

Course Set-up

Tournament day course set-up is extremely important. The Course Set-up Official is responsible for setting the tournament tee markers and verifying hole locations the morning of the event. The Official will be the last Committee member to evaluate the golf course before the players arrive to that hole; be aware of anything that may happen.



Setting Tournament Tee Markers

- Verify with the Tournament Chairman what teeing ground will be used for play. Often these teeing grounds are identified with a white slash
- On occasion, to accommodate different flights, age groups or divisions, different sets of tees will be used. Verify with the Tournament Chairman which sets of tees should be placed where and how those different locations are identified; multiple slashes, painted numbers on the ground, etc.
- Before you begin to set the tee markers, determine whether the tees have already been mowed or will be mowed. If the maintenance staff will be mowing behind you, your time will have been wasted as the tees will need to be re-set after they finish.



- On the teeing ground, find a level area for teeing, being sure to avoid overhanging or interfering tree branches or limbs
- Tee markers should be set 5-8 paces apart (be consistent if using two or more Officials to set-up different holes on the course i.e. front vs. back), square to the center of the green on a par 3, or to the middle of the landing zone on a par 4 or par 5
- The Official can set tees square to the center of the green or to the middle of the landing zone using a "T-square" made of fitted PVC pipe
- The Official can also set the tees by standing square and facing the center of the green or the middle of the landing zone. Then, then extend your arms to the side and locate a proper location for tees. You can use this method to double check your tee marker alignment after you have placed them down

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Verifying Hole Location

- After you set-up the teeing ground, you need to verify the hole location of that hole.
- The first step is to locate the front of the putting green
- Some Tournament Chairman do this for you by placing a dot of paint on the ground to indicate the front and back of the green
- If no dots are present, you can place a sand bottle or paint can to indicate the front or back of the green
- Once you locate the front of the green, you then walk a line parallel to the intended line of flight from the tee or fairway. Walk the designated number of paces onto the green to the hole as indicated on the hole location sheet
- For back hole locations, you can do some simple arithmetic and determine how many paces from the back of the green the hole is located
- It is usually easier to determine a center line and depth of the green by walking from the back of the green toward the landing zone or teeing ground
- After checking the proper number of paces on (or from the back of) the green, check the number of paces to the right or left of the hole. To do this, walk a perpendicular line from the hole to the nearest edge of the green
- If at any time you find any discrepancies in the numbers greater than +/- two paces, alert the Tournament Chairman

Additional Setup Responsibilities

- Generally, Pace of Play reminders sheets should be placed on the tees of holes 4, 7, 13 and 16
- Be aware if rakes should be on the course or on carts
- Be sure there is a rake available for each bunker
- Note any abnormal ground conditions (i.e.- casual water in a bunker) or unmarked ground under repair (may have occurred overnight) about which you may need to alert the Tournament Chairman
- Take note of any hazard or boundary stakes that may have been knocked over and need to be replaced

