

Rules Certification & Expenses Policy – November 2011

1. A) An RCGA *Certified* Rules Official will have attended one of the following:

- An RCGA Rules Seminar,
- A PGA/USGA Regular Rules Workshop,
- A PGA/USGA Officiating /Tournament Administration Workshop,

and will have achieved a mark that meets or exceeds the RCGA certification standard on the exam.

B) A GAO Certified Rules Official will have attended one of the following:

- A RCGA Rules Seminar
- A PGA/USGA Regular Rules Workshop,
- A PGA/USGA Officiating/Tournament Administration Workshop,
- A RCGA Level 3 Workshop

and will have achieved a mark 75 or higher on the RCGA Level 4 exam (or the PGA/USGA exam) or a mark of 85 on the RCGA Level 3 Provincial Workshop exam.

C) An Observer will have attended one of the following:

- A RCGA Rules Seminar,
- A PGA/USGA Regular Rules Workshop,
- A PGA/USGA Officiating/Tournament Administration Workshop,
- A RCGA Level 3 Rules Workshop,

The GAO Office must receive official documentation of exam results each time an individual attends a seminar, regardless of the mark achieved.

The GAO will maintain a database that includes:

- Seminars attended
- Examination results
- Tournaments officiated

2. All GAO Rules Officials will be required to maintain their status by attendance at one of the aforementioned seminars.

3. Expenses

The Golf Association of Ontario will cover the costs related to ensuring that Rules Officials are qualified, as outlined below:

- a) The Annual Budget will include funds for training of Rules Officials.
- b) GAO Volunteers attending a Rules Seminar for the first time must cover the initial costs of attending with personal funds unless otherwise approved by the Rules and Competitions Chair or the Executive Director.

- c) Individuals must submit verification of their attendance at the Rules Seminar, along with receipts of the expenses incurred. On receipt of the verification letter and the invoices for expenses, the GAO will reimburse individuals as outlined below.

In the first year of the official four (4) year certification cycle:

- 100% of all registration, hotel, travel and food cost if a mark of 75 or higher is achieved on the RCGA Level 4 exam or 85% or higher on the Level 3 exam.
- No expenses will be reimbursed if a mark lower than 75 marks is achieved on the RCGA Level 4 exam or 85% on the Level 3 exam.

In subsequent years in an Official four (4) year cycle:

- 100% of all registration, hotel, travel and food cost if a mark of 85 or higher is achieved on the RCGA Level 4 exam.
Officials must have received prior approval from the Director of Rules and Competitions.

Exception: District Rules Officials attending a Level 3 or Level 4 Rules Seminar for the first time will have 100% of all registration, hotel, travel and food costs reimbursed.

In order for a Golf Association of Ontario Volunteer to be considered for payment of expenses, the GAO's Director of Rules and Competitions must be advised *in advance* that the individual is planning to attend a seminar.

Requests to attend Rules Seminars in the United States (as an expense to the GAO), must be submitted to the Director of Rules and Competitions for review. In general, these requests will only be approved when it is more convenient for the individual to attend the US seminar and there is no incremental cost to the GAO relative to attending a seminar in Ontario.

Individuals who attend a seminar under the above conditions and who are unsuccessful in the exam will require a review by the Rules & Competitions Chair or the Executive Director prior to attending another seminar on GAO costs.

An individual, who achieves certification under the current Code and wishes to attend further seminars within the Term of the current Code on GAO expense, must submit their request in writing for review by the Director of Rules and Competitions.

4. Only RCGA certified, GAO certified officials and GAO Observers will be assigned to work as Rules Officials at GAO Qualifying and District Championship events.

5. Only RCGA and GAO certified officials will be assigned as a Referee or Senior Rules Official at GAO Championships. Exceptions may be made at the discretion of the Rules and Competitions Chair or the Executive Director.

6. Observers may be assigned as Observers at GAO Championships. The GAO Rules and Competitions Chair may limit the duties and responsibilities of Observers.

7. GAO Volunteers who express an interest in becoming a Rules Official may assist RCGA and GAO *Certified Rules Officials* at all GAO events. The objective is to provide an opportunity for field experience towards becoming certified. Volunteers will not be on the golf course in the capacity of a Rules Official without the presence of a *Certified Rules Official*.