



**HANDBOOK**

**of**

**WESTWARD HO**  
**GOLF CLUB**  
**INC.**

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**Contents**

HOUSE & SOCIAL COMMITTEE ..... 3  
    BAR SERVICE ..... 3  
    COMPLAINTS ..... 3  
NEW MEMBERS ..... 3  
VISITORS ..... 3  
    CHILDREN IN THE CLUBROOMS ..... 3  
CLUBHOUSE HIRE ..... 4  
DRESS ..... 4  
MATCH COMMITTEE ..... 5  
ETIQUETTE ..... 6  
SLOW PLAY ..... 7  
CONDITIONS OF CLUB COMPETITIVE PLAY ..... 8  
    (Male Members with a current GA Handicap) ..... 8  
        FIRST TEE ..... 8  
        ENTRY ..... 8  
        TIES ..... 9  
        CLUB CHAMPIONSHIPS ..... 9  
        FOURSOMES CHAMPIONSHIP ..... 9  
        TROPHIES OTHER THAN MULTIPLE ROUND EVENTS ..... 10  
        FOUR BALL BEST BALL EVENTS ..... 10  
        ECLECTIC COMPETITIONS ..... 10  
        OTHER COMPETITIONS ..... 10  
        COURSE RECORD ..... 11  
        HOLE IN ONE ..... 11  
        HANDICAPS AND COMPETITION PLAY ..... 11  
    CONDITIONS OF CLUB COMPETITIVE PLAY ..... 12  
        (Women Members with GA Handicaps) ..... 12  
            FIRST TEE ..... 12  
            ENTRY ..... 12  
            WOMENS COMPETITIONS  
                HANDICAP ..... 12  
                COMPETITION BY-LAWS ..... 13  
                BLEAK WEATHER CONDITIONS ..... 14  
                COURSE RECORD ..... 15

## **HOUSE & SOCIAL COMMITTEE**

The House & Social Committee is responsible for the supervision and control of all matters pertaining to Club House activities

### **BAR SERVICE**

The Committee requests that Members drink at the tables rather than at the bar.

### **COMPLAINTS**

Complaints shall be made in writing to the Club General Manager who, if unable to resolve them, shall submit them to the Board of Management. No employee of the Club shall be directly reprimanded by an individual member.

## **NEW MEMBERS**

It is the responsibility of Proposer and Secunder, immediately a Nominee is elected to membership, to see that such New Member is introduced to the Club President, Captain, Board, Committee Members, Bar Manager and Golf Pro-Shop staff and other members, is advised of all rules governing the conduct of the Club, and above all, is sufficiently advanced in the knowledge of the rules of Golf to be competent to perform the duty of marker to a fellow competitor. Proposer should play with nominee until the nominee has reached a competent standard. Each new member will receive a copy of the rules of Golf Book & the Handbook

## **VISITORS**

Guests of members are permitted in the Members areas of the Clubhouse. Visitors, other than guests of members, are restricted to the Sprig Bar area.

### **COMPETITION**

No visitor shall play in more than six Club competitions in any one Golf Calendar Year.

### **DRESS**

It is the responsibility of the accompanying Member to ensure that the Visitor is attired in accordance with the Club Rules.

### **CHILDREN IN THE CLUBROOMS**

Members are responsible for the behaviour of their children in the Clubhouse.

## **CLUBHOUSE HIRE**

Members and Public may hire the Clubhouse facilities for Private functions. All bookings to be made with the General Manager

## **DRESS**

Dress standards are designed to support and enhance an appropriate level of decorum and pride in the Westward Ho Golf Club.

At all times **members and visitors** are required to adhere to the dress code and its spirit, and Members are advised to minimise the potential for embarrassment by ensuring their guests are aware of the Club's dress regulations.

### **ALL MEMBERS**

**Smart Casual dress is the minimum requirement in the Clubhouse at all times**

### **Course and Clubhouse Dress Guidelines - with exception of the Sprig Bar**

#### **Clothing**

- Men's trousers and golf shorts must be 'tailored' and may not have either an elasticised or a draw string waist (no sports or tennis shorts);
- Women's slacks, skirts, three-quarter length trousers and shorts must be 'tailored' and may not have a draw string waist;
- Dress denim is acceptable (no logos);
- Track or leisure pants (or suits) are not acceptable;
- Shirts – collared, turtle neck or golf specific to be tucked in unless designed to be worn outside trousers/slacks/skirts/shorts;
- All clothing, including hats, caps and visors must be free of slogans or excessive advertising.
- **Headwear is not permitted to be worn in the Members Lounge Area**

#### **Socks**

- For men: long walk socks or short predominately white sports socks or 'sockettes' may be worn with shorts.
- For women: short socks or 'sockettes' may be worn.

#### **Shoes**

- Shoes worn on golf course are not permitted in the Clubhouse.
- Thongs and scuffs are not acceptable in the Clubhouse.

### **SPRIG BAR**

Neat Casual Dress Required at all Times

Members not conforming to the above shall be instructed to leave the Clubhouse and or course. These regulations also apply to casual, trade day and other organised group visitors.

## **MATCH COMMITTEE**

The Match Committee is responsible for the supervision and control of all matters pertaining to the playing of Golf (Women's & Men), under the direction of the Club Captain. The Women's Captain & Vice Captain will be members of the Match Committee.

Day to Day management of competitions remain the province of the respective Men's & Ladies Captains & Vice Captains or their nominees

The attention of Members with Golf Australia (GA) handicaps are directed to the following:

1. Familiarise yourself with conditions applying to the Club Competitions and notices on the notice board and Local Rules Board.
2. Report to the starter 20 minutes or earlier prior to the selected starting time and be ready to hit off when called to the tee. Competitors failing to report will be penalised under Rule 6.3
3. Do not waste time playing out lost holes in Par or Stableford competitions. Refer to Rule 6.7
4. All complaints must be lodged in writing with the General Manager.
5. The Match Committee shall have the right to alter any competition conditions or to alter, or cancel, any competition event.
6. Slow play may attract a penalty of two strokes or loss of hole in Match Play at the direction of the Captain / Match Committee. Refer to Rule 6.7
7. Social games will not be handicapped

**MEMBERS WITH A CURRENT GA HANDICAP AND WITHOUT PLAYING RIGHTS** - Such Members without playing rights for Monday, Tuesday, Wednesday, Thursday, Friday or Saturday competitions must not occupy slots predominately on the time sheets. Such Members may take up vacant time slots 48 hours prior to the day of competitions. Such Members should make their booking online by selecting the "Waiting List" option and choosing a time period that they wish to play within. Once a timeslot becomes available they will be notified by email.

**NOTE:** All such Members without playing rights must pay the appropriate green fees to the Pro-Shop Staff Member on the day before commencing play; otherwise the player may be disqualified from the competition and or any multiple round events. The onus is on the Member to ensure the green fees are paid to the Pro- Shop Staff and his playing card issued accordingly.

## ETIQUETTE

Your attention is drawn to the etiquette of golf. Your Match Committee asks you to become thoroughly conversant with these fundamental rules of golf. The following are accepted principles of etiquette.

1. 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.
2. The player who has the honour should be allowed to play before his fellow competitor tees his ball, unless the group needs to catch up to the group in front of them.
3. No player shall play until the players in front are out of range.
4. In the interest of all, players should play without delay.
5. Players searching for a ball should allow other players coming up to pass them; they should signal to the players following them to pass and should not continue their play until those players have passed and are out of range.
6. Before leaving a bunker, a player should carefully rake the affected area.
7. Through the green, a player should ensure that any turf cut or displaced by him is replaced at once and pressed down, and any damage to the putting green made by the ball, or the player, is carefully repaired. Sand buckets shall be carried and used by all players.
8. Players should ensure that, when placing bags or the flagstick, no damage is done to the putting green, and that neither they, nor their caddies damage the hole by standing close to the hole. The flagstick should be properly replaced in the hole before the players leave the putting green. Do not remove the ball from the hole with the putter head.
9. When the play of a hole has been completed players should immediately leave the putting green.
10. Players should make every effort to hold their position in the field.

## **SLOW PLAY**

Slow play is **selfish play**, and **MUST** be avoided. With the high number of players to be accommodated on the course it is imperative that **slow play** does not impede the field. Player or players who fall more than one fairway behind preceding players shall call following players through. Failure to observe this rule will incur a penalty of: 2 strokes or loss of hole in Match Play and for repeated offences, disqualification.

The following time saving measures will be taken.

- (a) Walk immediately to your ball and play if there is no danger of personal injury, having regard to the order of play.
- (b) If held up in front, use the time to make club selection and practise swings.
- (c) When reaching the green, leave your bag conveniently placed for the shortest and immediate exit to the next tee.
- (d) Players must not remain on, or in the near vicinity of, the green to mark score card.
- (e) Player with the honour must hit before proceeding to mark score card.

The player on the lowest handicap automatically becomes the Captain of his group. It becomes his/her responsibility to ensure that the above points are strictly observed.

### **PACE OF PLAY GUIDELINES**

The match committee have instituted pace of play guidelines as follows

3.75 hours to 4 hours is a good pace

4 hours to 4.5 hours is slow & anything over these times is considered unacceptable

Unless there are mitigating circumstances, penalties may be applied under rule 6-7, Undue Delay: Slow Play. Note 2

# CONDITIONS OF CLUB COMPETITIVE PLAY

## (Male Members with a current GA Handicap)

### FIRST TEE

The Official Starter (Club Professional) shall have complete control of the 1st Tee for all competitions. Play will be in groups of no more than 4 players unless directed by the starter.

### ENTRY

An official time sheet for play in fours shall be available online from 4pm, 15 days in advance for Monday, Wednesday, Thursday & Saturday competitions for those with the appropriate playing rights and from 6am, 48 hours for those without. Entry fees must be paid before hitting off. Championships are exempted as entry will be on a separate nomination form. The competition fees must be paid in Box provided by Westward Ho Golf Club in the Pro-Shop. Note no change will be given by the Pro-Shop Staff for Club Competitions.

Disqualification Penalties – A competitor is disqualified if the player breaches the rules in accordance with Rule 32-2.

Disqualification means that the player is ineligible for the competition of the day and all running competitions. If a card is disqualified for any reason that does not affect the score returned on each hole, the card must be put in order and accepted for handicap purposes in accordance with Golf Australia's handicapping procedure and will be entered as "Non Standard Entry".

Time slots allotted by West Beach Parks for Saturday Competition

- a) Members *without* a current GA handicap are not permitted to utilise any vacant time slot, unless playing to obtain a handicap (3 rounds).
- b) Only Male Members with a current GA handicap and with 7 day playing rights can utilise *shaded* time slots marked MV. between the hours of 7.30am & 11.00am
- c) Members must play within members allocated time slots to be eligible to play in the Saturday competition.
- d) Only Women Members with a current GA handicap and with 7 day playing rights can utilise *shaded* time slots marked MV between the hours of 7.30am & 11.00am
- e) Members with a current GA Handicap and without 7 day playing rights *cannot* utilise any vacant time slots until 48 hours prior to the Saturday of play, or by reporting at the Pro Shop on the Saturday of play to fill a vacancy if available.

Time slots allotted by West Beach Parks for Monday/Wednesday & Thursday Competition

- a) Only Members with a current GA handicap and with 5, 6 or 7 day playing rights can utilise MV time slots for above days
- b) Members with a current GA Handicap and without playing rights *cannot* utilise any vacant time slots marked MV or MPV until 48 hours prior to the Monday/Wednesday or Thursday of play.

Any members of the Club, with or without playing rights, or without a current GA handicap, may book a time at 4pm, 15 days in advance via the online booking system to play non-competitive golf on Saturday, after the Saturday field has hit off.

A Member disqualified for any reason in a daily competition is automatically disqualified from any multiple round competitions being played on the same date with exception of the Club Championships for which separate nomination will be required, but will not be handicapped.



Any Member booking in advance via the online booking system, may not book between 8am & 10am daily, unless the booking is made 48 hours prior to the day and there are times available. Bookings will be available to Club Members with playing rights 15 days in advance, or 48 hours prior to the day of play for those without playing rights between 6am & 8am if times are available.

All competitions will be declared closed when the last player on the time sheet has hit off the 1st tee, which must be before noon on Monday, Wednesday, Thursday, Saturday, except for special competitions arranged. All cards must be returned to the Match Committee on completion of the round.

No Club Competitions are played on a Sunday. Members with 7 days playing rights can play after 11.00am or 48 hours prior to the day of play for those without playing rights between 6am & 8am if times are available.

## **TIES**

In the event of a tie between two or more players in a day competition, or in a Major Trophy or Multiple Round competition (as listed in the "competition Multiple Rounds") played under "stroke rules", the winner shall be declared on the Count Back System as per The Australian Golfers Handbook. In the event of a tie in all events listed as "Principal Club Events" (unless otherwise directed by the competitions rules of play) and the event having been played under "stroke rules", there will be a play-off over 18 holes to decide the winner. The handicap which shall apply, will be the handicap used on the day of the last round of that multiple round event. If no decision is reached after 18 holes, then those still tied continue to a sudden death play-off by holes under the conditions of the original competition. The hitting off time is to be determined by the Match Committee.

## **CLUB CHAMPIONSHIPS**

Grade competitions are to be played simultaneously G.A Handicap grade to apply as computer listed on the day of the first qualifying round. Each player must enter on the Official Nomination Form. The closing date of entries to be 7 days prior to the playing of the first round. **Late Entries will not be accepted.**

Two rounds of 18 holes stroke play are to be played. The top 8 players in each grade qualify for Match Play knock-out competition to decide the winner. Pairings are per The Golfer's Handbook. In the event of a tie in finalising the 8 players, those tied on the highest score to qualify will play off over 18 holes the day following the second round. If after 18 holes a tie still exists, then the tied players continue to a sudden-death playoff, i.e. continue playing on a hole by hole basis until the required number of players has been decided, and the order of qualifying determined. Use of motorised ride on buggies and motor bikes is not permitted, unless approved by the Match Committee on medical grounds.

## **FOURSOMES CHAMPIONSHIP**

Grades will be determined by the Match Committee and recorded on the handicap boards. Pairings play in the grade of the lower handicap player as applicable on the day of the first round of the event. No alterations to pairing are to be made after nominations close. Entry fee for each player is to accompany the Official Nomination Form. Closing date of entries is to be 7 days prior to the date of the first round.

The event to be played in each grade of 2 rounds of 18 holes over 2 consecutive Saturdays. In the event of a tie, then a play off over 18 holes the day following will occur. If still tied

then continue to a sudden death decision. Use of motorised ride on buggies and motor bikes is not permitted, unless approved by the Match Committee on medical grounds.

## **TROPHIES OTHER THAN MULTIPLE ROUND EVENTS**

The overall winner of the competition of the day shall not be eligible for the Club Voucher in his grade. The runner-up in that grade shall receive the voucher. Special trophies as designated by the match committee can be won in addition to a day trophy or prize, e.g. over 50 trophy.

**“All Trophy Winners should make it their business to thank the Trophy Donor”**

## **FOUR BALL BEST BALL EVENTS**

Individual events may be played in conjunction with 4BBB events, take note where programmed. A separate card is required to record individual results. In a best ball event, at the completion of each hole only the better score of the two partners, players A and B, as headed on the score card, shall be entered in the columns A and B as provided. Plus, half and minus signs (Par), or points (Stableford), are added at the end of the round to record the partners team score. The team score card must be signed by at least one of the two team players and countersigned by a separate marker. Any card not marked in this manner will be disqualified.

## **ECLECTIC COMPETITIONS**

All players are automatically nominated.

Four Eclectics will be held each year, Thursday and Saturday in both Summer and Winter. (Dates will be published in Program Book).

The first round will be recorded in full. Thereafter, only reducing scores will be recorded.

## **OTHER COMPETITIONS**

**AMBROSE COMPETITION** - Handicap - 3 players = 1/6 or 4 players = 1/8.

a) Captain to be selected.

b) A maximum of 4 players only per team.

c) All players to drive from the designated tee of that day. Captain then selects the best drive which is marked. That ball without being lifted is then played by its owner. Other members drop within 1 club length, not nearer the hole and play their second shots. The procedure is continued until the ball is holed. When on the green, the balls are placed on the selected spot.

## **FOURSOMES**

Two players play as partners using the same ball. Each player alternates shots. Tee shots are played from alternate tees and shots are alternated on each hole until the ball is holed. Player “A” tees off from all the even tees and player “B” tees off from all the uneven tees. Scoring is the same as for a stroke round. Handicap is one half of the combined two players’ handicaps.

## **PINEHURST FOURSOMES**

Two players play as a team and both tee off on every hole. The second shot is played using the partner's ball. One ball is then selected to be the ball in play with the owner playing the third shot. Play is then alternated until the ball is holed.

Handicap is 3/8 of the combined two player's handicaps.

## **COURSE RECORD**

A record score can only be made in Stroke play competition with the Holes and Tees in their proper Medal or Championship position, as approved by the Match Committee.

## **HOLE IN ONE**

A hole in one can only be recognised if a completed witnessed round was played in an official Club Competition.

## **HANDICAPS AND COMPETITION PLAY**

- Golf Australia Men's handicap grades are currently  
A Grade 0 – 12; B Grade 13 – 19; C Grade 20 – 36
- Westward Ho Golf Club Inc – Men's handicap grades are currently  
A Grade 0 – 12; B Grade 13 – 19; C Grade 20 – 36  
Or Division 1 0 – 19; Division 2 20 – 36.

These handicap ranges may change or vary by computer calculations from time to time or at the discretion of the Match Committee and notification would be placed in the Members Foyer.

- The system of handicapping in the Club is as laid down by Golf Australia. (Refer Golf Australia GA Handicap System Version 23/1/2014).
- In order to obtain a first handicap a member shall submit at least 3 score cards completed on the Patawalonga Golf Course. Cards must be marked by a player with a GA Handicap. (Cards from other courses can be handed in at the discretion of the Handicapper).
- The maximum Australian Handicap is 36.4.
- To ensure the handicapping system is fair to all, it is essential that Members playing in other Club Competitions return their cards to the handicapper for assessment.
- Competitors in all competitions must lodge their own score card complete with name and current handicap properly marked and signed by the marker and competitor, with any alterations initialled by the marker, as soon as possible after the completion of the round. Failure to comply with this rule in every respect will render the competitor ineligible for the trophy by disqualification. Competitors must return score cards for all individual events for handicapping purposes.
- Visitors from other clubs, or Westward Ho members who have nominated a Club other than Westward Ho as their home club, shall unless varied by the Match Committee, be restricted to the Australian Handicap Limit of 36.4 when participating in any Westward Ho competition.

## **CONDITIONS OF CLUB COMPETITIVE PLAY**

### **(Women Members with GA Handicaps)**

#### **ETIQUETTE**

Your attention is drawn to the etiquette of golf and your committee asks that you become conversant with these fundamental rules. See Page 5 of Handbook.

#### **FIRST TEE**

The official starter will have complete control of the first tee and the time sheet for all competitions. Players should be at the tee area **20** minutes before their starting time and be ready to hit off when called to the tee. Players failing to do so will revert to the END of the field, or depending on circumstances may result in disqualification.

#### **ENTRY**

- 1) Patawalonga: Sign on sheets are available in the Clubhouse foyer for the Tuesday competition and via the online booking system for the Friday competition.
- 2) Entry fee must be paid by placement in an envelope & then in the box provided by Westward Ho Golf Club at the Pro-Shop before hitting off on both courses. Note: No Change will be provided by West Beach Staff
- 3) A Time Sheet for Executive 50 Course is available in the Clubhouse foyer.

#### **WOMEN'S MATCH COMMITTEE**

The Women's Captain & Vice Captain or their nominees are responsible for the supervision and control of all matters pertaining to the arrangement and superintending of all contests and the settlement of disputes in relation to the Ladies Golf Competitions At the discretion of this Committee, referees will be supplied in Match Play events and/or at the request of any player. All competitions are under the control of the Women's Match Committee and its decisions will be final. All complaints shall be submitted in writing to the General Manager.

#### **HANDICAP**

Your handicap is your own responsibility and can be obtained from the Club Handicap computer in the Members Foyer or via [www.golflink.com.au](http://www.golflink.com.au).

The system of handicapping in the Club is as laid down by Golf Australia.

In order to obtain a first handicap a member shall submit (3)18 hole stableford rounds scores using a handicap of 45 played from GA tees on the course or courses of any affiliated Club or Clubs.

- (a) **CLUB HANDICAP** - A player who is not qualified to hold a GA handicap, may be allotted a Club Handicap for use at her Home Club.

Club handicaps may be used in designated minor individual club events only; NOT medal, board, representative teams, State or GA events.

Westward Ho Golf Club Inc Women's Handicaps (Winter)

Patawalonga Course are currently:

A Grade - 0-25, B Grade - 26-32, C Grade - 33-45. These handicaps may change from time to time at the discretion of the Women's Match Committee.

Executive 50 Course A Grade- 0-31 B-Grade -32-45 These handicaps may change from time to time at the discretion of the Women's Match Committee.

Any member who improves her golf sufficiently to lower her handicap to such an extent that she moves into a higher grade will qualify for trophies applicable to the higher grade, unless the move is made on the last day of the running competition.

**Increases and decreases of handicap become effective immediately.**

Players must play off the handicap shown on either the club handicap computer or the Golf Link Website.

**SUMMER GRADES:** - Played in two divisions on the Patawalonga Course.

Div. 1: 0-29      Div. 2: 30-45. These Handicaps may change at the discretion of the Women's Match Committee

Executive 50 Course - Divisions at the discretion of the Women's Match Committee.

**COMPETITION BY-LAWS**

1. The rules of Golf as adopted by the Royal and Ancient Golf Club of St. Andrews, and local rules of Westward Ho Golf Club shall apply.
2. Ties in any competition shall be decided as set out in the Golf Australia Year Book, unless otherwise stated in these conditions.
3. All scores in 18 holes singles competitions (as defined by the Club, and according to membership category), GA and State authorised competitions played at an affiliated club from GA tees under the Rules of Golf must be used for handicapping purposes. Extra Day Scores shall only be accepted for gaining, regaining and retaining handicaps.
4. Entry fee for major events will not be refunded except for hospitalisation. Weekly fees will not be refunded for non-completion of round or disqualification.
5. All Match play and Stroke competitions commence from the 1st tee of the long course unless otherwise approved by the Ladies Match Committee for a particular competition.
6. In Stableford or Par the player with the most points or a win to have the honour. Pick up when points or square have run out.
7. Cards must be signed by player and countersigned by the Fellow Competitor (marker). The onus is on the competitor to ensure that her card is marked correctly, current handicap, signed and countersigned before it is handed in.
8. Three players or more constitute a competition on Tuesday and Friday Ladies Competitions

- (a) The best nett score in each grade on the Patawalonga Course shall be deemed to be the weekly winner on that course and shall receive a Club voucher paid in to their electronic wallet account unless otherwise specified in the programs. Voucher amounts to be determined by the number of players on the day.
  - (b) The best nett score in each grade shall be deemed to be the weekly winner on the Executive 60 Course and shall receive a Club Voucher unless otherwise specified in the program. Voucher amounts to be determined by the number of players on the day.
  - (c) Minor prize winners at discretion of Women's Match Committee.
9. Vouchers are valid for 6 months from the date issued.
  10. Championship Grades will be determined by Handicaps at the beginning of the first qualifying round.
  11. Foursomes Championships grades will be determined by Handicaps at close of Nominations.
  12. Foursomes Pairings play in the Grade of the lowest Handicap.
  13. Referees for all events to be nominated by the Women's Match Committee.
  14. Caddies only allowed for Club Championship events.
  15. Motorised Carts-Long Term A copy of a disability medical certificate is required  
Short Term-(up to 6 weeks) Player must obtain permission from Women's Match Committee

## **BLEAK WEATHER CONDITIONS**

As per the Rules of Golf adopted by the Royal and Ancient Golf Club of St. Andrews (Rule 6-8) competitions may be cancelled due to inclement weather

Summer Hot Weather Policy-

**Patawalonga Course-** If advertised temperature is forecasted to be 35 degrees or more at Glenelg (on Channel 9 news the evening prior to the competition) it will be reduced to a 9-hole competition.

**Executive 50 Course-** When the advertised temperature is forecast to be 30 degrees or more at Glenelg (on Channel 9 news the evening prior to the competition) players will start to play between 7.30am & 8.00am & compete in a 9-hole competition.  
Make sure you put your health first in your decision whether or not to play

**NOTICE BOARD** - The attention of competitors is directed to the following: -

1. Please read all notices on the board and also the regulations and conditions applying to competitions.
2. Players are ineligible to play in a competition without a GA handicap.
3. All complaints must be in writing to the General Manager..
4. The Ladies Match Committee reserves the right to alter or change the program or any condition of play, by-law or regulation if and when they find it necessary. Notices will be posted on the notice board subsequently.
5. Visitors with handicap may participate in weekly competitions but in the event of being the winner she will receive a ball. No visitor shall play in more than 6 Club competitions in any one Golf Calendar Year.

### **COURSE RECORD**

A record score can only be made in a Stroke play competition with the holes and tees in their proper medal or championship position, as approved by the Match Committee.