



GLYN ABBEY HANDICAP & COMPETITION PROCEDURES



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1. Purpose of this document

This document set out the responsibilities of the playing member, committee and management in the administration and management of handicaps and competitions for Glyn Abbey golf club members. It is intended to provide clear guidance and instruction so that handicapping and competitions are conducted fairly and consistently for the enjoyment and benefit of our members.

2. Status of this document

The instruction and information within these procedures **does not** conflict or change any of the requirements required by:

- The **Rules of Golf**, which set out a standard set of regulations and procedures by which the sport of golf should be played and prescribe penalties for rule infractions. These are administered by the Royal & Ancient (R&A). The rule book, entitled Rules of Golf is published on a regular basis, see R&A website: www.randa.org.
- The Council of National Golf Unions Limited (CONGU®) **unified handicapping system**. CONGU is the authorising body of the only official handicap for golfers resident in Great Britain and Ireland

Our playing members **are required** to follow the instruction and information within these procedures, unless they have received specific permission not to do so. Permission not to follow a procedure can only be provided by the Head Professional, General Manager or those delegated by them.

The document owner and responsible for its review and update is the Competition Secretary. Any review and subsequent update for issue, is agreed with the Committee and the Club Management.



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3. Glyn Abbey Competition Procedures

3.1 Before Competition

- 3.1.0 **Competition Secretary** will provide the management full details of forthcoming club competitions at least one month before the competition to allow the management to publicise forthcoming competitions to members. This will usually be in the form of a notice ready for publication. The notice shall include and clearly state: date of competition; format, tees to be used; entry fees; prizes; date and location of any next round if a qualifier; ultimate prize if a qualifier or series.
- 3.1.1 **Management** will display a notice on the competition noticeboard and/or prominent location listing all competitions in the present month.
- 3.1.2 **Management** will display a notice on the competition noticeboard and/or prominent location for each individual upcoming competitions 10 days prior to the date of the competition.
- 3.1.3 **Competitor** must book a tee off time in advance of play.
- 3.1.4 **Competitor** must be a full member to play in club competitions, unless a competition specifically allows another category of member to participate.
- 3.1.5 **Competitor** must have an active Congu handicap to take part. Player to check handicap status with pro-shop before competition entry.
- 3.1.6 **Competitor** for singles stroke play events to go out in a group, with a minimum of 2 and a maximum of 3. This is to improve the pace of play on the course. This may be relaxed to a group of 4 by the proshop staff, in particular if they are looking to find a group for a single player to join. The decision of the proshop staff is final.
- 3.1.7 **Professional staff in liaison with green staff** on the day of a competition and prior to the first tee off, shall decide the course conditions including the introduction of preferred lies or the application of any local rule.
- 3.1.8 **Professional staff** will inform all competitors during the competition registration what conditions of play are in operation for the competition e.g. preferred lies.



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- 3.1.9 **Professional staff** will administer competition entry, this includes entering the competitor's name on the entry sheet and taking receipt and recording of entry fees, including two's monies (if applicable).
- 3.1.10 **Professional staff** will provide competition scorecard to the competitor, containing the date, competition name and the player's name or, in foursomes or four-balls, the competitors' names.
- 3.1.11 **Professional staff** will assist a single competitor to find a group to join, so that they can participate in the competition.
- 3.1.12 **Professional staff** will ensure that the latest Handicap list is available for the competitor to check.
- 3.1.13 **Competitor** must ensure that his correct handicap is recorded on his score card.
- 3.1.14 **Competitor** will exchange their scorecard with another player to mark his scores during the round.
- 3.1.15 **Competitor** will enter their name on the card as a marker when marking another player's card and will record their own score in the marker's column of that card. This will help the Handicap and/or Competition Secretary to validate scores before the competition result is confirmed.

3.2 During Competition Play

- 3.2.1 **Competitor** to strictly adhere to the guidance on etiquette, see **Appendix A** which includes
- Care of the Course
 - Consideration for Others
 - Pace of Play
- 3.2.2 **Competitor** to check strokes taken with playing partner(s) and record the strokes taken on the scorecard after each hole. The score of the marker and the competitor must both be recorded in the relevant section of the scorecard.



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3.3 Following Competition Play

- 3.3.1 **Professional staff** upon conclusion of competition entries, shall balance money received against the entry sheet. **Management** shall be accountable for any difference. They will provide a copy of the verified entry sheet to the Handicap or Competition Secretary for checking against cards to produce results.
- 3.3.2 **Competitor** to check and agree strokes taken with playing partner & record the aggregate strokes taken on the scorecard.
- 3.3.3 **Competitor** who is the marker, having checked the scores recorded on the scorecard must sign the card they have marked and give to their fellow competitor whose card it is.
- 3.3.4 **Competitor** whose card has been marked by his playing partner, having checked the scores recorded on the scorecard, must sign their scorecard.
- 3.3.5 **Competitor** to enter their score into computer.
- 3.3.6 **Competitor** to return scorecard into black competition box.

Important: After player has returned their card into the black competition box, no alterations may be made to the card.

For Information - The most common reasons for disqualification are:

- **Competitor** returns signed scorecard that includes scores lower than actually shot or a handicap higher than it actually is. There is no penalty for signing a scorecard that incorrectly inflates a player's score, but the higher score stands. The same applies to a lower handicap.
- **Competitor** returns a scorecard where there is no handicap on the card before it is returned to the Committee following completion of the players' round, or if the recorded handicap is higher than that to which they are entitled and this affects the number of strokes received, they are disqualified (Rule 6-2b). If they enter a handicap that is lower than that to which they are entitled the Committee will use that handicap to calculate their score.
- **Competitor** returns card which has not been signed by both the marker and the player.



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3.4 Results and Prizes

- 3.4.1 **Handicap or Competition Secretary** checks the cards received in competition box against the entry sheet. If a card is received for which there is no entry on the sheet, this shall be immediately notified to the management.
- 3.4.2 **Management** will have 72 hours to investigate and resolve to the Handicap or Competition Secretary's satisfaction.
- 3.4.3 **Handicap or Competition Secretary** checks scorecards for compliance with scorecard requirements e.g. correct player handicap entry and relevant signatures.
- 3.4.4 **Handicap or Competition Secretary** checks self-entry scores on computer against scorecards to validate scores.
- 3.4.5 **Handicap or Competition Secretary** uploads confirmed results into masterscoreboard. Confirmed results will generally be produced no later than 4 days from the conclusion of the competition. e.g. Competition concludes on a Saturday, results published on Wednesday. Competition concludes on a Sunday, results published on Thursday.
- 3.4.6 **Handicap or Competition Secretary** informs management that confirmed results have been published, including two's winners (if applicable).
- 3.4.7 **Management** shall post the results on the competition scoreboard prior to the following weekend and winners may collect their prizes from the professional shop. A copy of the results shall be placed in the results book kept in the lobby and retained there for the season.
- 3.4.7 **Management** produce prizes e.g. pro-shop vouchers, for the winning competitors, in line with the competition rules. The cost of prizes shall be deducted from entry monies, the amount so deducted recorded on the entry sheet and a receipt put in the box with the remaining money for the treasurer to collect. Alternatively the Treasurer may take all the monies away and return that amount due for prizes together with a breakdown of these.
- 3.4.8 **Management** will retain prizes in the professional shop for collection by the winners. Pro-shop vouchers are located in a voucher file in the professional shop.
- 3.4.9 **Management** pay in two's money into the winning member(s) club account. This is so that it is immediately available to them and there is an audit trail via the club management computer system. Please note that Professional staff can do a cash refund from the account if the member so needs (e.g. for shares) but bar staff are not to be asked to do so.



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3.4.10 **Treasurer or their authorised committee member** will collect the net competition entry money as soon as possible after the conclusion of the competition, but no later than 7 days after. That person shall sign the shop's copy of the entry sheet to acknowledge receipt of the stated amount of money. Money shall not be put in a box or handed over to any person without such a signature. For the avoidance of doubt, Professional staff shall be deemed to be correct in handing over to any Committee member claiming to be authorised to collect on behalf of the Treasurer.

4. Junior Rules

4.1.1 A member is classified as a junior if they are under 18 years of age on the 1st January prior to the new membership year.

4.1.2 A male junior player with an active Congu Handicap (white tee) is eligible for entry into male and mixed club competitions.

4.1.3 A male junior must achieve a yellow tee handicap of 24 prior to being eligible to put in white cards to obtain a men's handicap. This ensures acceptable golfing standards are achieved and participation in junior competitions to improve handicap. No play or practice off white tees is permitted until this standard is reached.

4.1.4 No juniors may tee off before 11am on Saturdays, other than as stated below. There are no restrictions on any other days.

4.1.5 Juniors having achieved a playing handicap of 18 are exempt from the above rule **for the purpose of entering men's and mixed Club competitions only**. If not so competing, rule 4.1.4 stands.

4.1.6 **Allowed groupings** – the following table aims to clarify groupings involving eligible juniors playing in male club competitions only. Eligible juniors are defined as junior members with an active Congu handicap. This does not apply to junior competitions, social play or specific adult and a junior competition.

The overriding principle is that there should always be at least one (preferably 2) unrelated adult(s) in a group with a junior or juniors, and that 2 juniors may not play together, nor a junior with a close relative, in any pairs event. This is deemed in everybody's best interests and is intended to encourage, not discourage, junior participation and integration.



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SCENARIO	ALLOWED
Singles Strokeplay Comp Two or more eligible juniors playing without an adult playing member	No – juniors must be accompanied by at least one adult playing member with an active Congu Handicap, who is not a close relative e.g. not with their Father, Mother, Brother, Sister, Uncle, Aunt, Cousin.
Singles Strokeplay Comp Two or more eligible juniors playing in a stroke play competition together with an adult .	Yes – the juniors must not be close relatives e.g. Brother, Sister, First Cousin and must be accompanied by an adult playing member with an active Congu Handicap who is not a close relative e.g. not their Father, Mother, Brother, Sister, Uncle, Aunt, First Cousin.
Singles Strokeplay Comp Two eligible juniors playing in a stroke play competition together with two adults .	Yes – two juniors must not be close relatives e.g. Brother, Sister, First Cousin. The group must include at least one adult who is not a close relative of both junior players e.g. not their Father, Mother, Brother, Sister, Uncle, Aunt, First Cousin.
Singles Strokeplay Comp Two eligible juniors who are not related playing in an individual stroke play competition with two adults who are close relatives. e.g. Father A & Son A & Father B & Son B where A & B are not related	Yes – as long as scorecards are marked by the unrelated players . e.g. Father A & Son B mark each other's card. Father B & Son A mark each other's card.
Singles Strokeplay Comp One eligible junior playing in a stroke play competition with a single adult	Yes – although if possible should be a third player in the group, Must be accompanied by an adult member with an active Congu Handicap who is not a close relative e.g. not their Father, Mother, Brother, Sister, Uncle, Aunt, First Cousin.
Singles Matchplay One eligible junior playing in a singles match play	Yes – unavoidable and dependent on the draw.



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SCENARIO	ALLOWED
competition and plays against a close relative.	
Pairs Strokeplay & Pairs Matchplay A junior teaming up with a close relative in a pairs matchplay or pairs stroke play event.	No - a junior must not play with a close relative and would team up with an adult member with an active Congu Handicap who is not a close relative e.g. not with their Father, Mother, Brother, Sister, Uncle, Aunt, First Cousin
Pairs Strokeplay Two eligible juniors who are not related playing in a pairs stroke play competition in the same group with adults who are close relatives. e.g. Father A & Son A & Father B & Son B where A & B are not related.	Yes – as long as the pairings are unrelated , e.g. Father A & Son B will pair up & Father B & Son A will pair up. Father A would not be allowed to pair up with his Son A, similarly for Father B and Son B.
Pairs Matchplay Two eligible juniors playing together in male/mixed matchplay events	No – a junior would have to play with an adult member with an active Congu Handicap who is not a close relative e.g. not with their Father, Mother, Brother, Sister, Uncle, Aunt, First Cousin.



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5. Etiquette

Golf is played, for the most part, without the supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players, care for the course, and to abide by the Rules. All players should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times, irrespective of how competitive they may be.

Etiquette is an integral and inextricable part of the game, which has come to define golf's values worldwide.

Put simply, it is a series of guidelines that exist to show other players, whether through divot repair or awareness of your shadow, a degree of fairness and courtesy which you would expect to receive in return.

In terms of golf's environment, etiquette is about showing respect for the course on which you are playing and the work that has been put in to create it. It's about making sure that the game is played safely and that others on the course are able to enjoy the round as much as you.

In short: it's about showing consideration to **all** others on the course at **all** times.

The information below provides specific information on how you are practically required to demonstrate etiquette.

5.1 Care of the Course

Bunkers

Before leaving a bunker, players should carefully fill up and smooth over all holes and footprints made by them and any nearby made by others. If a rake is within reasonable proximity of the bunker, the rake should be used for this purpose.

Repair of Divots, Ball-Marks and Damage by Shoes

Players should carefully repair any divot holes made by them and any damage to the putting green made by the impact of a ball (whether or not made by the player himself). On completion of the hole by all players in the group, any damage to the putting green caused by golf shoes should be repaired.

Preventing Unnecessary Damage

Players should avoid causing damage to the course by removing divots when taking practice swings or by hitting the head of a club into the ground, whether in anger or for any other reason.

Players should ensure that no damage is done to the putting green when putting down bags or the flagstick.



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In order to avoid damaging the hole, players and caddies should not stand too close to the hole and should take care during the handling of the flagstick and the removal of a ball from the hole. The head of a club should not be used to remove a ball from the hole.

Players should not lean on their clubs when on the putting green, particularly when removing the ball from the hole.

The flagstick should be properly replaced in the hole before the players leave the putting green.

Local notices regulating the movement of golf trolleys and golf buggies should be strictly observed. In particular, trolleys must not travel on the green or teeing ground under any circumstances. They, and buggies, should never pass between a greenside bunker and the green itself, nor generally approach within 5 yards of any green.

Golf bags should generally not be carried across a green and should generally not be placed on any teeing ground.

5.2 Consideration for Others

No Disturbance or Distraction

You should always show consideration for other players on the course and take care not to disturb their play by moving, talking or making unnecessary noise.

You should also ensure that any electronic devices taken onto the course don't distract other players.

Only tee your ball up when it's your turn to play and remember not to stand close to the ball, directly behind it, or directly behind the hole, when a player is about to swing.

On the Putting Green

On the putting green, you should be careful not stand on another player's line of putt or, when he is putting, cast a shadow over his line.

And you should remain on or close to the putting green until all other players in the group have holed out.

Scoring

In stroke play, if you're acting as a marker, on the way to the next tee you should, if necessary, check the score with the player concerned and record it.

Safety

Ensure that no one is standing close by or in a position to be hit by the club, the ball or any stones, pebbles, twigs or the like when they make a stroke or practice swing.



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Wait until the players in front are out of range. Players should always alert green staff nearby or ahead when they are about to make a stroke that might endanger them.

If your ball's heading in a direction where there is a danger of it hitting someone, shout a warning immediately. The traditional word of warning is "fore".

5.3 Pace of Play

Background

Slow play is a problem in many golf clubs. The reality is that slow play detracts from the enjoyment of the game for many players.

Glyn Abbey are issuing this guidance so that all players are aware of how we should conduct ourselves on the course to ensure the pace of play is maintained during a round of golf.

Timings for a round

Two-ball rounds should take no more than 3 hours 20 minutes; 1 hour 40 minutes to complete 9 holes.

Three-balls should take no more than 3 hours 40 minutes; 1 hour 50 minutes to complete 9 holes.

Four-balls no more than 4 hours; 2 hours to complete 9 holes.

Of course in social play some Members and visitors may wish to take longer. In such cases they should ensure that they at no time delay other players who are proceeding at this pace and invite them to play through. In such a way everyone can enjoy their golf as they wish.

Priority on the course

Unless otherwise determined by the Committee, priority on the course is determined by a group's pace of play. Any group playing a whole round is entitled to pass a group playing a shorter round. Any group playing a match or competition always has priority over another group playing a social or casual round. They should not however assume this other group is aware of this, but should politely inform them and ask that they be allowed to play through.

Playing the 10th and 18th holes or otherwise cutting across or playing any holes out of sequence is generally prohibited and must never interfere with a group playing holes in sequence.



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Buggies should operate only at the same pace as the walking majority - no faster or slower. The same criteria outlined in this guidance apply to players using buggies as to players who are walking.

Players' responsibility

Be aware of your position with regard to the group in front and keep up with that group. If you feel that your group is losing ground, tell the other players in your group. If your group is behind, try to catch up.

If you lose a clear hole and are delaying the group behind, or if there is no group in front of you and you are delaying the group behind, invite the group behind to play through, irrespective of the number of players in that group. Note that in a 3 ball event the pace of play is that of a 3 ball. A 2 ball does not have the right to pass through unless the group in front has lost a clear hole and is not playing in accordance with round timings as above.

Be ready to play your shot wherever possible as soon as it is your turn to do so. While exercising due consideration for other players in your group, put your glove on, check your yardage, pick your club and line up your putt while others are playing.

At the green, speed up your exit by positioning your bags on the way to the next tee.

Move off the green as soon as all players in your group have holed out and mark score cards at or on the way to the next tee.

Play a provisional ball if your ball may be lost outside a hazard or out of bounds.

Players searching for a ball should signal the players in the group behind them to play through as soon as it becomes apparent that the ball will not easily be found.

They should not search for five minutes before doing so.

Having allowed the group behind to play through, they should not continue play until that group has passed and is out of range.

Club and committee responsibility

We will not overload the course by using short starting intervals. When play is in three or four balls, 10 minutes should be given.

We will raise the awareness of slow play and how to minimise slow play by publicising this guidance to members through placing copies in the Clubhouse and on the website.

We will advise visitors to the Course through the pro-shop of the time that should be taken to play the course and remind them of their obligations with regards to pace of play, i.e. keep up with the group in front and allow quicker groups to pass through.



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We will take reports of slow play seriously and in particular those individuals and groups that fail to invite groups to play through when it is clear that they should. If a player consistently disregards these guidelines during a round or over a period of time to the detriment of others, the Committee will consider taking appropriate disciplinary action against the offending player. Such action may, for example, include prohibiting play for a limited time in a certain number of competitions. This is considered to be justifiable in terms of protecting the interests of the majority of golfers who wish to play in accordance with these guidelines.

6. Handicap and Supplementary Cards (Issued 12 March 2013)

Any member wishing to score a card for allocation of a first handicap, which requires 3 medal rounds played from white tees, **MUST**, prior to commencing the round, clear this with the Professional's shop. They will advise if the white tees may be used on that day for that purpose, and will also log this in the handicap card record book, together with the name of the intended marker. A card must in all cases be returned to the professional shop on completion of the round (even if the round is not completed) for the score to be recorded, prior to the card being placed in the black competition card box.

In this way the Handicap and Competition sub-committee are able to ensure the cards put in are the 3 rounds a Member has set out to play specifically for that purpose and not, for example the 3 best or 3 worst that the Member has chosen to place in the box. The professional staff will also be in a position to know who is legitimately playing from the competition tees and if a player is using these white tees who should not be.

Any card put in the box marked "for handicap purposes" which has not been recorded in the record book in this manner **will not be accepted** and **will not count towards the allocation of a handicap**.

Similarly any player wishing to put in a supplementary card in accordance with the specific guidance on when this may be done, **MUST**, prior to commencing the round, clear this with the Professional's shop. They will log this in the handicap card record book in the same way and again a card must in all cases be returned to the professional shop on completion of the round (even if the round is not completed) for the score to be recorded, prior to the card being put in the black competition card box.