

Haverhill Golf Club

RULES

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1. CLASSES OF MEMBERSHIP .

- a) SEVEN DAY MEMBERS
- b) LIFE MEMBERS
- c) FIVE DAY MEMBERS
- d) JUNIOR MEMBERS
- e) COUNTRY MEMBERS
- f) HONORARY MEMBERS
- g) SOCIAL MEMBERS
- h) ASSOCIATE MEMBERS

Note:- the term "Full Member" refers to any member from classes a,b,c,f or h above.

TOTAL MEMBERSHIP SHALL NOT EXCEED 700 PLAYING ADULTS

a) SEVEN DAY MEMBERS

Seven Day membership shall be open to ladies and gentlemen, and shall carry the right to attend and vote at general meetings. To use the Clubhouse (except when there are ticket only events in the main bar area), and the golf course on any day of the week, and to participate in any matches or competitions for which they are eligible.

b) LIFE MEMBERS

In recognition of exceptional services to the Club, the Committee (see rule 8) may recommend to a general meeting the election to life membership of a Club Member. A two-thirds majority of those present shall be necessary to agree such election. Life Members shall not pay any subscription and shall enjoy all the rights and privileges, and be subject to the duties, of Seven Day membership.

c) FIVE DAY MEMBERS

Five day Members shall be entitled to use the golf course on all days except Saturdays, Sundays and Public Holidays, and to use the Clubhouse on all days. They shall be allowed to attend and vote at general meetings. Five day Members will not be permitted to enter weekend and public holiday competitions except social events so advertised. Five day Members may play at weekends and on public holidays on payment of a full green fee, or on payment of a reduced green fee if playing at the invitation of a Seven Day Member (see also Rules 14(b) & (c)).

d) JUNIOR MEMBERS

The Committee may at any time, and at its discretion, elect young persons up to the age of eighteen to become junior Members of the Club upon such terms as it may think fit. Junior Members shall not have the right to attend general meetings. Restrictions on junior Members as to hours of play, eligibility to enter competitions, and the use of Club facilities shall be such as the Committee may determine. (see rule 12)

e) COUNTRY MEMBERS

Members residing beyond a radius of 40 miles from the Club and/or being a full member of another affiliated golf Club which is nominated as their home Club, and Members intending to reside abroad for one year or more, may continue as Country Members on payment of such reduced subscription as the Committee may determine. Application for country membership maybe entertained from new Members, providing the relevant joining fee is paid as laid down by the Committee. Conditions of membership shall be those applying to seven day Members except that country Members will not be eligible to play in Club competitions. Country members must inform the Club Secretary/Manager immediately of any change of circumstances/address etc. Country Members are not entitled to vote.

f) HONORARY MEMBERS

The Committee shall have the power to elect to honorary membership any person who has rendered valuable service to the Club; and such person shall enjoy the privileges of seven day membership. Honorary Members shall not pay any subscription.

g) SOCIAL MEMBERS

The Committee shall have the power to elect to social membership any person, society, company or institution wishing to take advantage of the Club's social amenities. Social Members shall be entitled to make use of the Clubhouse facilities and attend social functions, but should they wish to use the golf course the appropriate green fee must be paid. Social Members are not entitled to vote and must abide by the Club rules and codes of conduct & dress.

h) ASSOCIATED MEMBERS

In cases of ill health a seven day or five day member may apply to the Committee in writing to become an associate Member for one year from the next subscription anniversary. An associate Member will be a temporary non-playing Member of the Club, paying a reduced subscription, but able to use the Clubhouse. When playing membership is resumed there is no liability to pay a further joining fee. This category is renewable yearly.

2. ELECTION OF MEMBERS.

- a) The election of Members, other than life Members (see Rule 1(b)) shall be the responsibility of the Committee.
- b) Except as otherwise provided in the Rules, every candidate for membership must be proposed and seconded by two Members of the Club, both of at least two years standing and satisfied as to the candidates eligibility and suitability for membership.
- c) The candidate shall complete and sign a membership application form giving such particulars as may be required by the Committee. The application form shall then be endorsed by the proposer and seconder and passed to the Club Manager/Secretary, together with the specified deposit, who shall thereupon post it in the Clubhouse where it shall remain for at least fourteen days.
- d) On completion of (c) above, the application for membership shall be referred to a sub-Committee appointed by the Committee to deal with such applications. The sub-Committee shall, if they deem it appropriate, arrange to interview the candidate and elect.
- e) Each new Member shall be formerly notified of his or her election by the Club Manager/Secretary and shall be requested to remit forthwith the full amount of joining fee and subscription, or to arrange payment by instalment. Failure to remit the amount due within two months from the date of the Manager's/Secretary's notice of election, shall cancel such election and necessitate a fresh application for membership.
- f) A newly elected Member shall not be permitted to use the course or Club-house until the entrance fee and subscription have been paid in full, or arrangements made to pay by instalments.
- g) Acceptance of membership shall be understood to imply acceptance of the Memorandum and Articles of Association, and Rules of the Club.
- h) The Committee may refuse membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal may be made as per the Club appeals procedure (copies available from the Club office).
- i) In the event of a prospective new Member being unable to find two sponsors, the Committee may sponsor him/her following a satisfactory interview.

3. RESIGNATION AND REJOINING.

- a) Any Member wishing to resign from the Club may do so at any time by giving notice in writing to the Club Manager/Secretary and shall pay all arrears of subscription and any other monies which may be due to the Club at that time.
- b) A Member resigning in the course of the Club's playing year shall be liable for the full year's subscription and no refund will normally be made.
- c) Any Member who resigns from the Club shall thereafter have no right to, or claim upon, the Club or its property. The rights of a Member as such shall be personal and shall not be transferable and shall cease on his or her death.
- d) Any former Member wishing to rejoin the Club shall be required to seek re-election by following the same procedure as that laid down under Rule 2. If re-elected, such Member shall be liable to pay in addition to the appropriate subscription, such entrance fee as the Committee require. There will be a reduction if a Member rejoins within five years.

4. COMPLAINTS & DISCIPLINE

- a) The Disciplinary Committee (consisting of at least 3 Members of the main Committee, but not including the Club President who will chair any resultant appeals) shall have the power to suspend or expel any Member of the Club who may, in their opinion, have been guilty of conduct, within or outside the Club, which may be injurious to the character, reputation or interests of the Club, or who shall have neglected or refused to comply with the Rules of the Club, provided always that the Member concerned shall first have been afforded a proper and reasonable opportunity of giving an explanation of his or her conduct or actions. All complaints in the first instance must be submitted to the Club Manager/Secretary in writing.
- b) Where any Member or Members of the Club wish to complain about the conduct or actions of another Member or Members, such complaints shall be made in writing to the Club Manager/Secretary and, where more than one complainant is involved, shall be signed by all complainants.
- c) All serious complaints about the conduct or actions of Members of the Club shall in the first instance be referred to a disciplinary Committee. The Member against whom a complaint has been lodged shall be notified in writing by the Club Manager/Secretary of the nature of the complaint and, if applicable, the name or names of the person or persons lodging the complaint and shall be informed of the date, time and place of the disciplinary Committee meeting to consider the complaint so that the Member concerned may have the opportunity of stating his or her case either in person or in writing for their consideration.
- d) If the Member has failed to explain his or her conduct or actions to the satisfaction of the disciplinary Committee, the Member may then either be suspended from membership of the Club for such period as may be deemed appropriate, or be called upon to resign from membership of the Club. If no resignation is received within seven days, the Member shall be expelled, in which case his or her name shall be erased from the List of Members and he/she shall thereafter be debarred from entering the Club grounds or premises.
- e) The disciplinary Committee may remove membership, or suspend a Member, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against removal or suspension may be made as per the Club appeals procedure (copies available from the Club office).
- f) In certain circumstances it may be necessary to temporarily suspend the Member from the Club and associated facilities until the investigation is completed. The authority to temporarily suspend a Member for alleged bad behaviour etc. rests with the Club Manager and/or the Club Captain.
- g) Any misconduct on the part of a Club employee will not be regarded as a matter for personal reprimand by a Member. Any complaints about the conduct of a Member of staff should be made in person to the Club Manager/Secretary who may, if it is considered desirable, ask for the complaint to be made in writing to the Committee.
- h) A social networking policy is in place, a copy of which can be requested from the office or downloaded from the golf club's website. This policy is for members, staff and any persons or business connected to Haverhill Golf Club Ltd. Any comments posted that may be potentially damaging to the reputation of the Golf Club could result in disciplinary and/or legal action being taken against the individual(s).

5. COMMUNICATIONS

- a) Each Member shall communicate his or her address, telephone number and email address to the Club Manager/Secretary and shall keep the same advised of all changes. All notices and invoices sent by post/emailed to that address shall be deemed to have been delivered one week after the day after it was sent.

6. SUBSCRIPTION AND ENTRANCE FEES

- a) The entrance fee and annual subscriptions payable by each category of membership shall be as laid down by the Committee. The Committee may from time to time make changes to one or all fees and/or apply discounts as it may feel beneficial to the Club for marketing purposes etc.
- b) The Club's playing year shall commence on 1st April, and subscriptions are due on that date.
- c) The Committee shall have the power to accept payment of subscriptions by monthly instalments, but Members are reminded that membership of the Club constitutes an annual contract and that any unpaid instalments may be

invoiced and pursued as contractually due. The Committee shall, however, have discretionary power to override the provisions of the Rule in cases where they consider that extenuating circumstances have existed.

- d) Members elected during the membership year shall pay the joining fee and monthly pro rata subscriptions.
- e) Accounts will normally be sent by email/post to Members requesting payment of subscriptions, but alleged non-receipt of an account will not be accepted as a reason for non-payment (see Rule 5).
- f) Annual subscriptions are due on 1st April each year and any Member whose subscription has not been paid by that date shall not enjoy the facilities of the course and Club until they are a fully paid up Member. Those who have not paid by the 14th April shall automatically cease to be a Member of the Club. Similarly, any Member whose instalment of annual subscription is unpaid for one month after it is due shall cease to be a Member of the Club. The Committee shall, however, have discretionary power to override the provisions of the Rule in cases where they consider that extenuating circumstances have existed.
- g) Members whose subscriptions or entrance fees are outstanding on the 1st day of the new financial year shall not be permitted to enter or take part in Club competitions or activities of any description until such fees are paid.

7. MANAGEMENT OF THE CLUB

- a) The management of the Club shall be entrusted to a Committee of Directors which shall consist of six officers (President, Vice-President, Captain, Vice-Captain, Lady Captain and Company Secretary) and six ordinary Members and Lady Vice Captain. At every annual general meeting of the Club, the officers (other than the President(if still in term of office) and the Company Secretary) and three ordinary Members shall retire. The officers and other retiring directors shall be eligible for re-election to the Committee.
- b) The President shall be nominated by the Committee to serve for a maximum of five years and shall be elected at an annual general meeting. An outgoing or former President shall be eligible for re-election.
- c) Any two full Members of the Club may nominate a full member of at least two years standing to serve on the Committee either as an officer or ordinary Member, having previously received the agreement of the nominee. In the case of the Captain and Lady Captain, candidates must have served a minimum of one year on the Committee. All nominations, stating the name of proposer and seconder must be submitted in writing to the Club Manager/Secretary by the 28th February. The Lady Captain will be elected at a meeting of the Ladies Committee. Where there has only been one nomination for an office, election will be by a show of hands. Should the number of candidates nominated exceed the number of vacancies to be filled, a ballot will be held. If two or more candidates obtain an equal number of votes the matter will be decided immediately by lot under the direction of the chairman of the meeting. A list of the candidates' names in alphabetical order, with the proposers' and seconds' names, shall be posted in a conspicuous place in the Clubhouse for at least fourteen days immediately preceding the annual general meeting. The Committee may co-opt full Members to fill any vacancies which may arise during the year. Any Member co-opted under this Rule shall only hold office until the next annual general meeting at which time they may offer themselves for election to the Committee. The Captain shall be an ex officio Member of all sub-Committees of the Committee.
- d) The Committee shall have full powers of management and control of finances and of the conduct of the affairs of the Club and all such administrative powers as may be necessary for properly achieving the Club's objectives. For this purpose, the Committee may make, alter or repeal the Club rules as they deem fit and proper.
- e) Any act or omission by the Committee or any other officer or Member of the Committee undertaken in good faith on behalf of the Club which results in a claim or loss, shall be indemnified out of the assets/insurances of the Club.

8. GENERAL MEETINGS OF MEMBERS

- a) The Club shall in each year hold an annual general meeting; and not more than 18 months shall elapse between one AGM and the next.
- b) All general meetings other than the AGM shall be called extraordinary general meetings. Any Member of the Committee or any two full Members may requisition an extraordinary general meeting. All business transacted at an extraordinary general meeting shall be deemed special and also all that transacted at an AGM other than

consideration of the accounts, balance sheets and reports of the Committee and auditors, the election of officers and the appointment of auditors.

- c) No business shall be transacted at any general meeting unless a quorum of eight Members is present. If within half an hour of the appointed time a quorum is not present at a general meeting called by requisition of the Members, it shall be dissolved. In any other case it shall stand adjourned to the same hour and day in the week following, or to such other day and time as the Committee determines.
- d) The Club Manager/Secretary shall send to every Member eligible to attend and vote at general meetings at least fourteen days notice of such meetings. General meetings shall be called within 28 days of an instruction or requisition being received by the Secretary.
- e) The President, or in his or her absence, the Captain, shall preside at every general meeting of the Club. If neither is present, the Members shall elect one of their number who is a Member of the Committee to be Chairman; and if there is no Member of the Committee present, the Members shall choose any one of their number to be chairman. Discussion shall be limited by the chairman to the specific matters or proposals for which the general meeting has been convened.
- f) Any matter relating to the management, welfare or affairs of the Club may be placed on the agenda of a general meeting provided it has been submitted in writing by a proposer and seconder to the Club Manager/Secretary at least twenty-one days before the general meeting.
- g) The chairman may if authorised by a majority of the Members present, adjourn a general meeting but no business shall be transacted at any reconvened meeting other than the business unfinished at the original meeting.
- h) No Member shall be entitled to vote at a general meeting unless all monies then payable by him to the Club have been paid. Voting shall, in every case, be by show of hands, unless a ballot is demanded (before or on the declaration of a show of hands) by a chairman or at least three Members present. In the event of voting being equal, the chairman will have a casting vote.
- i) At any general meeting, a declaration by the chairman that a resolution has been carried or lost on a show of hands and entered in the minutes of the proceedings, shall be evidence of the fact without proof of the number of votes recorded for or against.

9. THE ACCOUNTS AND REPORT OF THE COMMITTEE

- a) A statement of the abbreviated accounts, together with the auditor's and Committee's report for the previous financial year, shall be laid before the Members of the Club at each annual general meeting.
- b) A copy of the statement of the abbreviated accounts, and the Captain's report, shall be sent to every Member at least twenty-one days before the date of the AGM.
- c) Once at least in every financial year the accounts of the Club shall be audited by a firm of registered auditors. Such auditors shall be appointed at the annual general meeting in each year, shall hold office until the next AGM, and shall be eligible for re-election.
- d) No Rule shall be altered or repealed and no new Rule shall be made, save by the majority of the Members present at a general meeting of the Club. Twenty-eight days notice shall be given to the Club Manager/Secretary of every proposal to alter or repeal an existing Rule or to adopt a new Rule; all such proposals must be proposed and seconded by full Members of the Club. Every Member of the Club shall have sent to him notice in writing of every proposal by Members to alter or repeal an existing Rule, or to adopt a new Rule, at least 14 days before the date set for the general meeting; notice of such proposals shall at the same time be posted in the Clubhouse. For the alteration, repeal, or making of Rules by the Committee, see rule 7(d).

10. LADY MEMBERS

The Rules of the Club shall be applicable to lady Members where the context so admits or requires with the following modifications:

- a) Lady Members shall elect from among themselves a Ladies Committee of not less than three or more than six Members, and an Honorary Secretary; and a Lady Captain who shall be an ex-officio Member of the Ladies' Committee and the chairwoman.

- b) All lady candidates for election to the Club must be proposed and seconded by lady Members, and the Committee (to whom all such application shall be finally referred) (see Rule 2 (a)) shall take into consideration any recommendations made by the Ladies' Committee with regard to the candidates suitability for election.
- c) A similar procedure shall be followed for the election of lady Members to that applicable to the election of gentlemen Members, i.e. each application must be posted for fourteen days on the notice board and thereafter the Ladies' Committee shall make its recommendations to the Committee after having, if appropriate, interviewed the candidate.
- d) The Ladies' Committee shall have charge of the accommodation reserved for ladies; and arrange fixtures and ladies' matches in conjunction with the Club Manager. They make recommendations to the Committee for expenditure on facilities required by the ladies' section, but may not themselves incur any expenditure on behalf of the Club.
- e) The annual meeting of lady Members, of which 14 days' notice shall be sent to every lady Member, shall be held during the month of December in each year. The Ladies' Committee may call an extraordinary general meeting of lady Members at any time, and shall be bound to do so within 28 days of the honorary Secretary receiving a requisition signed by two lady Members setting out matters or propositions which are proper for consideration at a ladies' general meeting. 14 days notice shall be sent to every lady Member of any such meeting.

11. GUESTS/VISITORS - CLUBHOUSE

Subject to any restrictions which may from time to time be imposed by the Committee:-

a) MEMBERS GUESTS

- I. Any Member shall be entitled to introduce up to three guests at any one time to the Clubhouse. No person whose application has been declined or who has been expelled or suspended from the Club may be introduced as a guest. The Member introducing the guest must enter the name and address of the guest together with his or her own name in the Visitors Book.
- II. The Member introducing the guest shall be responsible for his or her guest strictly observing these Rules (including codes of conduct & dress) and shall not leave the Clubhouse before his or her guest. Children must be supervised at all times.
- III. Any adult guest may purchase intoxicating liquor for consumption in the Clubhouse.

b) OTHER VISITORS

The following persons will become Temporary Social Members for the day.

- I. A person who is a Member of another recognised Club, and who comes to participate in an activity at the Club Premises.
- II. A person who pre-books a Green Fee at least 48 hours before playing golf.
- III. Any person who attends a non-golfing pre-booked function, of which the Club Secretary/Manager has had at least 48 hours notice.
- IV. Club employees, caddies, and any person acting in an official capacity at any tournament at the Club
- V. Any person with a Golf Society who visits the Club in connection with a pre-booked golfing activity, approved by the Club Secretary/Manager, subject to the Golf Society supplying the full names of such persons to the Club Manager/Secretary at least 48 hours before the activity.
- VI. Temporary Social membership does not apply to casual visitors. However, Green Fee players who have not pre-booked, as well as anyone visiting on an ad-hoc basis shall be regarded as guests of the Club (and will be signed into the Visitors book by the Club Secretary/Manager or other authorised person).

Social Members and Guests of the Club referred to above, shall be bound by these rules (including codes of conduct & dress) and, if adults, will be able to purchase intoxicating liquor for consumption in the Clubhouse.

12. CLUB PREMISES.

- a) The hours of opening and closing the Clubhouse shall be at the discretion of the Committee.
- b) The hours within which intoxicating liquor may be supplied or purchased shall be as displayed in the bar, and will be as determined from time to time by the Committee.
- c) Assault and any form of abuse, verbal or physical to members of the staff, or other Club Members/visitors will not be tolerated.
- d) The purchase and supply of all excisable articles shall be under the control of the Committee for the benefit of Members, and no such provisions or other articles shall be sent away from the premises.
- e) All bills must be settled by Members before they leave the Clubhouse.
- f) Members' suggestions will be considered by the Committee and should be submitted in writing to the Club Manager/Secretary.
- g) No Member shall take, or permit to be taken, from the Clubhouse any newspaper, periodical, book, pamphlet or any article belonging to the Club; nor shall any paper or placard be exhibited in any part of the Clubhouse without the consent of the Club Manager/Secretary.
- h) No dog, other than a guide dog, shall be brought into the Clubhouse or onto the golf course.
- i) Only those games of chance or hazard which are permitted by law to be played in the Club. The Committee shall have the power to limit the points or stakes at all games and to specify in which parts of the Clubhouse such games may or may not be played.
- j) These rules and codes of conduct & dress as displayed on the Club notice boards should be adhered to.
- k) Junior Members, and child relatives of Members are allowed to enter the Clubhouse. They will be expected to behave in an appropriate manner, also adhering to codes of conduct & dress. Juniors under the age of 16 are not permitted to sit at the bar, they will make their purchases and sit at a table or leave. No one under the age of 18 is allowed to use any gaming machine or to purchase alcohol.
- l) Members are requested to use the public telephone provided for Members, and not to request use of the telephone behind the bar. Mobile telephones are not to be used in the Clubhouse or on the course. The designated area for mobile phones is the car park.
- m) A No-Smoking rule applies to all buildings of the club except the designated smoking hut. This rule also applies to E-Cigarettes.

13. USE OF THE COURSE BY MEMBERS

- a) The Committee shall have the power to reserve any relevant tees, due notice being given, for the purpose of Club competitions and visiting parties.
- b) Matches shall start from designated tees in accordance with the times posted on the notice board. If all players in a match are not ready to start at the appointed time, that match shall lose its turn and be relegated to the next available starting time. Players should be at the tee five minutes before the designated starting time.
- c) Where, because of adverse weather conditions or for other reasons, the commencement of play on the course has to be delayed, all starting times previously booked or allocated shall be moved forward to a time corresponding to the length of time by which commencement of play was delayed.
- d) As a general rule, no Members will be allowed to commence play during the tee off time of a competition. Departure from this rule will be at the discretion of the competitions Secretary, or in his or her absence, a member of the Pro-shop staff.
- e) Assault and any form of abuse, verbal or physical to members of the staff, or other Club Members/Guests will not be tolerated.

14. USE OF COURSE BY VISITORS

- a) Visitors to the Club for the purpose of playing golf may use the course on prior payment of the appropriate green fee in force at the time, and may use the Club premises under the provisions of Rules 11(b) & 12.
- b) A Member introducing a guest player must accompany him/her on the course if the reduced fee applicable to visitors playing with Members is paid. Members may introduce up to three guests at a time, at a reduced green fee.
- c) A Member may introduce a guest only on the basis of the playing rights of his or her own category of membership, e.g. a five day Member may not introduce a guest to play on Saturdays, Sundays or Public Holidays. In such cases both Member and guest may pay the full green fee applicable on these days. A junior Member may introduce a junior guest, but not an adult.
- d) Except by prior arrangement with the Pro-shop/Club Manager, all green fees shall be paid before play commences and shall be entered in the Green Fees Book kept in the professionals shop. The receipt label shall be affixed by the visitor to his or her golf bag.
- e) Visitors to the Club shall be subject to the same rules of the Club regarding dress and conduct on the course and in the Clubhouse, as those laid down for Members.
- f) Members introducing guests will be responsible for their conduct and dress.

15. COMPETITIONS

- a) The rules of the game shall be those of the Royal and Ancient Golf Club of St. Andrews, subject to such local rules as the Committee may consider necessary to meet the particular circumstances of Haverhill Golf Club and course.
- b) Competitions shall be held at such times and under such conditions as the Committee shall determine.
- c) Dates for the various competitions for the Club trophies will be as shown on the annual fixture list.
- d) All competitions shall start from the 1st tee unless otherwise authorised by the Committee.
- e) On all competition days, Members playing competitions shall have precedence over all other players at the designated competition starting tees and times.
- f) Monthly medal/stableford competitions for men shall be run in 3 divisions:
 - 1st division - 12 handicap and under
 - 2nd division - 13 to 20 handicap
 - 3rd division - 21 to 28 handicap
 and for ladies:
 - Medal/stableford – One competition - one field - one winner – 36 handicap & under.
- g) The competition fees for the monthly medal and Club competitions shall be as laid down by the Committee from time to time. All competition fees and sweep monies must be paid, and the competition book signed before play commences.
- h) Competition scorecards must be returned no later than dusk on the day of the competition unless other arrangements are authorised by the handicap Committee. No two juniors will be allowed to mark each other's cards in adult competitions. Each player is personally responsible for returning their own scorecards and adding or removing their name on competition sheets, and should not rely on other persons doing so for them.
- i) The teeing grounds to be used for the Club competitions will be specified in the competition notice on the Club notice board. Normally medal rounds will be played from white or red markers as appropriate.
- j) The Competitions Committee reserve the right to make any decision which in their opinion is both just and compatible with any competition, and their decision is final.

- k) Players shall not cease playing in a competition and leave the course except for reasons of adverse weather conditions, injury or sickness, health & safety, or otherwise with the agreement of a Member of the Competitions Committee. Players are not permitted to leave the course temporarily during a round of competition golf.
- l) Dates for the completion of competitive rounds are fixed and normally no extension of time will be allowed for individual matches. Where there are extenuating circumstances, however, reference may be made to the Competitions Committee.
- m) Matches will be played over 18 holes unless otherwise stated. In match play, if a match is all square at the 18th hole, play shall continue until a hole is won, still taking shots where given.
- n) The following automatic penalties will be applied, all penalties being imposed from the date of the infringement of the rules.
 - (i) Disqualification from the competition.
 - Any infringement of the competition rules
 - Not signing the competition book
 - Signing for the wrong score
 - Not signing the score card
 - Not returning the score card
 - Missing tee time by more than 5 minutes
 - (ii) Banned from entering the next HGC advertised club competition applicable to the players gender/playing category
 - Late for Tee time by more than 5 minutes
 - (iii) Banned from all club competition for 4 weeks
 - Failing to turn up for a competition
 - Leaving the course during a competition.
- o) Where a player feels that extenuating circumstance and/or health & safety reasons exist, these should be sent via written letter or email to the club manager. Appeals should be made to the chairperson of the competitions committee.

16. COMPETITORS' RESPONSIBILITIES

- a) Competitors are responsible for acquainting themselves with details of the format and timing of the competition shown on the draw sheet
- b) The competitor whose name appears first, or is higher, on the draw sheet is responsible for contacting his or her opponent.
- c) Where two competitors find it impossible to arrange a date for a match they should try to reach agreement on a result, either by conceding or by any other agreed method. Failing this, if one player arrives on the first tee at 9.30am on the last day, he shall have the option of claiming the match, providing he notifies a Member of Competitions Committee; otherwise both players will be eliminated
- d) Winners of matches are responsible for recording the result of a match.
- e) Markers of all competition cards must be fellow Members; except that if no fellow Members be available, a Member of the Committee on appeal, may provide a marker. In the absence of Committee Members, the professional may act for them.
- f) The signature of both player and marker must be legible or the players may be liable to disqualification.

17. SETTLEMENT OF DISPUTES

Any dispute as to the use or interpretation of these Rules and conditions shall be referred to the Committee in writing, whose decision shall be final.

APPENDIX - COURSE RULES AND ETIQUETTE

- 1) All players must abide by the Club's health and safety rules.
- 2) Golf balls MUST NOT be retrieved from the course lakes.
- 3) Assault and any form of abuse, verbal or physical to members of the staff, or other Club Members will not be tolerated.
- 4) All players must abide by the Club's dress code.
- 5) Mobile phones are not to be used on the course other than in emergencies.
- 6) The users of buggies and trolleys must comply with health and safety notices, directional signs and at all times traffic is restricted to the outside of all greenside bunkers.
- 7) Players should play one ball only; Members treating the course as a practice area will be liable to disciplinary action under Rule 4.
- 8) Children under 7, and dogs, are not permitted on the course, although children under seven may take lessons on the practice area.
- 9) No shots to be played from out-of-bounds areas (marked by white posts) Particular attention is drawn to the area beyond the fence to the left of the fairway adjacent to Pope Mill, before the river, which is a private property. Any ball hit into this area will not be retrieved. Members discovered searching for a ball beyond the fence will be dealt with under Rule 4. (Please report any incidents to the office).
- 10) Trolleys and bags must not be taken on to tees and greens.
- 11) All divots to be replaced and bunkers raked after shot played.
- 12) Wide wheeled trolleys only to be used.
- 13) No-one should move, talk or stand close to or directly behind the ball or the hole when a player is addressing the ball or making a stroke.
- 14) The player who has the honour should be allowed to play before his or her opponent or fellow competitor tees his or her ball.
- 15) No players should play until the players in front are out of range.
- 16) In the general interest, players should play without delay.
- 17) A player who has incurred a penalty should intimate the fact to his or her opponent and/or marker as soon as possible.
- 18) Players searching for a ball should allow other matches coming up to pass them; they should signal to the players following them to pass, and having given the signal should not continue their play until those players have passed and are out of range.
- 19) Players should ensure that when attending a flag stick on putting green no damage is done to the putting surface around the hole. The flag stick should be properly replaced in the hole before the players leave the putting green.
- 20) When the result of a hole has been determined, players should immediately leave the putting green, and should not re-play their putts or practice putting. The marking of cards in respect of a hole just completed should be deferred until the next tee is reached.