



**CAPTAINS' MANUAL**  
**(2012)**

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In this document, the masculine gender is only used to facilitate reading the text. All information applies to both the women's and men's section captains.

## INFORMATION:

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## CAPTAINS' TASKS DESCRIPTION

### Responsibilities of the Captain

The role of the Captain is very important and demanding. It should be occupied by a well-informed golfer who has the necessary time to perform his duties. He should also be surrounded with competent people to assist him.

The Captain is in charge of the "field of play", all golf played on the club course(s). Generally, he works with the Manager and Club Professional.

**The Captain** must attend all the meetings of the Executive Committee of his section. At the opening meeting, he shall present the tournament schedule. At the closing meeting, he will read his report, announce the winners, and with the help of his committee, he will distribute prizes and trophies.

It is strongly suggested that **the Captain, the President, and/or the Manager** attend the Annual General Meeting of Golf Québec, which must take place at the latest on March 31<sup>st</sup> of each year.

### The Golf Committee

The Captain's principal tool is his Golf Committee.

The Golf Committee is appointed by the Captain and reports only to the Captain for its actions. Each Captain will use his Committee in a different way. The most effective combination will exploit the talents of the Committee members and still allow the personality of the Captain to show through.

### Considerations in Appointing Golf Committee

- A) The immediate past Captain should be on this Committee during the new Captain's first year in office. His position should be "ex-officio". His experience will be valuable to the new Captain and his Committee, but at no time should he interfere with the new Captain's decisions.
- B) Several members from the previous Golf Committee should be reappointed (if available and capable).
- C) Try to appoint one or two new members to the Committee each year.

Remember that the Captain must train someone to take his place after his term of office. Indeed, two or three good candidates should be “brought along” with that in mind. Remember, the best place to assess the candidates’ potential is right in the Committee.

**The Captain** must attend the Regional Association Spring Meeting where the dates of the Regional Association Tournaments are announced along with relevant information.

A meeting of the Captain’s committee must be held during the winter months. This is the most important meeting. Here, by the suggestions and ideas of his committee, the tournament schedule is prepared. Important tournaments should not be scheduled at the same dates as those of Golf Québec events. By following this scheduling procedure, it allows for more golfers to participate. The program should be kept as diversified as possible with more interesting events placed equally throughout the season. To uphold more participation, other “lower” events may be included.

### **The Captain's Files**

The next most important tool is the “Captain's Files”. They should be well organized, and include:

- 1) All correspondence to and from the Club concerning golf matters during prior years;
- 2) All previous scheduling material;
- 3) Records of all trophies and winners; and
- 4) All pertinent material from previous Captain's administration.

### **Facilities**

If possible, the Captain should have a room available for his exclusive use at the Club House. At the very least, he should have an adequate desk and filing space at the Club House.

### **Off-Season Suggestions**

- 1) The Captain should thoroughly familiarize himself with the “Rules of Golf”. For instance, he could obtain and read all decisions rendered by the Rules of Golf Committee of the Royal and Ancient Golf Club of St. Andrews. As well, he should take the Rules certification exams for levels 1 and 2, which are accessible online ([www.rulesofgolf.ca](http://www.rulesofgolf.ca)).
- 2) The Captain should go through all the previous Captain's files.
- 3) He should appoint his Golf Committee and schedule his first Committee meeting.

## **February 1 to March 15**

### **Scheduling**

The first job each spring is to compile and publish the Club Golfing Schedule for the season.

### **The Master Schedule**

Make a “Day by Day” schedule and fill it in with a pencil (easier to erase). Enter detailed information showing all club, private, men’s, women’s and junior events. In fact, everything that can be thought of, including provision for postponed events. To help compile this, first:

- 1) Obtain a copy of Golf Québec provincial schedule for the year;
- 2) Obtain a copy of your Regional Association’s schedule for the year;
- 3) Review previous Master Schedules in Captain's File;
- 4) Ascertain Club commitments for private events;
- 5) Combine the women and men’s section events, and contact the Entertainment Chairman;
- 6) Watch Statutory Holidays and when they are celebrated.

Make this preliminary schedule early, so when someone enquires for a tournament time, you can pencil it in.

### **March 15 (approximately)**

Convene initial Golf Committee meeting to approve Schedule and to assign events and duties to individual Committee members. Perhaps hold a Rule Seminar at the end of this and future meetings. Several rules could be reviewed during 45 minutes (approximately) at each meeting.

### **March 20 (approximately)**

Secure Board of Directors’ approval of the Schedule.

### **Captain's Check List**

Start a check list for your own use, day-by-day, for the complete season ahead. This differs from your Master Schedule because it includes mailing dates for notices, entries to be put up on notice boards, entries to close, prizes to buy, prizes to present, and all things related to the season. It will include assignments to Golf Committee members. Hand out copies to the Golf Committee.

## **April 1 (approximately)**

### **Golf Committee Meeting to:**

- 1) Distribute a check list;
- 2) Discuss and approve all Local Rules;
- 3) Discuss changes in Rules of Golf, if any;
- 4) Change any rules of Club tournaments, Club Championship, shotgun starts, etc.;
- 5) Review:       a) Starting time system  
                  b) Score Cards;
- 6) Assign the job of distributing the Golf Québec/Golf Canada membership card to all Club Members;
- 7) Assign the job of certifying and dating all members' handicap factors;
- 8) Review "Playing Restrictions" for guests and various classes of members (women, men, juniors, etc.).

## **April 15-20**

Mail the complete golfing schedule to all members, preferably with a covering Captain's letter to all members, making note of changes in season format. (Many clubs incorporate both the golfing and entertainment/social schedules on one form, in pocket format).

### **Notice Board**

One member of the Golf Committee should be assigned to maintain notice boards, including:

- 1) Reminders of entries;
- 2) Local Rules;
- 3) Notices of winners of Handicap and Club events; and
- 4) Special notices drawing members' attention to the times when the course will be closed.

### **Discipline**

It is the Captain's duty to make all decisions concerning disputes between members, relating to golf. In this area, the Captain's decision is final. In serious cases, where sanctions may be necessary, the Captain should present the case to the Board of Directors.

### **Minor Verbal Complaints**

These are the custom of the day for the Captain. The Captain soon finds that 80% of his troubles come from 10-15% of the members. A good way to deal with repeating complainers is to suggest they give the Captain their complaint in writing so that it may be presented to the Board of Directors. This will eliminate 99% of the complaints.

### **Liaison Between the Captains of the Women's and Men's Sections**

Both captains should work as a team, keep each other informed of projects and opinions concerning decisions to be made.

### **Handicaps**

Make sure that all up to date information concerning handicap rules and calculations are permanently affixed to your bulletin board. Golf Québec can provide you with handicap manuals explaining in detail all facets of the handicap system, and regularly offers certification seminars.

Have a Golf Committee member in charge for the year and ask him to spot-check members' entries and also check the handicaps of handicap-event winners. Disputes in this area are very difficult and call for the maximum amount of tact.

### **Local Rules**

Keep temporary Local Rules posted on the Club's notice board.

Review the Permanent Local Rules printed on the score card before each reorder at the printers. Also, check new tees which may have altered distances, handicap strokes which may want revising, course rating, etc.

### **Social Requirements**

The Captain should introduce himself to the membership at the Club Opening and new members' reception. In addition, he should preside all prize presentations made to members or visiting players.



## WOMEN'S SECTION ACTIVITIES

### Weekly Draws

One set day per week is designated as "Ladies' Day". A decision must be made on how the golfers will register for each activity. For example, they could register by writing their name on a sheet of paper or by contacting the Club directly, a specific time and location could be identified, or any other procedure would be acceptable if it complies with your club's policies.

The list of tournaments should be posted in the Ladies' locker room with information pertinent to a specific tournament, and other general information:

- Last day of registration;
- Rules concerning starting times;
- Rules concerning latecomers or cancellations;
- How ties will be broken;
- If a tournament is more than one round, the golfers must be able to play all the rounds;
- Times for completion of matches.

### Inter-Sectional Matches

A team of six to twelve players compete against one, two or three teams from one, two or three invited clubs once a year or more. Please note that the words Inter-Club and Inter-Sectional can be interpreted differently depending on each Regional Association.

### Club Championship

The choice of a medal or match play tournament is a Club decision. A ballot box could be used to determine which one the majority favours. If you have already tried the two formats, it becomes easier for you to identify the best formula for your club. Since this is your most important tournament, a great deal of planning is necessary along with "expecting the unexpected". Review your plans with your Vice-Captain, involve the entire Committee, and ask for the collaboration of the Club Professional as well as the Greens keepers. Be sure to have a qualified person to give decisions on the Rules of Golf.

### Outside Tournaments

There should be a reserved space on your bulletin board to post notices of outside tournaments. When you receive the entry forms, make a photocopy of them to allow interested golfers to register. The Captain (or a designated person) is responsible to complete the official form in prints, making sure that all requested information has been supplied, and that the handicap

factors are correct. The form must be completed with the Captain's signature (or a designated person) and mailed to the organizers of the event before the deadline.

### **Golf Canada Pin Rounds**

In the regular tournament calendar, a minimum of six rounds and a maximum of ten rounds should be specified for pin rounds. These pins are supplied by Golf Québec. To obtain such pins, the order form can be downloaded from the publications tab on our website, [www.golfquebec.org](http://www.golfquebec.org). Please note that 9-holers can participate in their own pin rounds.



## **JUNIOR DEVELOPMENT PROGRAM**

### **Junior Chairperson**

The person chosen for this position must enjoy working with juniors. In addition, he should review his program with the Captain and the Club Professional beforehand.

### **Junior Development Program**

An active Junior Program should be organized in a way that will hold the interest of juniors while not interfering with the enjoyment of the adult Club Members. To do so, the juniors need to learn the etiquette and basic rules of the game before they are permitted on the course.

#### **The four levels of Junior Development are:**

1. The Club (most important of all);
2. The Regional Association;
3. The Provincial (Golf Québec);
4. The National (Golf Canada).

### **Definition of a Junior**

A golfer is a junior until he has reached his 19<sup>th</sup> birthday. In general, the Club administration will decide on the age they must be to enroll in the Junior Program.

### **Junior Chairperson at the Club**

We recommend that the Junior Chairperson of your golf club be a member of the Section Committee (women or men).

### **Suggestions for Setting-Up a Junior Program**

At the beginning of the season, meet with the juniors and their parents.

#### **Suggested items for that meeting**

For each junior, list:

- Name;
- Address;
- Telephone number;
- Birth date.

Sign-up parents who are willing to help during the season (even if they are only available to help once or twice).

Introduce those who are in charge of the juniors.

A Professional or Golf Director may offer a short seminar on Golf Etiquette and the Rules of Golf. In addition, distribute a book on The Rules of Golf.

### **Duties of a Junior Chairperson**

a) Co-ordinate the junior boys' program with the junior girls' program

In co-operation with the Club Captains' Committee and the Professional, set aside one day per week for a Junior Day during the summer vacation. The program for that day could include a group lesson, a clinic on rules and etiquette and a tournament.

Encourage all juniors to participate in events and other activities made available to them.

b) Make sure all juniors receive their Golf Québec/Golf Canada membership card

c) Teach them how to use the Handicap System

- How to record all differentials whether it be from a good or a bad game.
- How to record their scores on the computer.

### **Tournaments**

Post all Golf Québec information regarding regional, provincial and national entry forms.

A junior newsletter is sent to all juniors who took part in the Provincial Junior Championship of the preceding year.

Encourage them to enter all competitions open to juniors:

- Pin rounds at the Club (for girls);
- Club Championship - junior and/or adults;
- Regional and provincial tournaments.

Organize Inter-club junior events, parent-child or senior-junior competitions.

### **Junior Record Forms**

Complete a Junior Record Form even if it is his last year of eligibility. These statistics are important for camps, lessons and other awards. A list showing names, addresses, phone numbers and birth dates of any other junior without a handicap factor is also requested - some of these players may be candidates for the camps or clinics.

### **Club Championship**

Hold a Club Championship for the juniors. An 18-hole round is recommended for the juniors, along with a 9-hole round for the novices.



## **GOLF QUÉBEC TOURNAMENTS WOMEN'S SECTION**

- Jocelyne Bourassa Series
  - Women's Players' Cup
  - Debbie Savoy Morel Cup
  - Women's Provincial Amateur Championship
  - Women's Provincial Senior Championship
- Women's Provincial 4-Ball Championship
- Women's Provincial Mid-Amateur Championship
- Suzanne Beauregard Commemorative Tournament
- Match Play Festival (invitational)
- Provincial Mixed Championship
- Provincial Generations' Championship

Registration for all Golf Québec women's provincial tournaments is done online, through the Golf Québec website [www.golfquebec.org](http://www.golfquebec.org), with the BlueGolf system. Information, registration deadlines and eligibility conditions for each tournament are also available online, and players must register individually.

As soon as they are available, the draws for women's provincial events are posted on the Golf Québec website [www.golfquebec.org](http://www.golfquebec.org), with the BlueGolf system. Results are also published after each round.

Any communication concerning the women's provincial tournaments is made via the Golf Québec website [www.golfquebec.org](http://www.golfquebec.org), with the BlueGolf system, as well as by e-mail.



## **GOLF QUÉBEC TOURNAMENTS MEN'S SECTION**

- Spring Open
  - Qualifiers for the Spring Open (7 rounds)
- Men's Provincial Mid-Amateur Championship
- Men's Provincial 2-Ball Championship
- Alexander de Tunis
  - Qualifier for the Alexander of Tunis
- Duke de Kent
- Men's Provincial Amateur Championship
  - Qualifier for the Men's Provincial Amateur Championship
- Men's Provincial Senior Championship
- Tournament Player Championship
- Match Play Festival (invitational)
- Provincial Mixed Championship
- Provincial Generations' Championship

Registration for all Golf Québec men's provincial tournaments is done online, through the Golf Québec website [www.golfquebec.org](http://www.golfquebec.org), with the BlueGolf system. Information, registration deadlines and eligibility conditions for each tournament are also available online, and players must register individually.

As soon as they are available, the draws for men's provincial events are posted on the Golf Québec website [www.golfquebec.org](http://www.golfquebec.org), with the BlueGolf system. Results are also published after each round.

Any communication concerning the men's provincial tournaments is made via the Golf Québec website [www.golfquebec.org](http://www.golfquebec.org), with the BlueGolf system, as well as by e-mail.



## GOLF QUÉBEC TOURNAMENTS JUNIOR SECTION

### Local

- Club events
- Golf in Schools (elementary)
- CN Future Links (introduction to excellence)

### Regional

- Introduction to Competition Tour – ICT (7 to 11 years old)
  - Micro-tour
  - Mini-tour
- Regional Junior Tour – RJT (12 to 18 years old)
  - Regional Team

### Provincial

- Provincial Junior Tour – PJT
  - Junior Spring Open
  - Junior Classic 1
  - Junior Classic 2
  - Graham Cooke Junior Invitational
- Qualifier for the Optimist International Junior Golf Championship
- Qualifiers for the Boys' Provincial Junior Championship (4 rounds)
- Provincial Junior Championship (boys and girls)
  - Team Québec Junior (boys and girls)
- Provincial Pee-Wee and Mosquito Championship
- Match Play Festival (invitational)
- Provincial Mixed Championship
- Provincial Generations' Championship
- Québec-Ontario Challenge
- Inter-Regional Championship
- Québec CN Future Links Championship
- Québec Games
  
- Development Program
  - 14-17 Year Olds' Provincial Team
  - 18-25 Year Olds' Financial Support Program
- Sports-Études Program

## **National**

- Canadian Junior Championship (boys and girls)
- Canada Games
- Team Canada

Registration for all Golf Québec provincial junior tournaments is done online, through the Golf Québec website [www.golfquebec.org](http://www.golfquebec.org), with the BlueGolf system. Information, registration deadlines and eligibility conditions for each tournament are also available online, and players must register individually.

As soon as they are available, the draws for provincial junior events are posted on the Golf Québec website [www.golfquebec.org](http://www.golfquebec.org), with the BlueGolf system. Results are also published after each round.

Any communication concerning the provincial junior tournaments is made via the Golf Québec website [www.golfquebec.org](http://www.golfquebec.org), with the BlueGolf system, as well as by e-mail.



## COURSE RATING AND HANDICAP

*Golf Canada Course Rating is the evaluation of the playing difficulty of a course for scratch golfers under normal course and weather conditions. It is expressed as strokes taken to one decimal place, and is based on yardage and other obstacles to the extent that they affect the scoring ability of a scratch golfer.*

Courses are rated by authorized Golf Associations, and not by individual clubs.

### **Slope Rating**

“Golf Canada Slope Rating” is the measure of the relative playing difficulty of a course for players who are not scratch golfers. A golf course of standard playing difficulty would have a Slope Rating of 113. The lowest Slope Rating is 55 and the highest is 155.

### **Purpose of a Course Rating**

The purpose of a Course Rating is to serve as a uniform and sound basis on which handicap factors are computed.

### **Division of Responsibilities**

#### **Golf Québec**

- Notify the Provincial and Regional Course Rating Chairpersons when a club’s application for membership has been approved, processed and completed;
- Forward to the club copies of the records of their rating;
- Rate courses by request from member-clubs.

#### **Member-Club**

- Supply the correct yardage for each hole of their course to the Provincial or Regional Course Rating Committees. In the case of a new member-club, a temporary yardage rating will be computed from the scorecard. A mutually acceptable date for an inspection will be

set as soon as possible by the Provincial and/or the Regional Course Rating Committees and by the Club's Captain or representative.

- Supply permanent markers, both for men and women, which should be placed in the teeing area at the point from which the measurement of the hole was made to the center of the green. If permanent markers are to be placed, the Provincial or Regional Course Rating Committees should be present.

### **Golf Committee**

- Notify the Course Rating Committee of any changes made in the course that may affect the Rating;
- Prominently place the Club's official Golf Québec Slope Rating Conversion Chart, which includes Slope Rating and Course Rating from each tee marker for the member's view i.e. in the area where scores are posted or where handicaps are recorded;
- Update and post all handicap factors every 2 weeks.

### **Handicap Committee**

- Every year, seminars are presented by Golf Québec to train the Clubs' Handicap Committee members;
- This training leads to a 4-year certification;
- This certification is mandatory for two representatives per golf club in respect with Golf Canada's contract agreement for the use of the Handicap System.

### **Par computation**

With the establishment of Equitable Stroke Control (ESC), par becomes again a vital part of handicap and it is very important to have the correct par for each hole. The specific yardage table is printed in the "*Golf Canada Handicap System*" booklet, for both women and men.

If you are in doubt regarding the par of any of the holes on your course, consult your Regional Course Rating Chairman.

### **Handicap Factor**

Handicaps are established by a process which is designed to allow golfers of different abilities to compete on an equal basis.

The first requisite is a correctly measured course (see section on Course Rating). An incorrect rating has no effect on equality of handicap factors within the club, but can create an advantage or disadvantage in outside competitions.

The second requisite is a correct interpretation of regulations as set forth in the "*Golf Canada Handicap System*" booklet. A well informed Handicap Committee should be able to educate its golfers. Hence, well educated golfers should generate correct handicap factors.

**This booklet is essential, and if your Club has lost it, it can be replaced by requesting it from Golf Canada's online store at a nominal cost.**

The handicap system is only effective if all scores are posted and the game of golf is honored.

### **Golf Québec/Golf Canada Membership Cards**

Only players who have paid their annual Golf Québec/Golf Canada fee are entitled to a card. Captains should make sure that all membership cards are given to all golfers.

### **Computerized Handicap Factors**

All handicaps should be verified, in particular with those where less than 20 adjusted scores from previous years are recorded (Golf Canada Handicap System). A Handicap Factor Certification Form can be downloaded from Golf Québec's website, [www.golfquebec.org](http://www.golfquebec.org).

All tools related to the calculation of a Handicap Factor: *Bulletin Boards - Box for Score Cards - Course Rating and Factor Chart - Card Racks - Computer* should be available in the same general area.

Handicap Factors are processed by a Club's computer system. However, the player is still responsible for having his handicap factor up-to-date at all times. This is most important for all players entering competitions requiring a handicap factor or events with a handicap factor limit etc. A computer is an excellent way for Handicap Committees to review the player's handicap factors.

### **Ringer Sheets**

They are not essential but most Clubs have a competition for total of best scores recorded for each hole throughout the season.

### **Break 100 Pins**

Captains of the Women's Section may apply for these pins that are distributed to players who break 100 for the first time. (Not necessarily at their own club but on a Golf Québec/Golf Canada member-club course).

### **Change in Handicap Factor During Competition**

See the *Golf Canada Handicap System booklet*.

### **What the Players Should Know**

Equality in handicap can only be achieved when all players post adjusted scores from all 18 continuous holes played:

- On 18 continuous holes on a 9 or 18-hole rated course.
- Consecutive 9-hole rounds from the same 9 holes are to be combined as well as consecutive 9-hole rounds played on different days and/or different courses. A player may post an 18-hole round(s) between the two 9's being combined with no time limit during which the two 9's are played.
- 9-hole Handicap Factor.

### **Number of Scores Required**

5 scores are required to establish a handicap. Refer to *Golf Canada Handicap System* booklet.

It is within the jurisdiction of the Captain or Handicap Chairman to raise or lower a Handicap factor of a player who does not adhere to the established CLGA system. See *Golf Canada Handicap System* booklet, Section 8.

**PLEASE TEACH YOUR PLAYERS TO MAINTAIN THEIR OWN HANDICAP FACTORS**

### **Lapsed Handicap Factor**

Regardless of the length of the period of inactivity, the player shall use his last Handicap Factor, when he resumes play. Scores made after he resumes play shall be entered into his existing scoring record. If the scoring record of the player is unavailable when he resumes play, he shall, under the principle of Section 8 - 2h, use his last Handicap Factor until he returns five scores and establishes a new Handicap Factor. {Decisions: Section 6-1/1}.

### **Playing Alone**

Adjusted scores may be posted.

### **Temporary Greens**

Refer to *Golf Canada Handicap System* booklet.

### **Uncompleted Holes**

Scores must be registered if you have played a minimum of 13 holes. For the remaining non-played holes, you register the scores that your Handicap Factor is allowing:

Example: Your handicap factor is 10 – you did not play holes 14 to 18.

The handicap for hole #14 is 10: you register bogey  
The handicap for hole #15 is 18: you register par  
The handicap for hole #16 is 2: you register bogey  
The handicap for hole #17 is 14: you register par  
The handicap for hole #18 is 12: you register par

In other words, you record the par plus any handicap strokes that you would be entitled to receive on the non-played holes.

### **Conceded Putts**

Scores are acceptable for handicap only.

### **Incorrect Handicap in Competition**

If a player enters a handicap factor competition with a higher handicap factor than his current handicap factor, he is disqualified from net play. On the other hand, if he enters with a handicap factor lower than his current one, the resulting net score stands.

### **Belonging to more than one club**

The player must keep all his adjusted scores in chronological order from all Clubs, and his handicap factor will be based on all these scores. He cannot have more than one handicap factor. One golfer, three clubs = ONE HANDICAP FACTOR.



## EQUITABLE STROKE CONTROL (E.S.C.)

The Golf Canada Handicap & Course Rating Committee recently approved a change to the long-standing Equitable Stroke Control (ESC) method, bringing it into equivalency with current ESC calculations employed by the United States Golf Association (USGA). The new ESC method came into effect on March 1, 2012, to coincide with the release of the 2012-2015 version of the Handicap Manual.

### What Is Equitable Stroke Control (ESC)?

Equitable Stroke Control (ESC) is the downward adjustment of individual hole scores for handicap purposes in order to make Handicap Factors more representative of a player's potential scoring ability. It sets a maximum number that a player can post on any hole depending on the player's Course Handicap.

### How Does It Works?

After each game, all players must adjust their gross scores in relation to their Course Handicap (converted handicap factor). The modification to the current ESC calculation is illustrated below:

#### **FORMER ESC**

0 or Plus Course Handicap	Maximum of 1 over par
1-18 Course Handicap	Maximum of 2 over par
19-32 Course Handicap	Maximum of 3 over par
33 and over Course Handicap	Maximum of 4 over par

#### **NEW ESC**

9 or Less Course Handicap	Maximum of 2 over par
10-19 Course Handicap	Maximum score of 7
20-29 Course Handicap	Maximum score of 8
30-39 Course Handicap	Maximum score of 9
40 and Over Course Handicap	Maximum score of 10

### Why The Change To ESC Methodology?

The Golf Canada Handicap & Course Rating Committee approved the change after commissioning statistical research that revealed that the current Equitable Stroke Control (ESC) method causes differences in Handicap Factors that are not necessarily commensurate with a difference in ability, particularly for golfers in the higher half of each range of handicaps within the ESC table.

A golfer with a 1 handicap, for example, should not be subject to the same ESC score adjustments as a player with an 18 handicap when their abilities are so different. By reducing

the size of the handicap ranges within the ESC table, those issues are mitigated. The new ESC method provides a more even distribution across a wide range of handicaps.

**Material Required**

**Where it is available**

*Golf Canada Handicap System* Book  
Handicap Certification Form  
Handicap Factor Calculation Sheets  
Golf Canada Pin Rounds Sheets

Golf Canada  
Golf Québec website  
Golf Canada  
Golf Canada or Golf Québec

**For more information** See “Golf Canada Handicap System” book.



## HANDICAP REDUCTION – WOMEN’S SECTION

To calculate the reduction of a handicap factor:

1. Add 12 to the handicap factor at the beginning of the year (value A)
2. Add 12 to the handicap factor at the end of the year, on August 31. (Value B)
3. Divide A over B and include three decimals. The result is named “improvement factor”. The player having the biggest improvement factor wins.

Note: For nine-holers, add 6 to the handicap factor instead of 12.

Example:

- Handicap factor at the beginning of season: 22.6
- Handicap factor on August 31: 17.4
  
- Value **A**:         $22.6 + 12 = 34.6$
- Value **B**:         $17.4 + 12 = 29.4$
- **A/B**:             $34.6/29.4 = 1.177$

The improvement factor for this player is 1.177.

This procedure must be followed for all golfers who have improved during that season.

**Results are astonishing!**



## RULES OF GOLF

The Rules of Golf book (Golf Canada) is divided into three sections:

- Etiquette;
- Definitions;
- Rules of the game.

It is important to refer to the Definitions to correctly interpret the rules. We urge all players to keep the Golf Canada "Rules of Golf" book at hand. The book is at a reasonable price and is revised every 4 years.

Complete understanding of all rules is achieved through long exposure and experience, therefore most people are still learning. Every club should try to hold a Rules Seminar at the beginning of the season to acquaint members with the Rules Book, how to use it and study briefly the most frequently encountered rules situations. There are also excellent videos available which illustrate these situations.

When explaining a rule, encourage the players to consult the Rules Book with you. If you need assistance, contact your Regional Rules and Handicap Chairperson.

Golf Canada and Golf Québec also offer Rules of Golf seminars. For Levels 1 and 2 of the seminars, the training process can be completed online, on Golf Canada's website [www.golfcanada.ca](http://www.golfcanada.ca). Level 3 is a 2-day provincial seminar, and Level 4 is given by certified Rules Officials of Golf Canada. Successful completion of each level is mandatory to access a superior training level, and practical experience is also required.

### Local Rules

#### Preferred Lies

Golf Canada will accept scores for handicap factors when Preferred Lies are in effect provided the implementation is necessary to maintain normal scoring conditions (See the Golf Canada Handicap Systems booklet, Section 7).

The following Local Rule would seem appropriate for the conditions in question:

*"A ball lying on any closely mown area "through the green" may be lifted and cleaned, without penalty, and placed by hand within six inches of where it originally layed, but not nearer the hole. After the ball has been so placed, it is in play and shall not be re-lifted under this Local Rule. If the ball moves after the player has addressed it, the penalty shall be one stroke" (Rule 18-2b): before lifting a ball that must be placed, a player should place a ball marker on the ground.*

Clubs should subscribe to the “*Decisions on the Rules of Golf*” published every other year by the USGA and Golf Canada. It is available through Golf Québec and Golf Canada.

### **Rules of Amateur Status**

The Rules of Amateur Status are posted on Golf Canada’s website [www.golfcanada.ca](http://www.golfcanada.ca).



## **GAMES, GAMES AND MORE GAMES**

### **Chicago**

Chicago is an individual game. The game of Chicago is connected in Stableford with a nuance in the table of pointing and with the establishment of an objective based on the current handicap of each player. Indeed, the rule of Chicago implies that one allocates with each player a number of points based on 39 minus the handicap of the player.

I.e.: A player of handicap 0 receives 39 points and a player of handicap 20 receives 19 points, this is to say 39 minus 20. Based on their performance, the players cut-off, thereafter, of the points according to following rules': Bogey -1 point Par -2 points Birdie-4 points Eagle -8 points.

The player who finishes with the smallest number of points gains the setting fixed at the beginning or a setting based on the differential of points.

### **Backward Golf**

Suited for up to four balls in play. A special course is set out by playing several holes backwards or out of order. (Example: Tee off beside the 18<sup>th</sup> green and holing at the 17<sup>th</sup>. From the 17<sup>th</sup> green to the next hole chosen, etc.) Hole selection should be made with convenience for start and finish in mind. The event should not be attempted until after the regular traffic on the course is over or the committee has made special arrangements.

### **Best-Ball and Aggregate**

Ideal for four players when two are relatively strong and two are relatively weak. Twosomes should be balanced as to strength. Two points may be won on each hole, one for low ball, one for low aggregate of the combined scores of the partners. Game may be handicapped by giving full strokes as they fall on the card to all players.

### **Best Ball and Worst Ball**

This game is suited to a situation where two medium players are pitted against a very strong and a very weak player. Two points may be won on each hole, one for the team with the low ball, and one to the team whose opponent scores the worst ball. It may allow all players their full handicaps as they fall on the score card.

### **Billy Goat Tournament**

Suited to singles challenge play. A token, known as “Goat” is given to each entry in this event at the beginning of the season. This token will have the players name on it. Challenging a player his “Goat” means that should he lose, he must turn his “Goat” over to the victor.

A “Goatless” player may challenge for other “Goats” but should he lose, a stipulated “Kit” (designated by the Committee) must be given to the winner.

Records of the whereabouts of all “Goats” should be kept by the Committee. The winner is the player in possession of the most “Goats” at the end of the season.

### **Bingo, Bango, Bongo**

This is a game with three points available on each hole. One point is won by the first player to put his ball on the green, one for the player with the ball nearest the hole when all balls are on the green and one for the first player to hole-out. (Strictly observing who is “away”.) How many strokes have been taken on the way to each point is irrelevant.

### **Bisque Competition**

In this game players can use their full handicaps in any way they wish. They can even take more than one stroke off their score on selected holes so long as the total taken off in the end matches their handicap. The strokes taken on the previous hole are announced before driving off the next tee.

### **Blind Holes**

The Committee pre-selects designated holes which remain unknown to the competitors until play is completed. The competitors’ scores of these blind holes can be used in various ways. “Booby” prizes for high scores if the two easiest par 3’s were chosen; low gross on the odd holes, low net (less ½ handicap) on the even holes; performance on the par 5’s or water holes and so on. Also, blind-hole totals could be deducted from the overall score. Also known as “sealed” or “hidden” holes.

### **Blind Partner Event**

Players are paired on paper but do not know who their allotted partner is. This is disclosed only when everyone is back at the clubhouse, when either the better ball or the two scores are totaled and can also “relay” using one front nine and the other’s back nine.

### **Blind Prophet’s Golf**

The player is asked to “prophesize” what handicap he will require to bring his score for the round between 70 and 80. After play has commenced the committee selects a score between these two figures. The closest competitor is declared the winner.

An alternative that is less of a speculation is to ask a player what handicap he estimates he will require to bring his net score for the round to par; he then plays with this handicap. The player closest to par wins. In order to discourage high self handicap, two-stroke penalties are counted for each stroke the player's net score is below par.

### **Bogey & Par Competition**

Forms of stroke competition in which play is against a fixed score at each hole. The most popular method calls for the par on each hole to serve as the opponent. The reckoning for bogey and par competitions is made as in match play. Any hole for which a competitor makes no return shall be regarded as a loss. The winner is the competitor who is most successful in the aggregate of holes.

### **Crackpot Tournament**

Suited to Four-Ball play. Any two players in a club may join forces. The Committee ranks the entered teams and a draw is made. The weaker team starts the number of holes up by which the two teams differ in their rankings made by the Committee.

Example: Team A is rated as 'One'; Team B is rated at 'Five'. Team A must start Team B four holes up on the first tee. The teams then play Four-Ball (Best Ball) Match Play the rest of the way. Each round in the draw must be completed on a stipulated date or they will be disqualified.

### **Crazy Golf**

Suited for teams of four to eight on a side. Each team appoints a captain who allots one club to each of these players. Each team plays a single ball. Teams play in unbroken sequence regardless of where the ball rests, with the player whose turn is to play using whatever club he may have been allotted. Driver, first; No. 2 wood, second; etc.

If several teams compete, low gross score may be the basis of deciding the winners. If just two teams compete informally, Match Play is recommended. The game is sometimes called the "One Club Competition". A variation is "Monkey Golf". Team members must still play in the designated order or may use any of the group's designated clubs.

### **Defenders**

Three players – Players draw lots for positions. No. 1 defends the first three holes from the other two players and is awarded a point each time he beats either of their hole scores. No. 2 player takes over on the next three holes as "Defender", etc.

'Defenders' may be played by four players also, each defending four times only, whereas with three players each defends six times during the round. In the case of four players, the final two holes can be played as 'Syndicates'. 'Defenders' is also played with a player defending only one hole in a row, i.e.: No. 1 defends the first hole, No. 2 the second, etc.

### **Eclectic or Ringer**

In a true Eclectic competition, players register their best scores on each hole throughout the season. The winner is the one with the lowest total. Most clubs recognize classes in this event or apply handicaps in some way. But a similar system can be used in 36-hole tournaments, the lower of the two scores on each hole being used to produce an 18-hole score.

### **Flag Tournament**

Also known as 'Tombstone Competition'. Suited to any type of draw or informal starting. Each competitor is given a wooden stake or a small flag on which his name and the total of the Par plus his handicap is written. When the competitor has played that number of strokes he 'plants' his flag where the ball rests. The player whose flag is the furthest advanced is declared the winner. If a Competitor has strokes remaining after completing the 18 holes he uses these to start a second round and proceeds as far as possible. (Committee beware: You will have to retrieve all the flags!)

### **Ladder Tournament**

Suited for singles challenge play. A qualifying round for players, divided into three classes, is followed by Match Play challenge games between players in each class, continuing throughout the season.

A player may challenge anyone on the ladder up to three rounds above him and, if victorious, they exchange places on the ladder. Should the challenging player lose, he then must accept and win a challenge match with a player below his own position before challenging anyone above himself again.

Players at the top of the ladders at the end of the season are the Champions. Opening and closing dates should be clearly stipulated.

### **Limited Club Competition**

Eighteen-hole rounds are played with a limited number of club – for instance one club, or two and a putter, or three and a putter, or four. An alternative system is to allow extra strokes on how few clubs are taken; 12 strokes for one club, 8 for two, 7 for three, 4 for four, 2 for five and only 1 for six.

### **Long and Short**

Of a twosome, one plays every shot from a driver through 5 iron and the other plays every shot from a 6 iron through putting. The division could also be made from yardage, e.g. outside 100 yards to the green vs. within 100 yards to the green.

### **Low Ball Aggregate**

This is a four-ball match. On each hole one point is given to the player with the lowest score and another point to the team with the lowest aggregate on the hole. If there are ties on either count, no points are awarded.

### **Match Play VS Par**

The competitor is awarded his full complement of handicap strokes as they fall on the card. His opponent is "Par". He then competes against "Par" on each hole aided by his handicap strokes. The competitor with the best match play record against Par is the winner. In one variation, if "Par" defeats the player, the player must "drop out" at that point.

### **Mulligan or Kicker**

Competitors are allowed to replay shots without penalty. Once played however, the result of the new shots must stand. It is for the Committee to decide how many (e.g. one a hole, one a nine) and where (e.g. tee only, anywhere) replays or Mulligans can be used.

If a tournament is allowing the use of Mulligans, they are often "sold" for \$1 to support the event. Common practice limits the buyer to one or two Mulligans – one for the front and one for the back.

### **Mystery Competition**

Players go out not knowing exactly what type of contest they are entering. After all scores have been posted the type of competition is disclosed.

### **Nassau Scoring**

Regardless of how a match is being played, Nassau scoring recognizes one point for the winner of the first nine holes, one point for the winner of the second nine and one point for the winner of the 18-hole match.

This game in reality provides three separate matches in a single round, and handicaps on the second nine holes are often changed in accordance with the results of the first nine. The Nassau system has the advantage of maintaining 'competitive' interest longer when a player on a team builds up a big lead from the start.

### **On the Perch**

This is a three-ball game. The winner of any hole is declared to be on the perch. If he wins another hole before any of the others, he wins a point and stays on the perch. When one of the others win, he is then 'on the perch' and needs to win a further hole outright before any of the others do in order to win a point. The total of points after 18 holes decides the final winner.

### **Putting Competition**

This is often a side game whereby prizes are awarded for the least number of putts on the putting surface regardless of the competitors overall score.

### **Red Ball**

Red Ball is a 4-person team competition. One gross score out of the foursome will be the Red Ball. On each tee you must declare whose gross score will count. Each person must count four gross scores as a Red Ball score. If you lose the Red Ball you must add two additional strokes to your gross score.

To determine your team net score, add your four handicaps together, divide by four and that will give you a team handicap. Subtract your team handicap from your gross Red Ball score to determine your net score. Your card should have a score for each competitor and a Red Ball score for the team.

### **Six Point Game**

Three players compete as follows for six points on each hole. Clear low ball – four points, clear second low ball – two points, two players who tie for low ball – each receive three points, two players who tie for 2<sup>nd</sup> low ball – each receives one point. Three players who tie for low ball – each receives two points.

### **String Tournament**

Suited for any type of draw or informal starting. Each competitor is given a string measuring his handicap in feet. During the round he may move his ball any direction from its resting place, subtracting the distance from his piece of string by cutting it and discarding the used portion. When the competitor is out of string he is on his own and no further movement of the ball is permitted. Player may move the ball forward into the cup so long as the distance is deducted from his string.

### **Syndicates**

Suited for any number of players. This is ordinarily a game for players of similar ability although handicap strokes as they appear on the card may be used. A clear low ball on a hole is said to have won a "Syndicate". Two players who tie for low ball on a hole nullify the "Syndicate" unless players have stipulated at the outset the "Syndicates will be accumulative". In this case a player winning a "Syndicate" is credited with all tied holes since the last "Syndicate" was scored, or if none, from the outset of the game. This game is sometimes known as "Clear Tops", "Nageraudies" or the "Skins Games".

As a Tournament, play is divided into handicap classes. An entry fee to cover a nominal prize for anyone scoring a "Syndicate" within his class is charged. This may be instituted along with any type of Medal Play event as a special feature of the day.

### **Texas Scramble**

This game is played with teams of four players. All drive from each tee. The best drive is then selected and all team members play their second shots from there. The best second shot is then taken. All teams play their third shots from that position, and so on, until the ball is holed. At the end of the round the team score is totaled up and the team handicap deducted.

Usually the rule is that each team member's drive must be used on at least four holes. This brings everybody into the game. Scrambles encourage bold shot-making and are greatly enjoyed by those who believe they would score well if only they could drive like Jack Nicklaus.

There are two other versions of the scramble which are sometimes played. In a straight scramble all players play all the shots from the preferred position. In a "handicap scramble" class A and B players play from the back tees and class C and D players from the forward tees.

### **Throw-out Competition**

Before play starts it is decided how many 'worst holes' can be disregarded in reaching a player's final score; it might be two, three or four and it may relate to handicap classes. At the end of the round the scores on the worst holes are subtracted, leaving the total net score on the round.

### **Calcutta**

This format is ideal for all calibers of players since the handicap of all players counts. Randomly, choose teams of two. Players mark their strokes on the score card as they fall. After each hole, each team writes the best net score (i.e.: eagle = -2, birdie = -1, par = 0, bogey = +1, etc.) The team with the best 18-hole total wins. To vary, give only 75% of handicap.

### **Calcutta with bonus**

Same description as before, but on holes where the two partners have a net score below par, add the two net scores. The team with the best 18-hole total wins.

### **Alternate shot**

Teams of two. One of the two players will hit his drive on even numbered holes and his partner will hit his drive on the odd numbered holes. After the drive, each shot are hit alternatively by the players. There is only one ball in play per team. This format of play is called "foursomes".

### **Chapman**

Teams of two. Each player hits from the tee. For the second shot each player hits his partner's ball. The best positioned ball is then played alternatively by the players until the ball is in the hole. At the end of 18 holes, the team handicap is deducted from the score.

### **Modified Chapman**

Teams of two. Each player hits from the tee. For the second shot each player hits his partner's ball. The ball best placed is chosen and the team now plays a "continuous Mulligan" format until the ball is in the hole.