

# CITY OF NEWCASTLE GOLFERS HANDBOOK

On Behalf of Competitions Committee

CITY OF NEWCASTLE GOLF CLUB

THREE MILE BRIDGE, GOSFORTH, NEWCASTLE UPON TYNE, NE3 2DR

## Contents

1	INTRODUCTION.....	5
1.1	Purpose.....	5
1.2	Further advice and guidance .....	5
1.2.1	General Office.....	5
1.2.2	Club Website.....	5
1.2.3	Professional Shop.....	5
1.2.4	Competitions and Handicapping team .....	5
2	CODE OF CONDUCT.....	6
2.1	Safety.....	6
2.2	Pace of Play .....	6
2.3	Lost Ball .....	6
2.4	Be Ready to Play .....	6
2.5	Ready Golf Initiative .....	7
2.6	Care of the Course.....	7
2.6.1	Bunkers .....	7
2.6.2	General Area .....	7
2.6.3	Preventing Unnecessary Damage .....	7
2.6.4	Local 'Rules'.....	7
2.6.5	Greens .....	7
2.6.6	Trolleys .....	8
2.7	BRS Booking.....	8
2.8	Penalties for Breach .....	8
2.9	Insurance .....	8
2.10	Dress Code.....	8
3	COURSE RULES.....	9
4	LOCAL RULES .....	11
4.1	Out of Bounds (Rule 18) .....	11
4.2	Penalty Areas (Rule 17) .....	11
4.3	Abnormal Ground Conditions (Rule 16).....	11
4.4	Practice (Rule 5).....	11
4.5	Yardage Markers .....	11
4.6	Pace of Play .....	11
5	WINTER LOCAL RULES.....	13
5.1	“Fit for Qualifying scores” (but not in teams competitions).....	13
5.1.1	Summary .....	13

5.1.2	Detailed rules .....	13
5.1.3	Additional Notes .....	14
5.2	“Not Fit for Qualifying scores” (or in teams competitions).....	14
5.2.1	Summary .....	14
5.2.2	Detailed rules .....	14
6	COMPETITION RULES .....	16
6.1	General Competition Rules .....	16
6.2	Range of Competitions .....	17
6.3	Summer Competitions .....	17
6.3.1	Board Competitions .....	17
6.3.2	Teams competitions .....	17
6.3.3	Junior competitions .....	17
6.3.4	Matchplay (knockout) competitions .....	17
6.3.5	Drawn competitions .....	18
6.3.6	Mixed Competitions.....	18
6.3.7	Presentation of trophies.....	19
6.4	Winter competitions .....	19
6.4.1	Winter team competitions .....	19
6.4.2	Winter singles competitions.....	19
6.4.3	Seniors competitions .....	19
6.4.4	Ladies competitions .....	19
6.4.5	Winter course .....	19
6.4.6	Competitions over 14 holes during darker weeks .....	19
6.5	Sign In .....	19
6.6	Returning Scores .....	20
6.6.1	When a Hole is Not Played.....	20
6.7	Closing .....	21
6.8	Results .....	21
6.9	Tees .....	21
6.10	Terms of the Competition.....	21
6.11	Handicap allowances .....	21
6.12	Ties .....	22
6.13	Minimum number of competitors.....	22
6.14	Endeavour .....	22
6.15	Buggies .....	23
6.16	Other useful guidance .....	23
6.16.1	World Handicapping System Guidance.....	23

6.16.2	Help, Feedback and Support .....	23
7	USEFUL APPS TO DOWNLOAD TO YOUR SMARTPHONE.....	24
7.1.1	Club V1 Members app .....	24
7.1.2	BRS app .....	24
7.1.3	My EG app .....	24
8	COURSE ACCESS .....	25
8.1	Men's Competitions Days (Board Competitions and Monthly Medals) .....	25
8.2	Ladies' Competition Days .....	25
8.2.1	Friday Competitions.....	25
8.2.2	Weekend Competitions:.....	25
8.3	Special Days .....	25
8.4	Re-arranged Competitions.....	25
8.5	Junior Section .....	25
8.5.1	Wednesday Competition Days (Board Competitions and Monthly Medals): ...	25
8.5.2	Saturday, Sunday & Public Holidays.....	25
8.6	Visitors .....	25
8.7	Booking Time on BRS .....	26
8.7.1	Conditions of booking.....	26
8.7.2	Cancelling a booking .....	26
9	HANDICAPPING .....	27
9.1	How to Obtain a Handicap Index .....	27
9.2	Maximum Handicap Index .....	27
9.3	Responsibilities of Player and Handicap Committee .....	27
9.3.1	Player .....	27
9.3.2	Competition's team .....	27
9.4	Handicap Reviews .....	27
9.4.1	Conducting a Handicap Review and Adjusting a Handicap Index .....	27
9.4.2	Applying a Penalty Score.....	28
9.5	Returning General Score Rounds .....	28
9.5.1	Returning General Scores at City of Newcastle .....	28
9.5.2	Returning General Scores at another club in England .....	28
9.5.3	Returning General Scores at a club outside England (eg Scotland or Portugal)	29
9.6	Course and Playing Handicap tables .....	29
9.7	Additional Handicap Allowances in Mixed tee Competitions .....	29
9.7.1	For all forms of Strokeplay competitions (including singles and teams) .....	29
9.7.2	For all forms of Stableford Competitions (including singles and teams, and bogey)	30

9.7.3	Course Ratings at City of Newcastle: .....	30
9.8	City of Newcastle Scorecard .....	30
10	SAFETY PROCEDURES .....	31
10.1	Mobile phones .....	31
10.2	Defibrillator .....	31
10.3	Underfoot Conditions .....	31
10.4	Lightning .....	31
10.5	Fog & Ice .....	31
10.6	Bad weather protocol .....	31
10.6.1	If conditions are too dangerous for play to continue .....	31
10.6.2	If course is not playable, but not dangerous (eg flooded greens) .....	32
10.6.3	Resumption of play following suspension of play .....	32
10.6.4	Start of play is delayed (eg for rain or frost) .....	32
10.6.5	Impact of suspensions on scores being included for WHS handicap purposes .....	32
10.7	Warm Up Net .....	32
11	APPENDIX A – DOCUMENT REVISION HISTORY .....	34
12	APPENDIX B – NEW MEMBER GUIDANCE .....	35

# 1 INTRODUCTION

## 1.1 Purpose

The purpose of this book is to provide guidance and rules to golfers playing golf at the City.

These Rules are intended to be read in conjunction with the Conditions applicable to individual Competition, which are available on the website at [Mens section comps guidance](#) or [Ladies section comps guidance](#)

## 1.2 Further advice and guidance

Advice and guidance is available from:

### 1.2.1 General Office

Michael, Candi or Matthew are available in the office to deal with your questions from 9am to 4pm each weekday. They can be contacted by phone on 0191 2851775 or email at [info@cityofnewcastle golfclub](mailto:info@cityofnewcastle golfclub).

### 1.2.2 Club Website

There is lots of useful information available on the club website at [cityofnewcastle golfclub.com](http://cityofnewcastle golfclub.com).

### 1.2.3 Professional Shop

Our resident Professional, Steve McKenna or any of his staff (Jake, Dave and Keith) will be happy to help you at the Pro shop, or you can phone on 0191 2855481 or email Steve at [mcknstv2@yahoo.com](mailto:mcknstv2@yahoo.com).

### 1.2.4 Competitions and Handicapping team

The competitions and handicaps are administered by our volunteer Competitions and Handicapping team: Chris Miller, Dot Lee, Geoff Davison, Joanne Taylor, Phil Tennant (Head of Competitions) and Sharon White (Head of Ladies competitions) who will be happy to answer questions if you see them at the club. Alternatively, you can email the competitions team at [competitions@cityofnewcastle golfclub.com](mailto:competitions@cityofnewcastle golfclub.com).

## 2 CODE OF CONDUCT

The City of Newcastle Golf Club is committed to providing an environment that is free of discrimination, harassment and intimidation for members, employees and guests.

The Rules of Golf provide guidance on the manner in which the game of golf should be played. Golf is played, for the most part, without supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players, care for the course and to abide by the rules. All players should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times, irrespective of how competitive they may be. Foul or abusive language will not be tolerated.

### 2.1 Safety

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

Players should not play until the players in front are out of range. Particular care should be taken when driving from the 4th and 10th tees or anywhere else where a clear view of the course maybe obscured.

Players should always alert green staff nearby or ahead when they are about to make a stroke that might endanger them.

If a player plays a ball in a direction where there is a danger of hitting someone, they should immediately shout a warning. The traditional word of warning in such situations is "fore".

### 2.2 Pace of Play

Any group playing a whole round is entitled to pass a group playing a shorter round. Play should be at a good pace and it is a group's responsibility to keep up with the group in front. If it loses a clear hole and it is delaying the group behind, it **MUST** invite the group behind to play through, irrespective of the number of players in that group.

The term group includes a single player. A single player must not have more than two balls in play.

### 2.3 Lost Ball

If a player believes his ball may be lost outside a Penalty Area, or may be out of bounds, to save time, a provisional ball should be played.

Players searching for a ball should signal the players in the group behind to play through as soon as it becomes apparent the ball will not easily be found. They should not search for three minutes before doing so. Having allowed the group behind to play through, they should not continue play until that group has passed and is out of range.

### 2.4 Be Ready to Play

Players should be ready to play as soon as it is their turn to play. When playing on or near to the putting green, they should leave their bags or trolleys in such a position as will enable a quick movement off the green and towards the next tee. When play of a hole has been completed, players should immediately leave the green.

Further information regarding pace of play is available on the England Golf website: <https://www.englandgolf.org/handicaps-rules/pace-of-play/>

No one should move, talk or stand close to or directly behind the ball or the hole when a player is addressing the ball or making a stroke.

## 2.5 Ready Golf Initiative

In an effort to reduce the time to play a round of golf, consider the following points:

- Teeing off as soon as the group ahead is clear.
- Shorter hitters to play first from the tee or fairway if the longer hitters have to wait.
- The player who is ready should hit, regardless of whether it is their honour.
- Do not congregate at one ball, go to your own ball if it is safe to do so.
- Hit when ready and without delays.
- If you see another player is ready to hit, ask them to do so even if it is your turn.
- Take your practice swings immediately if it does not disturb the player hitting.
- Watch your partners shots land, to guard against the possibility for a lost ball.
- If you are the first to your ball and it is safe to hit, let your partners know and go ahead and play your shot.
- Limit a lost ball search to 3 minutes (governed by rule 18.2)
- Study your putt while others are putting.
- Try to continuously putt, only mark if you have a tricky putt left or you will tread on someone's lines.
- Pick up if you can't score on a hole- this is a particular issue in competitions.
- A player should make a stroke in no more than 40 seconds, and usually less, after they are able to play without interference or distraction.

## 2.6 Care of the Course

### 2.6.1 Bunkers

- Before leaving a bunker, players should carefully fill up and smooth over all holes and footprints made by them, and any nearby made by others, by using a rake. Players should always leave the rake in the centre of the bunker after use, and never leave it on the perimeter of the bunker.

### 2.6.2 General Area

Players should ensure that all divots are replaced at once and pressed down.

### 2.6.3 Preventing Unnecessary Damage

When on a teeing area or fairway, a player should avoid damaging the course by hitting the head of the club into the ground, whether in taking a practice swing, in anger or for any other reason.

### 2.6.4 Local 'Rules'

Players should observe all Local Rules relating to care of the course. Notices regulating the movement of golf buggies/carts should be strictly observed. Guidance ropes and posts are considered Immovable Obstructions and must not be moved. If your swing is obstructed, you should take a drop one club length from the nearest point of relief (in accordance with rule 16.1).

Please be careful in the wet conditions and, even at times when trolleys are allowed, consider carrying your bag rather than using a trolley to minimise damage to the course.

### 2.6.5 Greens

All pitch marks on putting greens must be repaired immediately and damage caused by golf shoe spikes repaired on completion of the hole by all players. In order to avoid damaging the hole, players and caddies should not stand close to the hole and should take care during the handling of the flagstick and the removal of the ball from the hole. The head of a club should not be used to remove a ball from the hole.



#### 2.6.6 Trolleys

Trolleys must never be taken onto Greens, Tees or Bunkers.

During winter or in wet conditions consider carrying your bag rather than using a trolley to minimise damage to the course, even at times when trolleys are allowed.

#### 2.7 BRS Booking

The BRS booking system enables members to book times online. It is accessed by downloading the BRS app from your app store, and entering your personal login code provided to you by the Office. It can also be accessed at

[https://www.brsgolf.com/cityofnewcastle/members\\_home.php](https://www.brsgolf.com/cityofnewcastle/members_home.php)

The following should be taken into account when booking a time:

- a. When booking a time, players must enter the names of the players booking a time.
- b. A “Guest” booking must only be used when playing with a guest. It must not be used to block the time for other members, and such bookings will be removed from the timesheet.
- c. If a player has a BRS booking and then decides not to play, then as a courtesy they should contact the players they were due to play with to let them know they will not be playing, particularly if playing in a team competition, or if this leaves a player on their own.

#### 2.8 Penalties for Breach

If a player consistently disregards these guidelines to the detriment of others, the Committee may take appropriate disciplinary action against the offending player. In the case of a serious breach of etiquette, the Committee may disqualify a player under Rule 1.2.

#### 2.9 Insurance

The Club does not carry insurance for the loss of, or damage to, Members golf equipment. Members should check that their household policy, or special golfing policy, provides cover against theft and third-party liability.

#### 2.10 Dress Code

The club wishes to convey a modern approach to its dress regulations and hopes that members, visitors and guests will assist in maintaining standards expected both in the Clubhouse and on the Course.

We see the City of Newcastle Golf Club as a pioneering club and look to adapt dress codes to give our club a friendly, accessible and relaxed atmosphere.

It is the endeavour of the committee to allow members and guests to dress in a more relaxed way while still maintaining a high standard and tradition of the club.

We respectfully ask that members, guests and visitors comply with the [Dress Code](#) and adopt a sensible approach on areas of ambiguity.

The emphasis on acceptable dress code is ‘Smart and Tidy’.

### 3 COURSE RULES

The course includes the golf course, ladies' and gentlemen's locker/changing rooms, putting green and immediate area.

- The Captains always have priority on the 1st tee.
- Players should always be mindful and give way to Greenkeepers on the course.
- Greenstaff have priority on the course until 10 am. If greenstaff are working on a hole before 10am then players should refrain from playing while they complete their work.
- To allow the greenkeepers to carry out the day's essential work during the week, Monday – Friday:
  - No play is allowed before first tee time at 7:20am
  - No play from 8th tee before 8.30am
  - No play from 15th tee before 9.30am
- Fee paying visitors are not allowed on men's competition days except at the following times; Weekends after 3.00 pm and Wednesdays between 10.00 am & 12 noon. Visitors must play from the yellow tees.
- Pitching and chipping to the practice putting green are not permitted.
- Players are expected to be on the first tee 5 minutes before the time they have booked to play.
- Practice is only allowed on the designated practice areas which are integral parts of the course. These areas will remain open at all times, unless otherwise notified.
- A single player must not have more than 2 balls in play.
- The only dogs that allowed on the course are assistance dogs.
- Course or holes closed notices must be observed at all times.
- Trolleys must never be taken onto Greens, Tees or bunkers.
- The sharing of one bag of clubs between 2 or more players is not permitted except on special occasions as designated by the Committee.
- Golfers should wear appropriate attire on the golf course.
- The Club accepts no liability for the loss of, or damage to property; or for injury caused or suffered by members or visitors on the course. Golfers are advised to have their own third-party insurance cover.
- Players should not cut in unless there is a full clear hole. They shall have no standing on the course thereafter.
- No players are permitted to play casual matches from the White tees at any time unless approved by the Club Manager, professional or Competitions team.
- The carrying of bags in winter and when conditions are wet is encouraged, and occasionally mandatory.
- Visitors must display their green fee tag.
- Trespassers on the Course: Incidents involving confrontation, intimidation or threatening behaviour, the commission of vandalism or theft by trespassers, should be notified immediately as they occur to the 'Crime & Disorder Unit' Northumbria Police, Tel: 101. Please notify the Club Manager of the incident at the earliest opportunity to assist with follow up inquiry.
- Any member causing damage to the land comprising the course, or anything growing thereon or erected thereon or the Greenkeepers' building or other

asset will be held responsible for the cost of repairs, renewal or replacement of such property. A member who is reported for a breach of the rules could be required to appear before the Committee.

- Mobile phones should be turned off or in silent mode on the course.
- Practice Ground
  - The professional will have priority when teaching. All practice balls must be clearly marked and all divots must be replaced. When there is more than one person practising, the following code applies:
    - No practice is to be allowed while either of the 15<sup>th</sup> tees are in use.
    - Play can only be from behind the two allotted areas, from either the bottom by the 14<sup>th</sup> green, or the top by the 8<sup>th</sup> tee, and play will be made to the middle of the practice ground.
    - No woods will be allowed.
    - Players will pick up their balls at the same time.
    - Chipping and bunker play can be practised at the designated area behind the 17<sup>th</sup> green.

## 4 LOCAL RULES

From time-to-time new local rules are introduced either on a permanent or temporary basis. Permanent Rules are defined below, [Temporary Local Rules are available here](#). Existing rules are also sometimes changed. This means that the scorecard may not be up to date. The purpose of this section of the Club Handbook is to set down the up to date position with regard to all local rules as at 24<sup>th</sup> July 2022 with complete revisions being undertaken on an annual basis. A copy of the fully updated local rules will also be displayed prominently in the clubhouse and locker rooms at all times in a complete form with any changes made during the course of a year highlighted.

The local rules as at 24<sup>th</sup> July 2022 are as follows:

### 4.1 Out of Bounds (Rule 18)

A ball is Out of Bounds when it finishes:

- a. Over any fence around the perimeter of the course.
- b. Beyond white stakes around the perimeter of the course.
- c. In the green keeper's compound adjacent to the second green.
- d. In or over the burn bordering the course. (except 13th hole see local rule 2.c)

### 4.2 Penalty Areas (Rule 17)

- a. The cross burn at the first, and eighteenth holes, defined by yellow posts, is a Yellow Penalty Area. Bridges, bridge supports are part of the Penalty Area.
- b. The burn to the left of the first green / adjacent to and in front of the 2nd tee, defined by red posts, is a red penalty area.
- c. The area to the 13th hole defined by red posts is a red penalty area.

NOTE: The following local rule applies on 13th: Players MUST not attempt to retrieve the ball or play from beyond the burn- they must proceed under the penalty options available (Rule 17.1d Red Penalty Area).

PENALTY FOR BREACH OF LOCAL RULE Stroke play – disqualification: Match play – General Penalty.

### 4.3 Abnormal Ground Conditions (Rule 16)

Relief under Rule 16 may be taken from Animal holes, Ground Under Repair, Immovable Obstructions and Temporary water. Areas marked by small blue flags or white lines are Ground Under Repair. Bunkers marked with small blue flags are deemed to be GUR.

Distance identification discs and posts, artificial paths, and sprinkler heads, red and yellow penalty area marker posts and boundary posts are Immovable Obstructions.

### 4.4 Practice (Rule 5)

The following are Practice Areas:

- a. The practice putting green.
- b. The practice fairway which is situated between the 14th green and 8th tee and which lies adjacent to the 17th fairway and straddles the 15th fairway and tee.
- c. The practice area behind the 17th green.

### 4.5 Yardage Markers

The following distance markers are measured to the centre of the green 100-, 150- and 200-yards discs and posts.

### 4.6 Pace of Play

Consider all players and maintain prompt pace of play.

Allow faster groups of any size to play through.  
Adopt "ready golf" philosophy.

## 5 WINTER LOCAL RULES

During winter, two sets of rules apply depending on conditions depending on whether course conditions are classed as “Fit for qualifying” or not. A message will be displayed on the club website homepage to highlight which rules are in play.

### 5.1 “Fit for Qualifying scores” (but not in teams competitions)

#### 5.1.1 Summary

When course conditions are classed as fit for qualifying scores:

- General Play Scores can be registered and submitted for handicapping purposes each day.
- Scores entered in Weekend or Weekday Singles Competitions will count for handicapping purposes.

The following Winter Rules will apply:

- Preferred Lies can be taken on Fairway only.
- Mark, clean and replace (back in exactly the same spot) is available in the rest of the General Area (everywhere other than the Fairway) to enable mudballs to be cleaned.
- Mats cannot be used on the course.
- Play from bunkers as the ball lies – ie without Rake and Replace.
- If a bunker is GUR it will be marked with a blue flag or painted GUR, in which case players will drop the ball outside of the bunker from the nearest point of relief.

#### 5.1.2 Detailed rules

##### 5.1.2.1 *Preferred Lies are limited to the fairway (closely mown area)*

When a player's ball lies in a part of the general area on a closely mown area or less (ie cut to fairway height), the player may take free relief once by placing the original ball or another ball in and playing it from this relief area:

- Reference Point: Spot of the original ball.
- Size of Relief Area Measured from Reference Point: 6 inches from the reference point, **but** with these limits:
- Limits on Location of Relief Area:
  - Must not be nearer the hole than the reference point, and
  - Must be in the closely mown part of the general area.

In proceeding under this Local Rule, the player must choose a spot to place the ball and use the procedures for replacing a ball under Rules 14.2b(2) and 14.2e.

##### 5.1.2.2 *Players may mark, lift, clean and replace their ball in all areas outside of the fairway (closely mown area)*

When a player's ball lies in any part of the general area, outside a closely mown area (ie not on the fairway), the ball may be marked, lifted cleaned and replaced in exactly the same spot without penalty. The player must mark the spot before lifting the ball (see Rule 14.1) and the ball must be replaced on its original spot (see Rule 14.2).

Penalty for Playing Ball from a Wrong Place in Breach of Local Rule: General Penalty Under Rule 14.7a."

### 5.1.2.3 *Bunkers*

Rake and Place can not be used. Any individual bunkers which are considered out of play will be marked with a blue flag or painted as GUR. From time to time, when conditions are very poor, all bunkers across the whole course may be declared GUR.

Some bunkers may have a Drop Zone defined which must be used (eg at the 2<sup>nd</sup>). Otherwise, when bunkers are marked as GUR, players must take a preferred lie from the nearest point of relief outside of the bunker:

- Reference Point: The nearest point of complete relief (outside of the bunker) in the general area
- Size of Relief Area Measured from Reference Point: One club-length, but with these limits:
- Limits on Location of Relief Area:
  - Must be in the general area,
  - Must not be nearer the hole than the reference point, and
  - There must be complete relief from all interference by the abnormal course condition (in this case the bunker defined as GUR).

### 5.1.2.4 *Mats cannot be used*

The County advised that where mats are to be used their use must be mandatory, and that they cannot be used outside of the closely mown (fairway) area if scores are to count for handicap. We are therefore mandating that mats can no longer be used on the course when returning a qualifying score.

### 5.1.3 Additional Notes

(a) Roped off areas, when in use, are for traffic management and are classed as Immovable Obstructions. If the ropes interfere with your swing, take relief under Rule 16.1b (One club length from the nearest point of relief, no nearer the hole).

(b) Any Tees not in use (eg winter tees) are: "Ground Under Repair – No Play Zones".

(c) 'Stand-alone temporary greens' and 'permanent greens' are classed as "Ground Under Repair – No Play Zones" when not in use.

## 5.2 "Not Fit for Qualifying scores" (or in teams competitions)

### 5.2.1 Summary

These winter rules apply to all Teams competitions and when the course conditions are not classed as fit for qualifying scores:

- Scores do not count for handicapping purposes.
- General Play scores will not be able to be submitted.
- Preferred Lies will be available on both the fairways and semi-rough.
- Preferred Lies are not in operation in the long rough or plantations.
- Rake and replace is available in the bunkers.
- Mats can be used on the fairway and semi rough.

### 5.2.2 Detailed rules

#### 5.2.2.1 *Preferred Lies available in the general area – excluding the general area*

When a player's ball lies in a part of the General Area excluding 'uncut areas' (plantations are uncut), the player may take free relief once by placing the original ball or another ball in and playing it from this relief area:

Reference Point: Spot of the original ball.

Size of Relief Area Measured from Reference Point: 6 inches from the reference point, but with these limits:

- Must not be nearer the hole than the reference point, and
- Must be in the general area.

In proceeding under this Local Rule, the player must choose a spot to place the ball and use the procedures for replacing a ball under Rule 14.2e.

*Rule extract:-*

*14.2 (e) Penalty for Playing Incorrectly Substituted Ball or Playing Ball from a Wrong Place in Breach of Rule 14.2: General Penalty (loss of hole in match play or 2 penalty strokes in stroke play).*

#### *5.2.2.2 Preferred Lies in bunkers*

If a ball comes to rest in a bunker, the following procedure will apply without penalty:

- (a) A ball may be lifted and cleaned;
- (b) Sand may then be raked where the ball was lifted from;
- (c) Ball is then placed back in the bunker, as close as possible to where it originally lay, not nearer the hole;
- (d) After playing your shot, the bunker will be raked.

Note: Bunkers that are deemed not be in play for any reason will be marked with a blue flag or painted GUR. If all bunkers are deemed not to be in play a message will appear on the Website homepage.

#### *5.2.2.3 Additional Notes*

- (a) When preferring a ball a mat may be used. Mats may not be used in penalty areas, bunkers or on areas of uncut rough (including plantations). You do not have to use the mat for every shot.
- (b) Roped off areas, when in use, are for traffic management and are classed as Immovable Obstructions. If the ropes interfere with your swing, take relief under Rule 16.1b (One club length from the nearest point of relief). Do NOT attempt to remove traffic management posts.
- (c) Any Tees not in use (eg summer tees) are: "Ground Under Repair – No Play Zones".
- (d) 'Stand-alone temporary greens' and 'permanent greens' are classed as "Ground Under Repair – No Play Zones" when not in use.
- (e) Preferred Lies cannot be taken in the new areas of longer rough, for example on the 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 12<sup>th</sup> and 16<sup>th</sup> holes.



## 6 COMPETITION RULES

### 6.1 General Competition Rules

1. Competitions will be played in accordance with the Rules of Golf as laid down by the Royal & Ancient Golf Club of St Andrews.
2. These Rules, Terms and Conditions have been generated using the appropriate Committee Guidance Procedures published by the Royal & Ancient Golf Club of St Andrews.
3. A member shall not be eligible to play in a club Competition unless his/her subscription has been paid.
4. Any player, pair or team not registering and paying competition fees before teeing off will be deemed not to have entered.
5. All starting times allocated for members in Club competitions must be strictly adhered to.
6. Players should be at their starting point, ready to play, five minutes before their starting time.
7. A player's card must be signed by both player and marker.
8. When playing in a competition the marker is normally a playing partner also playing in the competition . By exception, a non-playing club member, who is eligible to play in men's or women's competitions, and authorised by a member of the Committee, the Club Manager, or the Club Professional (or his representative) can mark a card and must initial the card before play.
9. No member shall enter other members in competitions without their prior knowledge and permission.
10. Unless otherwise stated within the individual competition terms and conditions, entrants for competitions must hold a Competition Handicap as defined by CONGU.
11. In the event of a discrepancy between the individual competition conditions detailed within this book and the conditions of play publicised on the entry / guidance sheet, the conditions of play published on the entry / guidance sheet will prevail.
12. Completion of Scorecards: All players should ensure the following details are recorded on their scorecard prior to return:
  - a. Name of Competition
  - b. Players Name (Surname & Initials)
  - c. Course Handicap and Playing Handicap of player(s)
  - d. Date
  - e. The Gross score for each hole must be recorded in the relevant column (i.e. A for singles; A/B pairs; A/B/C/D team competitions)
  - f. The card must be signed by player & marker.Failure to comply with the above requirements may result in disqualification from the competition.
13. All cards must be returned as soon as possible after completion of the round (Rule of Golf 3.3b). **PENALTY FOR BREACH OF RULE 3.3b: Disqualification.**
14. Should a Two's Sweep be run as part of a competition, the proceeds will be distributed evenly between all those that entered and all qualifying two's scored within the round. Should a hole in one occur and the entrant is in the two's they will receive 50% of the sweep funds.
15. In the event of a disqualification from a competition, recorded 2s will still count, provided the card is handed in as above and is signed by both player and marker.

16. Should a Back 9 Sweep be run, the winner will be the best Nett Score and any ties will be resolved on a countback over the last 6,3,and 1 hole(s). If there is still a tie, it would then be decided over the last 10 holes, 11 holes etc.
17. Use of a buggy in competitions is only allowed where the player has a medical reason preventing them from otherwise playing. Players MUST be granted permission from the Competitions team prior to playing with a buggy.
18. In the event of any dispute the final decision will be made by the Competitions sub-committee.

## 6.2 Range of Competitions

The club runs a range of competitions. The diary of competitions can be found on the club website using this link: <https://www.cityofnewcastlegolfclub.com/diary/> or on the Club V1 Members app, selecting the “Diary” option.

## 6.3 Summer Competitions

There are a wide range of summer competitions. The majority being open to both men and women, including the Wednesday Pro’s Sweep, the Thursday 60 and over sweep, and the Weekend Club Stableford.

Men playing in the Weekend Club Stablefords will play from the Yellow tees on a Saturday, and from the White tees on a Sunday. The intention being to enable players to have the option of playing from the shorter yellow course for some competitions.

### 6.3.1 Board Competitions

We have our traditional full range of men’s and women’s competitions with various formats where the winners names will be added to the competition boards in the clubhouse, along with past winners from over 130 years.

### 6.3.2 Teams competitions

Weekend team competitions open to both men and women are played each month.

### 6.3.3 Junior competitions

Regular junior competitions are held each weekend and during the week during school holidays. The competitions are organized by the Junior Liaison Officer (Paul Simpson) and our Professional (Steve McKenna).

### 6.3.4 Matchplay (knockout) competitions

Matchplay competitions are held each season. Players book into the knockouts by using the Club V1 members app, and selecting the “Knockouts” option, where results are also notified. The finals are played on Finals day in September, and all finalists must be available to play on that day.

The matchplay competitions available to enter at the start of the season are:

- Ladies Calcutta Cup – Singles Matchplay
- Men’s Calcutta Cup – Singles Matchplay
- Ladies Elliott Greensomes – Pairs Matchplay
- Men’s Collings Trophies – Pairs Matchplay
- Mixed Knockout – Pairs Matchplay
- Men’s John Duncan Trophy – Singles Matchplay
- Men’s Scratch Knockout – Singles Matchplay

In addition, qualifying rounds for the George Sinclair Trophy (for men with Course Handicap of 14 and below) and the MacSmith Trophy (for men with Course Handicap of 15 and above) are held in early April, where the top 16 of each qualify for the knockout stages.

### Knockout Rules

- The responsibility for playing the match on time falls on both parties, and no extension of time will be allowed. Other rules and details of these competitions appear online on the Club V1 Members Hub app.
- The penalty for failure to be on the 1<sup>st</sup> tee at the agreed time in a matchplay event is loss of the first hole, or disqualification if a player does not turn up.
- Closing dates set for all knockout stages published on the Club V1 Members app must be strictly observed. Extensions to the published closing dates will be considered by the Committee on a case by case basis, and will be granted only in the most exceptional circumstances.
- Each player/pair are equally responsible for arranging his own match in consultation with his opponent.
- If difficulties are encountered, each player/pair must offer three dates to play the tie. If an arrangement satisfactory to both players cannot be made, the facts are to be reported to the Competitions team as soon as possible. They will decide the tie based on evidence of the efforts made by both players to reach an agreement. If, for whatever reason, the tie has not been played by the closing date, neither player will go through to the next round.
- If a match is all square after 18 holes, extra holes must be played in “Sudden Death” format, starting at the first hole played.
- A table for working out the allowance in Greensomes knockout competitions (like the Collings knockout), using Course Handicaps is available on the club website and on the locker room noticeboard:
  - [Greensomes Shots calculator using Course Handicaps](#);
- The club aims to make Knockout Finals Day a Special event played on a single day, normally in September.
- Exceptionally, if one party cannot play on that date, due to extenuating circumstances, we may allow parties to agree an alternate date, within seven days of the Finals Day, but only if both parties agree. The other party has the right to refuse any request to rearrange.
- If a player is in two finals, one of the Finals will be played on Finals day, and the other Final will be played on a mutually agreeable date.
- If a player is representing Club, County or Country then the Final will be played on a mutually agreeable date.

#### 6.3.5 Drawn competitions

The majority of women’s competitions are drawn competitions arranged by the Ladies section. Several of the men’s competitions are drawn (e.g. Captain's Day, President’s day, Invitation Day and Club Championship), with members entering using the Booking facility on the Club V1 Members app. Failure to arrive at the allotted starting time in Men's drawn competition is inconvenient to your playing partners and may result in a ban from entry to further drawn competitions for up to one year and from all competitions, including competitions already in progress, and matches, for a period of 28 days, beginning on the day after their non-appearance. Any player withdrawing from a competition MUST inform the Competitions team as soon as they know.

#### 6.3.6 Mixed Competitions

A series of Mixed competitions are played throughout the year and are listed in the Club Diary: [Mixed competitions](#). For further information contact Chris or Kate Oliver at [info@citymixedgolf.co.uk](mailto:info@citymixedgolf.co.uk).

#### 6.3.7 Presentation of trophies

All of the “board” trophies are presented at either the Men’s trophy presentation evening or the Ladies Women’s trophy presentation in November. See club diary for exact dates

### 6.4 Winter competitions

During the winter months we run a varied series of competitions and formats.

#### 6.4.1 Winter team competitions

The men’s Oliver’s competition take place on the first Sunday of every month.

A variety of fourball and team competitions, open to men and women, are played on one of the weekend days, when the Oliver’s is not being held.

A shotgun competition takes place at the end of October prior to the Captain’s Drive in.

A Christmas teams event will take place over the Christmas break.

#### 6.4.2 Winter singles competitions

Midweek singles stableford competition open to men and women will take place each week from October to March, where players can play one round on the midweek day of their choice (entering the competition prior to the round).

An additional singles stableford competition will take place at the weekend on the alternate day to the Oliver’s or the weekend teams competition.

#### 6.4.3 Seniors competitions

The Thursday Seniors sweep for men and women aged 60 and over will continue during the winter.

#### 6.4.4 Ladies competitions

In addition, the Ladies section run a Winter League and a Winter eclectic over 10 rounds. Both of these are over 14 holes and played any day that members want to.

There will also be a monthly competition, played on a Friday, with a variety of formats over 14 holes.

#### 6.4.5 Winter course

We aim to use the summer course while the course remains dry in winter, and then move to the winter course when the course gets too wet, using the Winter card. The slope ratings for the winter course will be prominently displayed in the locker rooms, on the website and on the slope rating board.

The White competition tees are removed during winter to help recovery of the tee box.

#### 6.4.6 Competitions over 14 holes during darker weeks

We will run some winter competitions during the darker weeks (during December and January) over the first 14 holes only. Players will still be able to play 18 holes, but the competition will be limited to the first 14 holes. The intention is to enable more members to play in competitions. Players will enter a zero on the card for the holes not played.

### 6.5 Sign In

- a. Competitions are entered by signing into the competition using the terminals in the Pro’s Shop or the Trolley shed.
- b. All players must sign in to competitions prior to teeing off. Any players not signing into the competition before they tee off will be withdrawn from the competition.
- c. All players must attach the printed label to their scorecard – this helps the competitions team process the scorecards more efficiently after the competition closes.

- d. Exceptionally, should the terminals not work players can sign in and enter your scores using the Club V1 Members app and selecting the “View Competitions in Progress option”, then “Sign in/Pre Registration” option, clearly adding name, Handicap Index, Course Handicap and Playing Handicap on the scorecard.
- e. Exceptionally, if both the terminal and the app fail, players can notify their intention to play to either:
  - i. the pro shop,
  - ii. Text message to 07906986199 or
  - iii. email competitions@cityofnewcastlegolfclub.com
  - iv. Make sure you tell us the name of the competition you are entering and if you want to be in the 2’s and back 9 sweep.
  - v. For Ladies competitions: email cityladies@yahoo.co.uk , or contact Dot Lee or Sharon White.
- f. Some drawn competitions (including Captain’s Day, President’s Day, Invitation Day, and Club Championship) require players to book into the competition using the Club V1 members App and selecting the Booking option, by the appropriate deadline.

## 6.6 Returning Scores

- a. After the round, players must return their signed scorecard into the scorebox, and enter their scores in the terminal in the clubhouse, using the membership number from their club card to log in.
- b. Players must return their scores and cards as soon as possible, and it is the players responsibility to always return the scores and cards prior to the competitions committee closing the competition shortly after dusk.
- c. Players can also use the Club V1 Members app to return their score, and must always return their signed scorecard in the scorebox.
- d. Players must always return their scorecard, even if exceptionally they fail to complete the round, noting any reason on the scorecard for failing to complete the round.
- e. Players returning either a Competition Round or a General Round (for handicap purposes only) are always expected to return a full card. Players must always continue playing and recording their round even if they have been unable to finish one or more of the holes, as the full score still counts for handicap purposes.
- f. When playing in a strokeplay competition any player who does not complete one hole should still complete the remaining holes, as the scores still count towards handicap.
- g. Any players who regularly fail to return their cards will have their handicap suspended.

### 6.6.1 When a Hole is Not Played

There are only a limited number of circumstances where a player may not complete a round, for example, due to:

- Fading light or bad weather,
- Player injury or illness,
- A match finishing before the final hole, or
- A hole declared out of play by the Committee for maintenance or reconstruction purposes.

In such circumstances, the player must add DNP (Did Not Play) when entering the score in the terminal and write the reason for the DNP on their scorecard.

A score may only be used for handicap purposes if, among other things, the round has been played over at least the minimum number of holes required for either a 9-hole or an 18-hole score to be acceptable.

If the reason for a player not playing a hole, or holes, is considered invalid, the Competitions team may apply a penalty score.

#### 6.7 Closing

The competitions team aim to close the competition shortly after dusk, as they need to update handicaps ready for play the following day. Any players who do not return their scores by then will be disqualified from the competition, and will receive a Penalty Score, unless a valid reason has been provided.

#### 6.8 Results

Results and prizes of all men's and joint men's / women's competitions are available on the club website using this link: [Competitions results and prizes](#).

#### 6.9 Tees

The majority of Men's competitions in the playing season, including match play, are played from the White tees. All Ladies competitions are from the Red tees. 60 and over sweeps and Saturday Club Stableford are played from the yellow tees. A slightly shorter course is used in winter to rest the summer tees.

#### 6.10 Terms of the Competition

Guidance for each competition is posted on the club website using this link: [Mens section comps summer guidance](#); [mens section comps winter guidance](#) or [Ladies section comps guidance](#)

#### 6.11 Handicap allowances

The following handicap allowances apply in competitions, this allowance shall be applied to your Course Handicap to calculate your Playing Handicap:

FORMAT OF PLAY	TYPE OF ROUND	MANDATORY HANDICAP ALLOWANCE
<b>STROKEPLAY</b>	Individual	95%
	Individual Stableford	95%
	Individual Par/Bogey	95%
	Individual Maximum Score	95%
	Fourball	85%
	Fourball Stableford	85%
	Fourball Par/Bogey	90%
<b>MATCHPLAY</b>	Individual	100%
	Fourball	90%
<b>STROKEPLAY</b>	Foursomes	50% of combined team handicap
	Greensomes	60% low handicap + 40% high handicap
	Pinehurst/Chapman	60% low handicap + 40% high handicap
	Best 1 of 4 Stroke Play	75%
	Best 2 of 4 Stroke Play	85%
	Best 3 of 4 Stroke Play	100%
	All 4 of 4 Stroke Play	100%
	Scramble (4 players)	"25%/20%/15%/10% from lowest to highest handicap"
	Scramble (2 players)	35% low/15% high
	Total score of 2 match play	100%
	Best 1 of 4 Par/Bogey	75%
	Best 2 of 4 Par/Bogey	80%
	Best 3 of 4 Par/Bogey	90%
	4 of 4 Par/Bogey	100%

### 6.12 Ties

In the event of a tie in any competition (18 or 36) other than the Men's Club Championship, the winner will be declared on the last 9 holes and thereafter it will be over the last 6 holes, the last 3 holes and the 18th. If there is still a tie, it would then be decided over the last 10 holes, 11 holes etc.

In the event of a tie in the Club Championship the winner will be decided over a 4-hole playoff (1, 2, 17 and 18) and if still tied then on a "sudden death" basis (over 1 and 18 in rotation).

In the event of a tie in the 36 hole Pease Coronation Cup, the winner is decided by the lowest 2nd round, then best back 9, then last 6, 3, 1.

### 6.13 Minimum number of competitors

Board Competitions played during the "playing season" will be postponed or cancelled if the total number of entries is less than 30 in Men's or 12 in Ladies competitions. The minimum entry for Gordon Ellis Salver is 20.

### 6.14 Endeavour

The CONGU World Handicapping System (WHS), under which we all play, states in their handbook "Every player will endeavour to make the best score they can at each

hole in every qualifying round they play and will report all such rounds for handicap purposes".

#### 6.15 Buggies

Buggies are generally available for hire, weather permitting. The Committee may authorise a member, on applying in writing, that he/she would otherwise be prevented from playing golf, to use either a single seat privately owned or a hire buggy in Club Competitions.

#### 6.16 Other useful guidance

##### 6.16.1 World Handicapping System Guidance

Further information about the World Handicapping System can be found on the England Golf or City websites: [England Golf WHS guidance](#) or [City Website WHS guidance](#)

##### 6.16.2 Help, Feedback and Support

For advice regarding membership or on using the various apps on your phone please contact the office at [info@cityofnewcastlegolfclub.com](mailto:info@cityofnewcastlegolfclub.com).

For any competitions guidance please email the competitions team at [competitions@cityofnewcastlegolfclub.com](mailto:competitions@cityofnewcastlegolfclub.com) and a member of the Competitions team will contact you back. Alternatively, Steve in the Pro Shop can help resolve any issues.



## 7 USEFUL APPS TO DOWNLOAD TO YOUR SMARTPHONE

There are three apps which are useful to download to your smartphone to support you when playing golf at City, using the same email address that you have used in your registration at City.

- Club V1 members App
- BRS
- MyEG

### 7.1.1 Club V1 Members app

The Club V1 Members app is used to carry out many activities at the club, including: Entering General Scores; Returning General Scores; Viewing Competition results; Entering Knockout competitions; Booking into drawn competitions; Viewing the competition diary and competition details; Topping up your bar card; Viewing a directory of other members contact details; and Paying your annual subscriptions. When registering to use the Club V1 Members Hub app and HowDidIDo you must use the same email address you use at the club.

If you have not already done so you should download and register for Club V1 Members Hub to your smartphone. This process will also register you for HowDidIDo. You should follow the guidance using this link: [Club V1 member guidance](#)

#### 7.1.1.1 *To check that you have sufficient funds on your club card.*

Players can check the balance of their club card on the Club V1 Members Hub app (selecting the “Card” option from the menu). If you need to add funds select the “Top up purse” option and follow the instructions. If you don’t have the Club V1 Members Hub app it can be downloaded from your Apple App Store or Android Google Play. Alternatively, members can visit <https://howdoipay.com> and enter the reference, which is unique to your bar card and has been sent out individually, and follow the instructions to top your card up. [Email info@cityofnewcastlegolfclub.com](mailto:info@cityofnewcastlegolfclub.com) if you do not know your reference number.

#### 7.1.1.2 *Live Leader board and results*

You can select the Live Leader board option to view a summary of the scores returned.

### 7.1.2 BRS app

The BRS app is used to book tee times at the City. You will need to use the BRS Identifier which will be provided to you by the Office to access. Guidance on registering and downloading the BRS app is available using this link: [BRS registering guidance](#).

### 7.1.3 My EG app

The My EG app from England Golf shows how your up to date Handicap Index is calculated, and shows your Course Handicap when playing at any other club. It can also be used to return General Scores at City or at other clubs. A guide to downloading the England Golf MyEG app is available using this link: [England Golf App guidance](#)

## 8 COURSE ACCESS

All members aged 18 years and over have equal access to the course except on competition days when the following rules apply.

### 8.1 Men's Competitions Days (Board Competitions and Monthly Medals)

Throughout the year Men's Board Competition days are either on a Saturday or a Sunday with around seven midweek competitions during the season.

- On Saturdays or Sundays, the tee is reserved for members playing in the competition until 09:45.
- On Wednesday Medal Competition days, the tee times are reserved for members playing in the competition between the hours of 16:00 to 18:00.

Any reserved tee times which are not booked for competition will be available to casual golfers on the day in the Pro shop. For visitor restriction see Course Rules section of this handbook.

### 8.2 Ladies' Competition Days

Competitions are played over 2 days, one every Friday and one either Saturday or Sunday. These are drawn competitions, drawn on the Monday before the competition. Times not required will be released when the draw is put on to the booking system.

#### 8.2.1 Friday Competitions

Teeing off times are reserved as follows 09:27 to 10:23, 13:04 to 13:46, and 16:13 to 16:27.

In addition, four balls are not permitted between 08:52 to 09:20, 12:22 to 12:57, and 15:59 to 16:06.

From November to February (Fridays only) the tee off times are 09:27 to 10:30.

#### 8.2.2 Weekend Competitions:

Teeing off times are reserved as follows 09:02 to 09:18.

### 8.3 Special Days

On special competition days (eg Men's and Ladies' Captain's Day, Men's and Ladies' President's Day), the tee will be reserved to accommodate all competitors.

### 8.4 Re-arranged Competitions

In the event that a Men's competition has to be re-arranged for a date which coincides with that of an existing Ladies' Competition Day then the tee is reserved until 09:45 for competition play by either men or women.

Board competitions will take precedence over Club Stablefords and Pros Sweep competitions in the event that the Board Competition has been cancelled and needs to be re-arranged.

### 8.5 Junior Section

Juniors aged 17 years & under have the following restrictions on hours of play.

#### 8.5.1 Wednesday Competition Days (Board Competitions and Monthly Medals):

No play allowed between 12:00 & 14:00 or between 16:00 & 19:00 hours.

#### 8.5.2 Saturday, Sunday & Public Holidays

No play allowed before 10:30 or between 12:00 & 14:00 (between October & March 12:00 & 13:00) except on Shotgun Days when there will be no restrictions.

All categories of juniors with a CONGU handicap (28 or below) are eligible to play in all senior & junior competitions.

### 8.6 Visitors

Visitor playing restrictions are defined in the Course Rules section of this handbook - refer to this section for further information.

## 8.7 Booking Time on BRS

Players should book their playing tee times using the BRS booking system. Times are available for booking 9 days ahead of the date of play.

### 8.7.1 Conditions of booking

Members are not permitted to “block” times to prevent other members from playing. Any member making a booking with a Guest will be expected to pay for the Guest.

### 8.7.2 Cancelling a booking

Members cancelling an individual time should contact their playing partners to let them know that they are not playing

## 9 HANDICAPPING

### 9.1 How to Obtain a Handicap Index

A player without a handicap must normally submit three 18 hole cards to obtain a new handicap. They can also submit any permutation of 9 and 18 hole cards, but must total a minimum of 54 holes, at his/her Home Club (over a Measured Course) each of which shall be signed by a person acceptable to the Handicapping Committee. Any score of more than double par at any hole, will be adjusted to a score of double par (i.e. 6 on a Par 3, 8 on a Par 4 and 10 on a Par 5).

The cards should be submitted to either the Pro Shop, Office or Competitions Committee. Following submission of the cards an Exact Handicap shall be allotted equivalent to the number of strokes by which the best of the submitted rounds differs from the Standard Scratch Score. The Handicap Committee may allot a player an initial whole number Exact Handicap less than the best score if it has reason to consider that a lower handicap is more appropriate to the player's ability. In exceptional circumstances a higher handicap may be allotted than that indicated by the best score.

Some brief information from the booklet regarding the handicapping system is set out below:

1. All players are responsible for their own Handicap.
2. Every player will endeavour to make the best score they can at each hole in every qualifying round they play and will report all such rounds for handicap purposes.

### 9.2 Maximum Handicap Index

The maximum Handicap Index a player can obtain is 54.0.

### 9.3 Responsibilities of Player and Handicap Committee

Players and Handicap Committees all play an important role in ensuring the Rules of Handicapping are being implemented and administered appropriately.

The main areas of responsibility of the Player and the Competitions team are:

#### 9.3.1 Player

- Act with integrity by following the Rules of Handicapping and to refrain from using, or circumventing, the Rules of Handicapping for the purpose of gaining an unfair advantage,
- Attempt to make the best score possible at each hole,
- Submit acceptable scores for handicap purposes as soon as possible after the round is completed and before midnight local time,
- Submit acceptable scores to provide reasonable evidence of their demonstrated ability,
- Play by the Rules of Golf, and
- Certify the scores of fellow players.

#### 9.3.2 Competition's team

- The Competitions team is responsible for ensuring the Handicap Index of those members who have designated it to be their home club is compliant with and administered in accordance with the requirements of the Rules of Handicapping.

### 9.4 Handicap Reviews

The Competition's team can intervene when the calculated Handicap Index of a player is no longer reflective of the player's demonstrated ability:

#### 9.4.1 Conducting a Handicap Review and Adjusting a Handicap Index

- i. Conducting a Handicap Review. The Competitions team will conduct regular reviews of all player's Handicap Indexes.

- ii. Adjusting a Handicap Index. In considering all of the available evidence, the Competitions team may decide to apply adjustments to a player's Handicap Index where appropriate.

#### 9.4.2 Applying a Penalty Score

In a situation where a player fails to submit a score from an authorized format of play in a timely manner, or fails to complete their round, the Competitions team should investigate the reason and take appropriate action.

- i. If There is a Valid Reason for a Score Not Having Been Submitted. The Competitions team can decide to post the appropriate score.
  - Valid reasons for not submitting a score can include:
    - Sudden injury or illness,
    - Emergency,
    - Dangerous weather conditions, or
    - Any other reason for stopping play that is considered valid by the Competitions team
- ii. If There is No Valid Reason for a Score Not Having Been Submitted.
  - The Competitions Committee should apply the appropriate penalty score .
  - If the competitions team conclude that a player failed to submit a score for the purpose of gaining an unfair advantage, it should consider withdrawing the player's Handicap Index.
  - The Competitions team will consider disciplinary procedures for players who repeatedly fail to submit their scores or who fail to complete rounds.

### 9.5 Returning General Score Rounds

#### 9.5.1 Returning General Scores at City of Newcastle

There are three options to register and enter a causal round when playing at the City. For each options you must register your intent to return a score before playing:

##### 9.5.1.1 *Using the Psi terminals*

These are located in the Pro Shop, Trolley shed or Clubhouse.

##### 9.5.1.2 *Using Club V1 Members app*

A video explaining how to register for and return a score using the Club V1 members app or HowDidIDo app are available using this link: [Club V1 app YouTube guidance video](#)

##### 9.5.1.3 *Using England Golf app*

Details of how to return a score using the England Golf app are included on the England Golf website at this link: [England Golf guidance](#).

#### 9.5.2 Returning General Scores at another club in England

You should register your intent before playing using the England Golf app at the club you are playing at. Exceptionally, if you cannot use the app, you can email your intent to the competitions team at: [competitions@cityofnewcastlegolclub.com](mailto:competitions@cityofnewcastlegolclub.com)

Following the round you must return your score at the club you were playing at.

(Note: England Golf use GPS technology to confirm that you are at the Golf Club).  
Further guidance is available using this link: [EG app General Scores](#)

- 9.5.3 Returning General Scores at a club outside England (eg Scotland or Portugal)  
You must email [competitions@cityofnewcastlegolfclub.com](mailto:competitions@cityofnewcastlegolfclub.com) before playing registering your intent to return a score, letting us know the Country, the Course name and the tees you are playing from (eg Yellow).  
Following the round you should email a photo of your card to [competitions@cityofnewcastlegolfclub.com](mailto:competitions@cityofnewcastlegolfclub.com), and the competitions team will enter your score on the England Golf app.

## 9.6 Course and Playing Handicap tables

Course handicap tables are displayed on the Locker room walls, and are available on the club website:

[White Tees](#)

[Yellow Tees](#)

[Red Tees](#)

[Mens Winter tees](#)

[Womens Winter tees](#)

## 9.7 Additional Handicap Allowances in Mixed tee Competitions

The rules and guidance for Playing Handicap adjustments to reflect mixed tee competitions are laid down by our Governing bodies, England Golf and CONGU, in GUIDANCE ON THE WHS RULES OF HANDICAPPING AS APPLIED WITHIN GB&I (pages 37-40) [https://static.whsplatform.englandgolf.org/clubs/1000-1/uploads/downloads/whs/congu\\_advice\\_170223.pdf](https://static.whsplatform.englandgolf.org/clubs/1000-1/uploads/downloads/whs/congu_advice_170223.pdf)

The impact of these rules on competitions at City is:

- 9.7.1 For all forms of Strokeplay competitions (including singles and teams)  
Strokeplay and matchplay is based only on the difference in Course Ratings  
For play from Red and White tees:  
White Tees Course Rating (71.9) minus Red Tees Course rating (72.0) = -0.1  
(rounded to 0)  
**Resulting in no additional allowance**
- For play from Red and Yellow tees:  
Yellow Tees Course Rating (69.8) minus Red Tees Course rating (72) = -2.2  
(rounded to 2)  
**Resulting in play from the RED tees receiving an allowance of 2.**

- 9.7.2 For all forms of Stableford Competitions (including singles and teams, and bogey) CONGU states that *"As both Stableford and Par/Bogey formats are scored against the par of the course, rather than the Course Rating, the Playing Handicap calculation includes an adjustment to reflect the difference to 'play to handicap' between the mixed/multi-tee courses."*

So, the Playing Handicap for multi-tee competitions takes into account Course Rating and Par in Stableford competitions.

For play from Red and White tees:

White Tees = Course Rating (71.9) minus Par (72) = -0.1 (rounded to 0)

Red Tees = Course rating (72) minus Par (73) = -1

**Resulting in play from WHITE tees receiving an allowance of 1.**

For play from Red and Yellow tees:

Yellow Tees = Course Rating (69.8) minus Par (72) = -2.2 (rounded to -2)

Red Tees = Course rating (72) minus Par (73) = -1

**Resulting in play from RED tees receiving an allowance of 1.**

- 9.7.3 Course Ratings at City of Newcastle:

These calculations are based on our current course ratings at City:

White Tees: Course Rating = 71.9; Par = 72; Slope Rating = 130

Yellow Tees: Course Rating = 69.8; Par = 72; Slope Rating = 128

Red Tees: Course Rating = 72; Par = 73; Slope Rating = 131

- 9.8 City of Newcastle Scorecard

A copy of our scorecard is available on the City Website: [City of Newcastle Scorecard](#)

## 10 SAFETY PROCEDURES

Players' attention is drawn to the guidance issued by the R&A in its book "Rules of Golf" Section 1 inclusive, especially care is taken when driving from the 10<sup>th</sup> tee or anywhere else where a clear view of the course may be obscured.

### 10.1 Mobile phones

We recommend that at least one member of every group carries a mobile phone in case of emergency.

### 10.2 Defibrillator

A Defibrillator is located for us on the wall of the Trolley shed. In an emergency call 999 for the code to remove the defibrillator, and to call out emergency services. If players are on the course they should call either the office or the Pro's Shop on 0191 2851775.

### 10.3 Underfoot Conditions

Players are responsible for checking that underfoot conditions are suitable for play. They should be aware the course is uneven and slippery when wet.

### 10.4 Lightning

If there is a risk of lightning, play **MUST** be discontinued. Players must proceed in accordance with Rule 5-7 of the Rules of Golf, whether or not the klaxon is sounded. The rules of golf entitle a player to discontinue play if he/she believes there is a danger of lightning. Common sense dictates that play in these circumstances must be discontinued in the interest of safety.

It is a player's own responsibility to discontinue play when, in his/her opinion, lightning exists.

Players should avoid sheltering under trees and also standing close to golf equipment. Players should return to the Clubhouse.

### 10.5 Fog & Ice

The fact that the course has not been officially closed does not warrant that it is fit for play.

If conditions are foggy and you are unable to see where the ball is likely to land or ground conditions are such that it is impossible to judge how far the ball is likely to travel (ground hard, frozen or covered in snow). **DO NOT PLAY**. Playing in such conditions is dangerous. Players do so at their own risk.

### 10.6 Bad weather protocol

#### 10.6.1 If conditions are too dangerous for play to continue

One single blast on a hooter will be sounded and all players must leave the course immediately (or take safe shelter as they think appropriate) and play is suspended. Examples of dangerous conditions include: lightning or strong winds with potential for falling trees and/or branches.

When leaving the course players must mark the position of their balls to enable them to restart their round should conditions improve sufficiently for the competition to be restarted.

Players are responsible for their own safety and there may be instances when the hooter may not be heard or when conditions change very quickly, in which case players may need to make a judgement themselves, informing the the Pro, Club Manager or Competitions team.



#### 10.6.2 If course is not playable, but not dangerous (eg flooded greens)

Two blasts of the hooter will be sounded to signify a normal suspension. Players can decide to complete the hole they have started or immediately stop play and mark their ball.

In instances where conditions change quickly, before the hooter has been sounded players may exceptionally need to make their own judgement that the course has become unplayable (eg there is no route to the hole due to standing water on the green). In this instance players should make every attempt to contact the Competitions team, Pro or Club Manager, ideally proving photo evidence of the poor conditions to confirm that the competition should be suspended. In any event, players must note the reason for not completing the round on their scorecard, and must ALWAYS post the card in the box, completed to the point at which they stopped playing.

#### 10.6.3 Resumption of play following suspension of play

Once a competition is suspended, the Competitions Committee, Club Manager or Pro will make a decision to either resume play if conditions improve or to abandon the competition. Any resumption of play will be marked by three blasts of the hooter. Should the competitions subcommittee decide that play is to resume the next day those affected will be contacted by the comps team.

Every effort will be made to provide communication updates to players on the start sheet via email (competitions@cityofnewcastlegolfclub.com); updates on the club website and Club V1 notifications.

##### 10.6.3.1 *For board competitions*

If suspension leaves a significant number of players unable to complete their round on the day, the competition will be cancelled and rearranged.

##### 10.6.3.2 *For non-board competitions*

If suspension leaves a significant number of players unable to complete their round on the day, the competition team will decide whether to cancel the competition depending on the numbers impacted.

#### 10.6.4 Start of play is delayed (eg for rain or frost)

In cases where the start of play is delayed, but conditions improve to enable play later on (eg when a frost thaws out or greens dry out):

##### 10.6.4.1 *For board competitions*

Competition will be postponed and rearranged. Although for drawn events, such as the Club Championship, a delay in play will be considered.

##### 10.6.4.2 *For non-board competitions*

Non Board competitions may begin late, should circumstances allow, and the start time gives 'a significant' number of players a opportunity to complete their round.

#### 10.6.5 Impact of suspensions on scores being included for WHS handicap purposes

Scores will still count for handicap purposes if sufficient holes have been played

### 10.7 Warm Up Net

The warm-up net is for use only before play on the first tee.

Please be aware of the following important information.

- Use of the net is at the players own risk.
- The net should only be used 15 minutes before your tee off time.
- Do not use when players are teeing- off from the first.
- Be careful to observe players teeing off from the 1<sup>st</sup> tee in case their tee shot comes your way.
- Only use irons when using the warm up net.



## 11 APPENDIX A – DOCUMENT REVISION HISTORY

<b>Date</b>	<b>Revision</b>	<b>Summary of Changes to Document</b>
05/08/20	1.0	First Publication [PT]
23/04/21	2.0	General Update including major update for WHS [SB]
30/07/22	3.0	General update to bring up to date and reflect end of pandemic and WHS bedded in [PT]
27/10/22	4.o	General update to reflect updated club website links [PT]

## 12 APPENDIX B – NEW MEMBER GUIDANCE

Some useful info for new members (and existing members):

Office	0191 2851775 email: <a href="mailto:info@cityofnewcastle golfclub">info@cityofnewcastle golfclub</a> Michael, Candi and Matthew.
Pro Shop	0191 2855481 Steve McKenna Lessons, Equipment and Trolley/ Buggy hire
Website	<a href="http://www.cityofnewcastle golfclub.com">www.cityofnewcastle golfclub.com</a> Electronic diary showing competitions and events throughout the year.
Membership Card	Supplied by office giving 25% discount off drinks/ food. Please endeavour to use our fabulous new clubhouse facilities.
Club V1 Members Hub	For topping up credit on the membership card. Also used for entering competitions, scores, membership directory, knockout entry, top-up card and diary including competition info. Download on your phone from your app store.
Locker room	Code 5287. Lockers to rent, see the office to be added to the waiting list.
Trolley shed	Code 2580. Hooks to rent, see the office to be added to the waiting list.
Tee booking	Via BRS or ring the pro shop. For your BRS login details see office. Booking is 9 days in advance opening at 7.55am. i.e., A Thursday for the following week Saturday.
Comp Entry	Before a competition or General Score round: Sign in to competitions using the terminals located in the pro shop, trolley shed and clubhouse. After playing in a competition or General Score round: Enter your scores in the terminal in the clubhouse, and place your signed score cards in the score card box which is located by the terminal in the bar. Score cards are located in the pro shop, local course rules are on the card. Tees: Yellow for general play. White for competition play ONLY.
Club Knockout Competitions	Singles, doubles, seniors & mixed. Entry via club V1 member's hub app or the office.

Practice ground /short game area	Adjacent to 17th fairway and behind 17th green. Warm up net by 1st tee.
Guest sign in	Book them in using BRS or by calling the proshop. Pay their greenfee in the pro shop.
Adverse weather	Phone 0191 2851775 ext 1 on morning, see website updates or course status on your Club V1 members app for latest course conditions.
General play	Please avoid slow play and let any faster moving groups through if you lose pace with the group ahead. Please repair all pitch marks and replace divots.
Insurance	The club has public liability insurance but you are advised to have your own.
Clubhouse	Food and drink available. No golf spikes. Golf wear or smart casual dress code.
Playing History	Please provide the office with details of your previous club(s), handicap and CDH number.

### **Guidance to register and download apps to your smartphone:**

There are three apps which are useful to download to your smartphone to support you when playing golf at City:

- Club V1 Members Hub
- BRS
- MyEG

**The Club V1 Members app** is used to carry out many activities at the club, including: Entering Competitions and General Scores; Returning scores in Competitions and General Scores; Viewing Competition results; Entering Knockout competitions; Viewing the competition diary and competition details; Topping up your bar card; Viewing a directory of other members contact details; and Paying your annual subscriptions.

When registering to use the Club V1 Members Hub app and HowDidIDo you must use the same email address you use at the club.

If you have not already done so you should download and register for Club V1 Members Hub to your smartphone. This process will also register you for HowDidIDo. You should follow the guidance at:

[https://howdidido.blob.core.windows.net/clubsitespublic/file\\_1754ebad-930c-420c-9697-50c1ba162f50.pdf](https://howdidido.blob.core.windows.net/clubsitespublic/file_1754ebad-930c-420c-9697-50c1ba162f50.pdf)

**The BRS app** is used to book tee times at the City. You will need you BRS username which will be provided to you by the Office. Guidance on registering and downloading the BRS app is available at: <https://www.brsgolf.com/help/Members%20Help%20-%20How%20do%20I%20Register.pdf>.

**The My EG app** from England Golf will show how your up to date Handicap Index is calculated, and shows your Course Handicap when playing at any other club. It can also be used to return General Scores at other clubs. A guide to downloading the England Golf MyEG app is available at:

<https://www.Englandgolf.org/handicapping/whs-app/>

**Other useful guidance:**

Guidance on the new World Handicapping System is available on the City Website at:

<https://www.cityofnewcastlegolfclub.com/world-handicapping-system/>

The Club Handbook may answer some questions you have around playing golf at the City, and is available at: <https://www.cityofnewcastlegolfclub.com/world-handicapping-system/>

If you would like any advice of setting up or on competitions and handicaps you can speak to the office or email the Competitions team at [competitions@cityofnewcastlegolfclub.com](mailto:competitions@cityofnewcastlegolfclub.com).