



DATE: August 8, 2011

TO: PGA Members, USGA Committee Members, Regional Golf Associations, USGA Member Clubs and Individuals interested in attending a Rules of Golf Workshop

FROM: David Staebler, USGA Director, Rules Education

SUBJECT: 2012 PGA/USGA Workshops on the Rules of Golf

We are pleased to announce the PGA/USGA Workshops on the Rules of Golf schedule for 2012. The dates, sites, and instructors are listed on page five of this memo.

CURRICULUM

3½ - Day Rules of Golf Workshops

These workshops include three days of classroom instruction and interactive discussions led by one instructor representing the PGA of America and one instructor representing the United States Golf Association. The curriculum covers the 34 Rules of Golf, definitions and over 100 decisions on the Rules of Golf. Presentations utilize photographs, illustrations, animations and video in PowerPoint along with the unabridged text of every Rule. These 3½-day workshops assume the participant has at least a basic working knowledge of the Rules of Golf and some familiarity with the Decisions on the Rules of Golf but there are no registration pre-requisites (except for the 85+ workshop, see below). On the morning of the fourth day, from 8:00A.M. to 11:30A.M., participants may take a 100-question exam or a 70-question test (see Optional Rules Examinations section below for more information).

85+ Workshop: Workshop #12101, held in Port St. Lucie, FL, will be restricted to those who have scored 85 or higher on a 100-question Rules of Golf exam taken within the last four years at a 3½-day PGA/USGA workshop. This workshop follows a similar outline to the one used in the other 3½-day workshops, however it differs from those workshops by assuming participants have a high level of Rules understanding which allows, in some cases, for more abbreviated initial presentations of individual Rules in order to allow for more nuanced and in depth discussion of applicable issues and topics under those Rules. (To complete registration for the 85+ workshop you must input an eight-digit workshop registration number assigned to you from a previous workshop in the last four years in which you achieved a score of 85 or higher on the 100-question exam. This eight-digit number is included in your exam results letter.)

2 - Day Rules of Golf Workshops

Led by one instructor representing the PGA of America and one instructor representing the United States Golf Association, these workshops include an abridged overview of the 34 Rules of Golf, presentations on the importance of the defined terms used in the Rules of Golf, how the Rules of Golf and the Decisions on the Rules of Golf books are organized, the philosophical principles upon which the Rules of Golf are based, and in-depth presentations on the fundamental Rules governing match and stroke play, playing the ball as it lies, playing the course as it is found and the Rules dealing with relief situations (water hazards, ground under

repair, obstructions, balls lost or out of bounds and balls which are unplayable). In the final two hours of Day 2 an optional 25-question Rules of Golf test will be given to interested participants and then reviewed by the instructors. The 25-question test gives participants an opportunity measure their degree of accomplishment. Test answer sheets are not collected and independently scored by the PGA/USGA.

Exam Only Registration

An exam only registration option is available at all 3 ½-day workshops. Ten “exam only” seats will be made available for individuals wishing to take just the 100-question Rules of Golf exam and attend the exam review session following it. Those registering for “exam only” are entitled to attend the workshop only on the morning of the 4th day to take the exam. (Attendance at workshop presentations, the reception, review sessions and question and answer sessions during the first three days is only for participants who have registered for the full 3½-day workshop.)

OPTIONAL RULES EXAMINATIONS

100-Question Exam

An optional two part exam is administered on the final morning of every 3½-day Rules workshop. The exam starts promptly at 8:00 a.m. and ends at 11:30 a.m. It consists of 100 questions, each with four possible answers, testing the breadth and depth of participants’ knowledge of the Rules of Golf, including knowledge of definitions and the Decisions on the Rules of Golf. No reference materials are allowed while taking Part I (questions 1-50). Part II (questions 51-100) is open-book and open-notes, however the use of electronic books and reference materials (including but not limited to personal computers, smart phones, i-Pads and the like) is prohibited. This exam is revised and updated annually.

Although a participant’s score on this exam is not an official certification of knowledge of the Rules of Golf, various golf organizations including the PGA of America and the USGA view achievement on this exam as a factor in considering committee appointments and officiating eligibility.

Special ADA reader assistance is available. Attendees interested in such assistance must notify the USGA of their request at the time of registration for a workshop and complete the required paperwork prior to the workshop deadline date. There is no additional charge for ADA requests.

Exams are not graded on site, however a review following the conclusion of the exam is conducted by the workshop instructors. This review begins at approximately 11:45 a.m. and usually concludes between 1:00 p.m. and 1:30 p.m. During the review, participants who kept track of their answers while taking the exam can unofficially determine their exam score. Official test results are compiled by the USGA and mailed to each participant approximately two-weeks after each exam. Mailed results will include separate Part I and Part II scores and the class distribution of scores.

Individuals may take the 100-question Rules of Golf exam only one time during any workshop season.

70-Question Test

An optional 70-question test will also be offered on the final morning of every 3½-day Rules workshop from 8:00 a.m. to 11:30 a.m. as an alternative for those not wishing to take the 100-question exam. This test is designed for first-time attendees and those who do not need to

report a score to a golf association for officiating or other purposes. While it covers all 34 Rules, the definitions and information contained in the Decisions on the Rules of Golf, it primarily tests participants on their fundamental understanding of the application of the Rules. A review following the conclusion of the test will be conducted by the workshop coordinator. This review begins at approximately 11:45 a.m. and usually concludes before 1:00 p.m. Original answer sheets and copies of the exam will be redistributed to participants during this review so they can determine their test score and ask about specific questions. The 70-question test is not independently graded by the USGA, therefore, those taking this test who do not attend the review will not otherwise have an opportunity to determine their level of achievement.

Rules Examinations for Participant Attending Multiple Workshops

Individuals may enroll in more than one workshop in the same year and may take the 70-question test in one workshop and the 100-question exam at another workshop. Workshop participants may NOT take both the 70-question test and the 100-question exam at a single workshop. Neither examination may be taken more than once during any single workshop season.

REGISTRATION

Registration for workshops is on a first-come, first-serve basis. Once a workshop site is fully enrolled it will close and no further enrollments for that site will be taken. There are no waiting lists for closed sites. If the site you want to attend is closed, in order to attend a workshop, you will have to register for a workshop at another site.

All workshop communications will be by e-mail, which is why everyone is required to provide an e-mail address at the time of registration.

Registration fees for workshops are:

- **\$300** for 3 ½-Day Rules Workshops
- **\$150** for 2-Day Rules Workshops
- **\$100** for exam only registration (10 exam-only seats are available at each 3 ½-day workshop on a first-come, first-serve basis).

The workshop registration fee must be paid at the time of registration with a credit card (Master Card, Visa or American Express).

After you have registered, the USGA will e-mail you:

- a confirmation receipt and
- a fact sheet with information detailing the location of the workshop site, local transportation options, hotel(s) where rooms have been blocked, information on room pricing and how to make a reservation, if desired.

The preferred and most efficient method for registration is on-line at www.usga.org.

On-line Registration begins: Wednesday, October 5, 2011 at 9:00 a.m. Eastern Time

For those unable or unwilling to register on-line, phone-in registration will begin one week after the start of on-line registration.

Phone-in Registration begins: **Wednesday, October 12, 2011 at 9:00 a.m. Eastern Time**

Phone-in registration number: (908) 234-2300, ext. 5100
(Monday through Friday 9:00 a.m. – 5:00 p.m. Eastern Time)

STUDY MATERIALS

After you have registered, the USGA will send you:

- a 2012 Rules of Golf booklet,
- a 2012 Decisions on the Rules of Golf book, and
- access to Rules of Golf Study materials on USGA University to assist you in your preparation for the workshop.

TRANSFERS AND WITHDRAWALS

Transfers: If you are unable to attend the workshop for which you have registered you may transfer to another open workshop in 2012 for the following additional fee:

- **No charge:** Prior to the registration deadline date of the workshop you are transferring from. This can be done on-line.
- **\$50:** After the registration deadline date of the workshop you are transferring from and prior to the 1st day of that workshop. This can be done only by calling (908) 234-2300 x-5100
- **\$100:** After the workshop you are transferring from has begun and before it has ended. This can be done only by calling (908) 234-2300 x-5100

Withdrawals: If you need to withdraw from a workshop and your schedule makes it impracticable for you to attend another workshop in 2012, you can request a partial refund as follows:

- **\$250/\$100* refund:** Prior to the registration deadline date of the workshop you are withdrawing from. This can be done on-line.
- **\$200/\$75* refund:** After the deadline date of the workshop you are withdrawing from and prior to the 1st day of that workshop. This can be done only by calling (908) 234-2300 x-5100
- **\$150/\$50* refund:** After the workshop that you are withdrawing from has begun. This can be done only by calling (908) 234-2300 x-5100
- **exam only registrants:** \$75 refund prior to registration deadline date (this can be done on-line); \$50 after that date (this can be done only by calling (908) 234-2300 x-5100)

ADDITIONAL NOTIFICATIONS

No enrollments or pre-registrations will be taken prior to the dates and times listed.

Walk-ins will not be allowed to register on site at workshops. Registration for each workshop closes approximately one week† prior to the start of each workshop so materials can be

prepared and delivered to that site and so the hosting site has adequate time to prepare for the number of participants registered.

DO NOT travel to the workshop site if you are not a confirmed registrant. You will not be admitted to the workshop if you do.

Only registered individuals listed on the official workshop class roster will be permitted to attend the workshop. Registered participants CANNOT arrange to have another person attend in their place.

Golf associations may call the USGA to arrange for a block of seats at a workshop. Names of individuals attending in such blocks must be submitted to the USGA prior to the listed registration deadline or their spots will be forfeited.

For questions about the workshop programs, please contact the USGA Rules Department and ask for Workshop Registration at (908) 234-2300 x-5100.

* - refund amount for 2-Day workshops

† - registration at some sites may close more than one week in advance if necessitated by contractual obligations with host site

[View Workshop Schedule](#)