



DUTY ROSTER POLICY

General:

- The Duty Roster selection panel is comprised of:
 - Golf Canada Chair, Amateur Competitions Committee
 - Golf Canada Chair, Rules & Amateur Status Committee
 - Golf Canada – Chief Championships Officer
 - Tournament Director of RBC Canadian Open & CP Women's Open (staff)
 - Golf Canada – Director of Rules, Competitions, and Amateur Status (staff)

Selection Process & Timelines:

- Individuals will have an opportunity to express their interest and availability for the following year's events by registering on the Golf Canada volunteer website.
- The Duty Roster selection panel will have an initial call early in the fall to identify Tournament Chairs and Tournament Rules Chairs for all amateur and professional competitions. Subsequent calls will be scheduled to confirm the chairs and identify all other officials for all competitions after the registration cut-off date for all volunteers.
- The Duty Roster selection panel will propose all duty rosters to Golf Canada's CEO no later than December 31st of each year.
- The CEO will provide approval of the proposed Duty Roster no later than January 15th of each year.
- All assigned individuals will be notified prior to the AGM (by email) of their assignments by the respective Tournament Directors for each championship.
- All individuals will confirm their assignments with the respective Tournament Directors.
- Replacements will be named as required by the selection panel, subject to approval by the CEO.
- Officials are required to register with Golf Canada online each year in order to be eligible to work at Golf Canada championships.
- All referees must be Nationally Certified unless invited. Any invited officials' credentials will be accepted.

Principles & Guidelines:

- We will strive to select the most qualified and experienced officials for all our championships.
 - At the same time, consideration will be given to select officials for training and development purposes and we must make best efforts to be fiscally responsible.
- There must be a minimum of one French speaking referee at all national and international amateur and professional championships.
- To reduce fatigue and overuse of volunteers, we will work to avoid an overloaded schedule in one year and back-to-back tournament weeks, when possible.
- We will work with the provincial golf associations to determine the most suitable officials when we conduct championships in their province, and within their region.

RBC Canadian Open and Canadian Pacific Women's Open

- The duty rosters will be comprised of:
 - Starters and scorers must be Golf Canada or provincial officials.
 - Referees must be selected from the Golf Canada Rules and Amateur Status Committee, unless there are exceptional circumstances which warrant selecting a past Committee member.

Number of Officials

- This policy is supplemented by the 'championship duty roster template'.
- The duty roster template outlines the required number of officials at each Golf Canada Championship (consideration will be given to smaller than anticipated field sizes and tournament formats – i.e. single tee vs. split tees).
- RBC Canadian Open and CP Women's Open duty rosters will be discussed annually with the PGA and LPGA to determine the overall number of officials (starters, scorers and referees) based on the course and other factors that might require an increase or decrease for specific roles.

Championship Duty Roster Template (DRAFT Guidelines)

Competitions	Referees	Starting & Scoring
	TOTAL	TOTAL
National Championships		
Men's Amateur	10 ***	8***
Women's Amateur	6*	4*
Junior Boys	6	4
Junior Girls	6*	4*
Men's Mid-Am	6	4
Men's Senior	6	4
Women's Mid-Am & Senior	6*	4*
University/College	6	4
NextGen Championships		
Double crossover	6*	4*
Single tee	5*	2*
Qualifiers		
	4*	2*
CP Women's Open		
	4	8
RBC Canadian Open		
	6**	4

General Template	Referees	Starting/Scoring
Double Crossover	6	4
Single Crossover	4	2
1 tee (99 or less)	4	2
1 tee (100 or more)	6	2

NOTES:

* The number of officials for these events may be adjusted downward in keeping with the 'General Template' guidelines, depending on anticipated field size.

** Maximum of 3 qualified invited guest officials (R&A, PGA of Canada, USGA) may be included on the roster.

*** After the field is reduced after the second round, we will reduce the number of officials at the Canadian Men's Amateur.