



Professionalism and Committee Conduct

The FSGA makes every effort to ensure that each Tournament Committee member is well trained and confident in his/her duties. Below are some concepts emulating professionalism in a tournament environment.

DRESS THE PART

If you have not already visited the *'What to Wear and Bring'* page, we ask that you visit there to review the important materials you will need for an FSGA event.

- **FSGA Uniform**: It is important to keep your uniform clean and neat in appearance for each tournament day. If troublesome weather is forecasted for the event, bring your rain gear for the more than likely Florida afternoon thunderstorm.
- **Personal Appearance**: A pretty straightforward, but important concept: keep a neat, well-groomed appearance when attired in the official uniform. Gentlemen, please arrive clean shaven to the event. Ladies, please keep your short/skort lengths appropriate.
- **Attitude**: "Dress up" your attitude. Be confident in your abilities, and have a willingness to participate and learn. It is absolutely essential that your conduct be beyond reproach.



REVIEW MATERIALS

An easy way to be prepared, gain confidence, and answer any lingering questions is to simply review materials before and during an event.

- **Committee Email**: The Tournament Chairman will send out a Committee email regarding any important details you will need to know. This email may include an arrival time, event schedule, approximate yardages, lunch information, and in some cases Committee assignments and a copy of the Notice to Players.
- **Rules Book**: Studying and understanding the Rules is an important and ongoing process. Be sure to review common rulings to refresh your memory before the tournament. After receiving the Notice to Players, take some time before the round begins to review any Local Rules pertaining to that event.
- **Course Review**: Get to know event logistics, the golf course layout, and club policies by visiting the FSGA and club's websites, review course maps, and being familiar with approximate yardages determined by the Tournament Chairman.
- **Committee Packet**: Once you are on site and have received your Committee packet, take some time to look over the information that has been provided for you. This will give you knowledge to answer questions for players and perform your duties as a FSGA Official effectively.

Florida State Golf Association Championship Operations



COME PREPARED

A winning effort begins with preparation. The simple practice of preparation before arriving to an event can increase your professionalism and keep you organized.



- **Arrive Early:** One of the easiest ways to prepare for the day ahead is to arrive early. Give yourself some extra time before the round to find your Committee cart and get yourself situated. Greet and catch up with other Committee members and be sure to introduce yourself to the course staff. This will also give you some extra time to take a look around and familiarize yourself with the club.
- **Supplies:** Many tournament Committee members elect to bring a 'Rules Bag' with them to events. This includes your Rules book and/or Decisions Book, sunscreen/bug spray, rain gear, clipboard, string for measuring purposes, binoculars, sunglasses, watch, snacks/water, and any personal effects.

- **Questions:** After reviewing all of your materials and getting ready for the event, you still may have some questions for the Tournament Chairman. Have questions prepared in advance so that when you are in your Committee meeting before the round begins, you're prepared.
- **Expect the Unexpected:** Although it is simple to outline a tournament day and have your Committee assignments right in front of you, there are always situations that arise that may not be expected. These can include weather, course adjustments, difficult rulings, playoffs, etc. Prepare yourself for the unexpected by keeping an open mind during these situations to help you manage yourself professionally, and to maintain the integrity of the FSGA.



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COMMUNICATE EFFECTIVELY

- **Committee:** As a team, communication is essential to keep everyone informed as to what is going on during the tournament at all times. Providing information on rulings, pace of play, weather, your position on the course, or other important information allows the event to run smoothly and can prevent mistakes later on. A lack of communication can be one of the easiest ways to make a mistake during an event.
- **Participants:** There are various reasons to be in strong communication with participants but a good thing to keep in mind overall is to always be pleasant and approachable.
 - Be sure to ask questions and gain an efficient amount of information when conducting rulings. Ask for assistance from the Tournament Chairman or Committee members if needed.
 - Be clear and confident when speaking to participants on pace of play (missing checkpoints), information while starting on the 1st or 10th tee, weather updates, luncheon information, etc.
- **Listen:** In *certain situations*, sometimes one of the best ways to communicate is to simply not say anything at all, and listen.



- Paying attention during the morning Committee meeting and even taking notes will help you not miss important details.
- Weather delays can be sudden and difficult to deal with—listening and following the directions of the Tournament Chairman during these suspensions will be helpful when passing along information to participants.
- When on the course, listening to on-course rulings being discussed over the radio between the Tournament Chairman and Committee members can bring new knowledge and concepts you were unfamiliar with.
- Listening to other Committee members discuss slow groups on the course will give you accurate feedback to determine why they are behind pace, and if they have made any progress in their pace when they arrive to where you are on the course.

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KNOW YOUR STRENGTHS AND WEAKNESSES

Each Committee member will have a different golf background and level of experience with tournament operations. With an outgoing and open mindset, each event provides the opportunity to learn something new, or enhance your skillset in a certain area.

- **Be Flexible With Tasks**: Some jobs are more pleasant than others on the golf course, but ultimately each Committee member will be assigned a task that is not entirely favorable to them. Job assignments are assigned by the Tournament Chairman to make the event run as smoothly as possible. You may be assigned a task due to your strengths in a certain skillset, a shortage on staff members and a need to double up in a certain area, or to simply give others with less experience an opportunity to learn a new task. Each position on the golf course is an important element into what makes an event successful.
- **Share Your Knowledge**: Acknowledge your strengths and offer assistance to the Tournament Chairman or a Committee member if you think you could be of help with a specific task. Sharing knowledge can increase confidence in yourself and others, and bring understanding among Committee members.
- **Help Yourself**: Likewise, you may not always have the knowledge or information you need to complete a task successfully. Understand your weaknesses and ask the Tournament Chairman or another Committee member for help if you find yourself confused. It is always better to ask for help than to do something incorrectly or give wrong information.

