



**3. Etiquette;  
Behaviour on the  
Course  
(continued)**

searching for a ball should signal the players behind them to pass as soon as it becomes apparent that the ball will not easily be found. They should not search for five minutes before doing so. They should not continue play until the players following them have passed and are out of range. When the play of a hole has been completed, players should immediately leave the putting green. 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 invite the match following to pass.

Signs around the course indicate the time players should have reached that point. On average a four-ball should complete its round in 4 hours though this may be longer in competitions.

Players should not question requests by the marshals to speed up play, as their presence is for the benefit of all.

**4. Etiquette;  
Behaviour in the  
Clubhouse**

- (1) Members are expected to behave and conduct themselves in a manner which does not cause either offense or nuisance to members, guests, staff or visitors to the club. Conduct which, in particular, will not be tolerated includes foul language, lewd or obscene language or behaviour.
- (2) Staff are empowered to caution those who breach this rule and in extreme cases to request that the person(s) leave the premises and, as a last resort, to report such behaviour to the Committee.

**4. Priority on the  
Course**

- (1) Unless otherwise determined by the Company, priority on the course is determined by a group's pace of play. Any group playing a whole round is entitled to pass a group playing a shorter round.
- (2) A group shall comprise of no more than four players.
- (3) Subject always to consideration of pace of play as set out in (1) above, a single player has no standing and should give way to a match of any kind.
- (4) Subject always to consideration of pace of play as set out in (1) above, and in the absence of special rules, a two-ball should have precedence over, and be entitled to pass, any three- or four-ball groups, which should invite them through.
- (5) Groups participating in Club or Competition matches have priority over social matches.
- (6) Any match playing a whole round is entitled to pass a match playing a shorter round.
- (7) All players are required to check with the Pro Shop before commencing play to confirm that they have clearance to use the first tee and begin their round.
- (8) It is not permitted to start play at holes other than the first without the express permission of the Pro-shop staff who act on behalf of the Company, and whose authority in this matter is absolute. Players who then start at a tee other than the first must offer priority on the course to those who have commenced at the first tee. This provision shall not apply to a competition or event where multiple 'tee starts' are integral to the staging of the golf.
- (9) The Club Captain and Ladies Captain must generally be offered priority at the first tee and on the course during their periods of office.

**5. Care of the  
Course**

- (1) *Bunkers*

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

- (2) *Repair of Divots, Ball-Marks and Damage by Shoes*

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

Any player may be requested by a Course Marshall to produce their pitch repairer during the course of a round. Failure to be able to do so will result in a £1 fine, donated to the Captain's charity.

- (3) *Preventing Unnecessary Damage*

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

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

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

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

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

Local notices regulating the movement of buggies and golf carts should be strictly observed.

**6. Rules of Golf**

All play on the course should be conducted in accordance with the 'Rules of Golf' as most recently published by The Royal and Ancient Golf Club of St Andrews (R&A).

**7. Local Rules**

- (1) Local rules instituted by the Company will normally be routinely stated on the scorecards available from the Professional's Shop. These are binding at all times and in all competitions.
- (2) Acting in conjunction with the Company, the Committee may make temporary local rules for abnormal local conditions. Details of these will be published on the notice boards in the clubhouse. Absence of specific notices on the course itself shall not constitute a defence against any infringement of such rules.
- (3) It is customary at Donnington Grove Golf Club that rakes be replaced in bunkers after use.

## 8. Course Procedure

### *Booking Tee Times*

- (1) Tee times are booked through the Pro-Shop and should be booked in advance. Three tee times are reserved for members on Tuesdays and Thursdays (starting at 8:30am in the summer, 8.30 and 9:30am in the winter). Ladies Roll-up times of 13:30 on Mondays and 11:00 on Wednesdays will also be reserved.
- (2) At weekends special arrangements apply. The system adopted for Weekends and Public Holidays is as follows:
  - On Saturdays up to 11:00am the golf course will be reserved for members and guests. A member may only bring one guest before 11:00am. In the case of corporate members the number allowed to play before 10am will depend on the type of membership i.e. A-1 player, B-2 players, and C-3 players.
  - An exception may be operated in the case of former Club Captains.
  - On Saturdays from 11am to 12 noon the course will be reserved for members, guests and hotel residents.
  - On Sundays and Public Holidays up to 9am the course will be reserved for members and guests.
  - On Sundays and Public Holidays from 9am to 11am the course will be reserved for members, guests and hotel residents.
  - For weekends and Public Holidays no tee time before 11am can be booked before 8am on the Monday of the preceding week (i.e. 12 days in advance for Saturdays, 13 for Sundays).
  - A member may only book a maximum of two tee times before 11:00am on weekends and Bank Holidays.
  - Repetitive bookings for the weekend tee times will not be accepted.
  - Tee times will be allocated on a first come basis.
  - The Pro-Shop will when possible make any group of less than 4 players into a 4-ball.
  - Any member reserving a tee time at the weekend and not turning up without given notice before 12 noon the previous day, will not be allowed to book tee off times before 11am at weekends for the following 2 weeks, or if already booked these will be cancelled.
  - On the day the Pro-Shop will be able to fill any free tee times with any category of player.
  - The Company reserves the following rights:
    - At any time to pre-book any tee times at any time in advance.
    - To decline any booking.
    - To alter any of the above timings during the year to reflect the members demand on tee times.
    - To free up reserved tee times if it is obvious that they are not all going to be used by members.

(3)

### *On Arrival*

All players must report to the Pro-Shop before their round to confirm arrival. Green fees for guests must be paid before starting play. Players should arrive at the first tee at least 8 minutes before their booked time. It will not always be possible to reschedule a tee time if players are late in arriving.

(4)

### *Tees*

For normal play members may choose to play off any tee where the markers are in place. Members must not play from tees where markers are not in place.

Non-members must play from the 'tee of the day' which is signposted outside the Pro-Shop.

## 9. Handicaps

- (1) Club members are bound by the 'Standard Scratch Score and Handicapping Scheme 1983' as published, from time to time revised, and administered by The Council of National Golf Unions.
- (2) It is the duty of members regularly to consult the published list of handicaps placed in the clubhouse, in order to ensure that at all times and in all forms of golf, they use the correct handicap for playing purposes.
- (3) Club handicaps are administered by the Competitions Subcommittee and are based on members' performance in 'qualifying' competitions. Decisions on which competitions shall be deemed to be 'qualifiers' shall lie with the Competitions Subcommittee.
- (4) The General Committee uses up-to-date and approved software but is also able to exercise judgement of a more general nature where circumstances justify.
- (5) Members may at any time submit scorecards to the Handicap Committee for consideration of handicap adjustment based on "general play". The handicap committee must receive a minimum of 2 cards within any 4 week period if players wish their handicaps to be reviewed. Single figure handicappers will not be considered for review.
- (6) New members must either produce a valid handicap certificate from their previous club or submit three scorecards signed by a Donnington Grove member in order to qualify. One card must be marked by a member of the Committee or by a past captain.
- (7) Entry into 'knock-out' competitions and 'board competitions' whether pairs or singles in format, shall be conditional on members having formally acquired a Club playing handicap or completed at least three qualifying rounds of golf within the preceding twelve months of the entry closure date to the particular competition, in order that their handicap be a fair and up-to-date reflection of playing ability. This rule will take effect from 1<sup>st</sup> April 2007.
- (8) Members who elect to have their handicaps administered at another club are categorised as AWAY players. They must advise the Handicap Secretary (or other Committee member) of any changes to their playing handicap prior to playing in any competitions at Donnington Grove Golf Club.
- (9) Members are reminded that when playing in qualifying competitions on a course other than their home course, it is their responsibility to inform the Handicap secretary of their home club of the date, gross score/s or Stableford points and the competition standard scratch score calculated for that competition as soon as is practically possible.

## 10. Competitions

- (1) Competitions are administered by the Competitions Subcommittee and run under the term of the booking and administration procedures, which are posted on the competitions notice board in the Pro-Shop. These procedures may change from time to time, as circumstances demand. Members should refer to them at regular intervals. Ignorance of the latest procedures is not regarded as a justifiable excuse for non-compliance.
- (2) Subject to the above, competitions will be played in accordance with the rules of golf as determined by the Royal and Ancient Golf Club of St. Andrews. The committee's decision on matters affecting the running of or the result of any competition is final.
- (3) Members may enter all club competitions for which they may be qualified by age, gender or standard of golf. The terms of entry are customarily annotated to the entry sheets posted on the pro-shop notice-boards.
- (4) Any decisions regarding rules should be referred to the Competitions Subcommittee. If during the course of a round, a player is unsure of a ruling, he or she is advised to play a second ball to the completion of the hole. This will enable a decision to be made at the end of the round, prior to the player signing and returning the scorecard. Please note that a copy of the latest edition of "Decisions on the Rules of Golf" is held by the Club Secretary.
- (5) *Competition Scheduling*

The competition calendar and results sheet will be published on the notice boards, the web site and the club diary, giving dates and formats for all competitions.

### ***Stroke Play***

- (6) *Competition Entry*

Entry forms will be published in the Pro-shop 4 weeks before the competition date. Members may put their names down on the start sheet or they can call the Pro-shop and ask one of the staff to enter their name. If a member puts down the name of another member, that member must put his or her initials (in brackets) after the name of the member being entered. It is the responsibility of the member entering the names to inform his or her playing partners accordingly. The members will be held jointly responsible if anyone in the group fails to play in the competition at the required time.

**10. Competitions  
(continued)**

(7) *Reserve List*

If no suitable tee-time is available, members may place their names on the reserve list, together with a contact number and an indication of the range of start times that they require. If there is a withdrawal, names will be promoted by the Pro-shop from the reserve list in the order they were entered. Subject to the pro-shop being able to make contact in a reasonable time. Members may not promote reserves themselves or promote themselves ahead of the reserve list.

(8) *Cancelling Bookings*

Members may not strike out anyone's name from the entry sheet, including their own. If a member wishes to withdraw or change a start time, they must ask a member of staff of the Pro shop to do so.

A member may withdraw his or her name from the start sheet up to 7:00 pm on the second day before the competition; for example, up to 7:00 pm on Thursday for a Saturday competition. Members cancelling within this deadline will be required to pay the entry fee even though they do not participate. This should be paid along with the entry fee for the next competition entered. Members will not be considered to have participated in another competition until the entry fee is paid.

(9) *No Shows*

Any player whose name appears on the start-sheet and who fails to play, having not given notice of withdrawal before the day of the competition will be required to pay the entry fee and will be barred from entering the next like-for-like competition; that is, if it is a weekend competition the member will not be able to enter the next weekend competition (excluding match play knockout competitions). He or she may not participate in another competition until the entry fees are paid. If a member does not turn up for a second time within a three month period without good reason, he or she will be referred to the Competitions Subcommittee and could be subject to a suspension of handicap for three months from the date of the offence. Further repetition will result in the member being referred to the club disciplinary committee.

(10) *On The Day*

Competition rules will be given with the scorecards. In all cases, players must pay their entry fee before they start, otherwise they will be deemed not to have entered the competition.

Please note that midweek medals/Stableford competitions do not require advance entry.

Competitors should be at the first tee eight minutes prior to their start time to exchange cards with a fellow competitor as marker, if appropriate.

'Medal' rounds are played as a three-ball or, occasionally, as a two-ball. Four-ball groups are not permitted for 'medal' rounds and playing in this way will lead to disqualification.

Competitors should aim to keep up with the group ahead of them on the course.

At the end of each hole (at the tee of the following hole) competitors should mark down the gross score (Player 'A') against that hole of the player whose card is being marked and their own gross score in the "Marker's Score" column. Player and marker should verbally agree the gross score recorded for that hole as they walk from green to tee.

Competitors should endeavour to hole-out at every hole but if under exceptional circumstances they fail to do so (and having a bad round is not an unusual circumstance!), they should record a "zero" as the gross score. A zero on any hole will result in an "N/R" or nil return for the round. However, if they are able to continue playing they should complete the round and record their gross score at subsequent holes and continue marking for their fellow competitor.

Cumulative scores should be checked with fellow competitors after the completion of nine holes. Should any errors come to light, corrections should be made and initialled by the marker.

After completing the eighteenth hole, but before leaving the course, competitors should agree the scores totals for both halves of the round. In 'medal' play the handicap allowance should then be deducted to arrive at the net score.

All the above-stated procedures should be applied in 'Stableford' points format competitions excepting that the situation of an N/R card will not apply.

After the scorecard has been signed and handed back by the marker, competitors must check their own card re handicap and gross score and countersign it. Players should enter their scores on the computer in the hotel, without delay, and they should place their cards in the box by the computer terminal.

All cards must be returned and entered on the computer, including N/Rs, as the handicapping system takes into account the total number of players that have entered the competition when calculating

**10. Competitions  
(continued)**

the Competition Scratch Score.

Once submitted, the scorecard may not be amended by the competitor(s) or marker.

***Match-play***

- (11) The draw for knock-out competitions will be made by the Committee and displayed on the clubhouse notice-board, together with details of the closing date deadlines for each stage or round. These must be adhered to without exception. Extensions may only be granted on an overall basis where prolonged periods of course closure have applied. No individual extensions can be granted.
- (12) Competitors, whether single, pairs or teams, have a joint duty to make contact with opponents in order to fix and complete matches within the appropriate timescale. Competitors who experience a lack of co-operation in this regard may claim the match but should notify the Committee before so doing. In the event of dispute, the Committee will seek evidence from both parties before giving its decision, which shall be final and binding.
- (13) The results of matches played in 'knock-out' competitions should be agreed with opponents before leaving the course and then entered on the appropriate sheet by the winner(s).
- (14) The Committee reserves the right to disqualify any competitor at any stage if there is evidence of a breach of any of the rules applying to the competition, or of other prejudicial conduct.

**11. Amateur Status**

- (1) Unless specifically stated otherwise by the Committee, club competitions and handicaps shall only be open to 'amateur golfers'.
- (2) The rules and definitions of 'amateur status' will at all times be those most recently published by the R&A.

**12. Dress**

***General***

- (1) The Clubhouse has every facility required for changing into and from golfing apparel. Changing in the Car Park is not permitted.
- (2) Golf and sports bags are only allowed in the Changing Rooms.

***Dress Code - Golf Course & Practice Ground***

- (3) Shirts, in general, must be collared but collarless shirts marketed as golf wear are acceptable.
- (4) Shirts for men must have long or short sleeves and must be worn inside waistband at all times.
- (5) Men's shorts must be tailored to maximum of knee length.
- (6) Short sports socks for men are permitted but they must be predominantly white and a minimum of ankle length.
- (7) Ladies however may wear tops outside their trousers, cropped trousers, shorts or skirts when they are designed to do so.
- (8) No jeans, denims or track-suit bottoms.
- (9) Recognised golf shoes with soft spikes must be worn. Training shoes are not allowed. Peaked hats or caps must not be worn other than with the peak to the front and must be removed before entering the Clubhouse.

***Dress Code – Clubhouse***

- (10) Smart casual wear before and after play.
- (11) Golf shoes are only allowed in the Spike Bar.
- (12) Collarless and/or sleeveless shirts or T-shirts are not considered acceptable.
- (13) No shell suits or track-suits.
- (14) Wet or muddy apparel is not allowed.
- (15) Jacket and tie may be required for formal functions and Club matches.

- 13. Mobile Phones** Use of mobile phones on the golf course is not permitted. However, they may be taken onto the course for use in genuine emergencies only and must remain on silent/vibrate. Golfers may be asked to leave the course if observed using a mobile phone out with these conditions.
- Mobile phones may be used 'discretely' within the confines of the Clubhouse. However, the club is an area for relaxation and members and their guests are requested to limit the use of mobile telephones and avoid strident ring tones.
- Mobile telephones are allowed in the car parks, the putting green and the driving range.
- 14. Dogs** Dogs are not allowed on any part of the golf course, putting green or practice ground, other than on public footpaths, where they must be kept on a lead.
- They are not allowed on the buggy paths or in the hotel.
- Dogs are allowed in other parts of the grounds of the club provided they are kept on a lead, do not cause a nuisance to other Members or guests and do not foul the grounds.
- 15. Buggies and Pull-Trolleys** The use of pull-trolleys, battery-driven carts and motorised golf buggies is at the discretion of the Company as it see fit from time to time, taking account of ground conditions and safety. Its decision is final in all circumstances.
- Those seeking special permission because of age or infirmity should gain a written dispensation by application direct to the Company.
- Buggies must remain on the footpaths at all times, unless authorised by the Company that they are allowed on the fairways. If a trolley ban is in operation, buggies are always available.
- 16. Complaints** In the event of incidents either on or off the course, the Committee expects members to behave at all times with restraint, both physically and verbally. In particular, the Committee is likely to be unfavourable towards members who employ foul or abusive language, even if they consider themselves the injured party.
- It is the duty of members to try to settle matters of dispute with others first by polite mediation. Reference of an incident to the Committee should not be the first resort.
- Members are nevertheless entitled to complain about the conduct of other members or visiting players and this should be done promptly in writing to the Director of Golf or to the Committee. Investigation by the Committee often requires witnesses to bring matters to a satisfactory conclusion and members should bear this in mind when deciding to register a complaint. Findings will be established as quickly as possible and members involved should make themselves available for these enquiries.
- The Committee does not undertake to reach a firm conclusion on the substance of the complaint in every situation. Where appropriate, it will take such action as is both appropriate and available, most often by writing to the parties involved.
- In certain circumstances, reprimands may be issued or periods of disqualification from competition ordered. Decisions of this kind would be open to appeal.
- 17. Conclusion; Penalties for Breach** If a player consistently disregards these guidelines during a round or over a period of time to the detriment of others, the Committee will consider taking appropriate disciplinary action against the offending player. Such action may, for example, include recommending to the Company that the member is denied access to the course, the practice ground, and the clubhouse for a limited time or that he or she is banned from a certain number of competitions. This is considered to be justifiable in terms of protecting the interest of the majority of golfers who wish to play in accordance with these guidelines.
- In the case of a serious breach of etiquette, the Committee may disqualify a player under Rule of Golf 33-7.

**18. Donnington  
Grove  
Competition  
Formats**

*White Tees or Ladies Red Tees*

Club Championship  
36 holes played over 2 days  
Gross and handicap prizes for each round and cumulative

Parasampia Cup  
Handicap medal

Parasampia Bogey  
Handicap matchplay against the course

Parasampia Doubles Matchplay Championship  
Fourball Better Ball.  $\frac{3}{4}$  Handicap difference, taken from the lowest handicap player.

Parasampia Singles Matchplay Championship  
Full Handicap difference

Shotoku Cup  
Fourball Better Ball.  $\frac{3}{4}$  Handicap with maximum Handicap allowance – Men = 24, Ladies = 36  
(players with higher handicaps are eligible).

Japan Cup

Handicap Stableford. Handicap allowance – Men = 24, Ladies = 36 (players with higher handicaps are eligible).

Greensomes Cup  
Medal –  $\frac{1}{2}$  Combined handicaps.

Mixed Greensomes Cup  
Medal –  $\frac{1}{2}$  Combined handicaps.

Monthly Medals  
April to October  
Note: the Committee may from time to time mandate that some summer Monthly Medals are played from the Yellow Tees.

Mid-Week Medals  
April to October

*Yellow Tees or Ladies Reds*

Monthly Medals  
November to March

Monthly Stablefords  
November to March

Mid-Week Stablefords  
All year

Mid-Week Medals  
November to March

Winter Fourball Knockout  
Fourball Better Ball.  $\frac{3}{4}$  Handicap difference, taken from the lowest handicap player

Winter Singles Knockout  
Full Handicap difference

Winter Texas Scramble  
Teams of 3.  $\frac{1}{7}$  combined handicaps (maximum 18 per team).

Invitation Day  
Format at the discretion of the Committee.

Mixed Invitation Day  
Fourball Betterball Stableford.

*Competitions played to format at the Club Captains Discretion*

Captains Rosebowl

New Captains Drive-in

Interclub Matches

Captains Charity Day

**By Order of the Donnington Grove Club Committee**

**November 2010**