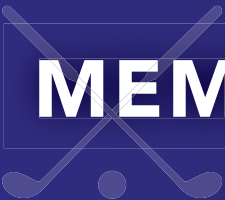




MEMBERS HANDBOOK







CONTENTS

PAGE

Welcome / Club Information 4

Members Portal 6

Etiquette and Safety 7

 Safety / Course Behaviour / Caring for the Course / Disputes

Obtaining a Handicap 12

Weekly Competitions 14

Competition Descriptions 15

Clinics, Coaching & Junior Golf 16

Online Booking System 17

Extreme Weather 21

Local Rules 24

References and Resources 25

Welcome to the Westward Ho Golf Club. Westward Ho Golf Club is a Private Club formed in 1957. We are widely recognised as 'The Friendly Club', offering two quality golf courses catering for all levels of playing ability and a great social atmosphere.

CLUB INFORMATION

The Westward Ho Golf Club Handbook outlines information for all members. This handbook and other useful documents are available to download at www.westwardho.org.au. If you have any questions do not hesitate to contact the Match committee or Office.

It is strongly recommended this information is read by all members and referred to regularly. Members are also kept informed by way of newsletters, emails, and social media updates.

If you require any further information regarding competitions or any Golf related questions, please direct your questions to a member of the Match Committee or Women's Committee.

Office Hours: Monday to Friday 10am - 5pm

Phone: 08 8356 7220

Email: admin@westwardho.org.au

Website: www.westwardho.org.au

FACILITIES

Courses

- Patawalonga (South) Course
- Executive (North) Course

Clubroom Facilities

- Members Bar
- Public Sprig Bar
- Outdoor Beer Garden
- Changerooms & Toilets
- Discounted prices for meals and drinks for Members
- Venue hire free to Members for private functions.

Buggy Shed

- All sites are powered and include a small storage area.

Pro-Shop

- Large fleet of Electric Carts available at discounted rates to Members
- 10% off pro-shop retail

Range

- 10% off range balls
- Trackman available

Practice

- Large, tiered practice green
- Short game area with bunker and green

MEMBERS PORTAL

Members can access the Members Portal via the Club website or West Beach Parks Golf app.

My Information

Contains a members' contact details, account balances, bookings, playing partners and results.

Bookings

Book a round up to 15 days in advance.

My Handicap

Links directly to your Golf Link account to view your handicap and recent round information.

Members Directory

View other members' contact details, for those times you need to get in touch.

ETIQUETTE & SAFETY

On The Course

On the course you can stay safe and support other users by:

- Yelling out FORE to warn other golfers that your ball may hit them.
- Listening out for such warnings from other golfers.
- Not moving ahead of the other players in your group so you stay behind the direction of the balls being hit.
- Checking that other players are out of reach before swinging your club.
- Being aware of players on adjoining holes.
- Respecting the right of way of other players if you hit your ball onto their fairway.
- Waiting until the players in front of you are out of range before hitting your ball.
- Always give way to staff working on or traversing the course.
- Do not talk when another player is hitting the ball.
- Do not stand directly behind another player when they are hitting.
- Staying out of the line of sight when others are putting.

Avoiding *Slow Play* is crucial to enable your group and others to move through the course with as little waiting time as possible. To ensure you play efficiently you need to:

- Move to your ball as soon as is safe to do so.
- Limit the number of practice shots you take and avoid elaborate pre-shot routines.

- Use efficient strategies to find a lost ball and do so within the 3-minute time limit.
- Move your buggy up to your ball so you can move on readily after your turn.
- When playing on or near the putting green, leave your buggy in such a position that will enable quick movement off the green and towards the next hole.
- If you hit a tee shot that lands where it may not be easily found, hit a provisional shot before you move off the tee.
- Keep up with the pace of the group ahead.
- Mark scorecards at the next tee after you hit off.

Playing Ready Golf is a form of play that assists you to keep up a good playing pace. You simply need to agree to play this way with your group before you tee off or at any point in the game when it may become necessary to sustain a good playing pace.

It simply means that players move to their ball, select their club and are ready to play their turn. If the player with the honour is not ready to play, then another player may take their turn if it is safe to do so.

Allowing the group behind you to *Play Through* is a useful and considerate strategy to use when your group cannot keep up a good playing pace or when the group behind is playing at a faster pace. When playing a competition only other players in the competition may be allowed to play through.

Caring for the course

Taking a divot when you hit the ball is a common occurrence but it is important that you take a sand bucket with you on the course so you can repair and fill any divots you create. Members are often asked to take the time to spread sand on divots even if they did not create them as it assists with the repair of the grass.

Thoroughly raking bunkers after you have hit out of them is also a courtesy you need to extend to other players to ensure their ball has the best lie possible if it goes into a bunker. For safety rakes should always be placed in the bunker with the tines facing downwards.

Repair your pitch marks on the green, as well as others if visible. If someone in your group is not adequately caring for the course politely remind them of their obligations.

Tee Times

The online booking system enables you and other players to have the convenience of knowing when to play and the right to tee off at the designated time. If you are unable to play at the tee time allocated to you, then it is your responsibility to remove your booking or advise the Proshop with as much notice as possible so these can be utilised by others. It is also expected that if you are present you will play at the allotted tee time unless directed by Proshop staff to play earlier or later. It is advisable to be at the course at least 20 minutes before your tee-off time.

Dress Code

Dress standards for the course and the clubhouse enable you to show your support for and pride in the Westward Ho Golf Club while allowing reasonable flexibility and comfort. Members and Visitors are expected to always adhere to the dress code.

Course and Clubhouse dress guidelines are as follows:

- Women's pants, skirts, three quarter length trousers and shorts must be tailored or golf specific.
- Men's slacks and shorts must be tailored or golf specific.
- Shirts must be collared.
- Socks must be sports socks or similar in nature.
- Thongs or golf shoes are not permitted in the Clubhouse.
- Dress denim and dress sandals are permitted in the Clubhouse.
- Headwear is not to be worn in the Members area.

Sprig Bar

- Clothing must be neat and tidy.

Persons not suitably dressed may be asked to leave by a member of staff.

Disputes

From time to time, you may find yourself in a dispute with another player about the application and interpretation of the rules in relation to how to play or what is allowable action on the course.

Usually, such disputes can be readily resolved on the course. However, in the case where no resolution can be reached you need to play on then approach either the Men's or Women's Captain to seek a ruling.

Members with more serious disputes should refer to the Members Protection Policy.

Member Protection Policy

As a member you are expected to comply with the club's commitment to providing a safe and inclusive environment for all members and club staff. In their interactions with one another, members and staff are expected to treat each other with respect, courtesy and honesty and refrain from any form of abuse, harassment, or victimisation.

Refer to Members Protection Policy which is available on the Westward Ho Golf Club Website.

Please report poor behaviour in the club house to a member of staff. If behaviour occurs on the course, please call the Proshop on 8356 4811.

OBTAINING A GOLF AUSTRALIA HANDICAP

How do I get a Handicap?

- As a new member you are required to submit 3 x 18-hole scores (or 6 x 9-hole scores, or a combination of the two) to obtain a Golf Australia (GA) Handicap.
- Golf Australia will calculate your initial handicap based on a maximum handicap of 54.0 for both men and women.
- Each game must be played with and scored by a Westward Ho Club member.
- After each game, your card is to be handed into either our Admin Office, to the Handicap Manager or placed in the Match Foyer. Your card must be signed by yourself and your marker. Your name, Golf Link number, date and tee colour clearly written on your card.
- The maximum GA Handicap for Westward Ho is 54.0 for both our men's and women's competition.
- Players are not required to play a minimum number of rounds each year to maintain their GA Handicaps but must ensure membership remains active.

What is a Slope Rating and how does this impact on my Handicap?

- Slope Rating adjusts a player's GA handicap to the course they are playing by using that course's Slope Rating. i.e.: the lower the slope, the 'easier' the course, the less your daily handicap will be and vice versa.

What will my Golf Grade be?

- Each competition will be graded by the Match Committee with the grades determined on the number of players playing in that day's competition.
- The grades will be based on a handicap range, considering a players 'Daily Handicap'.
- The following is an *example* of grading for a Men's competition.

A Grade: 12.9 or below

B Grade: 13.0 to 19.9

C Grade: 20.0 to 54.0 (Max)

OR

Div 1: 19.99 or below

Div 2: 20.0 - 54.0

- The following is an *example* of grading for a Women's competition.

A Grade: 25.9 or below

B Grade: 26.0 – 34.9

C Grade: 35.0 – 54.0.

OR

Div 1: 0 – 29.0

Div 2: 29.1 – 54.0

How will I know my daily Handicap?

Prior to a competition round, each player will receive their score card (after paying the competition fees) at the Pro Shop. The scorecard will have your handicap for that daily competition. You can also look it up on the Golf Australia website, App or on the handicap charts located in the Match Foyer or Pro Shop.

WEEKLY COMPETITIONS

Monday - Men's competition Patawalonga Course & Executive Course. Tee off by 12.00pm.

Tuesday - Women's competition Patawalonga & Executive Course. 9-hole competition available. Play during allocated times unless alternate arrangements are made.

Wednesday - Mixed competition Patawalonga Course. Tee off by 12.00pm. Summer Twilight Patawalonga Course (9 holes). Tee off after 3pm.

Thursday - Men's competition Patawalonga Course & Executive Course. Tee off by 12.00pm.

Friday - Women's competition Patawalonga & Executive Course. 9-hole competition available. Play during allocated times unless alternate arrangements are made.

Saturday - Men's competition Patawalonga Course & Executive Course. Tee off by 12.00pm.

Sunday - No competition. Members welcome to play social rounds.

Notes

- Please refer to the Program Book for details of the format of play (e.g. Stableford, Stroke, Par etc.) This information will also be available on-line when booking.
- Competition fees must be paid in the Pro shop. Payments in cash are placed in the cash box or by credit or debit card on the Square system.
- Entry into the Hole in One Competition is available only on Tuesdays, Thursdays and Saturdays. \$1 entry fee to be paid with your Competition fee via card on Square system.
- Exclusive member tee times are available on competition days and can be booked 15 days prior. Shared member/public tee times are available 48 hours prior.

COMPETITION DESCRIPTIONS

Stroke - Refer to Rules of Golf 3.1

Stroke competitions require members to play each hole until they have holed the ball.

Match Play - Refer to Rules of Golf Rule 3.2

Match play is either played "of the stick" or according to handicap. Strokes in handicap match play are given according to a player's handicap and the match play index.

Stableford - Refer to Rules of Golf 21.1

A player is awarded points for each hole by comparing the number of strokes you have taken (including strokes made & penalty strokes) to a fixed score for the hole set by the match committee. If a player exceeds the number of strokes allowed on handicap on the hole, they should pick up the ball.

Par - Refer to Rules of Golf 21.3

In a par competition a score is recorded except where the members score exceeds the number of strokes allowed on handicap. The ball should be picked up when the member has used the number of strokes allowed. The final score is the tally of pluses, minuses and squares gained over the round.

Foursomes & Mixed Foursomes - Refer to Rules of Golf 22.1

Two members play as partners and use one ball. The members strike the ball alternatively from the tee to the hole. They also alternate on the tees so that one member will begin all the odd numbered holes and the other member will begin on all the even numbered holes. The score recorded for each hole is the total number of strokes taken by the partners. The handicap is deducted from the total stroke score.

Manual Score Cards are usually used, and members need to ensure they are aware of their handicaps.

Ambrose - Refer to rules of Golf- Rule 23.1

A team stroke event which is usually played by a group of four. Each member plays a tee shot at each hole. The best drive is then selected which is played by the owner of the ball. The other members of the team retrieve their balls and in turn drop within one club length of the selected ball to play their next shot. This procedure is repeated for each shot until the ball is holed. On the greens, balls are placed on the spot rather than dropped within a club length.

PENNANT & INTERCLUB COMPETITION

Men and Women Members represent Westward Ho Golf Club in Pennant and Interclub Competitions. The Pennant Season is from May to July and is 'Round Robin' Match Play contests between clubs at one venue in each division every week. Members will be notified about opportunities and training sessions during the year.

CLINICS & COACHING

The 'Get into Golf' Program is offered by the Westward Ho Golf Club throughout the year. 1-hour lessons are conducted in small groups on a weekly basis with a 4-session block. The focus is to develop basic skills and to build confidence before heading on to the golf course and gaining a handicap.

There are 3 Stages offered: Introduction to Golf, Develop your Golf and Playing on the Golf course. This program is supported by excellent coaching Staff, practice facilities and a Member 'Buddy system'. For more information or to book in visit the club website or contact the office.

JUNIOR GOLF

Juniors can join the club at any time, with subsidised memberships on offer. Junior members are encouraged to make use of the 'short' course and obtain a handicap.

Experienced juniors are also encouraged to apply for the Future Stars Program which incorporates membership, coaching and competitions.

MyGolf Clinics are also offered each term with our coaching professionals which Birdies (beginner) and Eagles (intermediate) classes offered.

Juniors are also encouraged to play in tournaments and events offered by Golf Australia.

Individual lessons and group clinics are run by Professional Golf Coaches, Anne-Marie Knight and Zak Rollins. For more information or to book contact the West Beach Parks Pro Shop.

ONLINE BOOKING SYSTEM

1. Visit www.westwardho.org.au or download the West Beach Parks Golf App to access the members portal.
2. Click on the Member Login Logo located near the top left-hand side of the home page.
3. In the Membership No. box, type in the last four numbers of your golf link number.
4. Enter your password, which is the day & month of your birth, e.g. 11th March would be 1103. If prompted to change your password - there is no need to do so skip this option.

How to book a time for Women's Competition

1. Women playing competition on the Executive Course can place their name on the Tuesday and Friday sign up sheets located in the Match Foyer.
2. The draw and tee times are then available in the Match Foyer prior to play.
3. On Tuesdays, the women's competition times for the Patawalonga Course are decided by means of a draw.
4. Signup sheets are available from Tuesday to Tuesday, in the Match Foyer in the clubhouse.
5. Women can use these to sign up for the following week.
6. The draw is done each Tuesday after play for the following week.
7. The draw will be posted in the Match Foyer and online in Bookings.
8. Women wanting to book a time for Friday Patawalonga Course competition or to play on any other day will use the procedures outlined below.

How to online book for Patawalonga Course

1. Click on more... located under the heading "My Bookings" on the home page. This will take you to another screen which will list all the competition days that are open for bookings.
2. Select the day you wish to make a booking and click on the green OPEN.
3. Select the time you wish to make your booking and click on the button that reads "Book Me" or "Book Group" for a group booking.

4. This will then take you to another screen where it will show you where in that timeslot you will be booked and asks you to confirm or cancel the booking. Click on confirm and it will return you to the time sheet showing your name in the timeslot you have chosen. A red cross enclosed in a box will appear next to your name. This just means if you wish to cancel this booking at any stage, you just simply need to click on the red cross.
5. Online bookings are open 15 days prior to the date. It is advisable to book early.

How to set up your playing partners

1. Click on "Playing Partners" on home page.
2. Click on update.
3. In the "Playing Partner" box, type in the first four letters of your playing partners surname, and then select from the drop-down box the name of your playing partner.
4. Click on Add. This will add that person to the list of "Playing Partners".
5. Continue to do the above until you have selected all of the people you play with.
6. Once you have your list of playing partners, you can set up your Default Group.

How to set up your Default Group

1. Click on the little box located to the left of the name of your Playing Partner. This will insert a little tick in the box and will automatically add that name to your default group.
2. Once you have selected all of the members of your current playing or Default Group, click on the Save button. This will then return you to the home page of the online booking site.

NOTES:

Bookings can be made 15 days in advance e.g. if you wish to play on a Thursday in a fortnight's time you can go online from 4pm on the Wednesday two weeks prior to make a booking.

If you cannot book your desired time, add your name to the 'Waitlist' and when a spot opens you will be automatically allocated this time and receive an email confirmation. This feature can be found on the daily timesheet.

Please do not tee off before your allocated time unless all of your playing group are available, and you are directed by the Pro-shop.

EXTREME WEATHER POLICY

The Westward Ho Golf Club takes the safety of its members and guests very seriously. Extreme weather can provide a number of risks to a person's safety and therefore the club will reschedule or cancel competitions or events when conditions are considered unsafe.

Rescheduling or Cancellation of a Competition or Event will be authorised by one of the following:

- General Manager
- Men's Captain
- Women's Captain
- Match Committee
- Proshop Manager

Hot Weather

The reference temperature to be used to determine the outcome of play shall be the 'Glenelg Forecast' from the Bureau of Meteorology (BOM) website.

The forecast temperature is the estimated maximum as displayed on the BOM at 5:00pm the evening prior to play except twilight competitions where the 11:30am update on the day of play will be used.

Male Club Competitions

If the forecast temperature is 38°C or higher the competition of the day will be cancelled. This applies to the Monday, Wednesday, Thursday and Saturday Competitions.

Female Club Competitions

Patawalonga (South) Course

When the forecast temperature is between 35° and 37°c there may be an optional 9-hole competition arranged by the Women's Match Committee. If the forecast temperature is 38° or higher the competition of the day will be cancelled.

Executive (North) Course

When the forecast temperature is between 31° and 33°c there may be an optional 9-hole competition arranged by the Women's Match Committee. If the forecast temperature is 34 ° or higher the competition of the day will be cancelled

Junior Competitions, Events & Clinics

If the forecast temperature is 36°c or greater Competitions and Events will be cancelled or rescheduled. Alternate arrangements will be made for Junior Clinics where possible.

Mixed Competitions & Events

If the forecast temperature is 36°c or greater all Mixed Events and Competitions will be cancelled.

Twilight Competitions & Events

If the forecast temperature is 38°c or greater the Twilight competition is cancelled.

**The Match Committee will arrange alternative dates for any special competitions that were due to be held on that day.*

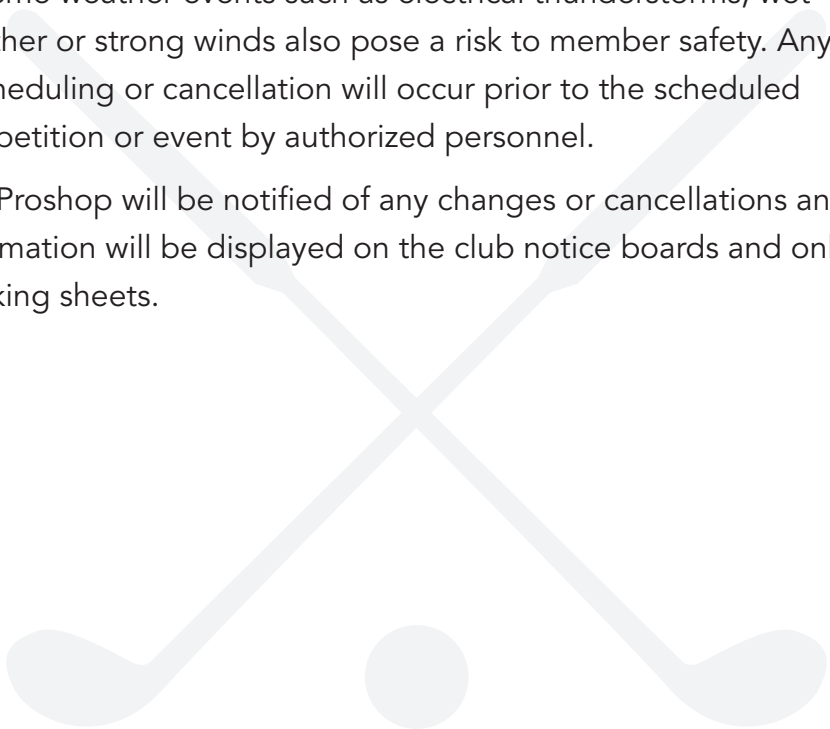
Carts

Carts can be used without a Medical Certificate or authority from the Match Committee when the forecast temperature is 34°C or greater.

Extreme Weather

Extreme weather events such as electrical thunderstorms, wet weather or strong winds also pose a risk to member safety. Any rescheduling or cancellation will occur prior to the scheduled competition or event by authorized personnel.

The Proshop will be notified of any changes or cancellations and information will be displayed on the club notice boards and online booking sheets.

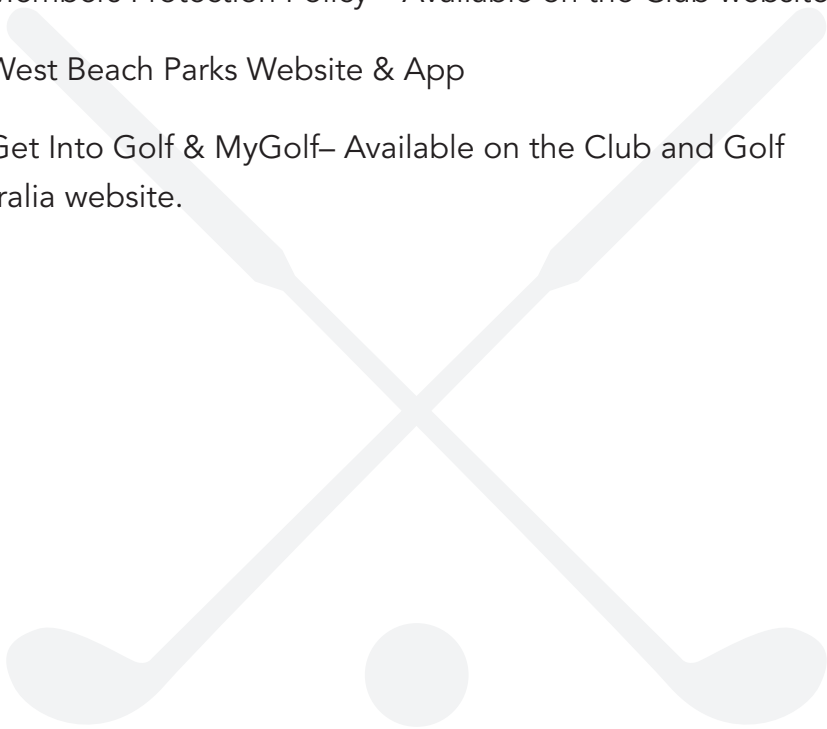


LOCAL RULES

- Local rules are to be read in conjunction with the rules of golf. As the word "local" implies, these rules are specific to the course for which they are written.
- The Local Rules for Westward Ho Patawalonga Course and the Executive Course can be found printed on the reverse side of the respective score cards and on white boards.
- The Local Rules define where relief may be taken from penalty areas, staked trees, vehicle tracks etc.
- Some rules allow free relief (no penalty) while others incur a one or two stroke penalty.
- In addition to the Local Rules on the score cards, throughout the year the Match Committee may decide to have temporary Local Rules for abnormal course conditions. These could be for wet and muddy fairways, ground under repair (GUR) and ground-staff material (clippings and tree branches), green coring and scarifying of fairways etc.
- When a temporary Local Rule is introduced by the Match Committee the rule will be written on the white boards located under the veranda on the Northern side of the Clubrooms and at the West Beach Parks Pro-shop.
- Members will also be advised of the temporary Local Rule via email.

REFERENCES & USEFUL RESOURCES

1. Rules of Golf
2. World Handicap System
3. Club Constitution and Bi-Laws – Available on the Club website
4. Members Protection Policy – Available on the Club website
5. West Beach Parks Website & App
6. Get Into Golf & MyGolf– Available on the Club and Golf Australia website.



NOTES

A series of horizontal dotted lines for writing notes, with a large, faint watermark of two crossed golf clubs and a golf ball in the center.





