf to send delegates to membership meetings of British Columbia Golf in accordance with the By-Laws of British Columbia Golf which allocates delegates dependent on the number of members in each Club. While the British Columbia Golf provides a host of services in the golf arena, it is most commonly recognized for its role in managing handicap services in cooperation with its parent body, Golf Canada. See Appendix I for an outline of the services and programs organized and delivered by British Columbia Golf.



3. The Organization of Golf within Clubs

Match Committee, Green(s) Committee, Golf Committee

With a myriad of types of clubs it is difficult to establish a “one size fits all” organization. Rather each club will need to make its own decisions on how sophisticated their organization needs to be. The larger the club, the more sophisticated their operations are and the more sophisticated their organization will need to be. As well, it will make a difference whether a Club is “member owned”, or privately owned by an individual, group of individuals or a corporation, and whether the Club is member based, versus resort based and focused on public play. However, virtually every club will need some organization that will focus efforts on “organizing golf” and perhaps monitoring play and the set up and conditioning of the golf course. In privately owned clubs much of this responsibility might rest with the management of the club, while in member-based clubs, a committee or committees may be set up to handle these responsibilities and duties. These committees are often termed “match committees, greens committees, or even ‘club captain’ committees.

In more recent years, there has been a trend toward streamlining the governance model found in clubs, reducing the number of committees, and as such we are seeing an entity called the “Golf Committee” emerging, which takes on all the facets outlined above. For the sake of this manual, we will adopt the “Golf Committee model” in order to simplify the presentation of material within this manual. Each club will need to make its own determination as to what model fits their club best, as authorized by its Board of Directors or ownership.

The Golf Committee is responsible for the organization of golf for the Club; dependent on what other areas of responsibility may be conferred upon it by either the membership or perhaps a higher authority such as a Board of Directors or ownership group.

The Golf Committee will be comprised of membership representatives who are prepared to work together to cover off the various responsibilities and duties, including but not limited to:

- Educating, implementing and monitoring the handicap system to ensure that golfers maintain accurate handicaps to foster fair competition
- Educating members relative to the Rules and Etiquette of Golf including maintaining an acceptable speed of play
- Establishing a program of events that will promote camaraderie and friendly competition among members and different member interest groups (men, women, seniors and juniors)
- Establish programs that will foster game improvement and growth of the game
- Liaison and feedback, where applicable, with the Golf Course Superintendent or other such representatives relative to the grooming and or set up of the golf course. While some or all of this responsibility may be delegated to a “Greens Sub-Committee”, or the Club’s Committee Organization may include a separate Greens Committee; including the Green’s Committee function in the Golf Committee, has proven to be more effective, for management as well as for the general



benefit of the Club and its members. This is due to the fact that a Golf Committee will include a wide range of representatives from different groups of golfers within the club

- Liaison, where applicable, with club management

Club Captain & Other Positions

Often the Golf Committee is chaired by a member of the Board of Directors, who may or may not be the Club Captain, often elected from amongst the membership, or, appointed by the Club's Board of Directors or Management/Ownership group. The Club Captain's position is often considered to be a prestigious one within Clubs and carries with it significant responsibility to ensure that the year's golf within the club is well organized and enjoyed by the membership. For this reason, it is also important that the Club Captain be fully conversant with the Rules of Golf and the basic principles as outlined in the Golf Canada Handicap Manual. Clubs will have both a Men's Captain as well as a Ladies Captain, each having similar responsibilities. It is also possible that it may have Club Captain for other affinity groups such as Business Ladies, Senior Men & Women, Men's Night and Juniors.

For the purpose of this manual, we will assume that the Golf Committee Chair is the Club Captain. A key initial responsibility of the Club Captain will be to assemble a committee that will assist the Club Captain with his responsibilities and duties. Such individuals will generally be responsible for the following key areas:

- Handicap
- Rules
- Greens
- Junior Program
- Regular Events including weekly draws, Men's Night, Ladies Night, Senior Day, Junior Day, etc.
- Special Events such as Spring Opening, Club Championships, Match Play and Fall Closing
- Major events such as opens or invitationals which involve the wider golfing community
- Mixed Events
- Secretary/Treasurer
- House (Social Events, clubhouse liaison)

Again, dependent on the sophistication of the Club, the Club Captain may also appoint a Vice Captain. In some of the larger clubs, vice-captains or league captains may be appointed/elected to represent various groups that comprise a significant number of members who tend to play at regular times. These groups can include Ladies, Business Ladies, Men and/or Men's Night, Senior Men and Senior Women and Juniors. These individuals may also take on wider responsibilities within the club as well.

It is generally recommended that the individuals who serve on the Golf Committee serve for a two-year term, with the view of half the positions being elected or appointed, each year to maintain continuity. The



advantage of appointing a Club Captain rests not only in the assistance he or she might provide but also familiarizing this person with the full realm of responsibilities and duties of chairing this committee.

The Committee for the ensuing year should be selected as soon after the end of the previous golf season as possible. It is not uncommon for a club or the various affinity groups to hold a wind up event that will include the election or appointment of the ensuing year's committee. This allows adequate time to organize the new committee, learn the various roles, and commence the work necessary to ensure success.

Handicap Chair

The Handicap Chair is an important role, as it requires firstly securing appropriate education from British Columbia Golf (Handicap Seminar & Certification), in order to be properly educated on this area. Thereafter responsibilities also include forming a Handicap Committee, often a sub-committee of the Golf Committee, to ensure that members are educated about maintaining a proper handicap, implementing the handicap system program, and monitoring golfers to ensure that the general rules of handicapping are being followed. The Handicap Committee, utilizing the Golf Canada Handicap System Manual as a strong reference, is also the caretaker of Course Slope & Ratings as well the allocation of Handicap Strokes. It is advisable that the Handicap Committee include representation from the Club's Core Groups (men, women, seniors, juniors) to ensure handicap rules are being followed consistently across the membership of The Club.

Rules Chair

The Rules Chair is also important in order to ensure that members are generally aware of the Rules of Golf, and to ensure that the setup of the course is in keeping with the Rules. From time to time, the Rules Chair will schedule seminars to help educate members with respect to Rules, and in particular, ensure that new members are familiar with the Rules. The Rules Chair will often be contacted by members as well as the Club Captain in order to answer questions about the rules and settle disputes over rules.

Junior Chair

An important responsibility of the Club Captain and the Golf Committee is the development and maintenance of a good Junior Golf Program. The relative health of golf in general is dependent on promoting the growth of the game and all its traditions. There is no better way or no better time to do that, than with our youth. A strong junior program will ensure the long-term health of the membership within a club, may often bring notoriety to a club, when junior players perform well outside of the club, and it will also attract young people and their families to the club overall.

There are several components that make up a good junior program starting with the introduction of the game to beginning players. From the basics of the golf swing, to etiquette to the rules of the game, all form a necessary link for the junior program to succeed.

Often a sub-committee of the Golf Committee will emerge, chaired by key member of the Committee, members of the Golf Professional Staff, and often a parent or two who are willing to volunteer needed to



help coordinate the program. The program is also often multi-tiered; to include opportunities for beginners to learn the game, novice players to hone their skills, and more advanced players to make the most of their golf games.

There are excellent resources available on both the National and Provincial Level. Golf Canada's Future Links Program has much to offer, including a fully documented Program which will offer great assistance to the Professional Staff. See <http://www.future-links.org/> for full details. British Columbia Golf also launched a program utilizing SNAG Golf, a world-renowned program that is especially useful for teaching on and off course.

Each zone in British Columbia Golf, also operate Zone Junior Tour's, a series of events that promotes competition among the better junior players. British Columbia Golf also sponsors clinics in each zone, designed to help provide a high level of coaching and instruction which may not be ordinarily available to some junior players. Details on these programs may be obtained by contacting the Zone Chair in your Zone. See the contact list contained on page 20 of this manual. The players who reach the top echelon of competition in the province will thereafter qualify for opportunities nationally.

Organizing Golf within a Club

- Identifying Core Groups

While a Club Captain often assumes a program of golf within the Club, it is advisable that every new Golf Committee take stock of how existing programs are meeting the needs of the Club's golfers. This often entails identifying the core groups of golfers and what programs and services are well suited to meet their needs. At some clubs this will entail a program of events that sometimes offers weekly mini-competitions of a variety of forms (individual, teams) as well as stroke play and match play. At other clubs this may be reduced to monthly events, allowing golfers to play on a more casual basis. Core groups often found at golf clubs include:

- Men; including weekend Men, Men's Night
- Senior Men
- Women, including weekday women and business women
- Senior Women
- Juniors

Programming for Core Groups

Programming for Core Groups will vary depending on each group. Again, some may want to see weekly events while others wish to be less programmed leaving ample opportunity for golfers to form their own groups and play more casually. At the very least, monthly events will tend to stimulate play and friendly competition and give golfers something to look forward to. In deciding on events, one needs to be mindful of the types of competitions favoured. At some clubs, Texas Scrambles will be popular, while at other



clubs, there will be more emphasis on events where you play your own ball and post a score for handicap purposes. These events should offer variety that again will stimulate interest. The events must also be planned keeping in mind the levels of golfers, from high handicappers to mid and low handicappers. Knowing the handicap demographics will be a useful planning tool in this regard.

Prior to the season opening, consideration should be given to planning a Rules Seminar, as well as an Orientation for new members. The playing season often starts with a Spring Opening Event, and proceeds from there. This event is often a team event, and a popular choice for this time of the year when few players will have played much golf is a Texas Scramble, featuring a Draw where a low handicapper, two mid handicappers and a high handicapper make up each team with an effort to equalize total team handicap. Other events during the year will include a mix of draws, where players enter as individuals and are drawn with other golfers, as well as permitting golfers to enter their own team, or perhaps put together their own foursome.

The Club Captain should ensure that the Calendar of Events is planned over the winter months, be mindful of other events that may interfere with his planned schedule, from events at other clubs, statutory holidays, British Columbia Golf local, regional and provincial events. This information is often found on the British Columbia Golf Website: www.britishcolumbiagolf.org. One should also be cognizant of their provincial zone and the dates set for events by the Zone Committee. The schedule will often be affected by the routine and non-routine course maintenance practices such as Greens Aeration & Topdressing; and the Club Captain should be aware of the dates of such practices to ensure that the golf course will be good condition for play. Finally, coordination should also take place with club management relative to clubhouse needs and services that may be needed from the Pro Shop.

The schedule of events is often referred as a Fixture Card and should be distributed to all members early in the season so that they can plan their season around events that they hopefully will want to participate in.

A typical Fixture Card may consist of the following:

- February/March: Rules Seminar & New Member Orientation
- April: Spring Opening Breakfast & Texas Scramble
 - Men's Night commences
 - Junior Competitive Clinics Commence
 - Warm Up & How to Practice Clinics
- May: Spring Stroke Play (2-day event, combining scores, gross & net prizes)
 - Junior Learn to Play Clinics Commence
 - Spring Mixer (Mixed Event)
 - Junior 9 Hole Texas Scramble
 - Game Improvement Clinics



- June: Two Ball Better Ball
 - Match Play (arrange your own matches, commences)
 - Junior Tour Commences
- July: Peter Jacobsen Shamble (4 Person Teams)
 - Match Play Continues
 - Junior Tour Continues
 - Summer Mixed Event & BBQ
 - Mixed Invitational
- August: Club Championship Weekend
 - Match Play Continues
 - Junior Tour Continues
 - Senior Invitational
- September: Men's Invitational
 - Match Play Concludes
 - Four Ball, Two Better Balls
 - Mixed Wind Up
- October: Men's Wind Up
 - Men's Night Wind Up
 - Awards Night
 -

Delegating Responsibility for Programming for Core Groups

The responsibility for programming will be undertaken by the Committee as a whole, however individuals may be assigned tasks that will contribute to deciding on the nature of the programming as well as who will execute it. For example, a survey might be made of golfers to determine the level of satisfaction with existing programming as well as soliciting suggestions to improve it for the upcoming season.

Once the programming (events) is decided, assignment of who will be responsible for running each event must be made. Often a sub-committee referred to as the Match Committee will be delegated the overall responsibility for running events. The Match Committee will often consist of several the Golf Committee members but may also include other members who will be asked to assist with specific events.

Organizational tools should be provided to each Event Chair to help ensure success. For example, a checklist can be used that includes:



- Event Name
- Date of the Event
- Format of the Competition
- Prize Structure
- Entry Fee
- Entry Form (How to Enter)
- Deadline for Entries
- Date Event should be first publicized
- Posters
- Newsletter Submission
- Liaison with Management & The Pro Shop
- Monitoring Entries
- Preparing the Draw
- Posting the Draw
- Preparing Scorecards
- Scoring
- Determining the Winners
- Selection of Prizes
- Prize Presentation
- Recap (Financial & Otherwise)

The United States Golf Association publishes a manual entitled “How to Conduct A Competition”. This is an excellent publication and should be reviewed by every club captain to gain valuable information. While the manual focuses on running more formal style competitions, it none the less helps club captains understand the full realm of considerations in running a competition.

A copy of “How to Conduct a Competition” is available as a free download from the United States Golf Association. See the Appendix of this Manual for the appropriate Web Link.

Programming versus Casual Access to the Tee

A Club needs to be careful about how much programming is done, with the view that not all golfers necessarily want to play in structured events, and are more interested in playing casual golf. Therefore, one must consider carefully the balance between organized events and how often they tie up the tee and

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make it unavailable for others who may wish to play. It is also possible to structure events in such a way that participating can be optional. For example, some clubs run ball sweeps, where it is optional whether an individual may want to participate. At tee time check in, the player can opt to contribute to the prize pool, say \$5, which will be used to determine the day's Low Gross, Low Net or perhaps Closest to the Pin prizes.

Orientation for New Golfers

It is common that certain number of new members will join the club each year. Conducting a proper orientation will provide an invaluable service to the new golfer, as well as ensure the new golfer is appropriately familiar with the etiquette, and other regulations that can affect his enjoyment of the Club. A New Member Orientation Event will often be sponsored by The Club and include a complimentary meal. The New Member is often presented with a New Member Orientation Folder which will contain quite an array of information. The Club Captain, the Board of Directors (where applicable) and Club Management will address the New Members on several topics. A New Member Orientation Folder will often contain the following elements:

- History of the Club
- Key Management & Board of Directors
- Club Organization
- Facilities & Services
- The Spirit & Traditions of the Game of Golf
- Acquiring Tee Times
- Dress Code
- Safety & Consideration
- Behaviour
- Care of the Course
- Tees
- Greens
- Fairways
- Bunkers
- Use of Pull Carts
- Use of Power Carts



- Pace of Play
- Ready Golf
- Course Marshals
- Expressing Concerns, Resolving Problems, Suggestions Welcome



4. The Handicap System Program

A golfer's handicap (technically referred to as a Golf Canada Handicap Factor) is a measurement of a golfer's playing ability. Handicapping is intended to equalize golfers of different playing abilities, and unlike many sports, it allows golfers of different playing abilities to compete. Often confused with being a player's average score less the par of the course, a player will often shoot their handicap four out of every 10 games. It is important that players understand what their handicap factor is all about. A Handicap Factor is computed as follows:

A handicap differential is computed from each round played, by taking the player's adjusted score and subtracting the Golf Canada Course Rating from the tees played, then multiplying by 113 and dividing that number from the Golf Canada Slope Rating for tees played and then rounded to the nearest tenth. A handicap differential is expressed as a number rounded to one decimal place.

An adjusted score means that the player has applied Equitable Stroke Control to his score which limits the number of strokes a player may take on any hole for the purposes of entering a score for handicap computation purposes, dependent on his handicap as follows:

Course Handicap Factor	Maximum # of Strokes
9 or less Course Handicap	Maximum 2 over par
10-19 Course Handicap	Maximum score of 7
20-29 Course Handicap	Maximum score of 8
30-39 Course Handicap	Maximum score of 9
40 and Over Course Handicap	Maximum score of 10

Equitable Stroke Control Posters are normally circulated to each Club at the start of the season for posting often near the Handicap Computer and other prominent locations.

Golfers are required to enter each and every score they play during the defined playing season of March 1st through November 15th, providing the course was not ill affected by course construction or adverse playing conditions (very wet for example), provided the golfer played his own ball and was not in some form of competition that did not involve the golfer playing his own ball. Scores may be entered for playing as few as 7 holes, when entering a 9 holes score, and as few as 13 holes, when entering an 18 hole score.

An important part of a Golf Committee and Club Captain's responsibility is the monitoring of member golfer's compliance with the rules around establishing a handicap. This includes ensuring that golfers enter all their scores and enter them properly, be it the application of equitable stroke control or entering scores as tournament scores when events are designated as such. One way often used to do this is to frequently



check the prize winners of events, to ensure scores are entered properly. Once golfers understand that there is a system in place to ensure compliance a higher level of cooperation often results.

The Handicap Factor for each golfer will vary based on what course the golfer is playing on a given day and what tees he is playing. Courses that have been assigned a Golf Canada or other bonafide association (such as the USGA if you are playing in the United States) rating and slope, will have their Handicap Charts placed in a prominent place so that golfers can verify their handicap before going out to play. In competitive tournaments, one of the duties of the Handicap Chair or Club Captain will be to verify handicaps. All players who are members of a British Columbia Golf Club will be issued a British Columbia Golf membership Card, and this card is used to prove membership in a club. Players who plan to play in tournaments where proof of handicap is required must present their membership card upon registration with their handicap factor, the date that it was checked which normally must be within two weeks of the competition, and signed by a Club Official which normally would include the Club Captain, Vice-Captain, Handicap Chair, Golf Professional or Club Manager.

Tournament Reduction of a player's handicap factor can result when the player has shown a capability of shooting exceptionally low scores in tournaments. Most handicap computer programs contain an ability to compare "T" scores, as they are called, and if the average of the lowest two tournament scores is three strokes better than the player's normal handicap factor. Depending on the number of tournaments played in the last 12 months, a player's handicap may then be reduced, as it indicates that the player's scoring potential is better than his normal handicap factor reflects. The exact method of how this calculated is found in the Golf Canada Handicap System Manual. The Golf Canada Handicap System Manual also contains full details around other aspects of handicapping and both the Club Captain and the Handicap Chair should be fully conversant with the details contained in the manual regarding handicapping.

Rating and Slope

Only those golf courses that have been officially rated by their provincial golf association are permitted to issue "handicap factors". In order to do so, golf courses in British Columbia must be members of British Columbia Golf and pay the applicable fee. By doing so, British Columbia Golf then assumes responsibility for issuing and maintaining an official rating and slope for all member golf courses.

Establishing a rating starts with measurement, and again the Golf Canada Handicap System Manual outlines how measurement is conducted for the purposes of determining a Rating and Slope for the golf course. The measurement process contributes to developing an Effective Playing Length which also considers roll, elevation, elevation, doglegs, prevailing winds and altitude above sea level. This process permits a Yardage Rating to be established.

A Course Rating is the evaluation of the playing difficulty of a course for scratch golfers under normal course and weather conditions. It is expressed as strokes taken to one decimal place and is based on yardage and other obstacles to the extent that they affect the scoring ability of a scratch golfer. A Scratch Golfer is defined as a very proficient player. The average of the better half of the player's scores would equal the course rating. A male scratch golfer can hit tee shots averaging 250 yards and can reach a 470-



yard hole in two shots; while a female Scratch Golfer can hit tee shots an average of 210 yards and can reach a 400-yard hole in two shots. Yardage Rating, Obstacle Factors and Effective Playing Length are all terms that can affect Course Rating and Slope. See the Golf Canada Handicap System Manual for more detail. The Course Rating is the Scratch Yardage Rating of a course modified by the obstacle factors as they affect the Scratch Golfer.

Course Rating should not be confused with Par. It is possible that two golf courses may have the same par but have significantly different course ratings due to the level of difficulty of the courses.

The Slope of a Golf Course considers how a Scratch Golfer performs – the Course Rating, compared to how a Bogey Golfer performs. A Male Bogey Golfer has a Golf Canada Handicap Factor of 22.4 to 27.5 and can hit shots an average of 200 yards and can reach a 370-yard hole in two shots. A female bogey golfer has a Golf Canada Handicap Factor of 21.5 to 26.4 and can hit tee shots an average of 150 yards and reach a 280-yard hole in two shots. The Golf Canada Slope Rating is the evaluation of the relative difficulty of a course for players who are not scratch golfers compared to the Course Rating (established by scratch golfers). The lowest Slope Rating is 55, and the highest is 155. A golf course of standard playing difficulty has an Golf Canada Slope Rating of 113. Refer to the Golf Canada Handicap System Manual for more details.

One of the responsibilities of the Club Captain, will be to determine when the golf course is suitable for posting scores. The condition of the golf course will be the predominant factor in making this decision, including the playing of permanent versus temporary greens. Generally, if the golf course is playing reasonably well, without undue wet and soggy conditions or several temporary greens, then scores should be posted for handicap purposes.

Allocation of Handicap Strokes

The allocation of handicap strokes is the responsibility of each Club, although the official rating team may recommend the allocation of handicap strokes, the first time a course is rated. The Golf Canada Handicap System Manual contains important information on the Allocation of Handicap Strokes and the Club Captain as well as the Handicap Chair and Handicap Committee should ensure they are familiar with this section of the manual. Handicap Strokes and the order of Handicap Holes are often misunderstood by the average golfer. The basic principle of Handicap Strokes is to equalize the abilities of golfers at different handicap levels. It is not the order of difficulty of holes on the course, although at times there may be a correlation. Men's and Women's stroke allocations will usually be different because their needs to equalize holes will be different due to difference in playing abilities especially compared to the yardage. A Handicap stroke should be an equalizer and should be available on a hole where it is most likely needed by the higher handicapped player to obtain a tie with a lower handicapped player.

Strokes are generally allocated with odd strokes on the front nine and even strokes on the back nine. Strokes are based on play of the course from the tee markers used most often by most members. The first stroke (first stroke hole), is the hole on the front nine where the higher handicapper most needs a stroke as an equalizer, and strokes are then allocated on the same basis with the second stroke falling on the back nine. This process is carried out until all 18 holes are assigned a stroke hole.

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The Golf Canada Handicap Manual outlines a mathematical method of allocating handicaps based on member scores and is generally regarded as the fairest method of determining the allocation of handicap strokes.

When competing in Handicap Competitions, players should compare handicaps and the lower handicap golfer should reduce his handicap to zero with the higher handicap golfer taking the difference to determine where his handicap strokes will fall. For example, if one golfer is a 10 handicap and another is a 5, the higher handicap golfer would then receive 5 strokes in the match, and therefore receive a stroke on the first five handicapped holes. It is inappropriate to take strokes where they fall, as in this case, the higher handicap golfer will not receive strokes on the five holes where it has been determined he needs them the most.



5. Tournament Planning & Administration

The planning and administration of tournaments is also the responsibility of the Golf Committee, and often considered its key role. Tournaments vary from fun, informal events to more sophisticated events that involve the club staging an open or invitational event where it is very important that every detail be attended to, in order for the event to be successful, to reflect appropriately on the club's reputation and to ensure financial success. While there are a few publications that provide a detailed guide to tournament administration, the USGA Publication "How to Conduct A Competition" is considered the most in-depth publication. As well, it is updated annually and available as a complimentary PDF download to member clubs of British Columbia Golf.

In addition, Section 4 "Model Local Rules and Other Forms of Play" is a good reference found in the Official Guide to the Rules of Golf.



6. Prizing & Amateur Status – Golf & Gambling (Rule 7)

The game and sport of golf separates quite distinctively players who are defined as amateurs from those who are professional golfers. The purpose and spirit of the rules is to keep the amateur game as free as possible from the abuses which may follow from uncontrolled sponsorship and financial incentive and to safeguard the rules of play and handicapping so that golf can be fully enjoyed by all amateur golfers. An amateur golfer must not act in a manner that is considered detrimental to the best interests of the amateur game. An amateur golfer, organizer or sponsor must not take any action, including actions relating to golf gambling, which is contrary to the purpose and spirit of the Rules.

The definition of an Amateur golfer provides that an Amateur golfer is one who plays the game as a non-remunerative or non-profit making sport. Amateur golf should be played for its own sake and not for profit. When gambling motives are introduced, problems arise which can threaten the integrity of the game.

As a result, amateur golfers are not permitted to accept cash as a form of a prize in any organized golf event that is conducted appropriately under the Rules of Golf. In addition to not permitting the awarding of cash as a prize, no one prize may exceed \$1,000 in value. In developing awards, it is also important that no other form of prize may be convertible to cash. As a result, while Gift Certificates of various forms are deemed to be a very suitable prize, such Gift Certificates should not be convertible to cash. Often a stipulation of “No Cash Value” is printed on such certificates.

The Royal Canadian Golf Association through British Columbia Golf is charged with the responsibility of ensuring that golfers through the various club organizations comply with the general rules around prizing and amateur status.

Informal, Unorganized & Volunteer Wagering

The above-named associations are not opposed to golfers participating in informal and unorganized wagering among individual golfers or teams of golfer when participation is limited to the golfers only wagering on themselves or their teams and the primary purpose is the playing of the game for enjoyment.

Sweepstakes, Pari-mutuels, Auctions/Calcutta's and Skins

The above are forms of wagering or gambling sometimes found in golf clubs, some of which are permissible and some of which are contrary to the Rules of Golf and Amateur Status and the general spirit of the game. The general rule of thumb is that it is permissible, provided participating in wagering is voluntary, and is not mandatory to participate in an event. However, if participation is mandatory for a player to compete in an event, then it is contrary to the Rules, and could result in the organizers and participants being sanctioned as a result.



A sweepstake involves golfers placing a bet of a sum of money on himself. The same sum of money is placed by all golfers, and then the winnings distributed among the prize winners. A sweepstake is permissible if it is voluntary.

A pari-mutuel involves golfers betting on either themselves or others, individual or team, to finish first, second or third in a competition. Again, providing participation is optional and not a condition of participation and no single ticket exceeds \$10, then staging a pari-mutuel as a side event to a competition is permissible.

Auctions and/or Calcutta's are events where players or teams of players are sold by auction before a competition to the highest bidder. Bidding may or may not be restricted to the players, and players/teams often have the right to buy back a portion of the team from the successful bidder before the competition begins. Considerable sums of money can be involved and the total subscribed is disbursed to the successful bidders for the top placed players and teams. Due to the general nature of this event, and the sums of money involved, it has been deemed contrary to the purpose and spirit of the Rules.

Skins is a game where entrants compete against themselves with the lowest score on a hole winning a skin. Either other entrants pay the player who won the skin, or a portion is paid from a pot with the skin being worth a pre-determined amount. If there is not a winner on a hole, skins can be carried over with an eventual winner collecting for holes that were carried over. Again, providing participation is voluntary, a skins side game is permissible.

In summary, in addition to friendly wagering amongst individual golfers, more organized wagering is generally permissible providing that it is not the main purpose of the competition and that participation in the wagering is optional.



7. Zone Boundaries

ZONE ONE – Kootenay – Regional Districts of East Kootenay, Regional District of Central Kootenay, Regional District of Kootenay Boundary plus Electoral Area A of Columbia/Shuswap Regional District

ZONE TWO – Okanagan – Regional Districts of Central Okanagan, Columbia/Shuswap (excluding electoral “A”), North Okanagan, Okanagan/Similkameen, Thompson-Nicola and Electoral Areas – “B” of the Squamish/Lillooet Regional District

ZONE THREE – Fraser Valley – Fraser Valley Regional District – plus Electoral Areas 45, 15, 62, 58, 59, 60, 63, 61, 57, 26, 21, 29, 44, and 28 of the Greater Vancouver Regional District

ZONE FOUR – Delta, Greater Vancouver, Squamish, Sunshine Coast - Greater Vancouver Regional District (except Electoral Areas located in Zone 3), Sunshine Coast Regional District and Squamish-Lillooet Regional District (excluding Electoral Area B)

ZONE FIVE – Capital – The Regional District of Capital and Arbutus Ridge Golf and Country Club, Cowichan Golf and Country Club and Duncan Meadows Golf Club.

ZONE SIX – Upper Vancouver Island – The Regional Districts of Alberni/Clayoquot, Central Coast, Comox/Strathcona, Mount Waddington, Nanaimo, Powell River, Cowichan Valley (excluding Arbutus Ridge Golf and Country Club, Cowichan Golf and Country Club and Duncan Meadows Golf Club)

ZONE SEVEN – Northwest Coast – The Regional Districts of Bulkley/Nechako, Kitimat/Stikine, Stikine and Skeena/Queen Charlottes

ZONE EIGHT – Cariboo Peace River – Regional Districts of Peace River, Fort Nelson, Liard, Cariboo and Fraser Fort George and Mountainview Golf Club, Whitehorse, Yukon



8. Links to Key Information

There is a wealth of information available on the Internet to assist Clubs in a variety of areas. Of interest to a Club Captain in his role are the following:

Golf Canada: www.golfcanada.ca; for information on a myriad of topics from the Golf Canada Handicap System to rules, and a variety of Golf Canada programs.

- USGA Manual “How to Conduct a Competition”: <https://cdn.cybergolf.com/images/1244/2012-usga-how-to-conduct-a-competition.pdf>
- British Columbia Golf Website: www.britishcolumbiagolf.org
- Click on the Championship Icon on the top bar for information on:
 - Dates, Information, History & Entry Forms for Championship Events
 - [Rules governing Amateur Status](#)
 - [Rules of Golf](#)
- Click on the Member Services Icon for information on:
 - Rules & Handicap Seminars
 - Rules Education
 - British Columbia Golf Member/Course Listings
- Click on the Player Development Icon for information on:
 - High Performance Programs
 - Player Development Trust Fund
 - Other British Columbia Golf Partner Links



9. Contact Information for British Columbia Golf's Board, Zone Council & Administration

2019 BOARD OF DIRECTORS

[Click on this link to see current Board of Directors](#)

BRITISH COLUMBIA GOLF STAFF

[Click here to see a listing of British Columbia Golf Staff](#)



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