

COVID-19

ORGANIZATION GUIDE FOR  
GOLF COMPETITIONS

June 2020 version



**GOLF  
QUÉBEC**

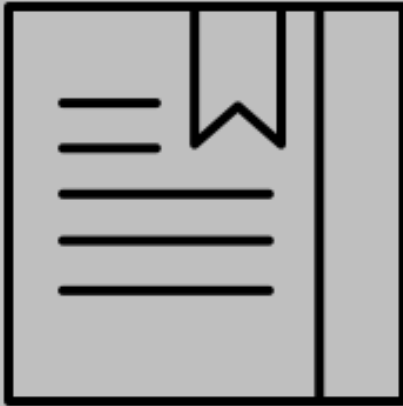


## PURPOSE

Created by the Québec Golf Federation, this *Organization Guide for Golf Competitions* is a **reference** tool that presents the measures to be put in place and the standards to be respected.

The objective is to promote the safe organization of events **in accordance with the guidelines of the Government of Québec's Public Health Department** in order to ensure the health and safety of participants, volunteers and employees of golf clubs and the Federation.

As the pandemic situation will continue to evolve over the coming months, the measures to be put in place will be subject to change. **Updates to the guide will be provided as required.**



## ORGANIZATION GUIDE

The *Protocol for the Opening of Québec Golf Courses* which was approved by the Public Health Department must be implemented in all golf clubs in Québec.

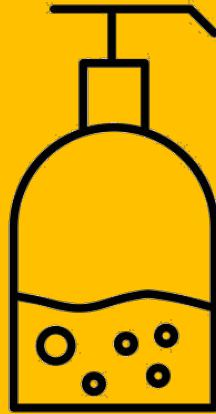
The guidelines for the organization of competitions are in line with the Protocol's directives and cover the following topics:

- General guidelines;
- Sanitary measures;
- Communications;
- Registrations, payments and administrative policies, access to the club, course visits, and people allowed on the course;
- Touchpoints;
- Protection of players, volunteers, and employees;
- Competition;
- Golfers' responsibilities;
- Symptoms and useful links.



## GENERAL GUIDELINES

- **At all times and in all places, social distancing must be respected by both customers and any employee and/or volunteer in charge of a competition.**
- **No gatherings or deviations from safety procedures will be tolerated.**
- Anyone who is exhibiting symptoms of COVID-19 or has been in contact with a person exhibiting symptoms in the 14 days prior to the competition is not eligible to participate.
- Only the courses, training areas, pro shop, food and beverage areas, terraces, snack bar, and washrooms will be accessible to players.
- Golfers must arrive 45 minutes before their tee time at the earliest.
- The frequency of cleaning, sanitizing, and disinfection of all areas will be increased.
- Golfers will be asked to leave immediately after completing their golf round. No handshakes, no award ceremonies or socializing moments. No gatherings will be tolerated.



## SANITARY MEASURES

In the context of the COVID-19 pandemic, sanitary measures must be implemented to protect the health of all participants and organizers. Some hygiene rules must be respected to insure safe play and participation.

- Encourage and enforce **social distancing measures** (2 metres) with signage and/or ground markers.
- **Promote hand hygiene** with signage and verbal communications.
- Any one who shows up on the competition site should bring their own bottle of hydroalcoholic solution with a concentration of at least 60% of alcohol.
- Hydroalcoholic solution distributors will be installed in the greeting, training, teeing and scoring areas.
- **Employees and volunteers will be asked daily to report** on their health: fever, cough, breathing difficulty, or loss of the smell and taste senses.
- Any material that is used or installed on the course for a competition will have to be disinfected at the end of each day. Those in charge of installing or removing such material will have to wear gloves and masks.



## COMMUNICATIONS ZOOM WEBINARS

To make sure that all organizer committees and other concerned parties are thoroughly informed of implemented measures, Golf Québec will organize several Zoom webinars that will be proposed to the following groups:

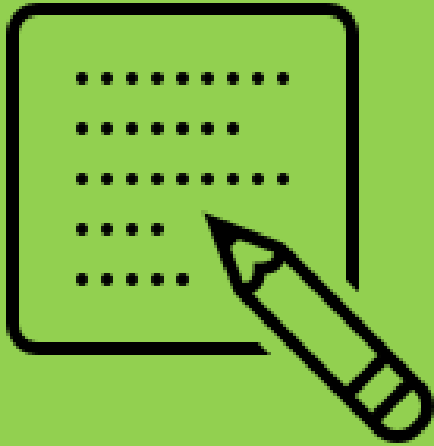
- Golf Québec regional associations;
- Rules referees;
- Coaches;
- Parents of junior players;
- Participants.



## COMMUNICATIONS INFORMATION TO PARTICIPANTS

The following information should be e-mailed to participants at least 48 hours prior to the beginning of a competition:

- Confirmation of registration;
- Notice to all competitors;
- Sanitary measures to respect;
- Starting format;
- Time of arrival at the club;
- Greeting area;
- Training time;
- Tee time;
- Pin placement;
- Evacuation plan;
- Pace of play;
- Phone number to get in touch with a rules referee;
- Specific path to be followed to get from the parking lot to the greeting area, then to the training areas, first tee area, scoring area, and back to the parking lot;
- Specific golf rules related to the COVID-19 pandemic that participants must comply with.



## REGISTRATIONS, PAYMENTS, AND ADMINISTRATIVE POLICIES

- Registration can only be done online. No registration will be done in person on the competition site or using paper forms.
- Registration payments must be completed online.
- Players' waivers: players must sign an **electronic** waiver releasing the organization of any risks that could be related to participating in a competition.
- Only streamline starting times will be allowed with a minimum interval of 10 minutes.
- The 2020 Reimbursement Policy remains in effect. There will be only one exception made to this Policy in link with the COVID-19:

Should a player develop COVID-19 symptoms or be in contact with a person exhibiting symptoms between the registration deadline and the beginning of the competition, the tournament organizers will fully reimburse the registration fees. For this purpose, the concerned player will need to contact the person in charge of the tournament (by e-mail) and report on his/her change of health status. Considering the current situation, we understand that participants who exhibit COVID-19 symptoms may not be able to get a medical certificate confirming their state of health. We will rely on their honesty.





## ACCESS TO THE CLUB AND CLUBHOUSE

### Access to club

In order to limit gatherings, the access to the club and competition course will be limited to participants, coaches, volunteers, staff members of the club, and Golf Québec employees.

It will be possible for someone to drive a participant to the course. However, this driver will need to remain in his/her car, in the parking lot. It is strongly recommended that those who bring participants to the club also reside at the same address as the individual they are driving.

### Clubhouse

- The main facility building are now open as long as preventive measures that are explained in the Protocol for the opening of Québec golf courses are respected.
- Access to locker rooms and showers is forbidden.
- Tournament organizers will no longer supply snacks such as fruit, granola bars, water bottles, etc. on the first tee.
- No gatherings will be tolerated.



## COURSE VISITS

For each competition, organizers will need to perform a visit of the host club at least one week before the competition in order to validate key information that could impact on security and need to be implemented.

A reasonable time frame must be provided for the host club to implement any necessary modifications to comply with the *Organization Guide for Golf Competitions* and *Protocol for the Opening of Québec Golf Courses*.

- Sanitary measures;
- Signage;
- Facilities;
- Touchpoints;
- Security measures implemented to protect participants, volunteers, and employees;
- Services that are available;
- Evacuation plan.



## PEOPLE ALLOWED ON THE COURSE

- To limit as much as possible the number of persons gathered on the golf course, access will only be permitted to:
  - Participants;
  - Volunteers;
  - Parents of junior golfers (see specifications);
  - Members of the club's staff;
  - Coaches;
  - Employees or volunteers of the tournament organization.
- In any competition, junior players (18 years old and under) can be accompanied by one member of their family residing at the same address.
- No caddies will be allowed.
- No spectators will be allowed except for the one parent of a junior golfer or a coach.
- For any other competitor, it will be allowed that someone drives them to the course. However, their driver must remain in his/her car, in the parking lot.



## PEOPLE ALLOWED ON THE COURSE

### COACHES

- Coaches complying with the following conditions will be the only ones allowed on a competition site:
  - Must be a member of the PGA of Canada;
  - Must be the personal coach of the supervised athlete and that athlete must be one of the tournament participants.
- The coach must register with the tournament organizers, by e-mail, at least one week prior to the beginning of the competition.
- The coach must announce himself on the day of each tournament at the registration table and recuperate/present his identification card.
- The usual rules for coaches apply for the accompaniment of players in the practice areas, while respecting the sanitary measures, in particular that of the 2-metre distance, and the role of observer during the round of golf on the course.
- After the game, the debriefing between the athlete and the coach must take place away from the golf club. Practice areas will not be accessible after the round.



## TOUCHPOINTS

Several touchpoints will be identified in order to ensure traffic control of participants.

It is important to communicate relevant information to participants regarding their stay at the course from their arrival (maximum 45 minutes before their tee time) until they have to leave, i.e. immediately after they have handed in their scorecards.

Competitors must be taken care of as soon as they arrive.

A traffic plan must be communicated:

- Parking lot;
- Players' greeting area;
- Training areas;
- Tee-off area;
- Scoring area;
- Back to the parking lot.



## TOUCHPOINTS

### Parking lot

- A volunteer must greet participants at the parking lot and explain the process to be followed. He/she must ask participants about their state of health: fever, cough, difficulty breathing or loss of smell and taste in the last 48 hours. He/she must also find out if the person has been in contact with a person with symptoms in the last 14 days.

### Players' greeting

- It is recommended that a greeting table be placed near the parking lot and as close as possible to the training areas.
- The greeting table must be equipped with a plexiglass that protects the player and the person who is in charge of welcoming the player.
- If players are required to sign a document, it is recommended that a pencil be given to each player, cleaned after each use or discarded.
- If documentation is provided (which is not recommended), frequent hand washing should be carried out by those distributing the documentation.
- If information is to be available for reading, it is best to glue laminated cards to the plexiglass or table. It is important to ensure that participants do not have to handle anything.



TOUCHPOINTS

### Training areas

- Participants can access the training areas at their assigned times.
- A specific path must be established from the parking lot to the training areas.
- Signage or ground markers must clearly indicate the path to be followed by the players.
- Each training area must be supervised by a volunteer in order to control the presence of participants.
- One person must be at each training area to assign a place to players who will show up.
- At each training area, spaces must be pre-determined by the organizer to ensure that players always remain at a minimum of 2 metres from each other.
- Training area measures apply as defined in the *Protocol for the Opening of Québec Golf Courses*.



## TOUCHPOINTS

### Tee-off area

- Explanation of the COVID-19 specific Rules of Golf.
- Physical distancing of 2 metres between participants and the starters.
- Prescribed sanitary measures must be implemented.
- The starter is required to wear a mask.

### On the course

- Golf course related measures apply as defined in the *Protocol for the Opening of Québec Golf Courses*.
- No pace of play or live scoring tents can be set up.
- No shuttle service can be provided.

### Scoring area

- A path must be identified from the last green to the scoring area.
- Players' zones (with signage or ground markers) must be set up to respect social distancing.
- Players must remain standing at all times.
- No card swapping. Scores are dictated out loud to the person in charge.





## PROTECTION OF PLAYERS, VOLUNTEERS, AND EMPLOYEES

### Individual protection equipment

- The tournament organizer will be responsible for providing all necessary equipment for the protection of volunteers and employees (gloves, masks, alcohol-based gels, etc.).
- Wearing a mask will be mandatory for all those who will be interacting with players during the day.

### Training of volunteers and employees

- Virtual training sessions will be organized with employees and volunteers.
- Provide hand washing stations or alcohol-based gels for volunteers and staff members.
- Clean equipment and work surfaces regularly.

### Administrative spaces

- Do not allow players access to the tournament office.
- Set up the tournament office to ensure a distance of 2 metres between its occupants at all times.
- Disinfect shared equipment.
- Clean all equipment and work surfaces regularly.
- Encourage the exchange of digital and non-paper documents.
- Do not share work tools such as pencils, computers, etc.



## PROTECTION OF PLAYERS, VOLUNTEERS, AND EMPLOYEES

- Encourage and enforce **safe social distancing measures** (2 metres).
- Provide a reminder of symptoms and sanitary measures to prevent the spread of the virus.
- **Promote hand hygiene** through signage and verbal communication.
- Inform staff members and communicate to them the measures taken by the employer to ensure their safety at work.
- **Daily ask employees and volunteers about their health:** fever, cough, difficulty breathing or loss of smell and taste.
- Employees and volunteers will be required to wash their clothes at the end of each day (shift).



## THE COMPETITION

### Duration of a competition

There is no prescribed number of days for a single competition as long as the sequence of events on each day of the competition is identical.

### Starting formats

- Continuous tee-offs will be the only type of tee-off allowed.
- No simultaneous (shotgun) or crossover starts will be allowed.

### Tee times

Minimum interval of 10 minutes between each tee time, regardless of the number of players per group.



## THE COMPETITION

### **Motorized and push carts**

- Motorized cart related measures apply as defined in the *Protocol for the Opening of Québec Golf Courses*.
- The number of people allowed (either 1 or 2) per motorized cart will depend on whether or not the host club uses dividers.
- It is strongly recommended that each player brings his/her own push cart.

### **Scoreboard**

It is forbidden to erect a scoreboard to avoid any gathering of people.

### **Playoff**

No playoff will be allowed.

### **Award ceremony**

It is forbidden to hold an award presentation to the winners in order to avoid any form of gathering at the course.



## THE COMPETITION

### Rules referees' intervention

- A referee must carry a bottle of hydroalcoholic solution with a concentration of at least 60% alcohol.
- If a referee has to intervene with a participant and distancing is impossible, he/she **MUST** wear a mask.
- It is recommended that referees wear a mask at all times on the course.
- When a referee places or removes equipment on the course, he/she **MUST** wear gloves and a mask. When equipment is removed from the course, it must be taken to a designated area where it can be disinfected after the completion of each competitive day.
- At no time may a referee allow another person to ride in his/her motorized cart (except in the event of a major emergency: injury, sudden violent storm, etc...).



## THE COMPETITION

### Evacuation plan

- If the game is suspended, participants must leave the course, return immediately to their vehicle and stay there.
- For any resumption of play or cancellation of the day, players will receive an e-mail or text message (SMS).
- The clubhouse will remain closed.

*Reminder of the necessary horn blows for the different interruptions of the game*

### **Suspension for a non-hazardous situation (unplayable course, darkness, etc.)**

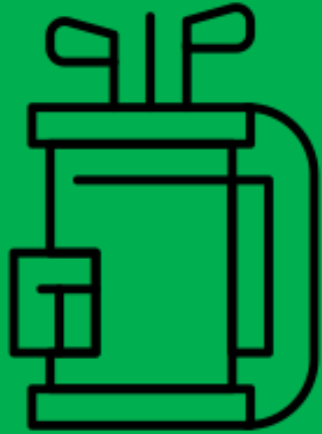
Three short blasts from the horn.

### **Suspension for an hazardous situation (thunder, etc.)**

One long blast from the horn.

### **Resuming play**

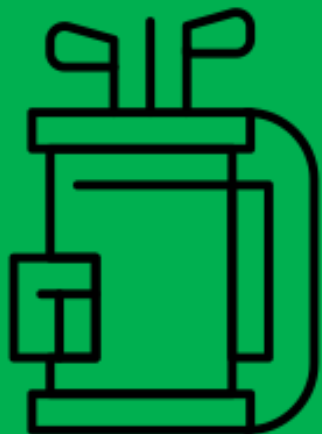
Two short blasts from the horn.



## COMPETITORS' RESPONSIBILITIES

### The competitor

- Should not show up at the course if he/she is experiencing symptoms of COVID-19, has been in contact with a symptomatic person, or has tested positive for COVID-19.
- Must not arrive more than 45 minutes before his/her tee time.
- Must register with the greeter before heading to the training areas.
- Must respect the instructions given by the employees responsible for directing the golfers.
- Must prepare all his/her equipment and put his/her golf shoes in the parking lot.
- Has access to the training areas according to the established group schedule.
- Must adhere to pre-established safety paths and schedule.
- Must respect the 2-metre social distancing at all times.



## COMPETITORS' RESPONSIBILITIES

- Is responsible for reading the relevant tournament information sent by e-mail.
- Is the only person who will be allowed to handle his/her golf equipment except at the bag drop area where he/she will be assisted by an employee who will respect the hygiene and distancing measures.
- Is responsible for maintaining his/her own score as well as the score of another co-competitor.

### Other guidelines

- The bag drop area will be open. Hand washing between each client and face protection are mandatory.
- Do not touch the flags.
- Sand in bunkers must be smoothed with feet or the head of a club.
- Never touch another player's ball, marker, cart or any other piece of equipment.





**SICK INDIVIDUAL OR  
DISPLAYING SYMPTOMS**

- Provide a clear procedure in the case where an individual would start experiencing symptoms:
  - Isolate him/her in a room.
  - Have them wear a procedural (or surgical) mask or, if they do not have such a mask, a face shield <sup>(1)</sup>.
  - Call 1 877 644-4545.
- Verify if the individual has had contact with competitors and notify these competitors.
- Ensure compliance with public health recommendations for a safe return to work or competition at the end of the isolation period <sup>(1)</sup>

(1) Source: Occupational health: <https://www.inspq.qc.ca/en/covid-19/occupational-health>



## USEFUL LINKS



- **Public health authority guidelines concerning the gradual resumption of sports and leisure activities:** <https://www.quebec.ca/en/tourism-and-recreation/sporting-and-outdoor-activities/resumption-outdoor-recreational-sports-leisure-activities/public-healthauthority-guidelines-resumption-sports-leisure-activities/>
- **Information about coronavirus (COVID-19) in Québec:** <https://www.quebec.ca/en/>
- **Coronavirus (Covid-19) - Advice to the general public:** <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/situation-coronavirus-in-quebec/>
- **Coronavirus (Covid-19) – Public health authority guidelines concerning the gradual resumption of sports and leisure activities during COVID-19:** <https://www.quebec.ca/en/tourism-and-recreation/sporting-and-outdoor-activities/resumption-outdoor-recreational-sports-leisure-activities/>
- **Covid-19 : Guide des consignes sanitaires à suivre lors de la pratique d’activités physiques, sportives, de loisir ou de plein air (in French only):** [https://cdn-contenu.quebec.ca/cdn-contenu/education/MEES\\_Consignes\\_Reprise\\_LS.pdf?1591289146](https://cdn-contenu.quebec.ca/cdn-contenu/education/MEES_Consignes_Reprise_LS.pdf?1591289146)
- **CNESST – Trousse COVID-19 :** <https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Pages/outils-secteur-loisir-sport-plein-air.aspx> (in French)