

## SECTION 3 – CLUB ADMINISTRATION GUIDELINES

### TABLE OF CONTENTS

		Page
<b>PART I</b>	<b>CLUB ADMINISTRATION</b>	<b>3-1</b>
	Guide for Office Bearers	3-1
	Guide for Committees	3-2
	General Information	3-3
	Levy Collection Process	3-3
	Club Competition Manual	3-3
	Reciprocal Playing Rights at Other Clubs	3-4
<b>PART II</b>	<b>COURSE SET UP</b>	<b>3-4</b>
	Daily Approach to Keep the Course Rating Accurate	3-4
	Annual Strategy for Course Set Up	3-5
	Varying the Challenge of Your Course	3-5
	Hole Positions Recommendation for Competition Play	3-5
	Measuring and Distance Recommendations	3-7
<b>PART III</b>	<b>THE IMPORTANCE OF MARKING THE COURSE</b>	<b>3-9</b>
	General	3-9
	Out of Bounds	3-9
	Water Hazards	3-9
	When a Lateral Hazard Might be Reclassified as a Water Hazard	3-10
	Ground Under Repair	3-10
	Obstructions	3-11
	Environmentally Sensitive Areas	3-11
	Dropping Zones	3-11
<b>PART IV</b>	<b>SETTING CONDITIONS FOR COMPETITION PLAY</b>	<b>3-11</b>
<b>PART V</b>	<b>GENERAL</b>	<b>3-18</b>
	Draws for Match Play	3-18
	Standard Length of Holes	3-20
	Tee Markers & Standardisation of Colours	3-20
	Marker Trees – Distance Markers	3-21
	Allocation of Handicap Stroke Indices	3-21
	Hole in One Badges	3-21
	Course Record and Best Gross Scores	3-22
<b>APPENDIX I</b>	<b>Sample Competition Conditions</b>	<b>3-23</b>
<b>APPENDIX II</b>	<b>Pace of Play Guidelines</b>	<b>3-24</b>



## PART I – CLUB ADMINISTRATION

This manual does not seek to impose any rules for the administration of clubs and their activities. The following suggestions, however, may be of assistance. At the inaugural or Annual General Meeting of a club, members elect a President, Vice President, Captain, Vice Captain and members of the club's committee. In some clubs, Vice Presidents take an active part in club administration and in others Vice Presidency is an honour given to committee members who have served the club over a long period in various capacities.

A growing number of larger clubs have adopted a more modern approach and separated club administration into areas of governance and management. In many respects this follows the concept adopted in the Constitution of New Zealand Golf, and which has also been adopted by several District Associations.

An elected Board provides and monitors strategies to be undertaken or followed by a professional management team. All Committees and staffing groups report to the General Manager, who is the person responsible for management representation at the Board meetings.

### 1. GUIDE FOR OFFICE BEARERS

#### **President**

In New Zealand, the President is often regarded as the Senior Executive Officer, but many clubs follow the British procedure of making the Club Captain the Senior Executive Officer, in which case the President is considered to be the head of the club at social functions.

The duties generally undertaken by the Senior Executive Officer are dealt with below under two headings.

#### i. **Business**

The Senior Executive Officer

- Is responsible for the general supervision of the club. To be in a position to do this effectively, should be acquainted with all matters affecting the club
- Should have a sound knowledge of the constitution and past history of the club.
- Know how to conduct meetings and to see that all business is dealt with expeditiously without allowing discussion to wander too far from the point at issue. Where the Senior Executive Officer has doubts in regard to meetings and correct procedure, he should obtain one of the many books that deal fully with this subject.

It is suggested that the following points be observed:

- Meetings should be commenced punctually.
- The Senior Executive Officer should
  - o be well acquainted with the items on the agenda.
  - o be unbiased and ensure direct discussion so that opposing points of view are given full opportunity for expression.
  - o supervise the work of the Secretary or Secretary-Manager and other club officials to ensure that the decisions and policies of the general committee are carried out promptly.

#### ii. **Social**

Whoever is regarded as the social head of the club (e.g. President or Captain) should, whenever possible, be present to receive visitors at social functions and should see that letters of thanks, congratulations, condolences, etc. are written by the Secretary-Manager on the occasions required. By giving encouragement and by setting an example to club staff and committee members, the social head of the club can contribute tremendously to the success of the club's functions.

Remember that the status of a golf club is often a reflection on the Senior Executive Officer and the tone of the club is set by their example.

#### **Club Captain**

The Club Captain is usually the chief officer on the playing side and should be selected for their qualities of leadership and ability to uphold the rules and traditions of the game. The Club Captain should be an experienced player with a thorough knowledge of the Rules of Golf. The duties would normally include liaison between sub-committees and the Captain would usually be an ex-officio member of each.

The Club Captain would usually accompany teams from the club when visiting other clubs and would be present to ensure that visiting teams are welcomed to the club. Assisting the President in any entertaining may be a further duty. In addition the Club Captain should deal with all matters in regard to play on the golf course and see that players are educated regarding the Rules of Golf, local rules and etiquette, however this area may be delegated to the Match Committee.

### **Secretary-Manager**

The duties of the Secretary-Manager are many and varied. For the smooth running of any club, it is essential that the Secretary-Manager enjoys the full co-operation of the club's members, its committee and members of the paid staff. Generally, the duties would be as follows:

- Administer and manage the club in accordance with the policy determined from time to time by the General Committee/Board.
- Ensure the club adheres to the Incorporated Societies Act, OSH, Licensing Laws and any other relative New Zealand law.
- Engage, instruct, roster, and if necessary, replace staff to operate and service the club in a manner required by Committee/Board policies.
- Assist the Finance Committee in supplying information and requirements for the forward budgeting of revenue and expenditure together with the subsequent management of operations within approved budgets.
- Assist the Match Sub-committee and when necessary and so authorised, act for it in matters concerning the conduct of competitions, interpretation of the rules and any requirements for local rules.
- Assist the House Sub-committee by providing all relevant information to enable it to formulate recommendations in respect to service, prices and standards of clubhouse facilities generally.
- Assist the Greens Sub-committee by ensuring that all policy direction is implemented by the Greens Superintendent and to keep it informed of current course problems together with any consequent recommendations for action as suggested by the Greens Superintendent or other qualified advisors.

## **2. GUIDE FOR COMMITTEES**

### **Handicapping Committee**

An essential element of the New Zealand Handicap System is the requirement that each golf club or golf association that issues New Zealand Golf Handicap Indices on behalf of the New Zealand Golf Network shall appoint a Handicap Committee to ensure the integrity of the handicaps issued. This Committee shall make certain that the members comply with the New Zealand Golf Handicap System.

The duties and responsibilities of the Handicap Committee are detailed in the Handicapping and Course Rating section of this manual.

### **Greens Committee**

The Chairman and Committee should have a close liaison with the Secretary or Manager and the Greens Superintendent. It is best for the Committee to determine a policy as to who should have direct contact with the Greens Superintendent, whether it is the Secretary, Manager or Chairman of the Greens Committee. It is recommended that one person should have the direct responsibility of conveying to the Greens Superintendent a weekly or monthly work schedule, alterations to the course, etc. The Club Committee/Board should impress on members that they should in no way harass the Greens Superintendent or members of his staff with complaints or suggestions about the course. Any complaints or suggestions should be conveyed to the Committee in writing.

Apart from the general day to day course maintenance and forward planning for new holes, alterations or tree planting etc the Committee should have a close liaison with the Greens Superintendent, especially when tournaments are conducted on the course. When a local, provincial or national event is being conducted at a club, the Greens Committee should see that all necessary maintenance is carried out to produce the best possible playing conditions. In conjunction with the Greens Superintendent, the Committee should see that the location of the holes on the putting greens and the placement of tee markers are given full consideration thus ensuring the course has a constant length at all times. [See Part II – Course Set Up.]

The Greens Committee in cooperation with the Greens Superintendent should be responsible for setting a policy for tee markers, mowing, raking bunkers and general grooming of the course.

If the importance of a competition requires a departure from customary club practice, the Chairman of the Greens Committee and the Greens Superintendent should arrange a schedule for cutting fairways, rough and greens and the height of cut for each. For national events the necessary maintenance should be made in accordance with the New Zealand Golf Tournament Manual.

The Greens Committee should ensure that members rake bunkers after use on all occasions. If the size of the field warrants it, and there is adequate course personnel, arrangements may be made to have bunkers raked periodically during the day. A bunker should never be raked by a greenkeeper or course personnel while a ball is in it.

### **Match Committee**

The Match Committee should be responsible for the conduct of all club competitions and for the selection of teams for both friendly and pennant or inter-club play. This Committee should also be responsible for and be conversant with the *Rules of Golf* and any decisions to be made and for drawing up the club's competition programme for the season. Before doing so, this Committee should ensure that it has all the dates of local, provincial and national events to minimise conflict.

However outside local, district and national events it is over to the Match Committee to decide the importance of other events. Where a competition is played over several rounds, it is suggested that one or two weekends after the proposed date for the final be left free in case of a postponement through inclement weather. If this is not done, severe disruption of the programme could be caused even though two or four players only many be involved in the final.

In drawing up its programme, the Match Committee should endeavour to ensure that all handicap groups in the club are fully catered for. The Match Committee should ensure that they set out clearly conditions of each event before play commences. In this connection, reference is made to Rule 33 and Definition 10 'Committee' of the *Rules of Golf* that should be carefully studied by all members of the Match Committee.

Clearly set out rules and conditions can eliminate many problems.

#### **Finance Committee**

The Finance Committee should watch over the club's receipts and expenditure and should specifically:

- Keep the Club Committee/Board fully informed of the progressive income and expenditure of the club in relation to the yearly estimates.
- Prepare annual income and expenditure for submission to the Club Committee/Board as required.
- Ensure that all claims upon the club have been duly authorised and certified by responsible officers.
- Report to and advise the Club Committee/Board as required on financial aspects of any proposed future development of the club, its course and amenities.

#### **Membership Committee**

To interview and investigate all applicants for membership who have been properly proposed and seconded in accordance with the Rules of the club. This Committee would report its findings to the Club Committee/Board, which then acts in accordance with the club's Rules.

#### **Promotion Committee**

To actively promote the club's affairs and seek innovative ideas to attract new members to join the club when required.

### **3. GENERAL INFORMATION**

#### **Levy Collection Process**

Each golf club member (excluding Secondary, Life or Junior members) pays an annual levy to New Zealand Golf. Golf clubs normally apportion a percentage of their annual membership subscription for payment of the levy which is collected by them on behalf of NZ Golf. The membership year is 1 January to 31 December and all registered members during that period are liable for payment of the NZ Golf levy. NZ Golf corresponds to each club annually informing them of the levy procedure and any variations/changes that need to be undertaken as part of the levy process in any one year.

The *relevant date* for collection of membership figures is 31 December and on that date a membership list is extracted from the New Zealand Golf Network (DotGolf) handicap system and includes all 'live' members of a club, together with those who have been a member of that club at some time during the membership year but may no longer be as at the *relevant date*.

By mid January of each year a club will receive from NZ Golf a list of its club members who are to be levied for the current year. If, for any reason, the list is incorrect the club must update its records accordingly in the DotGolf handicap system and advise NZ Golf of the amendments made. (NZ Golf will not make changes on a club's behalf, but is available to provide assistance on the process as and if required.) Provided the amendments are correct and acceptable by NZ Golf the levy invoice will be adjusted accordingly.

Invoices are raised and dispatched the first week of March and payment is due typically no later than the end of the month following invoice date.

Club levy enquiries can be made at any time to [levies@nzgolf.org.nz](mailto:levies@nzgolf.org.nz)

#### **Example Levy Time Line**

- 31 December 2009 Club membership list extracted from New Zealand Golf Network (DotGolf) handicap system
- Mid January 2010 Membership list sent to clubs
- 28 February 2010 Last day for confirmation of 'levied' membership figures
- March 2010 Levy invoices processed and distributed
- 20 April 2010 Due date for levy payments

#### **Club Competition Manual**

It is recommended that all clubs have a 'working document' in the form of a competition manual for all mixed, women's and men's golfing competitions within the club. By having this manual, which is regularly updated, it ensures that all competitions are run correctly.

The document may be in the format of a page per competition.

**Example:**

**Event:** *Men's Club Championships*

History:

Format:

Staffing:

Open to:

Date:

Prior to day: List work to be done e.g. entry forms, closing date etc

Entry:

Playing format: Tees

Starting procedure:

Cards:

Catering:

Cost:

Prize giving:

Dress code:

How can we improve on the event for next year:

**Reciprocal Playing Rights at other Clubs**

Some clubs enter into mutual agreements with other clubs under which the members of each may play (without payment) on the course of the other. The terms of these agreements vary in accordance with the wishes of the clubs concerned and this arrangement provides an opportunity for play as a visitor where a golfer will be made welcome as a member of a 'sister club'.

In general, clubs that are party to reciprocal rights agreements are situated a reasonable distance apart and the number of visitors playing at any one time is usually small. Some clubs with reciprocal agreements play regular home and away matches between themselves, in some cases with 'sister clubs' in Australia.

## PART II – COURSE SET-UP

### 1. THE DAILY APPROACH TO KEEP THE COURSE RATING ACCURATE

Every set of tees has its own course rating and slope number, and the daily objective is to keep the course set up as close to the conditions for which the course has been assessed during the rating. The most important area to monitor is the course length, as it is that component that is the most significant contributor to the course rating. If the white tees are measured at 5,600m, or the yellow tees at 4,900m then the greens staff should do their best to maintain that length. In doing so tee and pin positions can be moved, which becomes an interesting aspect to the test the club is trying to provide its members and visitors.

Here are some ways to keep the course playing to the course rating it has been assessed for, but note these are only a guide and not always an option due to turf maintenance procedures:

1. Keep the greens running to the stimpmeter measurement that was used in calculating the course rating.
2. Keep the fairway width and rough length the same as that used for assessing the course rating.
3. Retain the course length using the following:
  - a. If pin placements are at the front of the green, set the tee position behind the block defining where the hole has been measured from. The tee can also be placed forward of the block when the pin placement is at the back of the green.
  - b. During the winter months when there is very little roll, allow the course to be set up shorter than its length. When rated a 20 yard allowance has been considered when determining landing areas, so don't be afraid to keep the tees forward. This is not always an option, and depends on the teeing ground options. Accordingly, when summer conditions provide firm fairways and therefore more run on the ball, move the tee blocks back.
  - c. Many New Zealand golf courses are affected by the wind and when it exceeds the norm, use tee placement to alleviate the extra challenge. For holes into the wind move the tee forward of the block, and for holes downwind place the blocks towards the rear of the tee.

## 2. ANNUAL STRATEGY FOR COURSE SET UP

It is important to consider how the course is to play on a daily basis, and it is also important to identify the times during the year when the course is to peak from a turf perspective. It may be for the club championship or for a major district or national event that the course is hosting, and a maintenance plan should be established.

A group of members should be identified to form a Greens Committee to work with the course superintendent in regard to course developments, presentation and daily course set up. Communication between the two parties is very important in this process.

New Zealand Golf has a course preparation guideline which is available to all courses hosting one of its events, which provides information on cutting heights, and other requirements in preparing a course for a championship.

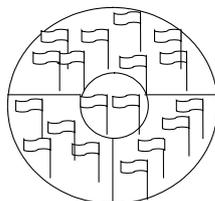
## 3. VARYING THE CHALLENGE OF A COURSE

Positioning tee markers and selecting hole positions can be an interesting challenge, and the selection made can change the playing characteristics of the course, and the challenge being presented to players by careful placement. Teeing grounds will need to be monitored as based on the number of players, or weather conditions, there will be some recovery time required. Therefore it is important to move the markers regularly, using the full length of the teeing area, and if possible the width. The width of tee markers is often set very wide to distribute wear and tear, but for tournament play markers should be no more than six paces apart.

Hole selections should be balanced with tee placement. If the tee is placed to the rear of the teeing ground and behind the block indicating where the hole is measured from, then the hole can be cut towards the front of the green. Consequently, if the tee is forward then the hole can be cut towards the rear of the green. This helps maintain a consistent length of the course. It is certainly not mandatory, as wind conditions may force the placement to increase or decrease length on a hole, and the overall goal for all 18 holes is to maintain the total yardage as near as possible.

The selection of pin positions should be considered carefully, and a plan prepared to ensure that over 18 holes there is a mixture of front, rear, left and right positions as illustrated below. This then tests the trajectory and flight control ability of all players.

A good way to prepare for such a balance is to look at an 18 hole placement plan as illustrated in the diagram below.



## 4. HOLE POSITIONS RECOMMENDATION FOR COMPETITION PLAY

*[Issued by The Royal and Ancient Golf Club of St. Andrews and adopted by New Zealand Golf]*

Many factors affect the selection of good hole positions, but the primary objective is to give reward to a good shot.

The following specific points should be considered.

1. Take into account, where appropriate, the design of the hole as the architect intended it to be played. Determine the length of the shot to the green and how it may be affected by the probable conditions for the day — wind, rain and the holding quality of the green. In this connection it is recommended that a weather forecast should be obtained from the local meteorological office. If rain is likely, holes should not be cut where water would accumulate.
2. There must be enough putting green surface between the hole and the front and the sides of the green to accommodate the required shot. For example, if the hole requires a long iron or wood shot to the green, the hole should be positioned deeper in the green and farther from its sides than would be the case if the hole required a short pitch shot.

In any case, it is recommended that generally the hole be positioned at least four paces from any edge of the green. If a bunker is close to the edge, or if the ground slopes away from the edge, the distance should be greater, especially if the shot is more than a pitch.

Consideration should be given to allowing a fair opportunity for recovery after a reasonably good shot that just misses the green. On the other hand, the penalty for failure is something that a player must take into account in deciding whether or not to attack a particular pin position. Much will depend on the standard of the competitors.

3. An area two to three feet in radius around the hole should be as nearly level as possible. In no case should holes be positioned within three paces of a very severe slope or ridge or of a recently used hole. If the design of the green dictates that the hole be positioned on a slope, the hole should be cut vertically, not with the slope. A player putting from above the hole should be able to stop the ball near the hole.
4. Consider the condition of nearby turf, especially taking care to avoid old hole plugs that have not completely healed.

5. There should be a balanced selection of hole positions for the entire course with respect to left, right, central, front and back positions. For example, beware too many positions on one side or the other of the green with a resulting premium on drawn or faded shots.
6. For a competition played over several days the course should be kept in balance daily as to degree of difficulty. The course should not be set up appreciably more difficult for any round — balanced treatment is the aim. The idea of making the course progressively harder round after round is one that should be avoided. One form of balanced daily treatment is to select six quite difficult hole positions, six that are moderately difficult and six that are relatively easy.

One should also try to keep a balance of using the left and the right on the green, e.g. first nine, four to the left, four to the right and one in the centre. The second nine should be similar. Also, one should vary as much as possible the number of paces from the front edge of the green.

7. During practice days before a competition it is recommended that holes be positioned in areas that will not be used during the competition and that will not result in areas to be used being impaired by foot traffic.
8. Anticipate the players' walking routes. Position holes for early rounds so that good hole positions for later rounds will not be spoiled by players leaving the green. For example, for a four day event on the first day, where possible the pin positions should be close to the exit line to the next tee.

On the second day the pins should be in such a position that the players will be walking on or near the first day's position. This should leave half the green for the last two days.

9. In match play a hole position may, if necessary, be changed during a round, provided the players in each match play with the hole in the same position.

In stroke play Rule 33-2b requires that all competitors in a single round play with each hole cut in the same position, other than when it is impossible for a damaged hole to be repaired so that it conforms with the Definition (see also the note to Rule 33-2b).

When 36 holes are played in one day it is not customary for hole positions to be changed between rounds, but there is no Rule to prohibit changing them. If they are changed, all players should be informed.

10. The member of the green staff who cuts the holes should make sure that the *Rules of Golf* are observed, especially the requirements that the hole must not exceed four and a quarter inches (108mm) in outer diameter, must be at least four inches deep (100mm) and that wherever possible the hole-liner must be sunk at least one inch (25mm) below the putting green surface.

It is appreciated that it may not be possible to achieve all the aims stated above, however, using the example of a 72 hole event played over four days, the following method of selecting hole positions may enable the Committee to achieve as many goals as possible.

- Select the best four hole positions on each putting green, taking into account that a different section of the putting green should be used on each day. These selections should be made well in advance of the competition. The four selected positions should then be ranked 1 to 4, with No 1 being the most difficult position, No 2 the second most difficult, and so on.
- All four positions on each green should then be identified by measurement. It is suggested that the starting point for these measurements should be a centre point at the front of the green. This point can be identified by assessing where a player would play his approach shot to the green if he were playing from the perfect central position in terms of the way the hole was designed to be played. Due to the shape of the green the point so identified may not necessarily be at the very front edge of the green. Having ascertained this point it should be marked with a small painted T-shape which will assist in directing the person taking the measurements to the centre of the green.
- Each position is then pinpointed by pacing or measuring from the T-shape at the front of the green to a spot 90 degrees to the selected position and then from the nearest side of the putting green to the selected spot. A method of measuring is necessary so that the position can be located easily when the time comes to use it and also to ensure that all hole measurements are taken from the same spot.
- The next step is to decide which of the four positions to use each day. In making selections the principles outlined in points 5 – 8 above should be followed as closely as possible – i.e. balance of positions is sought and possible damage to positions by foot traffic should be avoided. With regard to difficulty, a guide to whether balance has been achieved is if the total of the 18 hole ratings (Nos 1 to 4) is close to 45.
- The final step is to develop a chart containing the position for each hole in each round, i.e. a master plan.

Although this method does require a considerable amount of preliminary work, it does ensure a balance of hole positions on each day. It also means that the task during the competition is one of checking, as opposed to selecting, which will save valuable time during the busy days of the competition.

Nevertheless, if heavy rain is forecast during the days of competition, the Committee would be well advised to review the master plan and position holes where puddles of water are least likely to accumulate. Occasionally, such action can save a day's play in stroke play because Rule 33-2b states that '*all competitors in a single round must play with each hole cut in the same position.*' Therefore, the Committee may not alter a hole position after one competitor has played the hole with the hole in a certain position in order to prevent having to suspend play.

In important events the Committee may provide the players a sheet identifying where the holes are situated. A sample follows:

2006 XYZ Championship ABC Golf Club Sample Pin Placements Sunday 19 March							
Hole	Green Length	Pin from Front		Hole	Green Length	Pin from Front	
1	33	17	5L	10	37	6	4R
2	33	25	8R	11	49	40	6R
3	26	14	C	12	34	6	4L
4	42	37	C	13	27	8	4R
5	31	21	7R	14	38	26	4L
6	34	30	7R	15	33	21	C
7	31	21	5L	16	39	32	4L
8	36	11	5L	17	26	11	5R
9	32	23	6L	18	26	22	8R

Note: Above measurements are in paces

## 5. MEASURING AND DISTANCE RECOMMENDATIONS

This section is to assist in accurately defining the length of the course. It is not uncommon to see the blocks defining the starting point and measuring point of the back tees in places where it is not possible to maintain a daily length. In some cases it is not even possible to set the tee markers at this point.

It is important to note that for course rating purposes adjustments to the hole length may occur if blocks are in unrealistic positions, therefore at times the measured length for rating purposes will differ to the length on your printed score cards, or measurement blocks.

Also covered is such important information as standard length of holes relative to par, colour of tee markers and distance marker recommendations.

### **Starting Point**

The starting point from which each hole is measured must be defined. Normally the middle of the teeing area is used. Opposite this starting point, and to the side of the tee, a visible permanent measurement marker, such as a concrete block, must be installed. If alternate teeing areas are used, it is important that permanent measurement markers be installed on each area.

Accurate permanent marker placement is imperative in the course rating process. Permanent markers are to reflect an average placement of the movable tee markers over time. Incorrectly placed markers will make it difficult for the golf course staff to set up the course each day, keeping the effective course difficulty constant and in line with the ratings issued.

Permanent marker placement is more likely to have a greater impact on ratings than green speed, height of rough and other course maintenance practices. Courses and clubs should pay special attention to this issue.

When a single tee pad is designated for one set of tees, placement of the permanent marker at a point opposite the middle of the teeing area is appropriate. This maximises the ability of the golf course to use the entire teeing area and gives the best chance of reflecting an average of movable marker placement over time.

When more than one set of tees uses a single tee pad, consider the percentage of the club's existing or anticipated play from each set of tees when determining permanent marker placement. Allocate the percentage of play to the teeing area and place each permanent marker at a point opposite the mid-point of each of the allocated areas. As an example, a 37 metre (40 yard) teeing area is to be shared by three sets of tees. The club determines that 25% of play will be from the forward tees, 50% from the middle tees, and 25% from the back tees. Allocation would then have the first ten yards of the teeing area dedicated to the forward tees, the middle twenty yards to the middle tees and the final ten yards to the back tee. The permanent marker placement would be at the mid-point of each of these three areas.

On a nine-hole course, if separate tees or tee markers are used for each nine of an 18-hole round, separate measurements and permanent yardage markers must be established for each nine. The yardage markers (and their respective tee markers) for each nine may be uniquely identifiable.

## Measuring

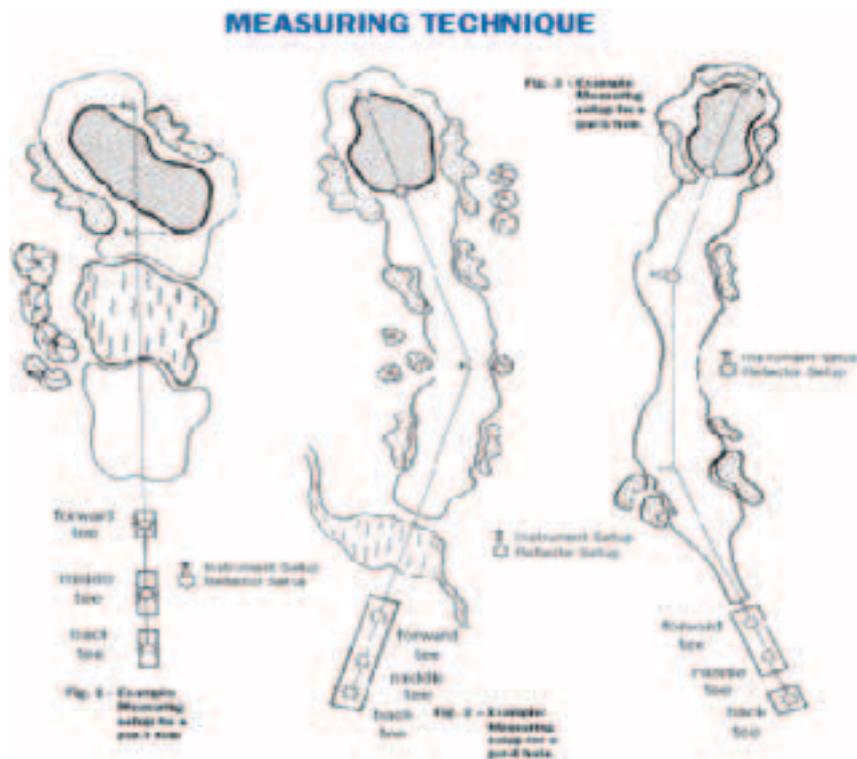
### a. **How to Measure**

Each hole must be measured horizontally (air line) by an electronic measuring device (EMD), surveying instruments, or a global positioning system (GPS) from the permanent measurement marker for every teeing area on the golf course to the centre of the green. Any trained individual may perform course measurement. Measurements on the scorecard should accurately reflect this measurement. Accurate hole measurements to the nearest metre are very important.

A hole with a dogleg must be measured on a straight line from the tee to the centre of the fairway at the bend. If the pivot point is not easily discernible, select a pivot point that is approximately 230 (men) or 190 (women) metres from the set of tees played by the majority of golfers. The measurement must continue from that point on a straight line to the centre of the green or to the next pivot point if applicable.

### b. **Tee Markers; Posting of Ratings**

The movable tee markers used to designate the teeing ground (see The Rules of Golf, Definitions) need to be consistent in colour or design from one hole to the next and clearly distinguishable from the tee markers for other teeing grounds on the course. The actual colour, design, or other method for identifying a particular set of tee markers is up to the committee in charge of the course in consultation with the Handicap Committee. Course Handicap Tables, scorecards, and signage where scores are posted should use the same terminology in referring to the name, colour, or design of the various tees and include the NZG Course Rating and Slope Number for each set of markers to make it easy for players to convert a Handicap Index to a Course Handicap before play and then to post a score for handicap purposes, complete with ratings, after play.



Where tees generally used by one gender are also used by the other, there should be a New Zealand Golf Course Rating and Slope Number for men and for women from those tees so that all players may post their scores accurately for handicap purposes.

Ratings for combinations of nine holes from each set of tee markers should be posted to assist players returning 18-hole scores made by combining nine-hole scores.

## PART III – THE IMPORTANCE OF MARKING THE COURSE

This section is to assist the Course Committee in marking and defining the golf course for consistent and fair play. A course that is well defined also allows for decisions, such as 'is a ball in or out of bounds', to be quite clear, which in turn assists with speed of play.

### 1. GENERAL

Prior to a competition, it is the responsibility of the Committee to ensure that the course has been properly and completely marked. If the Committee takes the time to accurately define the boundaries of the course and the margins of the water hazards and clearly marks any areas which are to be treated as 'Ground under Repair', it reduces the possibility of awkward Rules situations arising. A properly marked golf course helps all golfers adhere to the Rules and, therefore, courses should be marked at all times, not just for competitions, so that golfers become accustomed to the markings and their purpose.

### 2. OUT OF BOUNDS

It is essential that boundaries are clearly defined so that there can be no doubt as to whether a ball is in or out of bounds. Where a fence defines the boundary, the out of bounds line is determined by the nearest inside points of the fence posts at ground level, excluding any angled supports to the fence. An angled support or guy wire that is in bounds is an obstruction. If angled supports or guy wires exist, the Committee may wish to consider declaring them to be integral parts of the course so that a player does not get incidental relief from a boundary fence. A part of a boundary fence that is bowed towards the course so that it is inside the boundary line is not an obstruction. Where fence posts are set in concrete, the concrete bases are considered to be part of the boundary fence and thus are not obstructions. In these circumstances, the Committee should be clear on the location of the boundary line.

For example, if the Committee wishes to use the concrete base, situated above ground level, to define the boundary, it should introduce a Local Rule along the following lines:

*'Concrete bases of boundary fence posts are part of the fence and are not obstructions. Where such a concrete base is above ground out of bounds is defined by the inside points, at ground level, of the concrete bases.'*

When stakes are used to define out of bounds, these stakes should be painted white. The out of bounds line is defined by the nearest inside points of the stakes at ground level.

The distance between boundary stakes may vary, but it is of paramount importance that it is possible to sight from one stake to the next as it may be necessary to use a length of string between the inside points of two stakes in order to determine whether a ball is out of bounds. Therefore it is important to check that stakes are not obscured by bushes, trees or the like. As a precaution, it is recommended that a white circle is painted around the base of each boundary stake so that, if the stake is removed without the Committee's authority, the Committee will know exactly where the stake had been located and can reinstall it.

Out of bounds may be defined by a line on the ground and such a line should be white. The white line itself is out of bounds. A line will certainly provide a clear definition of the boundary, however, due to the terrain, establishing a line may prove difficult and its upkeep may be time consuming. New Zealand Golf uses lines as often as possible especially in areas that are in play.

If out of bounds is defined by a wall, the Committee must clarify in the Local Rules whether the inside face of the wall defines the boundary or, alternatively, whether a ball is only out of bounds if it is beyond the wall.

It is not uncommon for the boundary line to be defined by a trench, with a ball being out of bounds if it is in or beyond the trench. If stakes are used to draw a player's attention to a boundary trench, rather than define the boundary itself, they should be painted white with black tops. As such stakes do not define the boundary they will be immovable obstructions, and this should be clarified in the local rules. This is not common in New Zealand and New Zealand Golf recommends this only be used in special circumstances.

It is a common misconception that it is not permissible to define areas within the course as out of bounds. However, it is not unusual for features such as maintenance areas, clubhouses and practice grounds to be marked as out of bounds. In addition, it may be necessary to establish boundaries between two holes to maintain the character of a hole or to protect players on the adjacent fairway. However, it is not permissible to make an area out of bounds only for certain strokes at a given hole, for example, a stroke from the teeing ground.

### 3. WATER HAZARDS

The definition of 'Water Hazards' states that any sea, lake, pond, river, ditch, surface drainage ditch or other open water course (whether or not containing water) and anything of a similar nature is a water hazard. However, there are two different forms of water hazard – a normal water hazard and a lateral water hazard.

The distinguishing factor is that if a player's ball last crosses the margin of a normal water hazard it will be possible for the player to take relief by dropping a ball behind the hazard keeping the point at which the ball last crossed the margin of the hazard between the hole and the spot on which the ball is dropped. If the water hazard is so situated that this is not possible, or the Committee deems it to be impracticable, the water hazard is a lateral water hazard.

A common example of a lateral water hazard would be a body of water running parallel to a hole with the ground on the far side of the hazard's margin being wooded or extremely overgrown. (e.g. The Grange 2nd hole) In this situation, a player could not proceed under Rule 26-1b without dropping their ball in either a virtually unplayable lie or a position that is not fair, and therefore if the hazard is not defined as a lateral water hazard the player is effectively faced with a stroke and distance penalty.

#### **4. WHEN A LATERAL HAZARD MIGHT BE RECLASSIFIED AS A WATER HAZARD**

In the vast majority of situations, bodies of water that meet the definition of a lateral water hazard will be defined as such. However, Note 3 to the definition of a lateral water hazard gives a Committee the authority to define such a hazard as a water hazard. A Committee may wish to do this if it feels that relief under Rule 26-1c is overly generous and diminishes the challenge of a particular hole.

For example, (imagine the 17th island green at Sawgrass, host of the Players Championship on the US Tour) if a putting green is situated on an island in a lake it may be the case that parts of the lake, by definition, should be marked as a lateral water hazard. However, this may result in a player, whose ball has entered the lake having last crossed the margin at the edge of the green, being able to drop their ball on the green under rule 26-1c. In these circumstances, the Committee, under Note 3 to the definition of lateral water hazard, may define the lake as a water hazard and establish a dropping zone where the player could drop a ball under penalty of one stroke. This gives the player an additional option other than proceeding under stroke and distance, but still requires them to negotiate the water hazard successfully.

As provided in the definitions, stakes or lines used to define the margins of a water hazard must be yellow and, in the case of lateral water hazards, they must be red.

Stakes or lines or a combination of stakes and lines can be used to define the margin of water hazards and lateral water hazards. However, *where both stakes and lines are used, the definition of 'water hazards' provides that the line defines the hazard margin.*

In general, lines or stakes defining the margins of a water hazard should be placed as nearly as possible along the natural limits of the hazard, i.e. where the ground breaks down to form the depression containing the water. This means that sloping banks will be included within the margins of the hazard. However, if, for example, there is a large bush just outside the natural margin, it is suggested that the bush be included within the hazard margins. Otherwise, a player whose ball entered the hazard in this area may not have a reasonable spot at which to drop.

It is especially important in the case of lateral water hazards to ensure that the sloping banks of the hazard are included within the margins so that a player dropping a ball within two club lengths of the hazard margin will be dropping on ground from which he will have a reasonable opportunity to make a stroke. Where the margins are situated a reasonable distance away from the water itself and there is a likelihood that a player's ball could be playable on the bank of the hazard, it is essential that the hazard is well marked so that the player realises that the ball is in a hazard and does not unwittingly breach Rule 13-4.

When only stakes are used for definition, the straight line from stake to stake determines the limit of the margin. Therefore, care must be taken to ensure that no area that should be within the hazard lies outside the line. On the other hand, where the natural limit of the hazard is obvious, for example, where the ground breaks at 90°, the Committee may use stakes to indicate the type of hazard, provided the Local Rules state that the margins are defined by where the ground breaks.

If a body of water is part water hazard and part lateral water hazard, a yellow stake and a red stake should be placed side by side where the change in status takes place. (Auckland GC, 4th hole) This applies even if the hazard is defined by a line. This practice assists players in determining the status of the hazard where the ball crossed the margin.

By definition, stakes or lines marking hazards are in the hazards. Stakes are obstructions. Therefore, if they are movable, players are entitled to relief without penalty from them under Rule 24-1. If they are immovable, relief without penalty is provided under Rule 24-2 when the ball lies outside the hazard. However, if the ball is in the hazard, the player is not entitled to immovable obstruction relief. Accordingly, it is recommended that stakes marking hazards are movable.

#### **5. GROUND UNDER REPAIR**

Prior to marking any areas as ground under repair, the Committee is advised to conduct a tour of the entire course to identify areas that may need to be marked. Only when a full inspection has been completed is it recommended that any marking should be undertaken. Otherwise, the Committee may mark areas of ground under repair at the first few holes and subsequently find that the course has many similar areas and it is not possible to mark them all.

To provide consistency, it is suggested that the duty of marking ground under repair should be assigned to a small number of the Committee, preferably two people including the person in charge of the Committee, and ideally any decision should be taken jointly.

It is recommended that ground under repair be defined by white lines, however, if the terrain is such that putting down a line is impossible, small stakes painted a distinctive colour, such as blue or black, may be used (stakes which are white, yellow or red are not recommended.) The colour selected should be identified in the Local Rules.

There may be areas that the Committee wishes to declare ground under repair from which play is prohibited. Whilst the Local Rules or a notice should make reference to such areas, the Committee should also place signs in the area stating that play is prohibited from the area.

## 6. OBSTRUCTIONS

Although it is not normally necessary to define obstructions, there may be situations where the extent of the obstruction is unclear. For example, an artificially surfaced path may become a natural path (i.e. an integral part of the course) but it is difficult to establish exactly where the transition takes place. In these instances the margins of the obstruction should be defined by stakes or lines. When the Committee defines the margins of an obstruction in this manner, it will be necessary to introduce a Local Rule along the following lines:

*‘Immovable Obstructions*

*White lined areas adjoining any areas defined as immovable obstructions are to be considered as part of the obstruction.’*

## 7. ENVIRONMENTALLY SENSITIVE AREAS

Where areas on or adjoining the course are declared by an appropriate authority to be environmentally sensitive and, therefore, entry into and/or play from the areas is prohibited, the areas should be physically protected to deter players from entering the area, for example, with a fence, warning signs and the like.

These areas should be marked with the appropriate colour of stake for the area defined, but with a green top. For example, if the area is a water hazard, stakes defining the area should be yellow with green tops.

## 8. DROPPING ZONES

Dropping zones are used when it is impossible for a player to play from the area of relief provided under a Rule or play is deemed by the Committee to be impracticable. In addition, it is common for dropping zones to be established for taking relief from temporary immovable obstructions, such as grandstands.

Dropping zones should be outlined with paint and an appropriate sign should be placed, or the letters ‘DZ’ painted in the area. The area created should be large enough to allow for a reasonable lie after divots are taken. There are no specific guidelines concerning the form dropping zones should take. They may be any shape, and you will see them circular in USGA events, or squares about 1.5m square in New Zealand Golf events. Committees may wish to relate the colour of the paint line to the condition from which relief is being taken, e.g. yellow if the dropping zone relates to a water hazard, red if it relates to a lateral water hazard, but there is no necessity to do this.

In the situation where a dropping zone is used to provide relief from a temporary immovable obstruction, the dropping zone should, in terms of difficulty of shot, reflect the lie and line of play the player would have had if the ball were playable from the area beneath the temporary obstruction.

## PART IV – SETTING CONDITIONS FOR COMPETITION PLAY

New Zealand Golf has for many years received queries in regard to the Rules of Golf and interesting situations that arise from time to time in club competitions. Queries in regard to the Rules of Golf can be clearly answered complete with the Rule and at times the Decision that pertains to the query. There are many situations that are directly related to the ‘Conditions of Competition’, and if they had been clearer then the situation would not have occurred. Therefore, this section has been provided to assist the tournament organising team, providing the type of content that should be included in the club’s ‘Conditions of Competition’. [Appendix 3(a).] When conducting a tournament of importance, whether stroke or match play, club championships or Open tournaments, a Committee is required. The Rules of Golf define the Committee as ‘the Committee in charge of the competition’ and Rule 33-1 states that ‘*The Committee must establish the conditions under which a competition is to be played.*’ First and foremost a Committee must be appointed that will be in charge of all aspects of running the competition. In addition, members of the Committee must be clear as regards their authority to give decisions on matters such as Rules disputes, suspensions of play, etc. Without a pre-determined Committee it is difficult to run a well organised event. At club level it is likely the Match Committee in charge of club competition will fulfil the role of ‘the Committee’ for tournament play.

The Conditions of Competition are the foundations on which a competition is built as among other things, they specify who is eligible to enter, how a player may enter and what format the event will take.

It is vital that the conditions are established in advance of the competition so that the Committee can deal with any situations that may arise, such as a tie or a player playing a ball that does not appear on the list of ‘Conforming Golf Balls’. It is the responsibility of Committees to interpret the conditions they establish and, therefore, the conditions should be clear and carry precise guidance as to what action should be taken when certain circumstances arise.

The following are examples of what can be included in the ‘Conditions of Competition’.

### 1. **Eligibility**

A Committee must decide who may participate in the competition, for example Men, Women, Juniors, Seniors etc.

It may be that a competition has handicap restrictions. Generally, a competition will have a restricted field and the Committee must decide on a procedure if it receives more entries that it can accept. A ‘first come first served’ policy can be adopted, or alternatively, the Committee may accept the players with the lowest handicaps. If this is the case the Committee must decide whether it will use handicap indices at the date of entry, or handicap indices of all players on the closing date of entry. New Zealand Golf recommends the latter.

If entry is restricted by age then any condition in this regard should be unambiguous. For junior competitions it is recommended that entry should be restricted to those persons who have not reached 19 years of age by the first day of competition. With any other age limits (e.g. Mid-Amateur or Senior events) it is recommended that a player must have reached the minimum age by the first day of the competition. However, other dates may be used.

The Committee may seek proof of playing ability of entrants, and the legitimacy of handicap indices. The advantage in recent years is that all information is available for peer review on [www.dotgolf.co.nz](http://www.dotgolf.co.nz)

2. **Entry**

The Committee must determine how players are to enter the competition. In district and national events it is normal for players to have to complete an entry form that must reach the Committee by a certain date. In many cases, the entry form must be accompanied by an entry fee.

A Committee must decide whether it will accept entries by post only or by other methods of communication such as fax or email. This will mean that the entry fee cannot accompany the entry form other than by credit card and it may make administration more difficult.

In club competitions entry may be made by a player adding their name to a sheet by a certain date or simply arriving on the day of competition and indicating a desire to play. Even with these less formal methods of entry, the Committee must establish clear procedural guidelines and state what should happen if the correct procedure is not adopted. For example, if a player is able to enter a competition by putting their name down for a starting time on the day of competition, is the player then restricted to that time or can they subsequently decide to play at another time. It is considered advisable for the Committee to provide a condition stating that once a player has entered their name against a starting time, that the starting time has the status of a time fixed by the Committee and, therefore, cannot be altered without the Committee's authority.

It is recommended that a statement be included reading:

*'The Committee reserves the right to accept or refuse, or having accepted, subsequently reject any entry without giving reason for its decision.'*

3. **Format**

While many competitions will have a traditional format, a Committee creating a new event must decide on the form of play it wishes to adopt.

a. **Match Play**

If the competition is to be played on the basis of match play, it can be singles, foursomes, or four-ball match play and can either be scratch or on a handicap basis.

If the competition is to be played on the basis of handicap, the Committee must decide what stroke allowance should be given, for example the full difference between players, 75%, 50%, etc.

The method of determining the field in match play competition may vary. It may be that the field is restricted to a certain number, there may be stroke play qualifying preceding the match play stage or the Committee may accept all entries and tailor the draw accordingly.

Where the field is restricted to a certain number, usually that number will be such that all players would have to play the same number of matches to win the event, therefore, total fields of 32, 64 or 128 individuals or teams are common.

In events that have stroke play as qualifying, it would be normal for Committees to look for 16, 32 or 64 qualifiers. With such events it is essential that the Committee decides in advance how it will settle a tie for the last qualification place, for example by hole by hole play-off or by matching scores cards in a countback process, or the Committee may decide to have a preliminary round to ascertain who will progress to the first round.

Once the requisite number of qualifiers has been established, the Committee must make the draw for the match play. In events with stroke play qualifying the 'general Numerical Draw' is the recommended method. With this method each player is assigned a number based on his qualifying score, i.e. the lowest qualifier is No.1, the second lowest No.2 and so on.

For purposes for determining places in the draw, ties in qualifying rounds other than those for the last qualifying place should be decided by the order in which scores are returned, the first score to be returned receiving the lowest available number, etc. If it is impossible, or impractical to determine the order in which scores are returned, ties should be determined by lot. If players start from the 1st and 10th tees during stroke play qualifying, it is recommended that ties be determined by lot.

For a full list of the pairings for events with 8, 16, 32 or 64 qualifiers, see 'Automatic Draw' in this Section.

If there are insufficient players to complete the draw then byes should be given in order of lowest qualifiers, i.e. if there is one bye, the No.1 player should receive it, if there are three byes, the No. 1, 2 and 3 players should receive them, and so on.

It should be noted that in some match play competitions with stroke play qualifying, the defending champion is not required to qualify. Although this is a matter for the Committee to decide, such a practice is not recommended as the qualifying is an intrinsic part of the competition.

b. **Stroke Play**

If the competition is to be played on the basis of stroke play, it can be singles, foursomes or four-ball stroke play. In addition, it can be played on the basis of stableford or bogey/par.

The Committee must decide how many rounds are to be played, whether or not the field is to be reduced at any stage of the competition and whether it is to be a scratch or handicap event.

If the competition is based on handicap, the Committee may seek to establish different handicap classes with prizes awarded in each class, thereby allowing competitors to compete against others of comparable ability.

The Committee may wish to determine such classes in advance or await entry and then divide the field evenly into their respective handicap classes.

The Committee may decide to use a form of play that is not covered by the Rules of Golf, such as 'Greensomes' or the best-ball of four players or an 'Ambrose'. As these forms of golf are not specifically recognised in the Rules, the Committee must establish Rules and conditions that will be specific to these events. For example, in an 'Ambrose' the Committee may need to determine how and where the ball of a player whose ball is not in play is to be dropped or placed at the spot from which a stroke is to be made. In addition, the Committee must be prepared to answer any query that arises during such a competition as New Zealand Golf and the R & A cannot answer a query that has arisen in a format not covered by the Rules of Golf.

4. **Times of Starting and Groups**

Under Rule 33-3 of the Rules of Golf, it is the responsibility of the Committee to establish the times of starting and, in stroke play, to arrange the groups in which competitors play. However, in both match and stroke play the Committee may permit players to determine their own starting times and, in stroke play, to decide their own groupings.

a. **Starting Times**

In the majority of club match play competitions, the Committee does not establish starting times and the organisation of matches is left to the players, which is perfectly acceptable. However, it is essential that the Committee stipulates when each round must be played by and it is important that these time limits are strictly enforced. The Committee should also state which player in a match has the responsibility for arranging a date to play and, if the match is not played by the prescribed date, the Committee should have a method of determining whether one of the players should be allowed to advance or whether both are disqualified. This can be a difficult area for Committees. *Strict and consistent enforcement of the conditions is vital to the proper organisation of such competitions.*

Ideally each round of a competition, whether match or stroke play, is played on a certain day and in such circumstances it is normal for the Committee to establish starting times in both match and stroke play and determine groupings in stroke play. Where possible the Committee should make the times and groupings available to players well in advance of the competition. However, when there is a cut in stroke play competition this will not always be possible, and the Committee should advise how players find their tee time for the next round.

When there is a cut, players should be aware of when starting times and groupings will be made available, where the relevant information will be posted and, if appropriate, the telephone number they should contact for information (and at what time the telephone will cease to be manned). It is recommended that those persons taking telephone calls check player enquiries against the draw sheet as this will give an indication of which players may be unaware of their starting times. If players are travelling to play in the event, it may be helpful to fax a draw sheet to the hotels where the players are staying.

Appropriate starting time intervals are a vital ingredient in helping to produce a satisfactory pace of play. If the intervals between matches or groups are insufficient the players in each group will be forced to wait constantly for the group in front to clear the driving area or the putting green. This will result in players losing rhythm and being on the course for unnecessarily long periods of time. Committees frequently make the mistake of using short intervals, usually 6 minutes, in order to get as many players on to the course in as short a space of time as possible and to prevent the last starting time being too late in the day. However, this has the opposite effect with rounds taking an excessive amount of time leading to frustration for players and officials. For New Zealand Golf events, starting intervals are either at 9 or 10 minute intervals.

The Committee may wish to operate a two tee start. Such a method of starting is useful when there is a large field as it allows more players onto the course more quickly, and a morning and afternoon field if necessary.

**Groups**

The Committee determines the groups in stroke play, which will usually be in threes or possibly fours. It is interesting to note that the R & A recommends twos or threes, avoiding the use of fours. In all New Zealand Golf events the groups are threes for all rounds. In 72 hole events where there is a large entry to be subject to a cut, the first two rounds are often played in threes with the last two rounds being played in groups of two. This is the format adopted in the New Zealand Open. Normally the groups on the first two days are the same with a group having one earlier and one later starting time.

In the third round it is customary for the groups to be based on the competitor's scores after 36 holes, with the highest aggregate players teeing off first through to the leading players teeing off last. The numbers can be such that one or two two-balls may have to start first. In the fourth round the same procedure applies except based on the 54 hole aggregate scores. In determining the order of the draw for players with the same aggregate scores, normally the player with the lowest previous round score will play later.

In many amateur competitions players play 36 holes in one day. In these competitions the Committee should try to allow players sufficient time to rest and take refreshment between rounds. It is recommended that the Committee should determine the time they expect groups to complete a round and add one hour on to that time to give the duration between the two starting times. This means that there will still be sufficient time between rounds even if play falls behind the pace scheduled. Committees should be aware of light limitations and course preparation when finalising tee times.

In match play competitions, players may be required to play two matches in one day. If an early match requires extra holes to determine a result this may mean that the winning player has little time before their next match. Such a situation is not uncommon and the Committee should decide in advance if it is prepared to give players a minimum period of time between matches in such cases. For example, the Committee may define that a player is entitled to 15 minutes from reporting his match score until he is required to tee off again. Obviously, this may require the alteration of starting times and the order of the draw, but it would seem unreasonable for a player to be disadvantaged due to having played extra holes in their first match of the day.

Failure to start on time is covered by Rule 6-3 which provides that *'the player must start at the time established by the Committee.'* The penalty for a breach of this Rule is disqualification, but the Note to Rule 6-3 provides an option for the Committee to consider adding to the conditions:

*The Committee may provide in the conditions of a competition (Rule 33-1) that, if the player arrives at his starting point, ready to play, within five minutes after their starting time, in the absence of circumstances that warrant waiving the penalty of disqualification as provided in Rule 33-7, the penalty for failure to start on time is loss of the first hole in match play or two strokes at the first hole in stroke play instead of disqualification.'*

This condition is introduced at all New Zealand Golf and R & A championships. However, in order to apply this condition efficiently, it is necessary to have an appointed starter who will be in a position to register lateness on the tee and take the appropriate action. It is also important that starters do not let groups start before time, even if the fairway is clear. If the starter is not actually a member of the Committee, he should be instructed to report any late arrival on the tee to the Committee, who will then take the appropriate action. In such circumstances, the communication of a penalty to a player should be handled by the Committee, not the starter. If the five minute condition is in force, it is recommended that the starter hold the player(s) in the group for the five minute period if a player has not arrived at the time of starting.

It is important to note that all players in a group must be present and ready to play at the time established by the Committee, and that the order of play is not relevant. Therefore a player in a group of three with a starting time of 9:00am will be in breach of Rule 6-3 if they arrive at 9:01am even if they are the third in the order of play (see Decision 6-3a/2). Additionally, if the starting time is listed as 9:00am, the player would be late if they arrived at 9:00:45 (see Decision 6-3a/2.5)

#### 5. **Handicaps**

The Rules of Golf do not legislate for the allocation and adjustment of handicaps and The R & A does not administer any handicapping scheme. Such matters are within the jurisdiction of New Zealand Golf and any queries concerning handicapping should be directed accordingly to New Zealand Golf.

When a competition is played on the basis of handicap, it is a matter for the Committee to decide on the handicap allowance for the form of play being used. New Zealand Golf may give guidance on allowances for the various forms of play and procedures for mixed competitions. The USGA handicap system provides handicap allowances for various competitions and these should be adopted for mixed competition. See Section 9 of the Handicap System.

In all handicap stroke calculations, a fraction of one half or more counts as a full stroke; and other fractions are disregarded.

In match play competitions that extend over a period of time, the Committee should establish in the conditions whether the handicap current at the beginning of the competition or the beginning of the match will apply. The latter is more usual. In a stroke play play-off, the handicap applicable to the last round (rather than the handicap at the time of the play-off) should apply and the conditions should make this clear. In 36 hole stroke play competitions, it is recommended that handicaps are not altered during the event.

In handicap match play competitions over 36 holes, strokes should be given on the basis of two 18 hole rounds in accordance with the 18 hole stroke index unless the Committee introduces a special stroke index.

In general, a player receiving handicap strokes will take them in the order assigned on the score card. For example, if a player with a course handicap of 14 receives three strokes from a player with a course handicap of 11, they will receive these strokes on the holes allocated the first three handicap strokes, being 1, 2 and 3.

6. **Decision of Ties**

Rule 33-6 states in part *'the Committee must announce the manner, day and time for the decision of a halved match or of a tie, whether played on level terms or under handicap.'* It is essential that such decisions are taken in advance of the competition and established in the conditions. The recommended methods of settling ties are detailed in Appendix I of the Rules of Golf.

a. **Play-off**

In stroke play competitions involving qualification for a subsequent stage of the event it is not uncommon for a number of competitors to be tied for the last qualifying place. This is the case in Regional and Final Qualifying of the New Zealand Open Championship and the New Zealand Amateur Championship and the conditions state that a hole by hole play-off is used to determine the qualifiers.

Whilst there is no Rule stating how many competitors should be in a group in a stroke play play-off, it is recommended that normally there should be no more than five. Consequently if there are seven competitors in the play-off, the Committee should divide them into a group of three and a group of four and have the first player to finish in the previous round teeing off first, the second to finish teeing off second, and so on.

A hole by hole play-off with seven competitors playing off, for example, for four places would operate as follows: Group 1, comprising A, B and C play the first hole and then wait for Group 2, comprising D, E, F and G to play the first hole. A, C and F score 4 at the first hole, B, D, G score 5 and E scores 6. Based on this result, A, C, and F have won places, E is eliminated and B, D and G must play on for one place.

Even if there are only two competitors in a play-off, under the Rules, the play-off is conducted under the Rules of stroke play. Rule 33-6 states in part: *'A halved match must not be decided by stroke play. A tie in stroke play must not be decided by a match.'* Competitors in a play-off must return cards if they are issued by the Committee (see Decision 33-5/1), but it is not essential for the Committee to issue score cards provided it appoints someone to administer the scoring.

In a stroke play play-off, the Committee should ensure that the competitors are clear as to the purpose of the play-off and know exactly what they are playing for. For example, in Final Qualifying for the New Zealand Open Championship, a play-off involving five players may be for one place in the Championship and the other four determining reserve list order.

b. **Countback**

- In an 18 hole competition a countback matching cards is used to determine the winner using the last 9 holes. If there is still a tie, then the last 6, then the last 3, then the 18th hole are used.
- In competitions greater than 18 holes a countback matching cards is made using the last 18 hole score. If there is still a tie then the last 9, 6, 3 or 1 hole(s) of the 18 hole score are used.
- In all cases, if the tie is then still unresolved, then a hole by hole countback of the last nine holes starting at the 18th hole should be made. If there is still a tie after this procedure then the result shall be decided by lot.
- In handicap stroke play competition, one-half, one-third, one-sixth, etc of the course handicaps should be deducted proportionately, for example 9 holes – one half, 6 holes – one third, 3 holes – one sixth etc. *Fractions should not be disregarded.*
- If there is a multiple tee start, regardless of the starting hole, the last nine holes, last six holes etc is considered to be holes 10-18, 13-18 etc.

c. **Countback in 'Best of [Multiple Rounds]' in Stroke Play Competitions**

- In a 'Best of [Multiple Rounds]' competition, either where players must play all competition rounds or have the option to play a minimum number of competition rounds, a countback matching the last submitted 'best [counting] score' cards is used to determine the winner.
- If there is still a tie then the last 9, 6, 3 or 1 hole(s) of the last submitted 'best [counting] scores' are used.
- If the tie is still unresolved, then a hole by hole countback of the last nine holes of the last submitted 'best [counting] scores', starting at the 18th hole should be made. If there is still a tie after this procedure then the result shall be either decided by lot or any trophy held jointly, as set out in the competition conditions.
- In handicap stroke play competition, one-half, one-third, one-sixth, etc of the course handicaps should be deducted proportionately, for example 9 holes – one half, 6 holes – one third, 3 holes – one sixth etc. *Fractions should not be disregarded.*
- If there is a multiple tee start, regardless of the starting hole, the last nine holes, last six holes etc are considered to be holes 10–18, 13–18 etc.

*At New Zealand Golf tournaments the above countback procedures will be used.*

## 7. Prizes

The Committee should announce in advance the prizes that are to be awarded in the competition. The conditions should provide for situations such as one player winning prizes in both scratch and handicap competitions.

If the competition involves amateur golfers the Committee must be aware of the regulations concerning prizes that an amateur player may accept without breaching their 'Amateur Status'. Committees should refer to the Rules of Amateur Status and Decisions on the Rules of Amateur Status, but briefly:

- i. Money prizes for amateur golfers of any amount are not acceptable. It is important to note that it is a breach of this Rule to play in a competition where money prizes are on offer to amateurs (unless the amateur waives their right to prize money in advance). A breach is not restricted to winning or accepting such a prize. All sweepstakes must be voluntary, otherwise participants may be considered to be acting contrary to the purpose and spirit of the Rules of Amateur Status.
- ii. An amateur golfer must not accept a prize in excess of NZ\$1,500. This limit applies to the total prizes or prize vouchers won in the same event, excluding hole-in-one prizes. The limit also applies to prizes for a hole-in-one, but such a prize may be accepted in addition to any other prize won in the competition.
- iii. An amateur golfer may not accept a prize of an expenses paid trip to take part in a golf competition.
- iv. A raffle or prize draw run in conjunction with a golf event is not subject to the Rules of Amateur Status provided:
  - a. It is a genuine draw;
  - b. It is open to a substantial number of people; and
  - c. The playing of golf is not an entry requirement
- v. The following are examples of raffles or prize draws that are not permitted under the Rules of Amateur Status:
  - a. a raffle or prize draw limited to players in a golf event;
  - b. a raffle or prize draw limited to players in a golf event who achieve a hole-in-one, the longest drive, nearest the pin, etc.

In both examples the playing of golf is a requirement of being allowed to enter the raffle or prize draw. Therefore, the Rules of Amateur Status apply and an amateur golfer may not accept a prize in such a raffle or draw of retail value in excess of the prescribed limits.

Irrespective of prize values, a sponsor may give a memento to competitors, provided such a memento is offered to all competitors and it does not exceed NZ\$300 retail value.

## 8. Practice

Rule 7-1 provides that a player may practice on the competition course before a round on any day of a match play competition, but a competitor in stroke play is prohibited from taking such action or from testing the surface of any putting green on the course before a round or play-off. However, the Note to Rule 7-1 states:

*'The Committee may, in the conditions of competition (Rule 33-1), prohibit practice on the competition course on any day of a match play competition or permit practice on the competition course or part of the course (Rule 33-2c) on any day of or between rounds of a stroke play competition.'*

Therefore the Committee may introduce a condition that overrides Rule 7-1 so that the greens staff can have a fair amount of time to prepare the course.

In match play competitions with large fields playing over consecutive days it may be desirable to prohibit practice on any day of the competition in order to allow the greens staff sufficient time to prepare the course without interruption.

If a club has no practice facilities it may be necessary to allow competitors in a stroke play competition to use part of the course for practicing and, therefore, such a condition must be introduced. If a club's practice ground is situated within the bounds of the course it would be necessary to specifically permit practice on this area on the day of a stroke play competition by condition. Furthermore, in order to maximise space on what may be a limited practice area, the Committee may wish to clearly define areas from which balls may be struck and stipulate directions of play.

## 9. List of Conforming Golf Balls

The R & A publishes a list of golf balls that have been tested and found to conform with the Rules. This list can be found on the R & A's internet site ([www.randa.org](http://www.randa.org)). The Note to Rule 5-1 states:

*'The Committee may require, in the conditions of competition (Rule 33-1), that the ball the player plays must be named on the current List of Conforming Golf Balls issued by the R & A.'*

If such a condition is in place, the penalty for a breach is disqualification.

The list is normally introduced for competitors involving expert players at district and national level for amateurs and at professional events. Generally, it is not recommended that such a condition be introduced in club competitions.

Where the list is not operational it is assumed that any particular individual ball conforms to the rules unless there is strong evidence that it does not. This will include balls absent from the 'Conforming List', for example, "X Outs" (see Decision 5-1/4). If, however, a player uses a ball that obviously does not meet the prescribed specifications specified in Appendix III of the Rules of Golf, he must be disqualified.

#### **10. The 'One Ball' Condition**

The Committee may introduce a condition of competition stating that a player must use balls of the same brand and type, and accordingly, a player may not change the brand name and cannot change from a 90 to a 100 compression ball. New Zealand Golf has not introduced this condition at any of its amateur events, but the condition has been introduced at The New Zealand Open Championship.

The suggested wording for such a condition is contained in the Rules of Golf under Rule 33-1 Conditions of the Competition 1 (b).

#### **11. Caddies**

The Rules of Golf do not place any restriction on who may serve as a caddie, but the Committee may prohibit or restrict caddies in the conditions of competition (see Note to Rule 6-4) However, since the Rules specifically permit a player to use a caddie, generally it is not recommended that a Committee introduce a condition prohibiting their use. That having been said, for various reasons, it is common for Committees organising junior events to prohibit or restrict the use of caddies. In addition, in certain competitions it may be considered appropriate to prohibit professional golfers from acting as caddies.

#### **12. Golf Carts**

The use of golf carts (i.e. ride on motorised vehicles) during competition is permitted unless their use is specifically prohibited in the conditions of competition.

If the Committee wishes to introduce a condition prohibiting the use of golf carts, the wording contained in 'Part C Conditions of the Competition - 9 Transportation' of the *Rules of Golf* is recommended. However, the Committee may wish to follow the New Zealand Golf 'Use of Motorised Cart Policy' in determining any conditions. See Section 2 of this manual for the Policy.

It should be noted that such a condition would not prohibit a member of the Committee authorising a player to use a golf cart when such use may assist with the pace of play, for example, in returning a player to where a previous stroke was made so that he can put another ball in to play.

#### **13. Advice in Team Competitions**

The Note to Rule 8 states:

*The Committee may, in the conditions of a team competition (Rule 33-1), permit each team to appoint one person who may give advice (including pointing out a line for putting) to members of that team. The Committee may establish conditions relating to the appointment and permitted conduct of that person, who must be identified to the Committee before giving advice.'*

It should be noted that if the person so nominated is a playing member of the team, advice may not be given while they are actually playing a stipulated round (except to their partner). The person may give advice to other team members before playing or after the round has been completed (Decision 8/2).

Restrictions can be applied by the Committee to the appointment of the team captain. For example, it may be stated that the captain has to be a playing member of the team or they must be an amateur golfer (Decision 8/1). In addition, restrictions on the conduct of such person may be applied. For example, it may be a condition that the team captain may not stand on any putting green thereby limiting the captain's ability to point out a line for putting.

Furthermore, the Committee may adopt a condition specifying that the team captain is part of the match or the competitor's side, i.e. he is not an outside agency. Such a condition would have the effect of making the player(s), or, in some circumstances, the team, responsible for any breach of the Rules by the captain (Decision 33-1/11.5)

#### **14. Driving Clubs**

In elite level events, the Committee may wish to introduce a condition of competition limiting the spring like effect of driving clubs as follows:

##### **'Driving Clubs**

*The driver the player carries must have a clubhead, identified by model and loft, that is named on the current List of Conforming Driver heads issued by R&A Rules Limited. Note: Any individual driver on the List, if tested on pendulum testing apparatus approved by R&A Rules Limited, must not have a characteristic time greater than 257 microseconds. Penalty for breach of condition: Disqualification.'*

New Zealand Golf recommends that at club level this not be adopted.

#### **15. Pace of Play**

If a Committee is concerned about the speed of play, it is recommended that the players be made aware of their expected time to play the course and the guidelines used in determining if a group is out of position. The New Zealand Golf 'Pace of Play Guideline' provides the length of time that is acceptable and the procedures that will be followed if necessary. (Appendix 3(b))

#### **16. Disputes**

It is advisable that a final condition read:

*'The Committee reserves the right to amend the championship conditions and the decision of the Committee will, in all matters, be final.'*

## PART V – GENERAL

### 1. DRAWS FOR MATCH PLAY

#### a. *Qualifying Round(s) Played*

##### i. *Automatic Draw*

- When qualifying rounds are held to determine the players who will take part in a match play event players are seeded into an automatic draw according to the order of their qualifying scores (which may be gross or net scores depending on the conditions of the competition.)
- The player with the lowest score (or aggregate score if more than 1 qualifying round is played) is seeded 1, the player with the second lowest score is seeded 2 and so on.
- See the following page for the automatic draw template. Placement positions for 64 qualifiers are shown in the first column, for 32 qualifiers in the second column, for 16 in the third column and for 8 in the fourth column.

##### ii. *When byes occur*

The automatic draw is used, as follows:

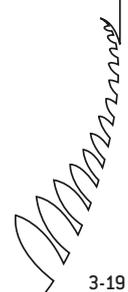
**Example 11 players, 16–11=5 byes**

#### *Qualifiers*

Position	Player	1st round	2nd round
1	A	1 A	A
2	B	16 –	
3	C	8 H	
4	D	9 I	D
5	E	4 D	
6	F	13 –	E
7	G	5 E	
8	H	12 –	B
9	I	2 B	
10	J	15 –	
11	K	7 G	
12	–	10 J	C
13	–	3 C	
14	–	14 –	
15	–	6 F	
16	–	11 K	

**Automatic Draw**

1	...1	...1	...1	...1	...1	WINNER
64	...32					
32	...16	...16	...8	...8	...1	WINNER
33						
16	...8	...8	...4	...4	...1	WINNER
49						
17	...9	...9	...5	...5	...2	WINNER
48						
8	...4	...4	...4	...4	...2	WINNER
57						
25	...13	...13	...5	...5	...2	WINNER
40						
9	...5	...5	...12	...12	...2	WINNER
56						
24	...12	...12	...7	...7	...3	WINNER
41						
4	...2	...2	...2	...2	...2	WINNER
61						
29	...15	...15	...7	...7	...3	WINNER
36						
13	...7	...7	...10	...10	...3	WINNER
52						
20	...10	...10	...3	...3	...3	WINNER
45						
5	...3	...3	...6	...6	...3	WINNER
60						
28	...3	...3	...6	...6	...3	WINNER
37						
12	...14	...14	...6	...6	...3	WINNER
53						
21	...6	...6	...11	...11	...3	WINNER
44						
2	...6	...6	...11	...11	...3	WINNER
63						
31	...11	...11	...6	...6	...3	WINNER
34						
15	...11	...11	...6	...6	...3	WINNER
50						
18	...11	...11	...6	...6	...3	WINNER
47						
7	...11	...11	...6	...6	...3	WINNER
56						
26	...11	...11	...6	...6	...3	WINNER
39						
10	...11	...11	...6	...6	...3	WINNER
55						
23	...11	...11	...6	...6	...3	WINNER
42						
3	...6	...6	...11	...11	...3	WINNER
62						
30	...6	...6	...11	...11	...3	WINNER
35						
14	...6	...6	...11	...11	...3	WINNER
51						
19	...6	...6	...11	...11	...3	WINNER
46						
6	...6	...6	...11	...11	...3	WINNER
59						
27	...6	...6	...11	...11	...3	WINNER
38						
11	...6	...6	...11	...11	...3	WINNER
54						
22	...6	...6	...11	...11	...3	WINNER
43						



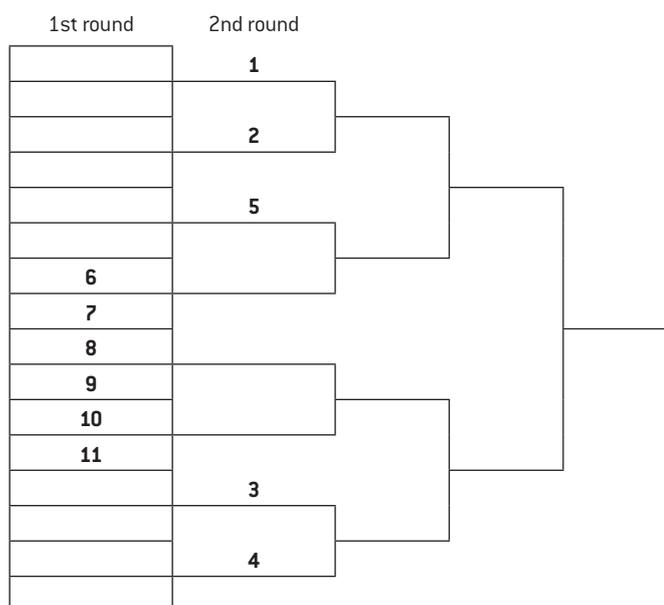
b. **No Qualifying Round(s) Played**

i. **When no byes occur**

- When the number of players is 4, 8, 16, 32, 64 etc they are seeded by lot into an automatic draw.

ii. **When byes occur**

- When the number of players is **not** 4, 8, 16, 32, 64 etc, subtract the number of players from the nearest higher number to determine the number of byes  
e.g. 11 players: 16 – 11 = 5  
5 players will have byes in the 1st round and be drawn straight into the 2nd round  
6 players will be drawn into the 1<sup>st</sup> round
- Draw the byes first and place those names in pairs alternately top and bottom of the **second round** in the match play grid. Then draw the remaining names and place in the centre of the **first round** as follows:



## 2. STANDARD LENGTH OF HOLES

The following is a guide only, and there are many effective playing length factors that contribute which may require the par of a hole to be different to the recommended lengths below. This includes altitude, elevation changes, roll, prevailing wind and dog leg features.

For example, one of the best little par 4s in Wellington is Wainuiomata's 4th hole which measures 208 metres.

	<b>Men</b>	<b>Women</b>
Par 3	up to 230 metres	up to 190 metres
Par 4	231 – 430 metres	191 – 360 metres
Par 5	431 metres +	361 metres +

## 3. TEE MARKERS & STANDARDISATION OF COLOURS

The New Zealand Golf recommendation is that tee markers be the following colours:

**Men's Championship Tees** Black or Blue

*[Black is more common on resort courses where there are 3 or more teeing grounds.]*

**Men's Club Tees** White

**Women's Championship Tees** White

**Women's Club Tees** Yellow

**Forward Tees** Red

*[Tees ideal for the beginner or junior golfer]*



#### 4. MARKER TREES – DISTANCE MARKERS

Many Golf Clubs have a distance marker in the fairway or small marker trees on the left and/or right of the fairway to define distance. New Zealand Golf recommends that in the interest of standardisation such markers should define the length as 135 metres to the centre of the green.

For many years the recommendation was to the front, which skilled players prefer, but a change was introduced in 2000 reflecting the way the course is measured and the fact that the average golfer is on a handicap index of 16.

If other distance markers are introduced the recommendation to the centre of the green is 90 and 180 metres.

#### 5. ALLOCATION OF HANDICAP STROKE INDICES

##### a. **General**

- The Stroke Index is the order in which handicap strokes are to be given or received over the 18 holes of a course.
- There are various methods the Committee may use to allocate stroke indices. If based on the requirements for match play, the order should be according to where the higher handicapper is most likely to need a stroke to obtain a half; if based on stroke play requirements, the order should be according to the difficulty of achieving par.
- Allocating low-numbered strokes to holes near the end of each nine should be avoided, so that players receiving strokes in match play will have the opportunity to use their strokes before either nine or 18-hole matches are decided. Low-numbered strokes should also be avoided for the first and second holes in consideration of matches 'going down the 19<sup>th</sup>' or a sudden death play-off in stroke play.
- It is recommended that odd-numbered strokes be assigned to the holes on the first nine, and even-numbered strokes to the holes on the second nine.
- **Note: It is important that any change to the Stroke Indices is notified to New Zealand Golf so that the data in the New Zealand Golf Network can be amended.**

##### b. **Methods which can be used**

**Note:** Where necessary, resulting Stroke Hole numbers should be adjusted so that odds/evens are used for the front and back nines respectively, and low stroke numbers are avoided on holes 1, 2, 7, 8, 9, and 16, 17, 18.

- Use about 200 cards per week from players holding Handicap Indices 22.0 or less (18.0 or less for men) for a four week period during either September/October or April/May. If the cards returned are less than 200 per week then 25% of the cards returned should be used.
- On a hole by hole basis the number of pars and birdies should be totalled. The hole with the lowest total is Stroke No.1, the second lowest is Stroke No.2 and so on to the hole with the highest total which becomes Stroke No.18.
- Allocate strokes purely according to length. Balance the strokes so that if the longest hole is in the first 9, allocate the second stroke to the longest hole in the second 9, and so on alternately between nines. [Suitable for match play].
- Allocate strokes at balanced intervals, as follows (suitable for 18 hole match play):

Hole No.	1	2	3	4	5	6	7	8	9
Stroke No.	18	8	12	3	14	6	10	1	16

Hole No.	10	11	12	13	14	15	16	17	18
Stroke No.	5	11	2	15	7	13	4	17	9

#### 6. HOLE IN ONE BADGES

For purposes of awarding a New Zealand Golf hole in one badge:

- The hole in one must be scored on a New Zealand Golf affiliated course
- The player must be a member of a New Zealand Golf affiliated golf club and have at least five scores entered in their scoring record
- The player must complete the recognised minimum number of holes (seven) required for submitting a scorecard for handicapping purposes and the scorecard must be submitted
- There is no limit to the number of holes to be completed in a competition where scorecards are unacceptable for handicap purposes, for example an 'all irons competition' however the scorecard must be submitted for verification of the hole in one.

Badges are available from District Associations and must be applied for by the player's Home Club enclosing a copy of the scorecard and cheque to cover the cost of the badge. Replacement badges can also be obtained from District Associations. District Associations can obtain badges from New Zealand Golf.

## 7. COURSE RECORD AND BEST GROSS SCORES – CONDITIONS

- **Definition:** An official **Course Record** will only be accepted when playing the lie in an individual stroke play competition with the holes and tee markers in their proper medal or championship positions.
- *Note: Scores returned when a singles event is played in conjunction with a four ball event are excluded.*
- **Definition:** An official **Best Gross Score** will only be accepted if made in an individual stroke play competition with the holes in their proper medal or championship positions and tee markers in position to maintain the playing length of the course. Preferred lies will be permitted (see Appendix I B, Local Rules, R & A Decisions Book).
- *Note: Scores returned when a singles event is played in conjunction with a four ball event are excluded.*
- A copy of the card for either a Course Record or a Best Gross Score should be forwarded by the Club Secretary to the District Association Secretary, who should then advise New Zealand Golf of the appropriate record. (Amateur players only.)
- **For the purposes of Course Record or Best Gross Scores:**
- A **competition** is a club, open, district, national or international event where the players have not organised their own fellow competitors. i.e. a scramble becomes a 'competition' when the club organises the playing group on an official club day. 'Extra Day' scores are excluded.
- A **'four ball event'** includes four ball stroke play events, team events, and any others where the final score is reliant on more than an individual score.
- The **hole in the correct position** means that there can be no Record or Best Gross Score if there is any temporary green in place, as even if the playing length of the course is unaltered, the playing *conditions* are.
- **Tee markers in the correct position** means that if there is a temporary tee in place, it must be there for a term of no less than six months, and the playing length and characteristics of the hole must be unaltered. Each tee marker does not have to be exactly on the marker plate, but the overall playing length of the course must be maintained.

## APPENDIX I – SAMPLE COMPETITION CONDITIONS

### XYZ OPEN – CONDITIONS OF COMPETITION

1. **General**

The rules of play shall be the Rules of Golf as approved by the Royal and Ancient Golf Club of St Andrews, together with the Local Rules as drawn up by the championship Committee.
2. **Eligibility**

The tournament is open to all amateurs being full playing members of affiliated Golf Clubs who hold an official New Zealand Golf Handicap Index of 12.0 or better.
3. **Entry**

The entry fee is \$40 which must accompany each entry. The field will be limited to the 90 lowest handicapped players, and the Tournament Committee reserves the right to accept or decline any entry without explanation. Entries close 5pm on 10 November 2007. Refunds will not be given for players withdrawing after the closing date.
4. **Format**

The championship will be played over 72 holes of stroke play at XYZ Golf Club, with 36 holes a day on Saturday 25 and Sunday 26 November.

A seeded draw will be prepared for the final two rounds.

If inclement weather or for any other reason the event is disrupted, the Championship Committee may alter the format and the number of rounds played.

A suspension of play procedure will be issued to all competitors.
5. **Starting Times**

Rule 6-3a provides; *“The player must start at the time established by the Committee”*.

The penalty for a breach of Rule 6-3a is disqualification. However it is a condition of the Championship that, if the player arrives at their starting point, ready to play, within five minutes of their starting time, the penalty for failure to start on time is two strokes. Penalty for being late beyond five minutes is disqualification.

A copy of the tournament draw will be posted for all to view on the XYZ Golf Club's website ([www.xyzgolfclub.co.nz](http://www.xyzgolfclub.co.nz))

The draw for Sunday will be available at approximately 6.00pm on Saturday night. A phone number will be provided in the scorer's tent when you complete your second round, and will operate from 6.00-9.00pm that night.
6. **Decisions of Ties**

In the event of a tie for the best gross, those players tied will play off in a sudden death format on such holes as the Championship Committee select. If the playoff is not concluded before dark, or there is no daylight to commence a playoff then those tied will be declared joint winners.
7. **Prizes**

There will be two divisions (based on Handicap Index) for prize allocations, being +4.0 – 5.0 and 5.1-12.0. Prizes will be awarded to the leading five gross and five net aggregate scores, in each division. The overall gross winner will receive a trophy and will be the XYZ Open Champion.
8. **Practice**

The official practice day is Friday 24 November. An area below the 18th fairway will be roped off as a hitting area, and until 10.00am balls may be hit down the 18th fairway. Practice outside this area is not permitted and players will be disqualified if in breach of this condition.
9. **Motorised Vehicles**

During play it is prohibited for a player to ride in or on a motorised vehicle, unless on the presentation of a medical certificate, the Committee has provided the player with dispensation to use such transport. The penalty is 2 strokes for each hole where a breach occurs, with a maximum penalty of four strokes per round.

A player may accept a ride from a tournament official in the interest of saving time.
10. **Driving Clubs**

There is no driving club restriction in this event.
11. **Pace of Play**

A separate pace of play guideline will be issued to all competitors. This covers the players' responsibility to retain their place in the field, and an indication of how long they have to play shots. Players are expected to complete their rounds in 4 hours, providing a 30 minute break before the start of their afternoon round. The penalties indicated in the policy will be enforced.
12. **Disputes**

Any dispute or protest must be lodged in writing and submitted to the Championship Committee within 15 minutes of the conclusion of play. The Championship Committee's decision on matters affecting the championship shall be final.

## APPENDIX II – NEW ZEALAND GOLF PACE OF PLAY GUIDELINES

In the interest of all, players have an obligation to play at a reasonable pace. A slow player at the start of the field can ruin the day for the players behind them, and as tournament organisers it is their responsibility to set the guidelines and be vigilant in monitoring speed.

Rule 6-7 governs in the event of slow play. It provides that:

*'The player shall play without undue delay and in accordance with any pace of play guidelines which may be laid down by the Committee. Between completion of a hole and playing from the next teeing ground, the player shall not unduly delay play.'*

The penalty for a breach of Rule 6-7 is loss of hole in match play and a two stroke penalty in stroke play. Subsequent offences result in Disqualification (DQ)

Each venue will be given a pace rating, providing the acceptable time it should take to complete a round of golf at that venue. It will be based on the length of the course, the difficulty factors, the distance from green to tee, the climate, and the age of the field.

This will provide tournament officials with a time sheet indicating where a group should be in relation to time at any stage of the round.

In the absence of mitigating circumstances, a group is liable to be timed if it is in excess of the time allowed and in the case of second or subsequent groups, out of position.

### **Procedure**

- i. Any group deemed to be out of position will be asked by the Tournament Director or their representative to make up the time or close the gap.
- ii. A group that fails to make up the lost time, or ground, will be advised that as they are still out of position, they are now officially being timed and related penalties will be applied if a bad time is recorded. The penalties are such:

<b>Stroke Play</b>	One bad time	Verbal warning from official
	Two bad times	One stroke penalty
	Three bad times	Two stroke penalty
	Four bad times	Disqualification
<b>Match Play</b>	First offence	Verbal warning from official
	Second offence	Loss of Hole
	Subsequent offence	Disqualification

### **Time Allowed**

From the commencement of timing, if any player exceeds 50 seconds on a 'first to play approach shot (including Par 3 tee shot), chip or putt', or 40 seconds if it is a tee shot or 'second or third to play shot', they are deemed to have a 'bad time'.

Timings will be taken from the moment it is deemed by the official that it is the player's turn to play. As an indication, this is when a player has reached their ball, has had a few seconds to select their club and is able to play without interference. On the putting green, they are allowed a few seconds to repair ball marks and clear loose impediments on their line of putt.

