

Procedures and rules governing Monday/Tuesday Singles and team competitions (WHS)

This document covers the procedures and rules that apply when the Club is operating normally. If there are restrictions in place that affect the way we have to operate, then you will be notified by email.

To avoid any confusion, the word qualifier and its variants used in this document refer to competitions that meet the requirements of the World Handicap System (WHS) for scores that are acceptable for handicap adjustment purposes.

There will be an 18-hole individual or team competition taking place every Monday (or Tuesday in the case of Bank holidays). On the days when individual qualifiers take place, a 9-hole version will also be held - *unless otherwise specified, it will always be a Stableford qualifier on the days when the 18-hole competition is a qualifier. More generally, 9-hole competitions will be qualifiers when course conditions allow for it.

The last tee time (four slots) that form part of the competition will be reserved for the 9-hole competition, but may be released on the Thursday preceding the competition for use in the 18-hole competition. If all the available slots have been booked, then an individual wishing to play, may add their name to the reserve list hoping that someone withdraws before booking closes. If someone does withdraw, then the first persons named on the reserve list, whose requested time zone applies, will automatically take that slot.

Anyone wishing to play 18-holes on the day without having booked a tee time can play in any vacant (available or reserved) slot if one exists within the competition. However, they will not be able to take part in the competition. They can check to see what vacant slots are available by checking the bookings of both competitions after 5:00 pm on the evening before the event takes place. They will not need to book a tee slot, and not be asked to pay. Please note that the last four slots are reserved for those wishing to play only 8 or 9 holes and should not be used by those wishing to play 18 holes of golf. If they sign in and enter a score for the competition it will be deleted.

If on that day the event is a qualifier, they have the option to book a 'Casual Round' and can register it for handicap adjustment purposes if they wish, and then enter their score via that route.

All 18-hole Competitions and 9-hole qualifying competitions

Entry and withdrawal from competitions.

Individuals wishing to enter a competition will be able to do so via:

- a) The Club's computer touch screen.
- b) The How Did I Do (HDID) computer app.
- c) The HDID smart Phone
- d) ClubV1 members hub (*smart phone app – app store*).

Competitions will normally be open for entry 14 days before the competition takes place and will close at 5:00 pm on the evening before the competition takes place.

If an individual wishes to withdraw from a competition, they may do so up to the time entry to the competition closes. They can do so by using one of the four methods of entry to remove their name. If an individual wishes to change their tee time to another that is available, they can do so by removing themselves and entering again at the time that they prefer.

If an individual needs to withdraw from the competition after entry to the competition has closed, then they should follow the protocol stated at the end of this document

The time you select is the time you play at and will remain yours unless something unforeseen happens. You will be notified by email if this happens.

It is the individual's responsibility for booking themselves into a competition or withdrawing from it if they subsequently find they cannot play.

To avoid the possibility of people being entered for a competition without being aware of the fact, you are asked to enter yourself only and not anyone else.

Members are asked to avoid playing with the same partners each week. Please mix it up a bit.

Tee times

In order to avoid too many vacant tee slots in the middle of field it is asked that those who enter the competition later in the entry period book a vacant slot alongside players who have already entered whenever this is possible.

Only those who have booked a tee time will be entitled to play in that competition. Anybody turning up who has not entered the competition will not be eligible to play in the competition.

Initial bookings will be in groups of three. However, there is a 'Reserved' fourth column which the committee has the discretion to open for further bookings if the situation arises where it looks likely that not enough slots are available to cope with the numbers wishing to play in any specific competition.

Tee time timing and gaps

Each group must tee off at the designated tee time and no earlier or later. The gap between tee times is normally 9 minutes and the practice of teeing off on time seems to be working.

Undoubtedly, because of vacant slots or no shows, someone could be occupying a tee time on their own. In those cases, the person must either join a group in front or behind. Groups of four are permitted so joining a group of three to make four is acceptable if the option of joining a group of two is not possible or practicable.

Payment of the entry fee

Entry fees will be collected in the form of prepayment by bank transfer into the Seniors' Section bank account. The prepayment amount is £20, which covers the Monday competition entry fee, which is normally £2, and fees for other events that take place during the year. Top-up payments are also £20.

Once you have started the round you will be expected to pay the entry fee whether or not you complete it

Pre-registration (Sign in)

You will need to pre-register before you commence your round. **This means that you need to sign in for the round before you play.** Sign in will be open from 6:00 am on the day of the competition. Sign in can be done via:

- a) The Club's computer touch screen.
- b) The How Did I Do (HDID) computer app.
- c) The HDID smart Phone.
- d) ClubV1 members hub (*smart phone app – app store*).

Scoring and scorecards

Scores must be entered into the Club touch screen, or via HDID app, England Golf or Club V1 as soon as possible, but no later than 18:00 on the day of the competition.

Individual scorecards are required for all qualifying competitions and must be signed by both the player and marker. **Failure to do so will lead to disqualification from the competition.**

All score cards must be legible and clearly state the names of the player and marker on them. They must also contain the name of the competition, the date of the competition, and **retained for one week in case it is needed for verification.**

*The scorecard must also contain the player's **Course Handicap** appropriate for the tee they are playing off. It is the Course handicap that is mandatory, not the Playing Handicap or Handicap Index. **Failure to have the correct Course Handicap on the card could lead to disqualification** (See England Golf's 'Guidance-on-the-WHS-Rules-of-Handicapping-as-applied-within-GBI' reference G2.1b/1) -*

Competition results and Prizes

The results of single competitions will be published on HDID immediately after they have been closed. This will normally occur 1 or 2 days after the competition has ended. HDID normally emails every entrant on its books to let them know of any change to their handicap and that the competition result is available to view.

Winners' prizes for Monday Competitions will be in the form of electronic cash vouchers that will be paid into their Seniors' Account (prepayment pot).

Because of the low numbers that normally play in the 9-hole competitions, no prize vouchers will be awarded for these events. However, the participants can organise a 'winner's prize' between themselves if they so wish. Therefore, there will be no entry fee collected by the Committee in this case.

Procedures and rules governing Monday/Tuesday 'Team Competitions'

Entry and withdrawal from competitions.

The procedures are as per for singles competitions. However, these competitions will be closed for entry at 12:00 on the Friday preceding each specific competition, in order to give the organiser time to sort out the teams and tee times, and to notify the participants of such. Unless otherwise advised, the team sheet will be available to view before 3:00 pm on the Sunday before the competition day.

If an individual needs to withdraw from the competition after entry to the competition has closed, then they should follow the protocol stated at the end of this document

Teams & Tee times

Unless otherwise advised, the team sheet will be visible to everybody on HDID before 15:00 on the Sunday before the competition day.

Payment of the entry fee

Entry fee will be deducted from individual competitions prepayment accounts

Scoring and scorecards

Scorecards will be handed to the Captain or nominated organiser.

Competitions results and Prizes

The result will be announced on the day of the competition and any prizes made available for collection. The result will be emailed to everyone within a couple of days.

Late withdrawals from Seniors' Competitions

The expectation is that it would be an exceptional circumstance (such as illness) that would cause a player to withdraw from a competition after the actual closing deadline. Where a player needs to withdraw after the competition entry has closed and the start sheet has therefore been set, he/she should, **as early as possible, before the competition is due to start:**

- **Take steps to advise his/her playing partners of the withdrawal;**
- **Send an email to the Seniors' Captain explaining the late withdrawal and advising him what has been done to alert playing partners of the withdrawal**

Should the withdrawal occur on the morning of the competition, then an email/text message should be sent to a member of the competitions committee

(rjardine31049@gmail.com or matthewlloyd52@icloud.com) and the Seniors' Captain before the start of the competition.

Potential Sanctions for failure to adhere to this Puckrup Hall Golf Club Procedure

If a member fails to appear for a competition which he/she has signed up to play and has failed to take the steps as set out above, the Captain will follow this up by speaking with the player to ascertain the reason for his/her absence and the Committee will be notified. We hope and expect that such an action will be sufficient and the matter closed.

In the event of the same player again not appearing for an allocated tee time, the reasons for the repeated incident will be considered by the Committee before deciding to:

- take no action (as their explanation has been accepted as satisfactory)
- issue a warning;
- Suspend the player from Seniors Competitions for a period of 30 days.

The Committee

To ensure maximum access to competition places for all, the committee will continue to monitor and regularly review the extent to which allotted tee times for both 9-hole and 18-hole competitions are filled **and used** to ensure that such times are fully utilised.