



INFORMATION FOR CHECKPOINT OFFICIALS SCGA PACE OF PLAY GUIDELINES

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 SCGA'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 time could also affect a following group.
3. Monitor each group's play on the hole you are timing. If there are gaps in play, it may be helpful to move to the fairway to collect additional data or make further observations. You may also be required to help with a ruling or assist with a ball search. **You must be in position to record every group's time when they complete play of the hole.**
4. If players want to know how they are doing on time, you should notify them of what time it is and the time they are expected to complete the hole by.
5. Know your primary/nearest point of contact for assistance: staff, rules chair, rover, etc.
6. If you know a group may be in breach of the pace of play guidelines, monitor its play from the tee, fairway and putting green. How the players manage their time on that hole will be helpful information for the Pace of Play Committee. Take notes.
7. If a group misses its checkpoint, approach the players as soon as possible after they complete the hole and let them know they finished over their maximum allowable time and are liable to receive a penalty at the scoring area.
8. The proper statement to players is: "Unfortunately your group is over your maximum allowable time and in violation of the pace of play policy. You are all liable to a two-stroke penalty, which may be assessed at the scoring area."
9. After the players leave the area, immediately notify staff and the rules chair of the situation. The proper statement over the radio is: This is (your name) at the Hole # _____. The players in the (starting time) group off (Tee #1 or #10) were notified that they are liable to a two-stroke penalty for finishing over their maximum allowable time. The group was _____ minutes over their maximum allowable time and _____ minutes behind the group ahead.