

**LAKE OF THE PINES ASSOCIATION
POLICIES & PROCEDURES**



Golf Marshaling

A. Establishment

The Board of Directors of the Lake of the Pines Association hereby approves the establishment of a Golf Marshaling program and Statement of Policy and Operation and procedures as revised on June 19, 1990.

B. Purpose

The purpose of the Golf Marshaling Program and Statement of Policy and Operations and Procedures is to supplement the Golf Operations Manager, Golf Professional and staff in maintaining regulatory enforcement of the Lake of the Pines Golfing Rules and Regulations.

C. Appointment and Approvals

The Head Marshal will be appointed by the Golf Operations Manager in conjunction with the Golf Professional. Golf Course Marshals will be recruited by the head Marshal and approved by the Golf Operations Manager and Golf Professional. Any member appointed must be in good standing in accordance with Article I, Section 4C of the Lake of the Pines Association By-Laws.

D. Qualifications

Head and Golf Marshals must be familiar with Association golfing Rules and Regulations as amended from time to time by the Association's Board of Directors, golf etiquette and USGA Golf Rules.

E. Insurance

The Golf Marshals shall be insured by the Association to limits of compensation and liability as made available from time to time by the Association insurance provided.

F. Duties of Head Marshal

1. The Head Marshal will report to the Golf Operations Manager or his designated representative and will fulfill the following responsibilities:

Recruit members for Golf Marshaling Program and submit their names to the Golf Operations Manager and the Golf Professional for their approval.
2. Instruct approved members of golf marshaling squad on Lake of the Pines Golf Rules & Regulations, USGA golf rules, golf etiquette and regulatory techniques to be employed. Stress the need to promote and encourage compliance with all rules and requirements for maintaining expedient play, condition of golf course and courtesy toward other players.
3. Establish schedules and supervise their activities.
4. Solicit participation in certain patrol and routine assignments.
5. Receive and review daily all citations and important occurrences. Head Marshal will attempt to immediately resolve any pending problems before forwarding it to immediate supervisor. Golf Operations Manager or his designated representative will receive daily all citations and reports of problems from the Head Marshal.
6. Maintain a report file on all major infractions in order to verify recurrence by same person.
7. Provide immediate supervisor with an opinion regarding reasonable but appropriate action concerning repeated or flagrant violations.
8. Assure accurate reporting by Marshals on time and date of marshaling activities.

G. Duties of Marshals

1. Assist the Golf Operations Manager, Golf Professional and staff in facilitating orderly flow and conduct on the golf course.
2. Patrol assigned areas of the golf course.
3. Periodically check players for having appropriate receipts and/or annual golf and cart permits.

4. Inform violators of Association Golf Rules and Regulations and issue citations as necessary.
5. Obtain and record all necessary information as set forth by the Head Marshal and report same to the Head Marshal.
6. Report emergency or hazardous conditions to the Head Marshal, or in his/her absence, the Golf Operations Manager or his designated representative.
7. Maintain and forward to Head Marshal a report of time and date during which marshaling activities were carried out.
8. Perform other services related to Golf Course marshaling as required.

Golf Operations Manager or his designated representative will refer any serious violation to the General Manager for his review and disposition.

Revised: 6/19/90 R-90-293