



**2007 MGA**  
**Pace of Play Guide**

# Table of Contents

Table of Contents .....	2
Introduction.....	3
Pace of Play Explained .....	4
Glossary .....	4
Implementing the Pace of Play Policy .....	6
Establishing the Expected Pace .....	6
Atomic Clocks .....	6
Timing Officials.....	7
Mid-point Timer/Courtesy Time.....	7
Role of Starter.....	7
Communication.....	8
Discretion of Pace of Play Rules Official in Applying Pace of Play .....	8
Appeal Process.....	9
MGA Pace of Play Policy .....	10
Sample Pace of Play Policy with Hole by Hole Times.....	11
Timing Procedures .....	12
Appeals Committee Guidelines .....	15
Appeals Checklist .....	16
MGA Match Play Pace of Play Policy.....	17
Sample Timing Sheets.....	18
Decisions on Appeals.....	19

## Introduction

The MGA is introducing a new Pace of Play policy in 2007 called the **Checkpoint System**. This new policy, since its implementation with the USGA and other golf associations over the past few years, has proven to be remarkably successful in eliminating the 5- and 6-hour rounds and maintaining an acceptable pace of play.

Unlike previous policies, this policy places the responsibility for maintaining an acceptable pace of play with the players, and not the tournament officials. An “Expected Pace” is set for both the front nine and back nine, and it is up to each group to make sure they meet those times and/or remain within 14 minutes of the group in front of them.

Groups who fail to meet those two criteria are subject to a one-stroke penalty for the first violation and a two-stroke penalty for a second violation. There is an established appeal procedure to allow players to present extenuating circumstances that could result in one or more of the players not being penalized.

This new MGA Pace of Play policy ends the requirement to time individual players over several holes to determine whether a penalty will be assessed. It essentially says to players "Be at this point on the golf course by this time or be penalized." (However, players may still be timed and penalized for undue delay, such as during match play events.)

This Guide is intended to provide a thorough explanation of the MGA Pace of Play policy and to describe how the policy will be implemented at MGA championships, qualifying tournaments, and USGA qualifiers. It provides a glossary of the terms used, an explanation of the penalties assessed, and the implementation guidelines. In addition, it contains an example of the Pace of Play handout that will be given to competitors in all MGA-conducted tournaments.

Note that nothing in this Pace of Play policy precludes individual players from being assessed penalties under Rule 6-7 – Undue Delay.

## Pace of Play Explained

The MGA Pace of Play policy uses terminology and concepts not found in previous Pace of Play guidelines. This section defines these terms and concepts.

### Glossary

Term	Definition
<b><i>Expected Pace</i></b>	<p>The time set for all players to complete the front nine holes and the back nine holes. For example, the following times may be set as the Expected Pace for a particular course</p> <p style="padding-left: 40px;">Front Nine – 2:15 Back Nine – 2:20</p> <p>Each tournament is unique and the Committee must take into consideration such factors as specific course conditions, weather conditions, form of play and the number of players in each group. The Expected Pace should be set to a reasonable and achievable time.</p> <p><b>The goal of the pace of play policy is to ensure a reasonable pace of play is maintained by the entire field, not to force an unreasonable pace of play.</b></p> <p>Also remember the goal is to have the last group play within the Expected Pace, not just the first groups. The MGA Staff will establish the Expected Pace. Please contact staff if the Expected Pace needs to be adjusted for any State-level Qualifier Course.</p>
<b><i>Out of Position</i></b>	<p><b>First Group</b> is Out of Position when they are behind their Expected Pace after finishing the 9<sup>th</sup>/18<sup>th</sup> hole. Penalty Situation.</p> <p><b>Subsequent Groups</b> are Out of Position when after completing the 9<sup>th</sup>/18<sup>th</sup> hole they are behind their Expected Pace <b><i>and</i></b> more than 14 minutes behind the preceding group. Penalty Situation.</p>
<b><i>Green Card</i></b>	This card is shown to each group (after completing their first nine holes) that is within their Expected Pace. No Penalty.
<b><i>Yellow Card</i></b>	This card is shown to each group (after completing their first nine holes) that is behind their Expected Pace but within 14 minutes of the preceding group. No Penalty.
<b><i>Red Card</i></b>	This card is shown to each group (after completing their first or second nine holes) that is Out of Position (behind their Expected Pace and more than 14 minutes behind the preceding group). Penalty Situation at 9 <sup>th</sup> /18 <sup>th</sup> holes.
<b><i>Midpoint/Courtesy Time</i></b>	If available, it is recommended to place atomic clocks at the 5 <sup>th</sup> and 14 <sup>th</sup> greens to give players an opportunity to check on their time half way through their front and back nines.

<p><b><i>Timing Official</i></b></p>	<p>Timing officials have the responsibility to time groups as they complete the 9<sup>th</sup> and 18<sup>th</sup> holes and notify groups that are subject to a penalty after receiving a Red Card. They communicate any gaps between groups or groups that are subject to a penalty to the officials on the course.</p> <p>Timing officials need to be familiar with the Pace of Play Policy and familiarity with the Rules of Golf is helpful. They should monitor the play of all groups on their assigned hole and report any pertinent information to the Appeals Committee if a group is subject to a penalty.</p> <p>See the “Timing Procedures” section for more information.</p>
<p><b><i>Appeals</i></b></p>	<p>Pace of Play penalties may be appealed to the Committee <b>but must be made before scorecards are signed and returned.</b></p> <p>In order for an appeal to be considered, there must have been an action by the Committee (such as a ruling), a circumstance beyond the contestants’ control (the group immediately ahead was delayed as a result of searching for a golf ball), or some similar occurrence that contributed to the delay, such as an action by an individual member of the group.</p> <p>If a group receives a penalty for exceeding the pace of play for each nine, both penalties may be appealed, however, each appeal must be made and handled separately. Each appeal may result in a one step reduction of a penalty (i.e., Three strokes to one stroke then one stroke to no penalty, but not three strokes to no penalty).</p>
<p><b><i>Appeals Committee</i></b></p>	<p>The Appeals Committee is composed of:</p> <ol style="list-style-type: none"> <li>1) MGA Staff Member in charge</li> <li>2) Lead Rules Official/Rover</li> <li>3) Another Tournament Official (to be determined in advance)</li> </ol> <p>Ideally, these three individuals should be present when players appeal a pace of play penalty. Additional members of the Committee may be brought in to listen to an appeal as well (i.e. rules rovers, Timing Officials, anyone else who witnessed what caused the group to be slow) but normally they will provide input via the radio. NOTE: Because of tournament activity, sometimes the Lead Rules Official/Rover or the other Tournament Official are not available in person, but can provide input via radio communication. One or two of the three may handle an appeal as long as there is input from those not present at the appeal.</p> <p>At State-level Qualifiers, it is up to the Site Captain to identify the Appeals Committee.</p>

## **Implementing the Pace of Play Policy**

The MGA enforces the Pace of Play policy by timing players as they complete their 9<sup>th</sup> and 18<sup>th</sup> holes. This section presents the details of how this is managed.

To make sure the players understand the basics of the Pace of Play policy, the policy (a copy is attached later in this document) must be included in the information sent to the player in advance, be available on-line, and be available at each starting tee. The starters should briefly explain the pace of play to all players and inform them of the Expected Pace for both nines. At MGA Championships and Qualifiers as well as USGA Qualifiers conducted by the MGA, the Expected Pace for each hole will be printed on each player's scorecard.

It is extremely important that the only pace of play information given to players during a round be specific information regarding their position relative to the Expected Pace and the group in front of them. It is the players' responsibility to maintain the established Expected Pace. Any other information leads to confusion regarding the Pace of Play policy and returns the responsibility for pace of play back to the tournament officials.

### ***Establishing the Expected Pace***

The Expected Pace should be set with consideration to such factors as specific course conditions, weather conditions, form of play, walkers vs. riders and the number of players in each group. The impact of course layout must also be considered (topography of the course, carts 90° vs. cart path only, distance from green to next tee, etc). Par 5's that are reachable in two shots by some of the field will probably result in backups at the tee. Backups also will frequently occur on difficult Par 3's. The Expected Pace should be set to a reasonable and achievable time.

**The goal of the Pace of Play Policy is to ensure that a reasonable pace of play is maintained by the whole field, not to force an unreasonable pace of play.**

Useful information for setting the Expected Pace can often be obtained by the Club Professional and/or good players belonging to the club. Normally, MGA State-level Qualifying courses are set at a standard pace of **4 hours, 12 minutes** (2:06 for each nine). There are some Qualifying courses that may need more time to play so it is important that the Site Captains working these events contact MGA Staff and let them know of any adjustments that need to be made.

### ***Atomic Clocks***

The atomic clocks at the starting tees represent the Official Time. Atomic clocks also must be positioned at the 9<sup>th</sup> and 18<sup>th</sup> greens for the Timing Official. Additionally, and if available, atomic clocks should be positioned at the 5<sup>th</sup> and 14<sup>th</sup> greens to give players an opportunity to check on their time half way through their front and back nines. Lastly, if available, atomic clocks may be placed at the 9<sup>th</sup> and 18<sup>th</sup> tees for players to check their time.

All officials should coordinate their own watches with the atomic clocks. If atomic clocks are not available, it is the responsibility of the MGA Staff Member in charge or the Site Captain to ascertain the accurate time and coordinated to all officials.

## ***Timing Officials***

There needs to be one official dedicated to timing groups as they come through the 9<sup>th</sup> and 18<sup>th</sup> holes. Although this person does not need to be a certified rules official, they do need to be familiar with the Pace of Play policy and familiarity with the rules of golf is helpful. The Timing Official must not have any other responsibilities. They must be free to concentrate on recording the times for all groups. The Pace of Play policy is only as effective as the accuracy of the times recorded. The Timing Official also should monitor the play of each group on their hole. Situations that occur on the hole (undue delay, rulings, lost ball searches, etc.) should be logged on the timing sheet and reported to the Rules Chairman to help describe why a group was penalized.

When a group completes each of the nine holes, the Timing Official must show each group the appropriate card and notify groups of a penalty if applicable. Green and Yellow cards require no verbal communication unless questions are asked by the players. If a Red card is shown the timer should read the verbiage on the back of the card to the players. If the players inquire please inform them of the pertinent information, such as what the card means, how far behind their time they are, how far behind the group in front of them they are, and that the possibility exists that, if this time is not made up by hole 9/18, they may be subject to an additional pace of play penalty. The Timing Official should notify the MGA Staff Member in charge or the Site Captain and other Committee members on the golf course of any group subject to a penalty or of potentially slow groups. See the “Timing Procedures” section for more information.

## ***Midpoint Timer/Courtesy Time***

If available it is recommended to place atomic clocks at the 5<sup>th</sup> and 14<sup>th</sup> greens to give players an opportunity to check on their time half way through their front and back nines. If a player asks an official about their pace of play status remind them to check the time on their scorecard and inform them of their position relative to that time and the group in front of them.

## ***Timing Sheets***

In addition to their assigned duties, each tournament official on the golf course should have a timing sheet. Officials should keep track of the time each group finishes the specific hole to which he has been assigned. The Official should record the name or a description of any player who plays inefficient golf and relay this information to other officials. This information is valuable to the appeal process and giving the Committee an idea of how the pace was throughout the golf course.

## ***Role of Starter***

The Starter, as part of the information given to players at the starting tee, should inform them that the MGA Pace of Play policy is in effect and also point out that the Expected Pace for each hole and each side is provided on each player’s score card. It is very important that the tournament officials on the course monitoring and enforcing the Pace of Play policy be aware of any delays in groups teeing off after their posted starting times. Therefore, the starter must inform tournament officials of any delays and changes in starting times. The starter should state the posted starting time, the delay in teeing off and the actual starting time. This needs to be done for every group that is delayed in starting. For example, if the 8:00 group is 5 minutes late starting, the starter should inform the tournament officials that the 8:00 group is 5 minutes late in starting and the actual starting time was 8:05.

## ***Communication***

Communication among officials is the key to making the Pace of Play Policy work effectively. Everyone involved in the Pace of Play – starters, timing officials and tournament officials must let the others know of any events related to enforcing the pace of play.

## ***Discretion of Pace of Play Tournament Official in Applying Pace of Play Policy***

Experience has shown tournament officials must use discretion in enforcing the pace of play policy. Indiscriminate application of the penalties within the Pace of Play policy will result in players focusing more on the time taken to play golf, rather than their own play. Tournament officials will spend all their time issuing penalties and monitoring play, rather than assisting players in interpretation and application of the rules.

**It is important to remember the objective of the Pace of Play policy is to eliminate excessively long rounds, not squeeze every minute possible from a round.** Many circumstances can be cited where penalties could be rescinded through the appeal process, and it will be up to the Committee in charge to use the proper discretion when dealing with these situations. Each tournament and golf course will offer its own dynamics but some examples are:

- An Expected Pace being set that is too aggressive and players not being able to realistically play within that time. If a pace is set too aggressively a time adjustment should be made to the pace of play rather than penalizing every group and rescinding penalties at the scoring area.
- A group projected to be under the Expected Pace through several holes and then falling behind on the last hole or two due to poor play, lost ball search or lengthy rulings.
- Groups required to wait on certain holes because of backups and then coming through 9 or 18 over Expected Pace and out of position.
- Players walking vs. riding in carts. Factors to consider: topography of the course, carts 90° vs. cart path only, distance from green to next tee, etc.
- Groups of four following groups of three or two. It is unrealistic to believe that a group of four can keep up pace with smaller groups in front of them.
- A group coming through 9/18 over the Expected Pace but a wait is present on 10<sup>th</sup>/1<sup>st</sup> tee.  
–Policy for groups that have to wait at the 1<sup>st</sup>/10<sup>th</sup> tee after playing their first nine holes:

Each pairing group should be allowed the allotted amount of time to play each nine holes. Therefore if a group has to wait as they make “the turn” for a reason beyond their control, they should be allowed the allotted amount of time to finish their second nine. The Committee should make a pace of play time adjustment for all the delayed groups and notify the remaining Committee members on the course. This may entail assigning an individual to monitor how long the groups had to wait at the tee and what time adjustments are necessary to relay to the Committee and players. If a Committee member is not available to monitor the waiting groups, the information provided by the players should be taken into consideration when dealing with appeals.

Example:

Pace of play for Course A is 4 hours 32 minutes. Each group is given 2 hours 15 minutes to play the front nine and 2 hours and 17 minutes to play the back nine. The 7:30 group off of tee #1 has until 9:45 to finish hole nine without receiving a penalty and until 12:02 to finish the 18<sup>th</sup> hole.

They finish hole nine at 9:38 (7 minutes under their allotted time receiving a green card) but have to wait at the 10<sup>th</sup> tee as the remaining groups are still teeing off. They are not able to tee off until 9:53. They should still be allowed the allotted 2 hours and 17 minutes to play the back nine. Their new time to finish hole 18 should be adjusted 8 minutes. They now have until 12:10 to finish the 18<sup>th</sup> hole.

Experience and judgment must be used in determining whether a particular group's penalty should be rescinded. Whenever possible tournament organizers should ensure at least one of the tournament officials has had experience in running the Pace of Play policy.

### ***Appeal Process***

The Appeals Committee should be prepared for every penalized group to make an appeal. Thus, as soon as a group becomes subject to a penalty, a member of the Appeals Committee should begin gathering all the appropriate timing information and any other support information that will be needed for the appeal. The "*Appeals Committee Guidelines and Decisions*" and the "*Appeals Checklist*" should be followed as it provides instruction on how to handle each appeal. This person should speak with the Timing Official who showed the Red Card and any other officials who have knowledge of the group in question.

Appeals must be made before scorecards are signed and returned. It is recommended that the Appeals Committee meet with the group away from the scoring area, other players and anything else that could be distracting. The entire group of players should be present when making an appeal and the Appeals Committee may want to evaluate each player's scorecard. After listening to all the information the players have presented, the Committee should meet privately and discuss whether or not the penalty should be rescinded. The Committee should not base their decision solely on the fact that the group was over their pace but take into consideration all the available information (i.e. weather conditions, course conditions, look at times the group finished earlier holes throughout their round, look at the times that groups ahead of the penalized group finished, etc.). Once the Committee has reached its decision, it should notify the players of the decision **and make sure it is reflected on the players' scorecards.**

## **2007 MGA PACE OF PLAY POLICY**

The new MGA Pace of Play is a “checkpoint” policy based on players reaching a specific point on the course by the time established by the Committee. It replaces the old policy of timing players who were out-of-position and had been warned. The concept is simple: maintain your position on the golf course. It places the responsibility for maintaining the pace where it belongs – with you, the player.

**The goal of the MGA Pace of Play Policy is to ensure that a reasonable pace of play is maintained by the whole field, not to force an unreasonable pace of play.**

**Scorecards will have the time your group is expected to complete each hole.** If you fall behind, you are expected to play efficient golf and get back into position. This might mean playing ready golf or continuous putting (both are permitted in stroke play). If available, atomic clocks will be stationed behind the putting greens on holes #5 and 14. Then, if available, clocks will be placed on the teeing grounds of holes #9 and 18 giving you the opportunity to check on your pace throughout the course.

### **CHECKPOINTS: 9<sup>th</sup> and 18<sup>th</sup> Greens**

There will be an official present on your 9<sup>th</sup> and 18<sup>th</sup> holes to record your pace. The hole is considered complete when the flagstick is returned to the hole. You will be shown a **GREEN** card if your group is within your allotted time; a **YELLOW** card if you are behind your allotted time but within 14 minutes of the preceding group; a **RED** card if you are **OUT OF POSITION** (behind your allotted time and more than 14 minutes behind the preceding group). **If you are OUT OF POSITION after finishing the 9<sup>th</sup> or 18<sup>th</sup> hole everyone in the group will be assessed a pace of play penalty.** Pace of play penalties are to be added to the score on the 9<sup>th</sup> or 18<sup>th</sup> hole. No warnings are issued with this policy (**RED card = automatic penalty**). (NOTE: See below for the Appeals Process.)

### **OUT OF POSITION:**

**First Group Only:** If the lead group is behind its expected time after completing one checkpoint (9<sup>th</sup> or 18<sup>th</sup> hole) players will be shown a RED card and each player in the group shall add a ONE-STROKE PENALTY to his score for that hole. If they pass the second checkpoint behind their expected time, another RED card will be shown and each player shall add an additional TWO-STROKE PENALTY to his score for that hole. In the event of a double tee start, if they pass the second check point behind their expected time AND more than 14 minutes behind the last group off the opposite starting hole, another RED card will be shown and each player must add an additional TWO-STROKE PENALTY to his score for that hole. A group may appeal the penalty in the scoring area before returning their scorecards.

**Subsequent Groups:** If any subsequent group passes one checkpoint (9<sup>th</sup> or 18<sup>th</sup> hole) behind its expected time AND more than 14 minutes behind the preceding group, players will be shown a RED card and each player in the group shall add a ONE-STROKE PENALTY to his score for that hole. If they pass the second checkpoint behind their expected time AND more than 14 minutes behind the preceding group, another RED card will be shown and each player shall add an additional TWO-STROKE PENALTY to his score for that hole. A group may appeal the penalty in the scoring area before returning their scorecards.

A player concerned about a slow player(s) in his group should first speak with the player(s) and encourage them to play more efficiently. Then, the concerned player may, before or after penalties are assessed, ask to have the group monitored. The individual player does not have to be identified; the request just needs to be made. At some point during the stipulated round, the group will be monitored. If a player is identified as holding up the pace of the group, penalties may be applied to that player and rescinded from the others. This is the point where players should step up and identify the slow player.

### **APPEAL PROCESS**

Pace of Play penalties may be appealed to the Committee and **must be made before scorecards are signed and returned.** In order for an appeal to be considered, there must have been an action by the Committee, a circumstance beyond the players’ control, or some similar occurrence that contributed to the delay, such as an action by an individual member of the group. If a group receives a penalty for exceeding the pace of play for each nine, both penalties may be appealed, however, each appeal must be made and handled separately. Each appeal may result in a one step reduction of a penalty (i.e., three strokes to one stroke then one stroke to no penalty, but not three strokes to no penalty).



## MGA Players' Championship Qualifier, XYZ Golf Club, May 26, 2007

### Pace of Play Policy

Rule 6-7 states that the player shall play without undue delay and in accordance with any pace of play guidelines.

### Expected Pace

This shall be stated as the time the Minnesota Golf Association expects contestants to adhere to for the event.

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Allotted Time	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14
Total Time	0:14	0:28	0:42	0:56	1:10	1:24	1:38	1:52	2:06	2:20	2:34	2:48	3:02	3:16	3:30	3:44	3:58	4:12
									2:06									4:12

Hole	10	11	12	13	14	15	16	17	18	1	2	3	4	5	6	7	8	9
Allotted Time	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14
Total Time	0:14	0:28	0:42	0:56	1:10	1:24	1:38	1:52	2:06	2:20	2:34	2:48	3:02	3:16	3:30	3:44	3:58	4:12
									2:06									4:12

### Checkpoints

Officials may be present to verify time at the following checkpoints:

1. #9 Putting Green (Time checked upon completion of #9)
2. #18 Putting Green (Time checked upon completion of #18)

First Group: The lead group is expected to maintain the pace as outlined above. If the lead group passes the first checkpoint behind the Expected Pace, each contestant in the group shall add a **ONE STROKE PENALTY to their 9<sup>th</sup> hole score**. If they also pass the second checkpoint behind the expected pace, each contestant in the group shall add an additional **TWO STROKE PENALTY to their score for the 18<sup>th</sup> hole**. In the event of a double tee start, the lead group also must pass the second checkpoint within 14 minutes of the last group from the opposite starting hole.

Subsequent Groups: If any subsequent group passes one checkpoint over the expected pace **AND** more than 14 minutes behind the group in front, each contestant in the group shall add a **ONE STROKE PENALTY to their 9<sup>th</sup> hole score**. If they also pass the second checkpoint over the expected pace **AND** more than 14 minutes behind the group in front, each contestant in the group shall add an additional **TWO STROKE PENALTY to their score for the 18<sup>th</sup> hole**.

### Appeal Process

Pace of Play penalties may be appealed to the Committee in charge of the event but must be made before score cards are signed and returned. In order for an appeal to be considered, there must have been an action by the Committee, a circumstance beyond the contestant's control, or some similar occurrence that contributed to the delay such as an action by an individual member of the group. An appeal may result in a one step reduction of a penalty (i.e. Three strokes to one stroke then one stroke to no penalty, but not three strokes to no penalty). Each appeal is handled separately.



**MGA Players' Championship Qualifier,  
XYZ Golf Club,  
May 26, 2007**

**Pace of Play Policy**

Rule 6-7 states that the player shall play without undue delay and in accordance with any pace of play guidelines.

**Expected Pace**

This is stated as the time in which the Minnesota Golf Association expects contestants to finish their round for the event.

Hole	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Allotted Time	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14
Total Time	0:14	0:28	0:42	0:56	1:10	1:24	1:38	1:52	2:06	2:20	2:34	2:48	3:02	3:16	3:30	3:44	3:58	4:12
									2:06									4:12

Hole	10	11	12	13	14	15	16	17	18	1	2	3	4	5	6	7	8	9
Allotted Time	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14	0:14
Total Time	0:14	0:28	0:42	0:56	1:10	1:24	1:38	1:52	2:06	2:20	2:34	2:48	3:02	3:16	3:30	3:44	3:58	4:12
									2:06									4:12

**Checkpoints**

Officials may be present to verify time at the following checkpoints:

- #9 Putting Green (Time checked upon completion of #9)**
- #18 Putting Green (Time checked upon completion of #18)**

**First Group:** The lead group is expected to maintain the pace as outlined above. If the lead group passes the first checkpoint behind the Expected Pace, each contestant in the group shall add a **ONE-STROKE PENALTY to their 9<sup>th</sup> hole score**. If they also pass the second checkpoint behind the expected pace, each contestant in the group shall add an additional **TWO-STROKE PENALTY to their score for the 18<sup>th</sup> hole**. In the event of a double tee start, the lead group also must pass the second checkpoint within 14 minutes of the last group from the opposite starting hole.

**Subsequent Groups:** If any subsequent group passes one checkpoint over the expected pace **AND** more than 14 minutes behind the group in front, each contestant in the group shall add a **ONE-STROKE PENALTY to their 9<sup>th</sup> hole score**. If they also pass the second checkpoint over the expected pace **AND** more than 14 minutes behind the group in front, each contestant in the group shall add an additional **TWO-STROKE PENALTY to their score for the 18<sup>th</sup> hole**.

**Appeal Process**

Pace of Play penalties may be appealed to the Committee in charge of the event but must be made before score cards are signed and returned. In order for an appeal to be considered, there must have been an action by the Committee, a circumstance beyond the contestant's control, or some similar occurrence that contributed to the delay such as an action by an individual member of the group. An appeal may result in a one step reduction of a penalty (i.e. Three strokes to one stroke then one stroke to no penalty, but not three strokes to no penalty). Each appeal is handled separately.

# TIMING PROCEDURES

## GENERAL INSTRUCTIONS

1. Record the hour and minute only, since a group would not be late until the clock changed to the next minute beyond the time required. The MGA's definition of 14 minutes behind the preceding group is 14 minutes and 59 seconds.
2. BE CONSISTENT. It is very important to accurately log the time that a group completes the hole since this could also affect a following group.
3. DO NOT advise players that they have so many minutes to complete the hole unless asked.
4. If you know a group may potentially receive a penalty, you should monitor their play from the tee, fairway and putting green. How they managed their time on that hole will be helpful information for the Appeals Committee.
5. If extra clocks are available, make sure they are visible to the players when they approach the tee.
6. Approach the players who are out of position as soon as possible after they complete the 9<sup>th</sup> or 18<sup>th</sup> hole and read the verbiage (exactly how it is written) on the back of the Red Card. Remind them that they may appeal to the Appeals Committee in the scoring area before returning their card. The Appeals Committee should consist of at least two members of The Committee, but occasionally one will handle the appeal as long as the other two are consulted for input by radio. Rulings and scoring might be reasons that only one person is available in person for the meeting.
7. Know your primary/nearest point of contact for assistance: MGA Staff, Lead Rules Official/ or Rover, etc.
8. If you don't switch positions to cover the same groups on their second nine, exchange timing records with the person who will be doing the timing at the opposite nine holes.
9. If you are monitoring both the 9<sup>th</sup> and 18<sup>th</sup> holes be in a position so that you are visible and available for both groups.

## **PROCEDURES FOR TIMING: FIRST NINE HOLES PLAYED**

1. If the group is within its expected/adjusted time just record their completion time and show them a GREEN CARD.

**No comments are necessary unless asked.**

2. If the group is behind their expected/adjusted time but within 14 minutes behind the preceding group, show the players a YELLOW CARD.

**No comments are necessary unless asked.**

3. If the group is behind their expected/adjusted time **AND** more than 14 minutes behind the group ahead:

Display the **RED CARD** immediately after the flagstick is replaced.  
Make sure you have the correct starting time. If uncertain ask the players.

Advise the Players:

You are \_\_\_\_ minutes behind your time, and \_\_\_\_ minutes behind the group ahead of you. You all are subject to a one-stroke penalty under the Pace of Play policy; please add one stroke to your score on hole #9 or # 18 (whichever is appropriate).

You have the right to appeal this to the Appeals Committee in the scoring area following your round. However, you must do so before you turn in your scorecard.

Note: If the players argue or try to justify why they are late, advise them that you have no options in this matter and such issues should be brought to the Appeals Committee. In addition, any time they spend now could cause them to be late again on their next nine holes.

Report all violations to the MGA Staff Member in charge or Site Captain and other Tournament Officials on the golf course.

## **PROCEDURES FOR TIMING: SECOND NINE HOLES PLAYED**

1. If the group is within its expected/adjusted time just record their completion time.

**No comments are necessary unless asked.**

2. If the group is behind their expected/adjusted time but within 14 minutes behind the preceding group, just record their completion time.

**No comments are necessary unless asked.**

3. If the group is behind their expected/adjusted time **and** more than 14 minutes behind the group ahead:

Display the **RED CARD** immediately after the flagstick is replaced  
Make sure you have the correct starting time. If uncertain ask the players.

### **If the group was NOT penalized on the first nine played**

Advise the Players:

You are \_\_\_\_ minutes behind your time, and \_\_\_\_ minutes behind the group ahead of you. You all are assessed a one-stroke penalty under the Pace of Play policy, please add one stroke to your score on hole #9 or #18 (whichever is appropriate).

You have the right to appeal this to the Appeals Committee in the scoring area following your round. You must do so before you turn in your scorecard.

### **If the group WAS already penalized on the first nine played**

Advise the Players:

You are \_\_\_\_ minutes behind your time, and \_\_\_\_ minutes behind the group ahead of you. You all are assessed a two-stroke penalty for a second violation of the Pace of Play policy, please add two strokes to your score on hole #9 or #18 (whichever is appropriate).

You have the right to appeal this to the Appeals Committee in the scoring area. You must do so before turning in your scorecards.

Note: If the players argue or try to justify why they are late, advise them that you have no options in this matter and such issues should be brought to the Appeals Committee.

Report all violations to the MGA Staff Member in charge or Site Captain and other Tournament Officials on the golf course.

## APPEALS COMMITTEE GUIDELINES

**Timing information on the back of this checklist should be gathered as soon as possible after being notified that a pace of play penalty has been issued. Be prepared for every penalized group to make an appeal.**

The Appeal's Committee consisting of at least two members of the Tournament Committee should gather (or be consulted) as soon as possible after an appeal has been requested.

### Meet with players:

It is recommended that the Appeals Committee meet with the group away from the scoring area, other players and anything else that could be distracting. The entire group should be present when making an appeal and the Appeals Committee may want to evaluate each player's scorecard.

Introduce yourself and others on the Appeals Committee

Briefly review how the appeal process will be handled

Ask if the players understand the Pace of Play Policy

If not, briefly explain using the tournament Pace of Play Policy sheet.

Advise the players as to their time in regard to the nine holes being appealed (why they were penalized)

Minutes over allotted time \_\_\_\_\_

Minutes behind the group in front \_\_\_\_\_

Advise the players that in order for an appeal to be considered, there must have been an action by the Committee (such as a ruling), a circumstance beyond their control (the group immediately ahead was delayed as a result of searching for a golf ball), or some similar occurrence that contributed to the delay, such as an action by an individual member of the group.

Ask if their appeal falls into any of these categories

IF NOT THE PENALTY STANDS

If it does, have the players explain their situation

Ask for any additional comments

From Players

From Committee

Tell players the Committee will meet to discuss their appeal

After listening to all the information the players have presented the Committee should meet privately and discuss whether or not the penalty should be rescinded. The Committee should not base their decision solely on the fact that the group was over their pace but take into consideration all the available information (i.e. weather conditions, course conditions, look at times the group finished earlier holes throughout their round, look at the times that groups ahead of the penalized group finished, etc.).

Vote on the validity of the appeal

Return to players and advise them of the Committee's decision. Make sure the penalty stroke(s) is (are) reflected in the score for each person receiving the penalty before the scorecard is returned.



APPEAL CHECKLIST

Pre-meeting information

Starting Time Scheduled: \_\_\_\_\_ Actual: \_\_\_\_\_

9<sup>th</sup> Hole Completion Time: Scheduled: \_\_\_\_\_ Actual: \_\_\_\_\_

Number of minutes over scheduled time:

Time Preceding Group Finished: \_\_\_\_\_

Minutes behind preceding group:

Did the group check their time at the mid-point (if clocks were available)? YES NO

Number of minutes behind at mid-point: \_\_\_\_\_

Did the Timing Official at 9/18 observe the groups' play on the last hole of the nine in question; if so what was observed?

Did any other officials on the course monitor or keep track of the time that the group finished any holes? Y N

Review times the group finished other holes throughout their round. Try to determine which hole the group fell behind.

***Official Observations***

<u>Hole#</u>	<u>Actual Time</u>	<u>Expected Time</u>	<u>Over/Under</u>	<u>Official</u>	<u>Comments</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## **2007 MGA PACE OF PLAY POLICY** (FOR MATCH PLAY)

**Pace of Play Policy:** Rule 6-7 states, in part: “The player shall play without undue delay and in accordance with any pace of play guidelines which may be laid down by The Committee,” and thereafter prescribes penalties for slow play. In order to prevent any such penalty we suggest that you review carefully the following guidelines.

**Allotted Time:** The overall time is the sum of each per hole time, the allotted time for today is **3 hours and 36 minutes**.

**Definition of “Out of Position”:** The first group to start will be considered out of position if, at any time during the round, the group is behind the prescribed schedule as determined by The Committee.

Any following group will be considered out of position if it (a) is taking more than the allotted time to play AND (b) reaches the tee of a par-3 hole and the preceding group has cleared the next tee, reaches the tee of a par-4 hole and the putting green is clear, OR reaches the teeing ground of a par-5 hole when the preceding group is on the putting green. Both (a) AND (b) must apply for a group to be out of position.

**Group Out of Position:** If a group is out of position, the players in that group may be timed. However, a group will not be notified if they are out of position or if they are being timed. A player(s) may inquire as to whether they are being monitored, in which case the rover or, if applicable, the referee will advise them of their status, but only if they are asked.

**Timing:** If a group is out of position, it may be monitored or timed for failing to comply with this pace of play guideline. When a group is out of position each player in the group is expected to play any stroke within 40 seconds after timing of the player’s stroke begins. The timing of a player’s stroke will begin when he has had a reasonable opportunity to reach his ball, it is his turn to play and he can play without interference or distraction.

Except on the putting green, if a player has reached his ball, it is his turn to play and there are no distractions, timing will begin after he has had reasonable time to select his club. Time spent walking backward or forward for determining yardages will count as part of the time taken for the next stroke.

On the putting green, timing will begin after a player has been allowed a reasonable amount of time to lift, clean and replace his ball, repair his ball mark and other ball marks on his line of putt and remove loose impediments on his line of putt. **Time spent looking at the line from beyond the hole and/or behind the ball will count as part of the time taken for the next stroke.**

**Pace of Play Penalties:** Any player in a group being timed, who exceeds the applicable time to play a stroke, will be advised as soon as possible. The following are the penalties, in sequence, for any players in a group out of position who takes more than 40 seconds to play a stroke when it is his turn to play:

**One bad timing of more than 40 seconds – One-Stroke (1) Penalty**

**A second bad timing – Loss of hole penalty**

**A third bad timing – Loss of hole penalty**

**A fourth bad timing – Disqualification**

**NOTE:** If the group in question regains its proper position, any previous timing of more than 40 seconds will be carried over for the remainder of that round in the event that the group requires additional monitoring.

**Rulings or Other Incidents:** If a ruling or some other legitimate delay occurs which causes the group in question to lose its position, that group is expected to regain its position within a reasonable time.

## Decisions on Pace of Play Appeals

### ***POINTS TO REMEMBER:***

1. The responsibility for playing efficient golf is with the player
2. Rule 6 makes the player responsible for knowing the conditions of the competition. Reading and understanding the Pace of Play policy is part of this responsibility.
3. A realistic pace is set based on course difficulty and skill level of the players in the tournament or qualifier
4. We are not trying to eliminate every penalty. Just as with any Rule of Golf, if there is a breach there is a penalty.
5. We want to be fair to the entire field and consistent in our handling of similar situations.
6. The overall goal of the tournament program is to provide a great experience for all players.

### ***STARTING:***

To begin each tournament day correctly we want every starter to tell every group the following:

1. The Pace of Play for today is ( \_\_ hours, \_\_ minutes) for the first nine holes and ( \_\_ hours, \_\_ minutes) for the second nine holes.
2. The time your group is expected to finish each hole is listed on the score card.
3. There are clocks on the course at #5 and 14 greens for your reference (if applicable).
4. In addition, there are clocks at the teeing grounds of holes #9 and 18 (if applicable).
4. Everyone should have received a copy of the pace of play in the mail with your starting times and other tournament information; there are additional copies available here at the tee. Please take one if you are not familiar with the policy.
5. Do you have any questions?

### ***COMMITTEE ON COURSE:***

1. If asked, "Are we doing OK in our pace?" give them the correct time and ask them to check the time on their scorecard to see how they are doing. **DO NOT** take back the responsibility for Pace of Play by telling them how they are doing.
2. What ever hole you are on, jot down the time groups finish your hole and record the name or description of any player who you notice is playing inefficient golf if duties allow. Let the Rules Chairman or rover on your side know of your observations, as this might be important in an appeal.

### ***THE APPEALS COMMITTEE:***

The MGA Staff Member in charge, the Lead Rules Official/Rover and the other Tournament Official meet with the players to hear the appeal with input by radio from the rovers and others on the course. However, this is not a "hard and fast" rule. Sometimes one or two of the three are not available because of other tournament commitments. One or two of the three can handle the appeal as long as there is input from the others who are not present.

An example of a situation during a tournament where we want the entire Committee involved, including rovers, is when a player may have committed a serious breach in stroke play that would result in disqualification, or when there is a very difficult ruling where many good minds are needed for resolution.

## SITUATIONS TO CONSIDER

**Situation # 1:** A player states that he is a higher handicapper and cannot possibly play as fast as those who are much lower and we should give consideration to him.

**Answer #1:** Sometimes the lowest handicap player is the slowest in the field. A player must get to his ball and be ready to play when it is his turn. Efficient golf is the key. The penalty should stand.

**Situation #2:** A very loud, vocal player comes in and gets right in your face. It is easier to rescind the penalty with this person than to put up with his badgering or bullying.

**Answer #2:** Loud is not one of the acceptable reasons for a penalty to be rescinded. Calmly, but firmly stand your ground. At State-level Qualifiers, if he still will not accept your answer and you must return to scoring, tell him that in respect for the rest of the field you have to get back to your tournament duties. Give him the name of the staff person in charge of the tournament and tell him to e-mail or write an appeal to the staff person at the MGA. (Please make a note of such referrals in the reports faxed back to the MGA office.)

**Situation #3:** Players tell you that they have been waiting on the group ahead of them all day and suddenly on the 8<sup>th</sup> hole they took off.

**Answer #3:** Look at the scorecards for the group ahead. If they had been having quality of play issues and suddenly made 2 birdies on the 8<sup>th</sup> and 9<sup>th</sup> holes, the group's appeal should be upheld.

**Situation #4:** The 8<sup>th</sup> or 9<sup>th</sup> hole is particularly difficult. The players said they all had trouble on those holes and so lost position with the group ahead.

**Answer #4:** Their appeal should be accepted based on their scores for the holes and perhaps looking at the scores of the prior group as well.

**Situation #5:** A group identifies one player who was slow.

**Answer #5:** The Committee had monitored this group and timed the players as requested. The penalty stays with the inefficient player and is removed from the other players in the group. Note: Even if the players have not asked to be monitored, they can still identify the slow player in the group and the penalty would stay with him and come off the other players.

**Situation #6:** The players had 2 lost balls on the 2<sup>nd</sup> and 3<sup>rd</sup> holes and were never able to make up their position in the field.

**Answer #6:** Ask the players what they did to get back into position. The penalty stands. This group had 7 holes to make up their time.

**Situation #7:** On the 17<sup>th</sup> hole the players had 2 lost balls and did not know they would not find the balls in the rough.

**Answer #7:** Did they use the full 5 minutes to search? For each ball? Did they have to return to the tee or did they play a provisional before going forward? If the scorecard reflects the stated situation with higher scores, the appeal is accepted.

**Situation #8:** The group was out of position and received a red card and penalty after their first nine holes, but finished either on time or under time for the total tournament. They feel the initial penalty should be rescinded.

**Answer #8:** Unless there is a situation on the first nine holes that allows the penalty to be rescinded, the fact that they finished on time or under time for the tournament is not a reason to rescind. Perhaps the reason they played more efficiently on the second nine was due to the penalty on the front. Without the penalty sticking, the groups could always play slowly on the front and then quickly on the back with no responsibility or repercussion for their initial slow play.

**Situation #9:** Players are unwilling to identify a slow player or they “are playing the game” and identify the player with the highest score who cannot qualify as the slow player.

**Answer #9:** If the Committee has identified the inefficient player in the group but the players will not say, they all get the penalty. If they pin it on the player with the highest score, but the committee knows he is not the person who played slowly, do not accept the information and be willing to call them on it. In the later case, make sure you have your documentation in order.

**Situation #10:** A group finishing on the 9<sup>th</sup> or 18<sup>th</sup> hole is over the expected pace because they had to wait on the 10<sup>th</sup> or 1<sup>st</sup> tee when making the turn due to the last groups starting, etc.

**Answer #10:** Each pairing group should be allowed the allotted amount of time to play each nine holes. Therefore, if a group has to wait as they make “the turn” for a reason beyond their control, they should be allowed the allotted amount of time to finish their second nine. The Committee should make a pace of play time adjustment for all the delayed groups and notify the Committee members on the course – especially the timers. This may entail assigning an individual to monitor how long the groups had to wait at the tee and what time adjustments are necessary to relay to the Committee and players. If a Committee member is not available to monitor the waiting groups, the information provided by the players should be taken into consideration when dealing with appeals.

**Situation #11:** A group is the lead group off the 1<sup>st</sup> tee, and when they make the turn they are over the expected pace, incurring a one-stroke penalty. They fail to complete the second nine within the expected overall pace but finish within 14 minutes of the last group to start off the opposite tee (10<sup>th</sup>).

**Answer #11:** The group is not penalized for the second nine.