

**ROYAL LOGISTIC CORPS**  
**GOLF**

**CONSTITUTION AND RULES**

**November 2018**

## AMENDMENTS

Amendments made into the RLC Golf Constitution and Rules are:

<b>Serial</b>	<b>Date</b>	<b>Amendment No.</b>	<b>Subject</b>
1	25 Jan 18	1	<b>Constitution and Rules</b> Para 9 – Composition of the RLC Golf Committee Para 11 – Change to number of RLC Committee meetings held each year.
2	26 Feb 18	2	Appendix 3 to Annex B Autumn Meeting match and prize format change.
3	26 Feb 18	3	Annex A To RLC Constitution and Rules, Para 11 Hosting.

# ROYAL LOGISTIC CORPS GOLF

## Constitution and Rules

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# ROYAL LOGISTIC CORPS GOLF

## CONSTITUTION AND RULES

### TITLE

1. **Name.** The name shall be “Royal Logistic Corps Golf”, hereinafter referred to as RLC Golf.

### AIM

2. **RLC Golf’s Aim.** The aim of RLC Golf shall be to foster the sport of golf and ‘esprit de corps’ within The RLC.

### CONSTITUTION

3. **RLC Golf’s Constitution.** RLC Golf shall provide for its members all reasonable facilities and the organisation required for the proper functioning of golf within The RLC. It shall:
  - a. Be solely responsible for the proprietary disbursement of all funds allocated to RLC Golf, either from public or non-public funds.
  - b. Function to the Rules of Play approved by the Royal and Ancient Golf Club of St Andrews, as varied by such Local Rules as may be deemed necessary by the Committee.
  - c. Abide by the Rules of Amateur Status as laid down by the Royal and Ancient Club of St Andrews.
  - d. Comply totally with the rules of Standard Scratch Score (SSS) and the Council of National Golf Unions (CONGU) Unified Handicapping Scheme (as amended) as administered by the Committee.
  - e. Abide by the Rules of the English Golfing Union (or another National Golf Union for those serving overseas)

### AFFILIATION

4. **RLC Golf’s Affiliation.** RLC Golf is affiliated to, and shall operate within the relevant rules of conduct for “Sport Within the Army” and The RLC Sports Association. RLC Golf shall run in concert with The Army Golfing Association (AGA). Relevant instructions are contained in Corps Instruction Number 29.

### MEMBERSHIP

5. **Outline.** RLC Golf shall be gender free and run on the principles of equal opportunity for all. Membership shall be for the benefit of serving and retired members of the RLC and its forming Corps (RCT, RAOC, RPC, ACC and RE (PCS)).

6. **Levels of Membership.** There shall be 3 levels of membership: Full, Life and Honorary. There shall be no restrictions as to the number of members, other than that laid down in the categories of membership set out in the following sub-paragraphs:

a. **Full Membership:**

(1) **Eligibility.** Full membership is open to all Regular serving and retired members of The RLC, serving and retired Reservists of The RLC and ex-members of the forming Corps.

(2) **Playing Rights.** Full members shall be eligible for selection to play RLC Golf subject to any entry conditions required by the organisers of the event.

(3) **Voting Rights.** Full Members shall have voting rights on RLC Golf matters.

(4) **RLC Golf Matches or Tour Selection.** For internal RLC Golf matches or tour selection purposes only, membership shall be divided into sub-categories to provide a balance of representation, subject to conditions required by the organisers of the event:

(i) Category 1: Members serving in Regular, Reservist, FTRS or NRPS Roles.

(ii) Category 2: Members serving in MOD Civil Service appointments.

(iii) Category 3: Members who have retired from Categories 1 or 2, or are Honorary.

b. **Life Membership:**

(1) **Eligibility.** Past Committee Members may be accorded the honour of "Life Membership" of RLC Golf at the discretion of the President and, if agreed upon, by the Committee.

(2) **Playing Rights.** A Life Member shall have the same playing rights as a Full Member.

(3) **Voting Rights.** A Life Member shall have the same Voting Rights as a Full Member.

c. **Honorary Membership:**

(1) **Eligibility.** Any individual (military or civilian), who is not a Full or Life Member, may be elected to Honorary Membership by the Committee provided that:

(i) They are formally nominated and seconded by Full Members of RLC Golf.

(ii) Their contribution to Corps or RLC Golf warrants consideration.

(iii) There are exceptional reasons why the honour should be bestowed.

(2) **Playing Rights.** Honorary Members are eligible to participate, on a paying basis, in all RLC Golf meetings and fixtures. The sole exception being the RLC Golf Championships (Spring Meeting).

(3) **Voting Rights.** Honorary Members shall have no voting rights on RLC Golf matters.

7. **Honorary Vice President(s).** Further to the concession at paragraph 6b (Life Membership), Presidents of RLC Golf, who subsequently stand down, shall automatically be offered Life Membership and as a further privilege retain their right to sit on the RLC Golf Committee as Honorary Vice Presidents. They shall have no voting rights, but may continue to serve as advisors and ambassadors for the sport and RLC Golf as a whole. The incumbent President is responsible for conferring this privilege and seeking the agreement of the general membership at the AGM.

8. **Membership Subscriptions.** An annual subscription shall be set by the Committee and be payable by all members to maintain their membership status (see also para 13).

## MANAGEMENT

9. **Composition of the RLC Golf Committee.** Management of the affairs of RLC Golf shall be controlled by the "RLC Golf Committee" hereby known as the "Committee". The Committee shall be constituted as follows:

President

Vice President	)	
Chairperson	)	As nominated by the President
Captain	)	

Secretary	)	
Treasurer	)	As Nominated by the Chairman
Fixtures Secretary	)	
Vice Captain	)	

Other Committee members may be co-opted as necessary by the President or Chairperson, either for a full tenure or to fulfil specific projects or tasks. Such appointments shall be notified at the AGM, in retrospect if need be. The duties and responsibilities of the RLC Golf Committee are contained at Annex A.

10. **Tenure of Office.** Tenure of office as a Member of the Committee, either nominated or co-opted, shall be at the discretion of the President, whose decision is final.



11. **Administration.** The Committee shall meet a minimum of four times per year, or at the discretion of the President or the Chairperson. Day-to-day administration of RLC Golf shall be the responsibility of the Chairperson, supported by the Captain and the Secretary. If necessary, but not the norm, the duties of Secretary and Treasurer may be undertaken by the same person.

12. **Overseas.** Where there is sufficient demand, overseas Chapters of RLC Golf may be formed and administered by their own Sub-Committee working under authority of the RLC Golf Committee. Such Committees shall operate within the Constitution and Rules as laid down in this document, supplemented by such additional rules as are required in the country/theatre in which the Chapter is formed.

## **FINANCE AND ACCOUNTS**

13. **Subscriptions.** Subscriptions for members shall be levied annually, normally by Standing Order. The amount of subscription shall be reviewed annually by the Committee and any changes agreed at the AGM. If the change is required before the AGM, this agreement may have to be obtained either through a mail shot or in retrospect. In the case of overseas members, half of their subscription may be transferred back to the RLC Golf Chapter in the overseas theatre.

14. **Insurance.** Insurance for Members of RLC Golf is not supplied. All Members should purchase their own indemnity insurance for playing golf. The policy should cover all aspects of playing in all RLC Golf meetings or matches. RLC Golf accepts no responsibility or liability for any claims.

15. **Audit of Account.** At the end of each calendar year, the Treasurer shall close the accounts and submit them to the Chairperson for audit. Copies of the final audited account shall be sent to The RLC Sports Association through the Chairperson of RLC Golf and be presented to all members at the AGM.

16. **Application for Funds.** RLC Golf is eligible for an annual grant from Corps Funds, which are financed through the "One Day's Pay Scheme". Taking into account the final balance of the previous year's accounts, the Treasurer shall prepare and submit through the Chairperson RLC Golf, a justification for the following year's application for funds. The application to the Corps Treasurer for funds is to be submitted for the succeeding 12 months and should be based on anticipated expenditure incurred as a result of Corps matches and associated expenditure.

17. **Sponsorship.** Whenever sponsorship is received, such monies shall be spent in accordance with the wishes of the sponsor and at the discretion of the Committee, who shall ensure that it is expended for the overall good and benefit of RLC Golf. The Committee shall undertake to maintain sponsorship for key events at all times.

18. **Competition/Match Fees.** Representative matches and Annual Meetings shall be self-financing; although, and if monies are available, costs may be offset from either RLC Golf Funds or Sponsorship. Cost(s) shall be kept under review annually and the Committee shall report major changes to members at the AGM.

19. **Special Cases.** In being selected to play representative golf, any case submitted that warrants consideration for subsistence or financial help to offset the cost of golf due to financial

hardship should be submitted in writing to the Secretary or Treasurer. Each individual case shall be decided on its own merits and the Chairperson's decision shall be final.

## HANDICAPS

20. **Handicaps.** On joining RLC Golf a new member is to notify the Secretary of his current handicap and shall thereafter give immediate notice of any subsequent changes. Any member who is not a member of an officially registered Golf Club and requiring a handicap, should send to the Secretary 3 cards signed by a member of RLC Golf, in order that the Committee may award a RLC Golf handicap specifically for use in RLC Golf Meetings. Members without a current Club or RLC Golf handicap shall only be eligible to compete for trophies or prizes relating to their gross scores.

21. **Handicap Adjustments.** Handicaps may be adjusted, during competitions at the discretion of the Committee (See Annex D).

## ANNUAL EVENTS

22. **Participation.** Members of RLC Golf are be eligible to participate in the under-mentioned events. Should a fixture, competition or a meeting be over-subscribed by the due closing date for entries, a ballot shall be conducted by the Secretary to determine who shall play in the event:

- a. **RLC Golf Meetings.** RLC Golf shall normally hold 5 meetings annually:
  - (1) **The RLC Championships and Spring Meeting.** A combined two-day meeting normally held in May. See Appendix 1 to Annex B.
  - (2) **The Summer Meeting.** A one-day meeting normally held in Jul/Aug. (See Appendix 2 to Annex B).
  - (3) **The Autumn Meeting.** A two-day meeting normally held in Sep/Oct. (See Appendix 3 to Annex B).
  - (4) **The Warren Trophy.** A one-day match between the Officers and Soldiers of the Corps (see Annex E)
- b. **RLC Golf Internal Matches.** RLC Golf shall normally hold 3 internal matches annually:
  - (1) **The Officers v Soldiers Match.** A one-day meeting, played over 36 holes, usually held at the start of the season; during which the Warren Trophy is contested. See Appendix 1 to Annex C.
  - (2) **The Serving v Retired Members Match.** A one-day meeting, played over 18 holes, usually held at the end of the season. See Appendix 2 to Annex C.
  - (3) **The President's Day.** A social day of golf designed to foster relations between RLC Golf, sponsors and other guests. The date and venue shall be decided annually by the Committee. See Appendix 3 to Annex C.

c. **Inter-Corps and Civilian Golf Society Matches.** The Fixtures Secretary shall issue a fixture list at the beginning of each year to all members. At this time the Fixtures Secretary shall invite members to indicate which matches they would wish to be selected to play in. Team composition shall be based on a split of full members by category (see para 6a(4)) as determined by the Committee. A list of the annual matches is at Annex C and the policy on representational golf is shown at paragraphs 29-30 to these Rules.

d. **RLC Golf Tours.** RLC Golf shall endeavour to hold a minor UK tour each year; with a major tour targeted every 4-5 years. Tour party size shall usually be restricted to 16 members for minor tours and 16 -20 members for major tours. A tour must include a minimum of three matches and major tours shall involve an event of military significance (such as a battlefield tour). Selection for a tour place shall be based on full membership by category (see para 6a(4)), by contribution to RLC Golf, and by rank to provide balance. All tours must be approved by the Committee. Details of all tours shall be circulated to members by the Secretary on the RLC Golf web site or under separate cover.

e. **Army Meetings** (for information only):

(1) **Army Golf Championships.** The Army Championships are organised and run by the Army Golf Association (AGA) and comprise of 3 different Championships:

(a) **Army Match Play Championships.** The Match-Play Championships is an individual championship restricted to members of the AGA. A handicap restriction may be applied dependant on entries at the discretion of the AGA. The winner is known as the Army Golf Champion. Entry forms are available in District Routine Orders and applications to play should be sent direct to the Secretary of the AGA. The Championship is traditionally held during the month of July.

(b) **The AGA Inter Corps Championships.** The team(s) to represent the RLC in the AGA Inter-Corps, shall be selected by the Captain during the Army Match Play Championships. The RLC Golf team(s) entry fees for the Inter-Corps Championships shall be paid centrally and travel costs may be claimed with the exception of those travelling from abroad who shall not be entitled to claim travel expenses other than those incurred within the UK. RLC Golf may provide financial assistance for those selected to play for RLC Golf teams. Traditionally, this competition is held immediately following the Army Match Play Championships in July.

(c) **Army Stroke-Play Championships.** The Stroke-Play Championships is an individual competition traditionally held during the month of May. The Championship is open to all members of the AGA. Entry forms are available from the AGA and applications to play should be returned to the Secretary of the AGA. The winner is known as the Army Stroke-Play Champion.

(2) **Army Officers Golfing Society (AOGS).** Details concerning AOGS Meetings shall be sent out individually to members wishing to participate by the Honorary Secretary AOGS.

## TROPHIES

23. **Number of Trophies.** Players are restricted to the number of trophies that they can win at any single meeting. In the event of a player winning more than one trophy, they shall only be awarded the most prestigious.
24. **Retention.** Trophies remain the property of The RLC Sports Association and shall be registered with them and subsequently insured by them. Competition trophies may be retained by the winner(s), either at home or under unit arrangements for the year of tenure.
25. **Conditions of Award.** Winners are responsible for the engraving of trophies and for making them available for the respective meeting the following year.
26. **Silver & Trophy Register.** The RLC Golf Silver and Trophy Member is responsible for maintaining a register of RLC Golf's silver and trophies; together with a photograph and description of each. The Fixtures Secretary is responsible for the co-ordination and return of trophies played for during RLC Golf matches and for informing the Silver and Trophy Member the results of matches. The Secretary is responsible for the coordination and return of trophies played for during annual meetings and for maintaining a register of the current holders of the trophies; which, with the Silver and Trophy Member, is to include obtaining signed receipts from recipients.

## PRIZES

27. **Prizes.** The number and types of prizes to be given at any meeting shall be the decision of the Committee.
28. **Number of Prizes.** In the event of a player winning more than one prize, they shall be awarded the most prestigious prize as laid down in Competition Rules. The only exceptions are:
- a. Where a player wins as a member of a pair or team.
  - b. Sweeps, where the player has paid a sweepstake.

## REPRESENTATIVE GOLF

29. **Standards.** Members of RLC Golf may be selected to play representative golf, individually, or as part of a team, at any level within military or civilian golfing circles. Whatever, the level of representation, the reputation and good name of RLC Golf is to be upheld; dress, golfing etiquette, personal conduct, sportsmanship and manners are to be of the highest order.
30. **Corps/RLC Golf Matches.** Each season RLC Golf shall play in a number of matches against other Corps or Societies that are open to all members (See paragraph 22.c. and Annex C). For some matches the Corps has to field the best possible team(s), however, for most matches team composition is selected from across the handicap spectrum and the membership, who have declared their availability.
- a. The Fixtures Secretary is responsible for the selection and notification of the team(s) for these matches.

- b. Once selected, members are to ensure that they are able to attend, or notify the Fixtures Secretary as soon as possible. The day before is unacceptable!
- c. The fixture fee is standard for each match, irrespective of the course played and is reviewed annually by the Committee.
- d. A Match Captain shall be appointed by the Fixtures Secretary and shall be responsible for coordinating participation in the event and providing a match report.

## **AWARD OF CORPS COLOURS**

31. **Awards.** Corps Colours are awarded annually by The RLC Sports Committee. The nomination of individuals for the award of Corps Colours is to be made to the President, Chairperson and Captain. Endorsed nominations shall be submitted to The RLC Central Sports Committee by the Chairperson. The criteria for consideration are contained in Corps Instruction Number 29; those criteria are to be applied in relation to the award of Corps Colours for golf as follows:

- a. **Representative Golf.** In order for individuals to be nominated they must meet the minimum criteria stated below:
  - (1) Play representative golf at Army level or above.
  - (2) Represent the RLC at the highest level during the Inter Corps Championships (UK) on at least 2 occasions.
- b. **Promotion or Administration.** Corps Colours shall be awarded to individuals who have given exceptional service to the promotion or administration of golf within the Corps.

32. **Records.** The Chairperson is responsible for maintaining a record of Colours awarded in accordance with the rules of The RLC Sports Association. Colours shall normally be awarded by the President at one of the main RLC Golf meetings, or at the Inter Corps Championships.

## **RLC GOLF GENERAL AND COMMITTEE MEETINGS**

33. **Annual General Meeting (AGM).** The AGM shall be convened by the Committee and shall normally be held at the start of the season during the Spring Meeting. Agenda points should be submitted to the Secretary 14 days in advance of the meeting. A quorum of members is required before a vote can be taken. (A quorum represents 20 or more voting full members).

34. **Extraordinary General Meetings.** Extraordinary meetings may be convened by the President or Chairperson at any time provided a quorum of RLC Golf members are in attendance.

35. **Committee Meetings.** Committee meetings should be called four times per year (See paragraph 11). However, Extraordinary Committee Meetings may be called at the discretion of the President or the Chairperson.

## ANNUAL REPORT

36. **Submission.** The Chairperson is responsible for preparing and submitting to the Corps Secretary of the RLC Sports Association, each year, a report on RLC Golf's activities and achievements during the preceding year to 31 Dec, for submission to the Executive and Finance Committee.

## DISCIPLINE

37. **Conduct of Members and Guests.** All members and guest(s) shall comply with the Constitution and Rules of RLC Golf and any legitimate request made by any member of the Committee in the execution of their duties. Any member who:

- a. fails to comply as aforesaid or,
- b. conducts themselves in a manner which is considered to be contrary to the interests of RLC Golf, or,
- c. injurious to the reputation of RLC Golf, or
- d. caught cheating at any Corps event or in a representative golf match,

shall be immediately suspended from the competition and may subsequently be expelled from RLC Golf.

38. **Reporting Incidents.** All members of RLC Golf are honour bound to report all incidents of the nature set out in paragraph 37. In failing to do so, they themselves are guilty of breach of trust and failure to maintain standards within RLC Golf. Clearly, where such an incident takes place that is obviously as a result of ignorance or inexperience, members are required to bring this to the attention of individual(s) concerned, as a matter of education. The round of golf is to be completed. Any subsequent action shall be decided by a Committee assembled to deal with the incident after being notified.

39. **Suspension and Expulsion.** Suspension from any competition or match shall be a matter to be decided after a Committee consisting of the Match Organiser, the Chairperson, the Captain and one member of RLC Golf, convened to examine the circumstances behind the incident. Expulsions from RLC Golf may only be dealt with by the Committee of RLC Golf which shall be chaired by the President.

a. **Suspension.** Any member suspended from a competition or match for any of the above mentioned reasons, shall be required to present themselves before the specially convened Committee to explain the circumstances surrounding any incident. The Committee is authorised to:

- (1) Call witnesses as may be necessary to confirm or refute the circumstances surrounding the incident.
- (2) Withdraw the suspension, or
- (3) confirm the competition or match suspension, or

(4) refer the matter to the RLC Golf Committee for further consideration.

b. **Expulsion.** Expulsion from RLC Golf may only be considered by the Committee of RLC Golf and only when chaired by the President. Such action is to be carefully considered. Members shall be entitled to appear in person to state their case. The Committee may annul the match suspension, confirm the suspension and impose a time limit or decide upon expulsion (including and caveats such as time etc), but need give no explanation of their decision.

c. Any member whose membership is terminated under the aforementioned paragraphs shall immediately forfeit all privileges of membership and shall not be entitled to repayment of any part of their unexpired annual subscription or competition entry fee. Entitlements to play in other command sponsored golfing competitions may also be forfeit.

40. **Etiquette.** The standard of personal and sporting etiquette of Members is to be of the highest order at all times:

a. **Sporting Etiquette.** Members are required to familiarise themselves with the Rules and Conduct of Golf and to ensure that they are always observed both in stroke and match play. Details of the basic standards to be adopted on the course(s) are at Annex D. Furthermore, members are expected to ensure that any local rules in force at the Courses/Club(s) being played are also taken into account.

b. **Personal Etiquette.** Standards of conduct are equally applied off the golf course. Dress is to be appropriate to the venue and the occasion and once again local rules are to be observed. For all Corps and RLC Golf Matches and Meetings, jacket and tie is to be worn at any prize giving ceremony and on any other occasion during the conduct of a match i.e. luncheon, if required by the Club.

The Competition organiser or Fixture Captain is responsible for enforcing the standards of conduct and dress for their respective event(s).

Annexes:

- A. Duties and Responsibilities of the Committee
- B. RLC Golf – Major Meetings
- C. RLC Golf - Annual Corps/RLC Golf Fixtures
- D. RLC Golf - Competitions – Notes for the Guidance of Competitors

## **ANNEX A TO RLC GOLF CONSTITUTION AND RULES DUTIES AND RESPONSIBILITIES OF THE COMMITTEE**

### **PRESIDENT**

1. The President is responsible to the Corps Central Sports Committee and to the membership of RLC Golf, for the most effective and efficient running of RLC Golf. To assist, the President is responsible for nominating the principle member(s) of the Committee – Chairperson and the Captain - and for delegating such responsibilities for the running of RLC Golf as deemed necessary. The President may take the chair whenever present at a General Meeting of RLC Golf or at a Committee Meeting.

### **VICE PRESIDENT**

2. The Vice President is responsible for ensuring the routine smooth and efficient running of RLC Golf, deputizing in every way for the President as and when required. The Vice-President is to act as the initial point of contact for all business relating to the President.

### **CHAIRPERSON**

3. The Chairperson shall be nominated by the President and is responsible for:

- a. Nominating the members of the Committee and detailing their responsibilities.
- b. Representing RLC Golf, if required, at any meetings of The RLC Central Sports Committee or any of its Sub-Committees.
- c. All matters relating to the playing of golf and so promote the well-being and reputation of RLC Golf.
- d. Encouraging the co-operation of members in their observance of the Rules of Golf and of golf etiquette and so the reputation of RLC Golf.
- e. The detailed organisation of The President's Invitational Day, and may nominate any Committee Member(s) to assist him.
- f. Ensuring that regular cash checks are carried out on the RLC Golf's fund. Furthermore, that the accounts are audited annually as at 31 Dec. A copy of the Statement of Balance is to be forwarded to him on completion of the audit.
- g. Carrying out all duties of the President and Captain in their absence.
- h. Any other duties or responsibilities the President deems to give.



## **CAPTAIN**

4. The Captain has overall responsibility for:
  - a. Selecting the Team(s) for the AGA Inter-Corps Championship and in the event that the Captain is an officer, select the Team(s) for the AOGS Inter-Corps matches.
  - b. Selecting the Team for the Warren Trophy and nominate the Captain of the Soldiers team if the Corps Captain is an Officer, otherwise he is to Captain the Soldiers team and the Chairperson is to nominate a captain for the Officers team.
  - c. Assisting in the co-ordination and running of the Spring, Summer and Autumn meetings.
  - d. Representing the President and the Chairperson if both are absent at the same time.
  - e. Preparing a Captain's report for the RLC Golf AGM for the preceding year.
  - f. Promoting the game of golf, fostering esprit de corps among RLC Golf members, developing knowledge and awareness of the sport, improving standards of etiquette and enhancing the reputation of RLC Golf.
  - g. Any other duties or responsibilities the Chairperson deems to give.

## **VICE CAPTAIN**

5. The Vice Captain has overall responsibility for:
  - a. Ensuring that results and activities of RLC Golf are given the widest publicity.
  - b. Co-ordinating all publicity for RLC Golf and the sport of golf in general.
  - c. Represent the Captain in his absence.
  - d. Any other duties or responsibilities the Captain deems to give.

## **SECRETARY**

6. The Secretary is responsible for:
  - a. Maintaining all correspondence (both written and electronic) with RLC Golf Membership. This also includes all 'day-to-day' administrative and membership requirements. All collective information is to be passed to the Webmaster for inclusion on the Societies website.

b. Maintaining a consolidated list of RLC Golf Membership, including the monitoring of annual subscriptions in co-ordination with the Treasurer. This may be conducted by use of a bespoke database.

c. The calling of General Meetings of RLC Golf and Committee Meetings, after discussion with the Chairperson and Captain, after which he shall produce an agenda and record of the minutes.

d. The detailed administration, organisation and effective running of the following main meetings:

- (1) RLC Golf Corps Championships & Spring Meeting (Belton Park GC – max 104 players).
- (2) RLC Golf Summer Meeting (Dudsbury GC – max 72 players).
- (3) RLC Golf Autumn Meeting (Tidworth Garrison GC – max 64 players).

Main responsibilities for each of these meetings includes (but is not limited to):

- (1) The collation and administration of all entries, including payments & banking.
- (2) Start times (Individual & pairings), scorecards and collation of all players scores.
- (3) Trophies & prizes.
- (4) Liaison with each Golf Club Secretary to ensure the smooth running of the Meeting. This also includes the booking of further meetings.
- (5) Liaison with RLC Golf sponsors to ensure the smooth running of meetings.

e. The detailed organisation of the RLC Golf Spring, Summer and Autumn Meetings.

f. Any other duties or responsibilities the Chairperson deems to give.

## **TREASURER**

7. The Treasurer is responsible for:

- a. Maintaining a detailed financial account of RLC Golf Funds in accordance with Service Fund Accounts and ensure that it is audited as at 31 Dec.
- b. In conjunction with the Secretary, upon application and endorsed by the Committee, transfer half of the subscription of overseas members to the overseas section of RLC Golf.

- c. Provide financial advice to the Chairperson and Captain at any point in the Golfing calendar.
- d. Maintaining a trading account for the purchase of stock and its subsequent sale to members, ensuring that profit margins are in accordance with Committee policy.
- e. Submitting a bid to the Chairperson for the annual grant of funds from The RLC Sports Association.
- f. Any other duties or responsibilities the Chairperson deems to give.

### **FIXTURES SECRETARY**

8. In liaison with the Chairperson, Captain and Secretary, the Fixtures Secretary shall be responsible for:

- a. The detailed organisation of all RLC Golf matches. Where appropriate, a local Match Captain or member of the Committee may be co-opted to assist in the arrangements for a particular day.
- b. Assisting the Chairperson in drawing up the fixtures list, and confirming dates with the respective Golf Clubs and opposition.
- c. Assisting the Secretary and Treasurer in the purchase and sale of trading stock (sweaters, ties etc).
- d. Any other duties or responsibilities the Chairperson deems to give.

### **CO-OPTED MEMBERS**

9. Where additional members are co-opted onto the Committee to support, or act as deputy to a formally appointed member, they are to provide whatever assistance is required to ensure the timely and successful execution of all responsibilities. For example:

- a. The Silver & Trophies Member. Responsible to the Committee for maintaining a register (including photographs) of all Society silverware and trophies.
- b. Specific event committees. Responsible for organising specific RLC Golf events on behalf of the Committee.

10. Additional members co-opted for specific reasons or duration shall have terms of reference supplied by the Chairperson.

### **HOSTING**

11. There will be no "Hosting Policy" as such unless prior notice has been given by the President or Chairman and only in extreme circumstances. The only occasion where Hosting is deemed feasible is President's Day and this should be kept to a minimum. Should Hosting of any nature occur after

endorsement by the President or Chairman it is to be highlighted as a separate line entry within the Financial Audit by the Treasurer.

## **ANNEX B TO RLC GOLF CONSTITUTION AND RULES MAJOR MEETINGS**

1. RLC Golf aims to hold 3 major meetings each year.
2. The location of each meeting is subject to course availability, facilities and cost.
3. This Annex sets the format for each of the major meetings, which are:
  - a. Corps Championship and Spring Meeting
  - b. Summer Meeting
  - c. Autumn Meeting
4. Entry details for each meeting shall be published by the Secretary, or individual nominated by the Captain of RLC Golf, prior to each meeting.

### Appendixes:

1. Corps Championship and Spring Meeting
2. Summer Meeting
3. Autumn Meeting

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## APPENDIX 1 TO ANNEX B TO RLC GOLF CONSTITUTION AND RULES

### CORPS CHAMPIONSHIPS AND SPRING MEETING

1. The RLC Golf Corps Championships and Spring Meeting is to be a two day combined event. Only serving Regular or Reservist personnel are eligible to enter The RLC Corps Championship; however the Spring Meeting, incorporating the Inter Unit Championship is to be open to all members of RLC Golf. The Meeting shall normally be held in May of each year and is limited to 104 players.

2. The format of the Meeting may vary slightly from year to year. However, detailed instructions of the programme and format shall be issued with the Meeting application. As far as is possible the format shall be:

a. **Day 1:**

Am: 18 holes Greensome (Stableford)

Pm: 1st 18 holes of the 36 hole Medal Corps Championships (Scratch).

1st 18 holes of the 36 hole Medal Competition (Handicap).

1st 18 holes of the 36 hole Inter-Unit Medal Competition (Scratch and Handicap).  
(Unit team to consist of a maximum of 5 Players, with a minimum of 4. The 4 best gross/net scores to count).

b. **Day 2:**

Am: 2nd 18 holes of the 36 hole Corps Championship (Scratch).

2nd 18 holes of the 36 hole Medal Competition (Handicap).

2nd 18 holes of the 36 hole Inter-Unit Medal competition (Scratch and Handicap).

Pm: Prize Giving.

3. **Handicaps:**

a. **Medal.** Full handicap up to a maximum of 24 (for men) and 30 (for ladies).

b. **18 Hole Greensome Stableford.** 7/16 of combined handicap to a maximum allowance of; 24 (for men) and 30 (for ladies).

4. **Trophies/Prizes.** The following trophies/prizes shall be awarded:

a. **Trophies:**

(1) 36 hole Corps Championship (Scratch).

(2) 36 hole Overall Medal (Handicap).

(3) 36 hole (Retd) Medal (Scratch).

(4) 36 hole (Retd) Medal (Handicap)

(5) 18 hole Greensome Trophies. B1 - 1

- (6) 36 hole Inter-Unit Trophy.
- (7) Colin Phillips Salver (Awarded by Committee to Best Soldier)
- (8) 36 hole Inter-unit Scratch Trophy
- (9) 36 hole inter-unit Handicap Trophy

b. **Prizes:**

- (1) 36 hole Championship (Scratch) (Winner, Runner-up & Third)
- (2) 36 hole Medal (Handicap) (Winner, Runner-up & Third)
- (3) 18 hole Medal Day 1 (Scratch) (Winner)
- (4) 18 hole Medal Day 2 (Scratch) (Winner)
- (5) 18 hole Medal Day 1 (Handicap) (Winner)
- (6) 18 hole Medal Day 2 (Handicap) (Winner)
- (7) 18 hole Greensome Pairs (Winners, Runners-up & Third)

c. At the discretion of the Sub-Committee, further prizes may be given.

5. **Balloting of Entries.** In the event that the Corps Championships and Spring Meeting is over subscribed a ballot shall be carried out by the RLC Golf Committee. Higher handicap players shall be considered first when carrying out this ballot. Players who are unsuccessful shall be placed on a reserve list that shall be maintained by the Secretary. A list of successful applicants and reserves shall be published 10 days ahead of the event.

6. The RLC Golf Corps Championships and Spring Meeting shall be played in accordance with the Rules of Golf, in conjunction with the RLC Golf "Notes for Guidance of Competitors" (Annex D refers). B1 - 2



## APPENDIX 2 TO ANNEX B TO RLC GOLF CONSTITUTION AND RULES

### SUMMER MEETING

1. The RLC Golf Summer Meeting is to be a one day combined event. The Summer Meeting is open to all RLC Golf members. Like the Spring Meeting it incorporates the Inter Unit Championship and is **strictly limited to 72 players**. The Meeting shall normally be held in July of each year.
2. The format of the Summer Meeting may vary slightly from year to year. However, detailed instructions of the programme and format will be issued with the Meeting application. As far as is possible the format shall be as follows:
  - a. **Am:** 1st 18 holes of the 36 hole Stableford Competition (Scratch).  
1st 18 holes of the 36 hole Stableford Competition (Handicap).  
1st 18 holes of the Inter-Unit Stableford Competition.
  - b. **Pm** 2nd 18 holes of the 36 hole Stableford Competition (Scratch).  
2nd 18 holes of the 36 hole Stableford Competition (Handicap).  
2nd 18 holes of the Inter-Unit Stableford Competition (Scratch and Handicap).  
(Unit team to consist of 4 with all 4 gross/net scores to count).
  - c. **Prize Giving.** Prize giving shall be held as soon as possible after the end of play.
3. **Handicaps:**
  - a. **Stableford.** Full handicap up to a maximum of 24 (for men) and 30 (for ladies).
4. **Trophies/Prizes.** The following trophies/prizes shall be awarded:
  - a. **Trophies:**
    - (1) 36 hole Stableford (Scratch).
    - (2) 36 hole Stableford (Handicap).
    - (3) 36 hole (Retd) Stableford (Scratch).
    - (4) 36 hole (Retd) Stableford(Handicap)
    - (5) 36 hole Inter-Unit Trophy (Scratch), depending on amount of teams entered.
    - (6) 36 hole Inter-Unit Trophy (Handicap).

b. **Prizes:**

- (1) 36 hole Stableford (Scratch) (Winner, Runner-up & Third)
- (2) 36 hole Stableford (Handicap) (Winner, Runner-up & Third)
- (3) 18 hole Stableford Rd 1 (Scratch) (Winner)
- (4) 18 hole Stableford Rd 2 (Scratch) (Winner)
- (5) 18 hole Stableford Rd 1 (Handicap) (Winner)
- (6) 18 hole Stableford Rd 2 (Handicap) (Winner)
- (7) 36 hole Inter-Unit Team (Winners & Runner-up)

c. At the discretion of the Sub-Committee, further prizes may be given.

5. **Balloting of Entries.** In the event that the Summer Meeting is over subscribed a ballot shall be carried out by the RLC Golf Committee. Low handicap players shall be considered first when carrying out this ballot. Players who are unsuccessful shall be placed on a reserve list that shall be maintained by the Secretary. A list of successful applicants and reserves shall be published 10 days ahead of the event.

6. The RLC Golf Summer Meeting shall be played in accordance with the Rules of Golf, in conjunction with The RLC Golf "Notes for Guidance of Competitors" (Annex D refers)

## APPENDIX 3 TO ANNEX B TO RLC GOLF CONSTITUTION AND RULES

### AUTUMN MEETING

1. The RLC Golf Society Autumn Meeting is a two day event held during early October. The Meeting is open to all members of The RLC GS and is strictly limited to 64 players.

2. The Competitions played are as follows:

#### Day 1

a. AM: 18 hole Greensome Stableford. (7/16 of combined handicaps, maximum allowance 24 (for men) and 30 (for ladies).

b. PM:

(1) 18 hole Stableford (Scratch).

(2) 18 hole Stableford (Handicap). (Full handicap, maximum allowance 24 (for men) and 24 (for ladies).

(3) 18 hole Inter-Unit Stableford (Handicap). Unit team to consist of 4 players. All 4 gross and net scores to count. Full handicap, maximum allowance 24 (for men) and 30 (for ladies).

#### Day 2 (AM)

c. (1) 18 Hole Medal (Scratch)

(2) 18 Hole Medal (Handicap). Full handicap, maximum allowance 24 (for men) and 30 (for ladies).

3. Trophies/Prizes. The following trophies/prizes shall be awarded:

a. Trophies:

(1) 18 hole Greensome Stableford (x2).

(2) 18 hole Stableford (Scratch).

(3) 18 hole Stableford (Handicap).

(4) 18 hole Inter-Unit Stableford (Scratch). depending on number of teams.

(5) 18 hole Inter-Unit Stableford (Handicap). depending on numbers of teams.

(6) 18 hole Medal (Scratch).

(7) 18 hole Medal (Handicap).

b. Prizes:

- (1) 18 hole Greensome Stableford (Winners, Runners up).
- (2) 18 hole Stableford (Handicap) (Winner, Runner-up, Third).
- (3) 18 hole Stableford (Scratch) (Winner, Runner up, Third)
- (4) 18 hole Inter-Unit Stableford (Scratch) (Winners).
- (5) 18 hole Inter-Unit Stableford (Handicap) (Winners).
- (6) 18 hole Medal (Scratch) (Winner, Runner-up, Third).
- (7) 18 hole Medal (Handicap) (Winner, Runner-up, Third).

c. At the discretion of the Sub-Committee, further prizes may be given.

4. **Balloting of Entries.** In the event that the Autumn Meeting is oversubscribed a ballot shall be carried out by the RLC GS committee. Players who are unsuccessful shall be placed on a reserve list that shall be maintained by the Secretary. A list of successful applicants and reserves shall be published 10 days ahead of the event.

5. The RLC Golf Society Autumn Meeting shall be played in accordance with the Rules of Golf, in conjunction with The RLC GS "Notes for Guidance of Competitors" (Annex D refers)

## ANNEX C TO RLC GOLF CONSTITUTION AND RULES

### ANNUAL FIXTURES

1. RLC Golf aims to play the following competitions and matches each year. The location of each competition or match shall be subject to course availability, facilities and cost. Unless already determined by the RLC Golf Constitution the format for each match shall be determined, prior to the match starting, by the captains of the teams competing.

<b>RLC GS Competitions</b>	<b>Matches</b>
The Warren Trophy	RA GS
Presidents Day	RE GS
Corps Championship & Spring Meeting	AGC GS
Summer Meeting	AMS GS
Autumn Meeting	The Colin Phillips Invitational
Serving Vs Retired Members	Carmen/GSWD
	ILT/TGS
	Motor Traders
	REME GS
	R Signals GS
RLC Golf Tour	

#### Notes:

1. Details of each competition or match shall be published annually by the Secretary, Fixtures Secretary or individual nominated by the Captain of RLC Golf.
2. This fixture list does not include:
  - a. AGA Meetings
  - b. Army Championships
  - c. AOGS Meetings
3. Additional RLC Golf fixtures may be included at the discretion of the President or Chairperson.

#### Appendixes:

1. Officers Vs Soldiers Match (The Warren Trophy)
2. Serving Vs Retired Members Match
3. Presidents Day

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## **APPENDIX 1 TO ANNEX C TO RLC GOLF CONSTITUTION AND RULES**

### **OFFICERS Vs SOLDIERS MATCH (THE WARREN TROPHY)**

#### **INTRODUCTION**

1. The Warren Trophy was presented by Lieutenant Colonel Frank Warren, a past Captain of The RAOC Golfing Society, to promote friendly competition between Officers and Soldiers. The match shall be held annually, as the first RLC Golf match of the season. The Trophy is to be held by the winning team for one year and cannot be won outright. The match is to be played at a time and on a course nominated by the RLC Golf Captain.

#### **TEAM RULES**

2. All team players must be RLC Golf members.
3. The RLC Golf Captain shall nominate a serving member as the playing captain for each team. The nominated team captain shall be responsible for their own team selection and notification.
4. Each team is to consist of an equal number of players with a minimum number of 8 and up to a maximum number of 12, as agreed by both team captains.
5. Each team may have up to 3 players who are Category 3 members of the Society<sup>1</sup>. Where the availability of players is limited for a team then, on agreement of both team captains and the RLC Golf Captain, this may be extended to 4 Category 3 members.

#### **MATCH RULES**

6. The normal Rules of golf (as supplemented by Club Local Rules) are to apply.
7. The competitions shall be played as over 36 holes follows:
  - a. am - 18 holes Four Ball Better Ball - Match Play.
  - b. pm - 18 holes Singles - Match Play (This may be played in pairs to reduce tee times).
8. The match is to be decided on the result of both am and pm matches. The winning team shall be that with the greatest number of matches won during both rounds of golf. In the event of a tie, the trophy holders shall be deemed to have retained the trophy.
9. Matches shall be played off handicap. Strokes shall be given by the lower handicap equivalent to:  

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<sup>1</sup> See para 6 of the RLC Golf Constitution – Full Membership.

- a. **4BBB.** The difference shall be 90% of difference between handicaps from the lowest handicap.
- b. **Singles.** The difference shall be the full difference between handicaps from the lower handicap.

## **DISPUTES**

10. Any dispute concerning the event (with regard to location, team selection, match play or the Rules of Golf) is to be referred to the RLC Golf Captain for resolution. The decision of the RLC Golf Captain is final.

## **WARREN TROPHY – OFFICERS SELECTION PROCESS.**

11. A selected Officer, (normally the Corps Captain), will be appointed as captain and they have the overall responsibility for both the selection and administration for the team throughout.

The selection process will be based on ability, handicap and commitment to RLC Golf. The team will consist of the following breakdown:

- a. 9 - 10 Serving Officers.
- b. 2 – 3 Retired Officers.

## **WARREN TROPHY - TEAM SELECTION PROCESS (SOLDIERS)**

12. A selected Soldier will be appointed as the Captain of the RLC Soldiers Team in advance of the match; this is an honour and privilege that should not be taken lightly. The Soldiers Team Captain has the responsibility for selecting the team based on handicap, ability and commitment to RLC Golf both in the past and future. The focus of the selection process is forward leaning towards the Junior Soldier (Corporal and below) as follows:

- a. 3 – 4 Warrant Officers / SNCOs.
- b. 5 – 6 JNCOs / Ptes
- c. 3 Retired personnel.

All the above will be subject to availability of personnel and may fluctuate in certain groupings due to other commitments.

If any uncertainty or concerns are highlighted with the selection process, then advice must be sought from the Chairman at the earliest opportunity.



## **APPENDIX 2 TO ANNEX C TO RLC GOLF CONSTITUTION AND RULES**

### **SERVING Vs RETIRED MEMBERS TROPHY**

#### **INTRODUCTION**

1. The Serving v Retired Members match has been introduced to the RLC Golf calendar to compliment the Warren Trophy as the final match of the season, with a similar aim of promoting friendly competition between the serving and retired members. The match is to be held annually. The Trophy is to be held by the winning team for one year and cannot be won outright. The match is to be played at a time and on a course nominated by the RLC Golf Captain.

#### **TEAM RULES**

2. All team players must be currently subscribed RLC Golf members.
3. The RLC Golf Captain shall nominate a serving member as the playing captain of each team. They shall be responsible for their own team selection and notification.
4. Each team is to consist of an equal number of players with a minimum number of 8 and up to a maximum number of 12.

#### **MATCH RULES**

5. The normal Rules of golf (as supplemented by Club Local Rules) are to apply).
6. The match format is to be played over 18 holes - Four Ball Better Ball - Match Play - Holes Up.
7. The match is decided on the result of each game, which is to be played over all 18 holes. The winning team shall be that with the greatest number of holes up overall. In the event of a tie, the match is drawn and the trophy is to be shared.
8. Matches shall be played off handicap. Strokes shall be given by the lower handicap equivalent to 90% of the difference between handicaps.

#### **DISPUTES**

9. Any dispute concerning the event (with regard to location, team selection, match play or the Rules of Golf) is to be referred to the RLC Golf Captain for resolution. The decision of the RLC Golf Captain is final.

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## **APPENDIX 3 TO ANNEX C TO RLC GOLF CONSTITUTION AND RULES**

### **PRESIDENTS DAY**

#### **INTRODUCTION**

1. The President's Day has been introduced into the RLC Golf calendar as a 'thank you' by The President to those who have sponsored or assisted RLC Golf during the year. The main aim of the President's Day is to promote a friendly and potentially competitive environment, during which a fun and friendly competition, with a high degree of banter, may be played. The Day is to be held annually. No trophy is to be played for, but limited prizes may be provided, as deemed appropriate by The President.

#### **TEAM COMPOSITION**

2. Two teams shall compete during the Presidents Day, one from representing RLC Golf and the other drawn from sponsors, supporters and guests of RLC Golf.
3. Each team is to consist of an equal number of players, with a minimum number of 8 and up to a maximum number of 12.
4. The RLC Golf Captain shall nominate a member of RLC Golf to select the RLC Golf team. The President, Vice-President, Chairperson and Captain are to determine and invite those playing for the Sponsors/Supporters/Guest team.

#### **RULES FOR THE DAY**

5. The President's Day is to be played at a time and on a course as selected by the President. The normal Rules of golf (as supplemented by Club Local Rules) shall apply.
6. The competition is to be held over 18 holes, in a Four Ball-Better Ball Stableford scoring format. Scoring adjustments may be made to RLC Golf members at the discretion of The President to ensure scores do not detract from the main purpose of the day.

#### **DISPUTES**

7. Any dispute concerning the event (with regard to location, team selection, match play, scoring or the Rules of Golf) is to be referred to the RLC Golf Captain for resolution; The decision of the RLC Golf Captain is final. All disputes shall attract a '£10 Dispute Fee' which is required to process the dispute swiftly and which shall, regardless of any discussion made, be non-refundable. Dispute payments shall subsequently be passed to the Corps Benevolence committee as a donation by RLC Golf to be used as they see fit.

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## ANNEX D TO RLC GOLF CONSTITUTION AND RULES

### NOTES FOR THE GUIDANCE OF COMPETITORS - DISPUTES, DOUBTS AS TO RIGHTS AND DECISIONS

1. All disputes or doubts as to the rights of players are to be referred to the RLC Golf Captain who, after consultation with the other members of the Committee, shall rule accordingly - the decision given shall be final.
2. If any competitor is unaware of his rights, or the correct procedure to follow during the course of play, they are to play out the hole with the ball actually in play and also an alternative (Provisional) ball(s). However, before doing this the competitor must inform other players in their flight, but especially the individual marking their card, what they intends doing and announce which ball is to count if the rules permit. On completing the round the competitor must then report the matter to the Captain for a ruling.

### PRIZES

3. Normally there shall be one winner and one runner-up prize per competition. In the event of a 'tie', scores are to be counted back from the last 9, 6, 3, 2, 1 of the holes on the score-card. The exception is the 36 hole Corps Championship where there shall be a 'sudden-death' play off.
4. Competitors are eligible to win competition trophies but are restricted to receiving only one main prize during any meeting (Constitution Para 23).
5. In addition to the trophies and prizes, sweep money (if applicable) may also be awarded to the competitor returning the best score for each competition played and, if sufficient is collected, to the runnersup. Should a 'tie' occur in the first place, the awards of the winner and the runner-up (if any), shall be aggregated and divided equally among those whose scores are 'tied'. There is no restriction on the number of 'sweeps' any competitor may win.

### HANDICAP ALLOWANCE/ADJUSTMENTS

6. Before starting play all competitors are to ensure that their current handicap is recorded correctly on the official list and on their score cards. If applicable, their handicap allowance should also be checked as under:
  - a. **Medal (Singles).** Full allowance up to 24 strokes for men and 30 strokes for ladies.
  - b. **Stableford.** Full handicap (except at the Spring, Summer and Autumn Meetings where the maximum allowance is 24 for men and 30 for ladies).
  - c. **Greensome Stableford.** 7/16 of combined handicap, maximum allowance 24 for men and 30 for ladies.
  - d. **4 BBB.** Players are to take 90% of the difference from the lower handicapped player.

7. The Committee reserves the right to adjust handicaps to their satisfaction at any time, including if necessary, part way through a competition.
8. Competitors and Markers are to ensure that cards returned on completion of a round are marked clearly and signed by both players before submission.

## **ETIQUETTE**

9. In the interest of all, please play without undue delay but, of course, not until the players in front are out of range and:
  - a. Allow those following you to pass through as soon as it becomes apparent that your ball or that of your partner(s) shall not easily be found. DO NOT search for 5 minutes before doing so.
  - b. Keep moving briskly, leaving greens immediately after putting. DO NOT STOP to mark cards before proceeding to the next tee.
  - c. Before leaving the putting green, tap down spike marks, repair other noticeable damage and, above all, avoid causing damage to the green in any way.
  - d. Before leaving a bunker, smooth out your footprints and any other noticeable irregularities, etc.
  - e. Replace your divots through the green including those caused when playing from rough or semi-rough.
  - f. Avoid making undue noise at all times when it is not immediately apparent that others are nearby.

## **DEFINITIONS**

10. A Provisional Ball is one declared as such and played under the Rules of Golf, Rule 27 before going forward to look for a ball which may be lost or out of bounds. The player may play a provisional ball until he reaches the place where the original ball is likely to be. If any stroke is played with the provisional ball from a point nearer the hole than that place, it ceases to be a provisional ball and the player must continue with it as the ball in play; the original ball being deemed lost.
11. A Ball is Lost if:
  - a. It cannot be found or identified by the player within 5 minutes after the player's side has begun to search for it.
  - b. A player has put another ball into play under the Rules even though he may not have searched for the original ball, or if,

- c. The player has played any stroke with a provisional ball from a point nearer the hole than the place where the original ball is likely to be.
- 12. Ground Under Repair (GUR) is any portion of the course so marked and includes material piled for removal or holes made by the Green keeper even if not so marked. Grass cutting and other material left on the course which have been abandoned or dispersed are not "ground under repair".
- 13. Loose Impediments denotes natural objects not fixed or growing and not adhering to the ball. The term includes stones not solidly embedded, leaves, twigs, branches and the like, dung, worms and insects or casts made by them.

### **LOCAL RULES**

- 14. All competitors are to bear in mind and adhere to the local rules of the Club printed on the back of the score card. They are also advised that additional, more recent local rules may be displayed on notice boards within the clubhouse. These should be checked before starting play.

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