

PGA TOUR

Walking Scorer Manual

Revised 3/22/2014

Information for the Walking Scorers

The PGA Tour only allows one walking scorer per group. No exceptions unless approved by PGA Tour

Uniform

The Volunteer must have uniform and Badge showing at all times.

Arrival Information

If you forget your badge and are going to be late contact you Chairperson and proceed to the course, following your Chairperson's directions. Chair's Contact info _____.

Please allow 30 Minutes to be Shuttled to your check in location.

Please be Checked in at Walking Scorers table 1 hour before your scheduled Tee Time.

Personal Items

If bringing personal items to the course, please follow security protocol:

6x6x6 bag or clear bag is acceptable to bring to the course.

Volunteer is responsible for valuables.

Items to bring with you:

Sunscreen

Rain Gear

Poncho

What to do after you have checked in

Once you have let your Chairperson know you have arrived, then come back to the table 30 minutes prior to your tee time in order to pick up your equipment.

Radio Rules

Please pick up a radio, make sure the radio is "ON" and the correct channel is selected before doing your radio check and volume is up. Radio channel_____ Before doing the radio check please listen for a few seconds to make sure the ShotLink Truck is not talking on the radio at that moment. Now call in a radio check by pressing and holding down the talk button while you speak saying " This is _____ for a radio check" Please wait for a response, this may take a few seconds as the ShotLink truck might be busy at the time.

Rulings- If the player or the caddie ask you to call for a rules official, please call the ShotLink Truck and tell them " your group # and what hole # and where on that hole you are needing a rules official" Example: "This is Matt group #11 and I need an official at 4 Fairway" Wait for a response from the truck saying that the rules official is on the way.

The same goes for Security, Medical help. Please be specific on what you are needing.

After doing your radio check, please grab the Symbol device that has your correct group number.

Look at your device to make sure you have the correct group and players logged in, if not see your chairperson before leaving the table.

You will also see a “Holster” that the Symbol (handheld device) is in. Please keep your Symbol in the holster as much as possible, since this will help your battery life. The Symbol will not make it around the course, if you don’t keep it holstered. This is Very Important!

If you are scoring and you get a battery low warning, please contact the ShotLink Truck right away to get someone out to your group to help change the battery. Remember: Please keep the Symbol in the Holster!

After picking up your equipment, proceed to the tee box 1 or 10 and look for your players to enter the clothing descriptions into the Symbol.

The reason we enter the clothing colors into the Symbol is to help the ShotLink Laser positions know what each player wearing. This is Very Important....If the player changes his clothing during the round, please update the clothing colors ASAP. *****See attached Tip card on last page.

If the players are wearing the same colors of clothing, please contact the ShotLink Truck to see what you should do.

Make sure you have Clothing under each player’s name on the Symbol device’s main group screen. If you don’t see colors under each player you need to go back and enter the clothing for that player.

Once the clothing has been entered you now need to enter the “Group Status” on the bottom of your screen.

“On The Tee”
“Landing Area”
“Around The Green”

These boxes need to be checked as you go around the course, please tap the appropriate box when your group is heading to or at the location. This must be done all the way around the course.

These boxes help Produce our scoreboards on the course.

Quick Tip

If you have a player that is being delayed by a penalty (or ruling) and the other players are continuing to play to the green, please follow the 2 players to get the 2 scores correct and ask the player’s caddie that has had the trouble to give you the score. This way we have at least 2 scores correct and only missing one.

Training is Mandatory for all Scorers, unless they had worked with the equipment in the last month at another PGA Tour event. Having worked a [web.com](http://www.web.com), Champions Tour, PGA of America or LPGA event does not exempt the scorer from training.

VERY IMPORTANT-

If the Shotlink Truck calls on the radio, please listen for your group number, after you hear your group number please listen to the question carefully and answer the question as quick and precise as possible. Many of the questions that the ShotLink Truck will ask you will be a quick yes or no answer, so please just answer the question quickly. This is important because the Shotlink Truck might be trying to get an answer for TV. Just because the truck is calling you doesn't mean you did something wrong, they are just trying to verify the information. They need you to respond to the questions ASAP. If you can't talk on the radio just blow into the mic and get to a safe distance to be able to answer the question without losing sight of what your group is doing.

The ShotLink Truck is always with you via the radio and can help you with any issues or questions you might have during your round.

Where to Stand-

On the tee box- position yourself behind the caddies, so that the player doesn't see you. Walking down the fairway-walk along first cut of fairway even with the last player in the group. Around the green-After the players hit from the fairway try to get ahead into position around the green where you can see all the shots and not be in the way. Make sure you can see all the "from" locations for every shot, so you can enter the correct "from" location into the Symbol device. The best place to stand around the green is usually at the player exit to the next hole. Please DO NOT walk on the Greens.

Penalty Strokes-

Enter penalty strokes as per training, if you still have issues contact ShotLink Truck. If you have a question about a score or a penalty ask the Caddie, NOT the player.

If you have a score change please notify the truck ASAP. For that matter anytime you think a mistake has happened, please radio the ShotLink truck right away.

Standard Bearer- This is a person who will be walking with you and carrying a standard sign. Since most of the time these are younger volunteers please help them by making sure the board is showing the correct score, you can verify the board score with the total score on your symbol device. If a players score goes beyond +9, just keep it there until he gets a better score.

RED Numbers=Under Par

GREEN E= Even

BLACK Numbers=Over Par

Honorary Observers- Sometimes the tournament will have some VIP's walking with some groups, these people are NOT to be walking in the fairway. If you see them doing this please advise them once that they are to be along the rope line. If they continue to walk in the fairway radio the Shotlink Truck and let them know they are walking in the fairway and the PGA Tour will send someone out.

Walking Scorers are NOT allowed to hang out inside the ropes after they have completed the round and their duties.

Scoring PRO AM Event

Typically the Pro Am event will have 52 groups and PGA Tour group numbers are just like they would be numbered on Thursday, going off 1 and 10 tee AM and PM times.

Format:

Par is your partner.... Meaning the Amateurs can NOT score more than PAR.

The professional will play his ball, and if he gets the lowest score for the entire group the Amateurs will use the pro's score to help the team score.

The Amateur's score is their "NET" score meaning after Handicaps...Whatever the lowest "NET" score the group gets will be the team score, unless the Pro gets a better score and then they will use the Pro's score to help the team. "The Pro can help the team, But NOT hurt the team score"

If the pro picks his ball up, then put the pro in the hole on the next stroke and just enter the low team score.

You will not keep individual Amateurs scores, just the team low NET score.

The end of the Pro Am round you might be asked or given the scorecard, please take this to the calligraphy board or scoring trailer and give this card to a scoring official, sometimes the official will have someone waiting at the green.

Scoring regular Tournament Rounds

DO NOT INITIATE A CONVERSATION WITH THE PROFESSIONAL, UNLESS SPOKEN TO FIRST

After Completing play

Follow the players into the scoring area and stand to the side and wait to see if they need you to read scores to verify.

More often than not, you will not be asked to read your scores.

If you are asked to read score, please "tap" on "SC" for scorecard and read in 3's starting from hole 1 Example- 3, 4, 2...4, 2,3...etc. from hole 1 to 18.

You do NOT need to sign off after your round is complete on the radio, but please keep your radio on until you reach the walking scorer area, in case the Shotlink truck has any questions.

Group Numbers

Group numbers are important to know before you pick up your equipment. The following will help you understand the numbering process during the week.

This is a 52 group set of tee times

Wednesday and Thursday

Tee Number 1	AM Tee Times	Tee Number 10	Tee Number 1	PM Tee Times	Tee Number 10
1		14		27	40
2		15		28	41
3		16		29	42
4		17		30	43
5		18		31	44
6		19		32	45
7		20		33	46
8		21		34	47
9		22		35	48
10		23		36	49
11		24		37	50
12		25		38	51
13		26		39	52

Friday Tee Times

Tee Number 1	AM Tee Times	Tee Number 10	Tee Number 1	PM Tee Times	Tee Number 10
40		27		14	1
41		28		15	2
42		29		16	3
43		30		17	4
44		31		18	5
45		32		19	6
46		33		20	7
47		34		21	8
48		35		22	9
49		36		23	10
50		37		24	11
51		38		25	12
52		39		26	13

Weekend Times change due to Number of Players in the cut and TV Times

Also...It is a possibility that Tee Times could go off 2 tees in threesomes if Rules officials decide it is needed.

Your PGA Tour Staff will let you know if this is a possibility as soon as he has official word.

Tips shoot Walking Scorers

Radio Check Channel # ____.

Make sure you have correct Symbol device.

CLOTHING

Find your players at putting green, if possible and enter clothing colors.

To do this Tap "menu" then "action" on lower left of screen. then Tap "enter clothing description"

select the box that distinguishes each player from the other. You have 2 of 3 choices Shirt, Pants, Hat

then Tap Box "shirt" pick color of that players shirt, then Tap "Pant" select color for same player. After entering 2 colors **DO NOT**

press "Enter" Tap on the top right ">" to advance to the next player. after all 3 players are entered, then press "Enter".

This will take you to the "main group screen".

GROUP STATUS

On the bottom left of screen

Please Tap these boxes as you go around the course "on the tee", "Landing Area", "around the green" for each hole.

PENALTY STROKE

If a player has a penalty stroke make sure the original swing has been entered, then Tap on player name again and select "PDP" meaning Penalty, Drops, Provisionals".

select "penalty" then did the player "DROP" or "RE TEE" the ball select appropriate box. at this point the penalty has been entered,

so **if you tap cancel at any point from this point the penalty has already been done. you will not need to enter another**

penalty shot now you will be asked what the "from" location is for the drop or re tee, select and enter.

PROVISIONALS

If a player elects to hit a "Provisional" shot Enter the first shot and Tap on players name again, select "PDP" then select "provisional"

enter another shot. You will now see a "P" next to the players name. When you get down to the landing area and find out witch ball

the player uses, then select player and answer the question "player hit a provisional shot, use provisional and assess penalty" if the

player uses his provisional ball, you would answer "YES" if he uses original ball select "NO". Penalty shots will be done automatically.

Please get in a position to see where the ball is lying, so you can enter a correct "from" location.