

Official-in-Charge and Staff-in-Charge Duties and Responsibilities for Mass Golf Events

Mass Golf is fortunate enough to have a strong a supportive group of officials who over the years have served in various capacities as Official-in-Charge at all of our events. Without their dedication, expertise, knowledge and support – we would not be able to conduct Mass Golf events in the professional manner that we do – creating a lasting, memorable and competitive experience for everyone involved.

As Mass Golf continues to grow and strive for an enhanced experience for all involved with our events (players, volunteers, rules officials and host club staff/members), we wanted to provide the following breakdown of shared duties & responsibilities for our staff-in-charge and official(s)-in-charge. With a growing events staff and goal of providing a consistent “look & feel” at all of our events – these shared duties & responsibilities will help us accomplish this goal. Being said, we do encourage all OICs to be involved in the event planning/preparation process as much as they would like and are able to, and want to ensure that our staff and SICs will be available and prepared to handle and/or share these duties & responsibilities. We look forward to working together as a team to host/administer the best events possible and want to thank everyone for their continued hard work and dedication to Mass Golf.

These are general guidelines and can/will vary depending on the event. The Mass Golf staff will be responsible for communication with the host club staff and will keep the Official-In-Charge informed of their contact with the host club.

Official-in-Charge (OIC):

- Work collectively with SIC to confirm local rules sheet and course set up details including hole locations, playing yardage and course logistics.
- Create and manage all Volunteer/Rules Official assignments.
- Assist SIC with the morning Volunteers/Rules Officials meeting.
- Main point of contact for all on-site Volunteers and Rules Officials.
- Relay on-course rules situations, emergencies and/or other situations to SIC.
- Serve as a member of the event rules committee for any final decisions concerning any rulings, pace of play situations, appeals and/or code of conduct breaches.

Staff-in-Charge (SIC):

- Schedule preliminary meetings/discussions with host club including:
 - o Site visits to discuss “Hot Sheet” details including - schedule of events, food & beverage, course set-up, and other event logistics.
 - The SIC will inform the OIC of any scheduled site visits and will work to find an agreed upon date that works for the SIC and OIC.
 - *Note: due to limited dates/times during the season, the SIC and OIC may not be able to find a mutually agreeable date for site visits/course set-up. If so, the SIC will provide the OIC with the details/notes from the site-visit.*
- Administrative work including:
 - o Registration, withdrawals, pairings, scorecards and printed materials (i.e. local rules, hole locations and official packets).
- Event set-up including:
 - o Course marking, hole locations and yardage.
 - SIC will inform the OIC of any scheduled course set-up date in order to assist and provide guidance/suggestions.
 - o Equipment set-up and tear down.
- Event Days:
 - o Communicate with key club staff regarding food & beverage, carts, etc.
 - o In concert with the OIC - advise on-site volunteers, rules officials, volunteers and players regarding weather delays, darkness and/or other announcements.
 - o Remain in constant contact with OIC regarding on-site volunteers/rules officials & other on-course situations.
- Post-Event:
 - o Submit the gratuities for Club Staff with suggestions from OIC.