



# MEMBER HANDBOOK

REVISION JULY 2019

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## General Information for Members

Welcome to Liverpool Golf Club. This Handbook has been developed to assist both new and existing members of the club to enjoy the maximum benefits of their membership by making them aware of all aspects of the club's services, facilities and rules.

This section of the Handbook outlines the general information that members should be aware of other than the formal By Laws, which are outlined in the following section.

### Members' Bar

The Members' Bar forms a vital part of the club environment and members are expected to patronise this facility. The Club recognises and adopts Responsible Service of Alcohol practices and in this regard members are not required to purchase alcohol but rather, they should enjoy the company of other members in the pleasant and welcoming atmosphere the Members' Bar offers.

A range of food options are also available from the Bistro with service available during the following times:

Sunday	from 8.00am
Monday	from 9.00am
Tuesday	from 10.30am
Wednesday	from 10.30am
Thursday	from 9.00am
Friday	from 10.30am
Saturday	from 8.00am

The bistro will cease service at either 6.00pm or when there are no patrons in the bar.

Guests are always welcome and members are encouraged to invite guests and fellow competitors to the Members' Bar, either following your game or for the enjoyment of the Club's facilities.

# CLUB BY-LAWS

These Rules and By Laws have been established by the Board pursuant to Articles 3 and 40 of the Rules of the Club (1999).

## General

### 1. Dress Code

#### General

- i. Members are expected to take pride in their Club with regard to dress and conduct generally and to assist in the observance of these Rules of the Club
- ii. Members and visitors are expected to be neatly attired at all times while in the clubhouse. Dress regulations are displayed in the Clubhouse and may be changed from time to time without notice or at the discretion of the Board of Directors. The Club's Management and Staff have the right to refuse admittance to any person at any time or to reproach any person who, in the opinion of the Management is considered to be inappropriately attired. If you are unsure please check with a member of the Pro Shop or House staff.

#### Golf Course

<b>Male</b>	<b>Appropriate</b>	Any golf specific attire. Trousers and shorts must be neat, clean and tidy with a buttoned or zippered fly. Short socks must be predominantly white, neat and clean.
	<b>Inappropriate</b>	Camouflaged or army style pants, cord elastic top pants and stubbies. Shorts worn at three quarter length or too short. Shirts with excessive advertising. - a pocket sized logo is acceptable. Coloured socks. Golf shoes must have soft spikes.
<b>Female</b>	<b>Appropriate</b>	Any golf specific attire is acceptable. Tailored, Bermuda or walk shorts. Tailored pants, culottes, skirts and appropriate tops. Appropriate length golf tops can be worn out (untucked).
	<b>Inappropriate</b>	Skirts or shorts that are less than mid thigh in length. Bare midriffs, halter necks or tracksuits, tight fitting stretch or full elastic pants or shorts.

#### Clubhouse

<b>Male</b>	<b>Appropriate</b>	Course attire except that closed shoes or strapped back sandals and shirts without collars are permitted. Casual shoes such as boat shoes and the like may be worn without socks.
	<b>Inappropriate</b>	Inappropriate course attire. Thongs, open back footwear or scuffs. Hats must <b>NOT</b> be worn in the clubhouse.
<b>Female</b>	<b>Appropriate</b>	Course attire.
	<b>Inappropriate</b>	Inappropriate course attire. Thongs or scuffs. Hats must <b>NOT</b> be worn in the clubhouse

### 1. Clubhouse Conduct

- i. Members and visitors are expected to behave in a manner that is not offensive or such as to cause discomfort, offense or embarrassment to other members or visitors. In particular, the use of inappropriate or foul language will not be tolerated. Members who fail to observe these requirements will be subject to disciplinary action.

- ii. Members are not permitted behind the Bar, Kitchen or any Food Preparation areas.
- iii. Members are requested to leave the Bar after service to facilitate easy access to the Bar at all times.
- iv. Canvassing for donations, competitions, raffles or subscriptions in or about the Club premises is not permitted without the prior consent of the Board of Directors.
- v. Selling, canvassing, storing or using the premises for any purpose related to monetary gain or advantage that is not available to members generally is not permitted under any circumstances.
- vi. The consumption, selling or possession of one's own food and beverage on or about Club premises is strictly prohibited unless with prior consent of the Board.
- vii. Persons under the age of 18 years are not permitted in the poker machine room.
- viii. Betting or gaming other than gaming supplied by the Club for the uses of members is strictly prohibited

## **2. Drink Containers**

- i. All drink containers sold by the club remain the property of the club and empty containers must not be removed from the club premises. For the purposes of this Article, the club premises include the clubhouse, the areas around the clubhouse, the car park and outdoor seating areas and, the golf course.

## **3. Complaints**

**Under no circumstances shall a member reprimand or make a complaint to any staff member or club contractor.**

- i. The Board has adopted Industry Best Practice Guidelines in relation to the handling of Complaints. The Club's Complaints Handling System is designed to:
  - a. Improve the satisfaction of members, visitors and staff;
  - b. Recognise and protect the individual's right to complain;
  - c. Be effective, fair and efficient and,
  - d. Enable the Club to channel feedback into improvements in it's services to members
- ii. All complaints must be directed to the General Manager in writing. For the purpose of this clause, a complaint to staff members or contractors, means any concern, disapproval, a criticism, a reprimand, a disparaging comment or abuse regarding the operations of the Club. This will also include the use of inappropriate language to a staff member or contractor. **Provided always**, that this provision will not remove the right of an individual to request a replacement meal or beverage should the quality of that item be such that, in their opinion, it is inedible or cannot be consumed.

A failure to comply with this rule may result in disciplinary action at the discretion of the Board.

## **4. New Members**

- i. It is the responsibility of the proposer and seconder of new members to see that such members are introduced to other members and are advised of all pertinent rules governing the conduct of the Club and is sufficiently advanced in the knowledge of the Rules of Golf. Proposers and Seconders to new members should play with new members until satisfied that he or she is suitably knowledgeable in the rules of golf and the by-laws of the Club.
- ii. All new members are required to attend a club orientation meeting at the club not more than three months following their membership being approved by the board.
- iii. New members will remain as provisional status until such time as they have attended their orientation meeting. A failure to attend an orientation meeting without prior approval from the General Manager may result in their membership being revoked with any subscription monies pre-paid beyond the revocation date being refunded. Joining fees are not refundable under these circumstances.

- iv. Orientation meetings are scheduled quarterly and are held at a time and day determined by the Board. The format of the meeting will include an introduction to the Board and Management as well as a brief introduction to the club and its operations, including policies and procedures.

## 5. Open Events at Other Clubs

The display of events at other venues is placed in the folder located in the Pro Shop. Members booking for events at other Clubs must pay the nomination fee at the Office or in accordance with the requirements of the host club. Members' names appearing on entry forms for other Clubs who have not paid the nomination fee will not be forwarded to the relevant club.

## 6. Timesheets

Members are not permitted to make:

1. Timesheet bookings for more than four players into any one time slot, including themselves;
2. Timesheet bookings for other members who they are aware of will not be playing on the date of the booking;
3. Speculative bookings;

Timesheets for future events will be made available for bookings as follows:

Members are permitted to make advance bookings on the club's timesheet either in person or through the club's website:

<b>Saturday events</b>	Friday eight days prior to the event	6.00pm	Ballot in the Clubhouse or for members who attend in person after that time
	Saturday seven days prior to the event	5.30am	Open to Members via the Kiosk Terminal in the Clubhouse or Pro Shop
	Saturday prior to the event	9.00am	Open to internet bookings
<b>Sunday Open events</b>	Two weeks prior to the event	6.00am	Open to members in person at the club
		9.00am	Open to members via the club website or through the Golf Shop
	One week prior to the event	9.00am	Open to visitors via the Golf Shop
<b>Ladies &amp; Other Open events</b>	Two weeks prior to the event	6.00am	Open to members in person at the Club Open to members via the club website Open to visitors via the Golf Shop

### Removal from the Timesheet

- i. Players are responsible for removing their own name from the Timesheet immediately upon becoming aware that they will not be playing on a specified date;
- ii. Cancellations are permitted up to 30 minutes prior to the scheduled tee time;
- iii. Players who fail to remove their name either in person, by a fellow competitor, by telephone or through the website will be subject to the prescribed penalties;
- iv. Players are required to report to the Pro Shop at least 20 minutes prior to their allocated booking time
- v. Failure to do so may result in a player being removed from the timesheet in order to accommodate other players.

### Amendments to the Timesheet

- i. All amendments other than for a member's own booking must be made through the Golf Shop

## **Penalties for breaches of this Policy**

Players who fail to remove or have their name removed from the Timesheet in accordance with this Policy:

- i. First and second breaches – Warning
- ii. Third or any subsequent breaches – A monetary fine equal to the Competition Fee of the day.
- iii. The player's playing status will be made Inactive until such time as the fine has been paid.

Any Member who fails to observe or willfully breaches a condition of this Policy will be subject to the following actions by the board:

- i. First breach – Warning;
- ii. Second or any subsequent breaches –Disciplinary action determined by the Board

## **Course and Play**

### **7. Handicaps**

Members who wish to participate in competition play must hold a valid Golf Australia handicap.

In order to receive a valid handicap, the Club requires that the following procedure be followed:

- a) Members must submit three 18 hole scorecards recording their scratch score;
- b) The scorecard must be signed by a member of the club;
- c) Each handicap round must be played at Liverpool;
- d) Handicap rounds may be played either in competition or social play;
- e) The club will submit the scores to GolfLink where a Golf Australia handicap will be allocated;
- f) GolfLink will issue the member with a GolfLink Handicap card verifying that the cardholder holds a valid Golf Australia handicap and inform the member of their handicap.

Members should seek assistance from the Pro Shop staff in relation to any questions or concerns relating to handicap matters.

### **Stroke, Stableford and Par events Individual Events**

The member's full handicap is applied.

### **Club Championships**

Any member who has submitted less than five (5) valid handicap cards into the GolfLink handicap system prior to the commencement of the Club Championships will be considered to be holding a Provisional Handicap for the purposes of participating this event.

Members holding a Provisional Handicap are ineligible to win the overall Championship; they will however be permitted to participate in the event of the day for each round of the Championships. The members' Provisional Handicap will determine the grade to be contested and their position in the field for the Gross Net results.

### **Handicap Conditions:**

- a. The Player's Daily Handicap will determine the grade to contest the Championships (not a player's GA Handicap);
- b. The grade in which a player starts the first round will be the grade contested for the entire Championships;

- i. A player must have remained in the particular grade being contested for the **entire** Qualifying Period, **except** that a player may temporarily move from a lower to a higher grade during the same Qualifying Period.
- ii. The Qualifying Period is the three month period immediately prior to the commencement of the Club Championships

Example A

- iii. Player A's Daily Handicap for the first round of the Championship is 13 (Men's B Grade);
- iv. During the Qualifying Period the player's Daily Handicap temporarily fell or was at some time 12 (or better);
- v. The player must therefore contest the Championships in the Men's A Reserve Grade, although they will be eligible to play in the competition of the day in B Grade.

Example B

- vi. Player B's Daily Handicap on the first round of the Championship is 12 (Men's A Reserve Grade)
- vii. During the Qualifying Period the player's Daily Handicap temporarily rose or was at some time 13 (or worse);
- viii. The player therefore remains eligible to play in the Championships in Men's A Reserve Grade and is eligible contest the competition of the day in that same grade.
- c. It is the player's responsibility to ensure that he or she plays in the correct grade as determined by this policy and must inform for the Pro Shop staff no later than the close of the first round if the handicap shown on his scorecard does not reflect the correct grade that is to be contested.
- d. A player who fails to comply with these Handicap Conditions will be disqualified from the Championships.

**2BBB Matchplay Events**

Lowest marker in the group of 4 plays off scratch and concedes to the other 3 players (including partner) the full difference between his and their handicaps. The handicaps are those on the day of the match and not those on the qualifying date. These strokes are to be taken on holes as per the Match Play index. If a match is all square at the completion of the 18<sup>th</sup> or 36<sup>th</sup> hole then handicap strokes recommence as in the completed round.

**Grades for Competition Play**

**Monthly Medals, Special, Major and Individual Events (Daily Handicap)**

A Grade	+ to 12
B Grade	13 to 19
C Grade	20 to 36

**Club Championship Events**

A Grade	+ to 6
A Reserve Grade	7 to 12
B Grade	13 to 19
C Grade	20 to 36

**Ladies**

Division 1	+ to 20
Division 2	21 to 30
Division 3	31 to 45



## **8. Care of the Course**

- i. Before leaving a bunker, a player should carefully fill up and smooth over all footprints and marks made while in the hazard.
- ii. Restore divots, repair ball marks and any damages caused by spikes or equipment.
- iii. All players are required to carry and use a sand bucket for the purpose of repairing divots.
- iv. Through the green, a player should ensure that any turf cut or displaced is replaced at once and pressed down.
- v. Any damage made to the putting surface caused by shoe spikes should be repaired on completion of the hole.
- vi. Care should be taken when replacing the flagstick to ensure that damage does not occur to the cup.
- vii. Damage caused by taking practice swings should be avoided.
- viii. Local notices regulating the movement of motorised carts should be strictly observed at all times.

## **9. Motorised Carts**

- i. Motorised carts must be used in accordance with the instructions displayed on the equipment;
- ii. Cart hirers are wholly responsible for:
  - a. The safety of others;
  - b. Any or all damage caused to the cart;
  - c. Any or all damage caused to the course, buildings, infrastructure or other equipment.

## **10. Conditions of Play**

### **Introduction**

All general conditions of play or local rules found in this book of By-Laws, on the golf course, on the Local Rules board or on the club notice boards are deemed to be included in the "Conditions of Play" and any omission from this document does not diminish the player's responsibility to be aware of the "Conditions of Play" (Refer rule 6-1 of the Rules of Golf).

The Club reserves the right to publish Members names in results of competitions through any Media outlet it may choose.

### **Tee Markers**

Players must only play from the white markers for men and red markers for ladies, unless otherwise provided for under these by-laws. Members or visitors who play (including practice rounds) other than in the designated areas may have their playing rights withdrawn. All Championship and Feature Matchplay events are to be played from the Blue Championship tee markers unless otherwise directed by the Match Committee.

### **Pull Buggies**

Pull buggies must be fitted with wide tyres or "slicks" and may be taken directly across putting surfaces, parking buggies a minimum of two metres outside the cut edge of the green.

### **Shoe Spikes**

Liverpool has a "soft spike" policy and as such metal spikes on golf shoes are not permitted on the golf course or in the clubhouse.

### **Juniors**

Juniors and Cadets in competition play must be accompanied by a member of a membership class being Ordinary, Life, Associate A, Associate B, Associate C or Senior.

## 11. Competition Scorecards

- i. Competition Scorecards must be completed (subject to the provisions of Rule 6.6) and entered into the computerised scoring system by use of the card reading devices located in the Pro Shop or Members' Lounge.
- ii. Cards must be deposited into the Competition Card Boxes located in the Pro Shop or Members Lounge.
- iii. The penalty for non-compliance is disqualification.
- iv. It is the Player's responsibility to ensure that his handicap and membership number are placed on scorecards in the spaces provided. Each card is required to be signed by the player and marker in the appropriate place including the player's gross score.
- v. New members entering cards for handicap purposes must have their card marked by a member with Golf Australia handicap.

## 12. Courtesy on the Course

In the interest of all, players should play without delay. In this regard, the following applies:

- i. Penalties may be imposed by the Match Committee for slow play. Remember, your position in the field is behind the group in front, not in front of the group behind.
- ii. No player shall play until the players in front are out of range.
- iii. Players searching for a ball should signal the players behind to play through as soon as it is apparent that the ball will not be found easily. They should not search for the allotted 5 minutes before calling the following group through. They should not continue to play until the group behind has played through and are out of range.
- iv. When the play of a hole is completed, players should immediately leave the putting green.
- v. No player, caddie or observer should move, talk or stand close to or directly behind the ball or the hole when a player is addressing the ball or making a stroke.
- vi. In the absence of special rules, two ball matches should have priority over and be entitled to pass any three or four ball match in competition.
- vii. If a match fails to keep its place on the course and loses more than one clear hole on the players in front, it should allow the match following to pass.

## 13. Countbacks

Eighteen hole events decided on a Countback will be decided by comparing scores in the following order until a winner is obtained:

- Last 9 holes
- Last 6 holes
- Last 3 holes
- Hole by hole backwards from the 18th. Hole.

Nine hole event winners will be decided by comparing scores as follows:

- Last 6 holes,
- Last 3 holes, then
- Hole by hole backwards from the 9th. Hole.

In 27, 36, 54 and 72 hole events:

- The last 18 hole card shall be used, then
- The 2nd last 18 hole card, then
- The 3<sup>rd</sup> last 18 hole card.
- If all 18 hole cards are still tied then the procedure outlined in Eighteen hole events above will be applied to the last 18 hole card.

## **14. Etiquette**

The President and the Captain of the Club shall have the right of the course at any time they desire to take that privilege.

Members may invite the Club Professionals or their assistants to play in any event.

In competitions extended over more than one round, players will play off the handicap at the date of play, including gold medal playoffs.

## **15. Matchplay Events**

Members playing in knockout competitions must complete their match on the date and time set by the Match Committee. Members playing in the event of the day in the morning may also compete in a Matchplay or knockout event in the afternoon of the same day. Playing Matchplay followed by Strokeplay on the same day is not permitted under the rules of golf.

## **16. Priority on the Course**

Members playing in any 36 hole event will have priority on the course. A single player in practice must yield to other groups.

## **17. Pre-qualification**

Members who, having indicated their availability or intent to qualify for knockout competitions, subsequently withdraw or fail to attend or compete in the competition without reasonable explanation, will be excluded from playing in knockout competitions for a period of 12 months.

## **18. Protests**

Any member who wishes to lodge a protest in connection with any match or competition shall do so to the Golf Operations manager or his nominee **in writing** who shall, upon receipt of such protest, convene at the earliest possible opportunity, a meeting of the Match Committee who will consider such protest. Any decision by the match Committee will be final. Protest must be entered immediately prior to the completion of the match or competition.

## **19. Playoffs**

In the event of two or more players returning the same or equal scores in a competition, the winner shall be decided by a Countback, excepting those referred to as Major Events below in which case, the winner shall be decided by a playoff. The format of the playoff for these events will be at the discretion of the Match Committee.

## **20. Starting Times**

Members are required to report to the starter at least 20 minutes before their hit off time, otherwise loss of place in the field may result and players may be sent to the end of the field and a penalty may also be incurred at the discretion of the Match Committee.

The starter has the authority to direct players to commence their round from either the first or tenth tees.

In Championship events, the Match committee may impose a seeded draw at any time. In this case it is the Player's responsibility to ascertain playing times. These times will be posted on the notice board and on the club's website at the earliest possible time once the relevant information is available.

Members desiring to play in competitions and have not entered their names on the starting sheet shall hit off at the discretion of the starter.

The Match Committee will stipulate starting times for all major competitions. Major Competitions are defined as those events as listed elsewhere in these by-laws.

The starter has the authority to direct any player to another group prior to hit off.

Competition starting times will be displayed on the starting sheet.

Competitors are not permitted to hit off prior to the official starting times unless with consent and approval from the Match Committee. The penalty for non-compliance is disqualification.

## **21. Major Events**

- Liverpool Cup
- Liverpool Shield
- Liverpool Vase
- Gold Medal
- A, A Reserve, B, C Grades, Junior and Senior Club Championships
- Foursomes Championships A, B, C Grades
- Mixed Foursomes Championship.

Any playoff for the above events only must take place within 21 days of the date of the competition or as determined by the Match Committee and will be conducted over 18 holes. If a tie still remains, a hole by hole "sudden death" playoff will be conducted, beginning from the 1<sup>st</sup> hole.

## **22. Gold Medal**

All monthly medal winners in a current season are eligible to participate in an Annual Gold Medal event, playing from their handicap of the day and participating in the grade in which the monthly medal was won.

The Gold Medal playoff will be conducted in November (October for ladies) of each year for the monthly medals won during the preceding 12 months from December to October.

## **23. Championships and Special Events**

### **Club Championships**

#### **General Conditions**

- a. The Club Championships will be conducted in the following formats:
  - For men - over 4 consecutive Saturdays (72 holes);
  - For ladies – over 3 consecutive Sundays (54 holes).
- b. At the completion of 54 holes for men and 36 holes for ladies, the respective 8 men players and 4 lady players with the lowest gross score from each grade will be seeded to play together in the final round, with tee times determined by the Match Committee.
- c. In addition, the 4 Senior men players with the lowest gross score not otherwise seeded in b) above will be seeded to play together in the 4<sup>th</sup> round with tee times determined by the Match Committee.
- d. If a player believes they will be unable to make a tee time set down in a seeded draw, a written request for exemption must be submitted to the General Manager upon completion of the 1<sup>st</sup> round of the Championship and prior to the 3<sup>rd</sup> round for men. The Match Committee will then convene to consider the request and their decision will be final.
- e. Players who are not included in the seeded draw for the final round of the Championships must play in the event of the day, that being a stroke play event;

- f. For the avoidance of doubt, lady members will not be permitted to participate in any other event during the three (3) championship rounds and a separate timesheet for lady members will be available for this purpose.
- g. Grades and Handicaps:

<b>MEN</b>		
<b>Grade</b>	<b>Daily Handicap</b>	<b>Conditions</b>
<b>A Grade</b>	+ to 6	72 holes stroke (Best Gross)
<b>A Reserve Grade</b>	7 to 12	72 holes stroke (Best Gross)
<b>B Grade</b>	13 to 19	72 holes stroke (Best Gross)
<b>C Grade</b>	20+	72 holes stroke (Best Gross)
<b>Senior</b>	N/A	72 holes stroke (Best Gross) For players aged 50 years and over on the date of round 1
<b>Junior</b>	N/A	72 holes stroke (Best Gross) For players aged 18 years or less on the date of round 1
<b>LADIES</b>		
<b>Grade</b>	<b>Daily Handicap</b>	<b>Conditions</b>
<b>Division 1</b>	+ to 20	54 holes stroke (Best Gross)
<b>Division 2</b>	21 to 30	54 holes stroke (Best Gross)
<b>Division 3</b>	31 to 45	54 holes stroke (Best Gross)
<b>Junior</b>	N/A	72 holes stroke (Best Gross) For players aged 18 years or less on the date of round 1

#### **Administration**

The Board has authorised the Pro Shop Staff to administer this policy. Any decision taken or penalty imposed by the Pro Shop staff in relation to this Policy will be final.

#### **Special Events**

<b>Foursomes Championship</b>	36 holes stroke. Best gross in A, B and C Grade with the lowest marker determining the grade to be contested.
<b>Mixed Foursomes Championship</b>	36 holes stroke best gross.
<b>Cock of the Walk Knockout</b>	Played as 2BBB Handicap Matchplay. The first 16 pairs (2BBB scores) qualify from qualifying round. Subsequent rounds are 2BBB Handicap Match Play with strokes conceded as per the match play index. The Final will be played over 36 holes.
<b>Liverpool Cup</b>	Open 18 hole Gross - Vardon Event. Handicap limit: Members + to 12 Visitors + to 5
<b>Liverpool Junior Cup</b>	Open 18 hole Gross - Junior Vardon Event
<b>Liverpool Shield</b>	Open 18 holes gross Handicaps 13 to 19.
<b>Liverpool Vase</b>	Open 18 holes gross Handicaps 20 to 36
<b>Easter Cup</b>	Open 18 holes net Handicaps + to 12

<b>Easter Bowl</b>	Open 18 holes net Handicaps 13 to 36
<b>Don Gray Medal</b>	The leading 32 players net qualify from a stroke qualifying round and play Individual Handicap Matchplay over 18 holes conceding full difference in handicaps as per the match play index. In order to qualify, each player must show his or her intention to qualify in the format as directed by the Match Committee
<b>Guzzler's Cup</b>	Best net score each Monthly Medal over the whole field
<b>Ladies Div 1,2,3 Championship</b>	54 holes stroke (Best Gross)
<b>Ladies Liverpool Cup</b>	Open 18 hole Gross Handicap 0-20
<b>Ladies Liverpool Shield</b>	Open 18 hole Gross Handicap 21-30
<b>Ladies Liverpool Platter</b>	Open 18 hole Best Nett Stableford Handicap 31-45

## 24. Locomotion

The use of Automotive Locomotion is permitted in any event under the control of Liverpool Golf Club unless the use is restricted by a condition of play for a specific event or the Match Committee prohibits such use because of adverse weather conditions.

The Club is not responsible for the availability of hired locomotion and it is the player's responsibility to make any booking with the Professional Shop.

## 25. Forms of Competition

<b>Foursomes</b>	Half of the Aggregate of the Stroke handicap.
<b>Canadian Foursomes</b>	Half of the Aggregate of the Stroke handicap. Both players play tee shots at each hole and select the best shot. The partner of the player whose ball is selected plays the 2nd. Shot and then play alternatively until holed out.
<b>American Foursomes</b>	Half of the Aggregate of the Stroke handicap. Both players play tee shots and then swap balls to each play a 2nd. Shot. The best 2nd. Shot is selected and then play alternatively until holed out.
<b>Ambrose</b>	Calculation of Ambrose handicaps may be varied by the Match Committee to suit various events. 2 Ball – One fourth of the aggregate stroke handicap 3 Ball – One sixth of aggregate stroke handicap 4 Ball - One eighth of aggregate stroke handicap The following conditions apply for Ambrose events: a) The lowest marker captains the team and decides how the hole is played. The agreed order of play must be maintained from tee to green. b) Each player's tee shot must be used at least the number of times as specified in the conditions of play for the event and the person whose tee shot is used must be marked on the scorecard. c) The Captain selects the best ball to play. All players then play from within 1 club length of that ball, not nearer the hole (the players' balls must be dropped). The selected ball cannot be moved d) If play is from a bunker, all balls are placed on a similar lie within 30cm, not nearer the hole (the bunker may be raked after each ball is played and before the next ball is placed). e) On the green, all players put from within one putter head distance from the selected ball, not nearer the hole. Once putting has commenced, each player must putt out until the lowest score is achieved.

## 26. Handicap Adjustments

A manual adjustment may be made to a player's handicap in accordance with Sections 15 and 16 of the Golf Australia Handicap System. All members are responsible for familiarising themselves with the system and a copy is available in the Members Area of the website.

## 27. Code of Conduct

This Code of Conduct shall apply to:

- Any member of the club who is using any Club facility;
- Any member of the club who is participating in any activity, event or competition conducted or controlled by the Club;
- Any Member who has been selected to represent the Club in events conducted or controlled by parties other than the Club and while the Member is participating in any such event;
- Any Member who has been appointed by the Club as a Manager or Official with regard to a Club representative team.

Members shall comply with this Code of Conduct in addition to any other requirement as specified in any condition of play, By Law or local rule that has been established by any Club or governing body conducting events, competitions or activities in which the member is participating.

The Board at its sole discretion and in accordance with the Club Rules, may interpret and enforce this Code of Conduct in accordance with the Club Rules and apply any penalty or penalties it deems appropriate.

A breach of the Code will be deemed to have been committed if:

- a. Any Member who shall within the precincts of the Course, Clubhouse or in the vicinity of any host venue:
  - a. Engages in any conduct in such a manner as to bring discredit to the Club or the Game of Golf;
  - b. Uses profane or abusive language;
  - c. Throws or wilfully breaks golf equipment in the course of competition;
  - d. Wilfully damages the course or clubhouse facility;
  - e. In any way, criticises the course, competition or official(s) connected with the event or activity in which the member is participating.
- b. Any Member deliberately breaches a Rule of Golf.
- c. Any Member deliberately breaches any condition of play, By Law or local rule in any event or activity in which the Member is participating.

## 28. Dangerous Situations

The signals for suspending or resuming play due to dangerous situations are as follows

<b>Discontinue Play Immediately</b>	<b>One prolonged note of siren</b>
<b>Discontinue Play</b>	<b>Three consecutive notes of siren, repeated</b>
<b>Resume Play</b>	<b>Two short notes of siren, repeated</b>

When play is suspended by the Committee for a dangerous situation, players in a match or group who are between the play of two holes must immediately cease any further play not resume until the Committee has ordered a resumption of play.

If they are in the process of playing a hole, they must discontinue play immediately and not resume play until the Committee has ordered a resumption of play.

If a player fails to discontinue play immediately, he is disqualified, unless circumstances warrant waiving the penalty as provided in Rule 33-7.

## 29. Slow Play

The aim of this policy is to promote an enjoyable game of golf within a reasonable time frame for all players. This policy will apply equally to men and women during competition play.

### Objective

**Men and Mixed groups (4 players)** Normal conditions: 4 Hours and 40 minutes (Time includes half way break)

**Ladies (3 players)** Normal conditions: 4 Hours 30 Minutes (time includes half way break)

### Administration of the Slow Play Policy

The slow play policy is determined by the by the Board of Directors in conjunction with the Match Committee. The General Manger, President, Captain, Board of Directors and/or the Ladies Committee (in relation to lady players only) may act on personal observation or complaints from Members. Marshalling activity will be prevalent, but marshalling intervention is not to be a pre-requisite for action. **To the maximum extent possible this policy should be self enforcing.**

### Responsibility of players

All players must maintain their place in the field, which is immediately behind the group in front, **not ahead of the group behind.**

### Slow Play Defined

For the purpose of this policy, slow play is defined as loss of a place in the field. A place in the field shall effectively be equal to the starting time differential of the groups plus 10 minutes. 2 places shall be defined as the starting time differential plus 20 minutes. 3 places shall be defined as the starting time differential plus 30 Minutes.

### Penalties for slow play

Loss of one place may incur a verbal warning from an official if on duty (or from a fellow competitor) with a request to catch up within two holes or call the following players through. Failure to comply may result in a person authorised by the match Committee imposing a 1 stroke penalty.

Loss of two places will result in an automatic 1 stroke penalty.

Loss of three places shall result in an automatic two stroke penalty

**The general rule is for the action to be taken against the entire group and not the individual.** On the imposition of a two stroke penalty, a letter will be sent to all members of the group warning that in the event of any further transgressions, The Board reserves the right to take further action. Further actions for ongoing transgressions may include, but not be limited to, requiring individuals to play at the end of the field, being restricted to play outside competition times or being teamed with other playing partners.

### Right of Appeal



Members who have been subjected to an automatic penalty may appeal the penalty by submitting a written statement to the General Manager setting out grounds for the appeal.

### **What can you do to speed up play?**

Ensure that every player is responsible for their pace of play and complies with this policy. It is the responsibility of all members to be proactive in addressing the slow play problem within our club. You can help by:

- Being ready to play at least 10 minutes before the scheduled tee off time.
- Teeing up and being ready to play as soon as it is safe to do so
- Not insisting on applying the “honour” system by allowing shorter hitters to tee off first.
- Not addressing the ball for too long before hitting.
- Being ready to execute your shot as soon as you are set up.
- Not taking more than one practice swing.
- Playing when ready (except in match-play) even if it is not your turn to play, provided you can do so safely and without prejudicing the play of your fellow competitors.
- Walking briskly between shots
- Continuing to putt until you hole the ball, unless you will be standing on another player's line.
- Not continuing to putt if you can no longer score.
- Not marking your cards while on the green. Cards should be marked on tees while other players are hitting.
- Leaving the putting green after the group has finished the hole and not retrying putts or practice putting.
- Not leaving your golf bag, buggy or golf cart at the front of a green; always leave it to the side nearest the next tee.

Any group that is unduly delaying a following group must let the following group through if asked to do so. If you are held up during your round because a group in front fails to adhere to the Slow Play Policy, you should report the group to the General Manager.

Cart users should be particularly aware of the extra time taken in sharing a cart and look for ways to speed up play, for example move ahead of walkers to look for possibly lost balls, try to position the cart for easy access when leaving the green to reduce the number of times that you have to get in and out.

## **30. Trophy Allocations**

- i) The value of prizes and trophy allocations awarded for all competitions and events will be determined by the board. The following conditions will apply in relation to such prizes and allocations:
  - a) All prizes and allocations will be made in the form of a monetary credit to the member's (or visitors) trophy account;
  - b) Trophy account credits may be redeemed either at the members bar or in the pro shop for the full value of the credit;
  - c) Trophy credits may not be used for the payment of subscriptions or for any other purposes within the club;
  - d) All member trophy credits must be redeemed within six calendar months following the month in which the trophy was awarded.
  - e) All visitor trophy credits must be collected within one calendar month following the month in which the trophy was awarded.
  - f) At the expiration of these time limits, unredeemed trophies are forfeited by the recipient and become the property of the Club;
  - g) The club will cause members' unredeemed trophy credits to be forfeited twice in every calendar year, being June 30 and December 31.

- ii) The awarding of prizes for competitions are subject to the following conditions:
- a) PGA Members are not permitted to win any scratch event
    - a. Players are entitled to win more than **one** prize in any one event **except on Monster Mondays**.
    - b. **Monster Monday Conditions where a player wins multiple events on the day:**
      - i. Should a player win multiple events (Individual Net, 2 Ball Scratch and 2 Ball Net), they will only receive prizemoney for one two-ball event, in conjunction with their two-ball partner(s);
      - ii. The prizemoney for the grade in which the multiple winner participated will be allocated to the runner-up in that particular grade (but will not be recorded as the winner);
    - c. Prize winners or runners-up (if applicable) will not be included in the ball rundown
    - d. Two professional cannot win the scratch prize in any 2-ball event
    - e. The scratch prize cannot be won by the **same pair** more than once in any calendar month
    - f. The minimum requirement to win a scratch prize will be **36** points (Best Ball event) or **62** points (Aggregate event).

### 31. Visitors in Competition

In open competition events, the handicap for visitors is limited to 36.

For open and invitation mixed events or lady events, the handicap limit for lady visitors is 45.

Visitors will be required to provide their GolfLink Card or if their Home Club is not on GolfLink, then suitable identification to verify their home Club status and handicap. Failure to produce sufficient information to satisfy the starter may lead to refusal to play.

## LOCAL RULES

<b><i>Out of Bounds (Rule 18.2)</i></b>	<ul style="list-style-type: none"> <li>• Those areas beyond the course boundary fences.</li> <li>• Those areas beyond any line of white stakes with black tops.</li> <li>• The Clubhouse and surrounding paths and gardens, and bitumen covered car park area.</li> <li>• The Clubhouse and surrounding paths and gardens, and bitumen covered car park area.</li> </ul> <p>Relief under Rule 16.1a is available for the practice chipping green only. The asphalt pathway adjoining the practice chipping green and areas beyond this point are <b>Out of Bounds</b>.</p>
<b><i>Stakes</i></b>	<p>Stakes defining out of bounds are integral to the course and relief is not available (Rule 2.3).</p> <p>All other stakes that define penalty areas, GUR, No Play Zones and the like are Movable Obstructions and the player should proceed under Rule 15.2.</p>
<b><i>Red Penalty Areas (Rule 17)</i></b>	<p>All creeks, lakes, ponds and permanent drains marked by red stakes or lines are Red Penalty Areas.</p> <p>Unless marked by red stakes or lines, the outside edge of a mower strip or rock wall defines the margin of a Red Penalty Area.</p> <p>A ball touching the mower strip is deemed to be in the Red Penalty Area.</p> <p>If the ball is not in the penalty area and the mowing strip or rock wall interferes with a player's stance or swing, free relief is available under Rule 16.1</p> <p>A ball entering the Red Penalty Area at the rear of the 3rd, 9th, 12th, or 15th greens (when playing those holes) may be dropped within two (2) club lengths of the point of entry, no nearer the hole.</p>

### Drop Zones

If a ball comes to rest in the Red Penalty Area at the rear of the 4th, 9th and 15th putting greens, after last crossing the margin of the Red Penalty Area between the two blue coloured stakes, as an additional option under Rule 17.1, a ball may be dropped in the nearest marked drop zone under penalty of one stroke.

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### Alternate Option of Opposite Margin Relief

When the ball last crossed the margin of the red penalty area (marked with red stakes with black tops) on holes 6 and 12, as an extra relief option adding one penalty stroke, the player may drop the original ball or another ball on the opposite side of the penalty.

Reference Point: the estimated point on the opposite side of the hazard that is no nearer the hole and is the same distance to the hole as the point where the ball last crossed the penalty area but is not nearer to the hole.

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### Abnormal Course Conditions (Rule 16.1)

#### Ground under repair

Relief **may** be taken from:

- i) All gardens adjacent to teeing grounds.
- ii) Corings placed in general area.
- iii) Bird damage in the general area.

Relief **must** be taken from:

No Play Zones marked by orange stakes and/or lines.

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#### Exposed tree roots

If a player's ball is at rest in a portion of the general area cut to fairway height or less, OR within 4 club lengths of the general area cut to fairway height or less and there is interference from exposed tree roots, the tree roots are treated as ground under repair. The player may take free relief under Rule 16.1b.

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#### Immovable obstructions

- i) Retaining walls supporting the 1st, 4th, 5th, 6th, 7th, 8th, 11th, 17th and 18th tees.
- ii) Exposed membrane in bunkers
- iii) The concrete drain from the edge of the 17<sup>th</sup> fairway, across the 2<sup>nd</sup> fairway to the boundary fence on the right-hand side of the 2<sup>nd</sup> fairway.
- iv) Any pathway formed from either concrete or asphalt. All other tracks or service roads are integral to the course and the ball must be played as it lies.

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### Line of Play Relief from Protective Fence

During play of the 1st hole, if the protective fence behind and beside the 1st green interferes with the player's stance or swing or, is on a player's line of play:

- The player may take relief by dropping a ball and playing it from the drop zone that is located adjacent to the left-hand green side bunker.
- This relief is only allowed if the ball is in play nearer the hole than where the dropping zone is located (Rule 14.3).

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### Immovable Obstructions Close to the Putting Green

In addition to the types of interference described in rule 16.1a, when a ball lies in the general area, interference also exists if an immovable obstruction is:

- i) On the player's line of play,
- ii) Within two club-lengths of the putting green and,
- iii) Within two club-lengths of the ball.

The player may take relief under Rule 16.1b. (Exception – There is no relief if the player chooses a line of play that is clearly unreasonable).

<b>Use of Mobile Telephones</b>	The use of a mobile phone by a player or his caddie is permitted if there is no potential distraction to other players. In other instances, the continued or prolonged use may be considered a serious breach of the rules of etiquette. Penalties may apply. Rule 1.2 Unless otherwise noted, the penalty for a breach of a Local Rule is the general penalty (stroke play – two strokes, match play – loss of hole).
<b>Garden Beds</b>	All gardens immediately adjacent to the Clubhouse and the Club car park are out of bounds. Any other gardens on the course that surround teeing grounds only are to be treated as a No Play Zone. Play is prohibited from these areas.
<b>Play from Forward Tees</b>	“An <b>Approved Player</b> may elect to play from the yellow temporary markers on holes two (2) and twelve (12) and in doing so incurs a penalty of one stroke. The ball may be teed up or dropped at the player’s discretion. This Rule applies only to club members. Any member of the club may make application to the Match Committee to become an Approved Player. Consideration will be given to those applicants who in the opinion of the Match Committee would be eligible, having regard to among other criteria, their age, medical condition and current handicap. The decision of the Match Committee in relation to the approval of such applications will be final and no reason shall be necessarily given as to the reasons for approving or declining applications.”
<b>Distance Measuring Devices</b>	In all competitions under the control of Liverpool Golf Club, a player may obtain distance information by using a device that measures distance only. If during a stipulated round, a player uses a distance-measuring device that is designed to gauge or measure other conditions that might affect his play e.g. gradient, windspeed, temperature etc., the player is in breach of rule 14-3, for which the penalty is disqualification, regardless of whether any such additional function is actually used
<b>Practice Rounds</b>	All Members who play in a non-competition or practice round must report to the Pro Shop prior to entering the course to play and a valid Membership Card must be provided to the staff on duty. A maximum of two balls only may be played provided that they do not delay play for any following player

### **TEMPORARY LOCAL RULES**

<b>Preferred Lies:</b>	If the Committee determines that preferred lies are in play, the following applies. When a player's ball lies in a part of the general area cut to fairway height or less, the player may take free relief once by placing the original ball in and playing it from this relief area (Refer Rule 14.2a): <ul style="list-style-type: none"> <li>i) <u>Reference Point</u>: Spot of the original ball.</li> <li>ii) <u>Size of Relief Area Measured from Reference Point</u>: 300mm from the reference point, but with these limits: <ul style="list-style-type: none"> <li>a. <u>Limits on Location of Relief Area</u>:  <ul style="list-style-type: none"> <li>Must not be nearer the hole than the reference point, and</li> <li>Must be in the general area.</li> </ul> </li> </ul> </li> </ul> <p>In proceeding under this Local Rule, the player must choose a spot to place the ball and use the procedures for replacing a ball under <u>Rules 14.2b(2)</u> and <u>14.2e</u>. The ball may be cleaned before being replaced.</p>
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