



Arizona Rules Committee

## INSTRUCTIONS FOR COURSE SET-UP FORMS

The AzRC recommends using both forms described within to assist with the set-up and recording of information related to the golf course prior for an event.

Both are used during the course marking and hole selection phase. In order to assist with future events held at the same course and to transfer course marking information to rules officials assisting with the event, the information be as clear and complete as possible.

### FORM 1 - HOLE LOCATION, YARDAGE, GREEN DEPTH, COURSE SET-UP

This form (on the following page) is used during the selection of hole locations and during the establishment of course max lines.

**MAX LINES/YARDAGE AND PAR** - When establishing the maximum yardage each hole will be played at during the event, put an 8" white-stripe on the cart path side of the tee at the tee marker maximum location. Remember to leave at least a full two club-lengths of tee area for the teeing ground. For the first round to be played, record this yardage (length) on the corresponding hole. For each subsequent round to be played, record the length the hole is to be played only if different from the first round. Record the Par that should be used on the score cards for each hole.

**DOT COLOR** - While dotting or making pre-selection of hole locations for each day of the tournament, record the color and type of dot used for daily selection. This information will be given to the course superintendent prior to cutting holes each morning. If using a single dot - record the color (e.g. RED). If using a double dot - record 2 and the color (e.g. 2 WHITE). Each round should have a distinct identification.

**DEPTH** - Depth should be recorded for the maximum length (front to back) of the putting green along the actual centerline of the putting green utilizing the direction of play of the caliber of players in the tournament. The **front and back** centerline of the putting green should be established and identified with a 2" diameter blue circle painted at the back location. The front centerline position is marked with an inverted Blue "T". (see Diagram) These points are at the front and back or at a 90-degree angle when interference such as a bunker requires them to be placed at other than the centerline. All paint is to be kept off of the putting surface. The overall depth should be determined between these two centerline markings. Record the depth for each hole after establishing the maximum depth along the centerline.

**HOLE SELECTIONS** - After selection of daily hole locations, record the depth (yards) of the hole measuring along the blue centerline dots from the front blue dot located at the front limit of the putting green. Using a 90-degree angle from the centerline, determine which edge/side of the putting green is nearest the hole location. Record the letter which corresponds to the nearest edge after the depth.

(R - Right / L - Left) Making sure to remain 90 degrees to the centerline dots, determine the distance





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### FORM 2 - COURSE MARKING NOTES

This form is used during course marking and is used as a record of the markings performed, special conditions found, types of hazards discovered, pars, yardages, the method of marking transitions and limits and a visual representation of hole locations for each round. When multiple teeing grounds are to be used the supplement is also completed.

Make sure to enter the event name, date, full course name in the location space. It is important to record the names of the persons responsible for course set-up and markings, and who selects the daily hole locations. Should questions arise during the tournament or in future events at the same course, these people will be relied upon for their memory to assist in questions or clarifications.

#### General Instructions (from Form)

For each tournament complete the entire form. The form is to be filed in the shared online storage along with other Tournament documents and Notes for each event conducted.

Competition: \_\_\_\_\_ The name of the event

Set-Up By: \_\_\_\_\_ The names of the people on the Course Prep Team

Dates: \_\_\_\_\_ The Date or Dates of the event

Hole Locations By: \_\_\_\_\_ The names of the people selecting hole locations

Golf Course: \_\_\_\_\_ The name of the golf course (a new set of documents for each course in the competition)

While performing markings on each hole, record the anticipated hole yardage and par, and check the applicable boxes if the hole contains course markings for OB, Water Hazards, Lateral Water Hazards, or if any specific areas of GUR should be marked or considered on the NOTICE TO PLAYERS.

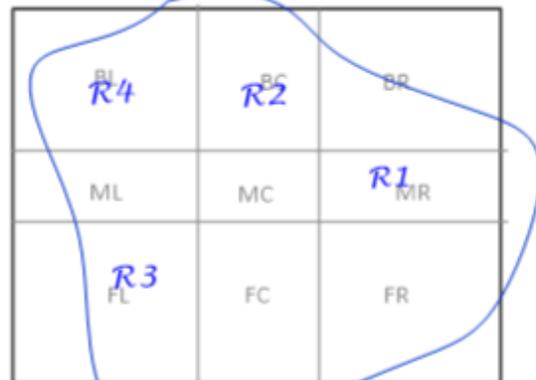
Please be concise, but as specific as possible, when recording your marking notes. The following contains an example of preferred marking notes. When more space is needed than is available on the form, attach additional sheets with that information.

For HOLE X - Par 3, 149 yards for 1<sup>st</sup> Round

Hole plays between 185 and 205 during the event.

**Hole X**

|                              |                             |                             |
|------------------------------|-----------------------------|-----------------------------|
|                              | Round 1                     | Round 2                     |
| <input type="checkbox"/> OB  | Par <u>3</u> Yds <u>149</u> | Par <u>3</u> Yds <u>160</u> |
| <input type="checkbox"/> WH  | Round 3                     | Round 4                     |
| <input type="checkbox"/> LWH | Par <u>3</u> Yds <u>152</u> | Par <u>3</u> Yds <u>184</u> |
| <input type="checkbox"/> GUR |                             |                             |



Notes: \_\_\_\_\_



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### Example of additional Information:

Dry desert wash area in front of the tee marked as WH with transition to LWH on left side of cart path to players' right. LWH right side of hole transitioning to OB at adjoining house block fence beyond putting green. OB defined by perimeter fence and white staking at back left. Area of GUR 10 yards short left of putting green near bunker.

In this case, all 4 conditions exist and all 4 boxes should be checked.

After recording marking notes for all 18 holes, be sure to check the facility for other tournament needs or concerns. Check the starting and scoring areas for tent space. Check the scoreboard area for size limitations and access requirements. Verify with the head professional the office space and volunteer areas required and times of access to each area.

Make any notes that are necessary for the event set-up. This is the spot to note bunker rake requirements, driving range restrictions, items that need to be removed prior to the event such as tee markers, distance markers, course roping, or cart directional signage or any other needs.

The first page of this form has space reserved for a Summary, instructions regrading special maintenance/ day of play markings and related, scoring/scoreboard notes and instructions for the tournament office.

Please record for future use the quantity of all paint and stakes required for course marking.

QTY Paint/Stakes Required: \_\_\_\_\_ Stakes \_\_\_\_\_ Yellow \_\_\_\_\_ Red \_\_\_\_\_ White \_\_\_\_\_ Blue \_\_\_\_\_ Green