

**CONSTITUTION
OF
THE WEST LOTHIAN GOLF CLUB**

Date of Constitution and Name:

1. The Club was constituted in 1892 and shall be named “The West Lothian Golf Club”.

Objects of the Club:

2. The objects of the Club are to provide (1) a course for playing the game of golf and (2) suitable Club House accommodation for its members (3) Such other objects as may be from time to time approved at a general meeting of the Club. All profits or surpluses generated by Club activities shall be devoted to maintenance or improvement of the Club facilities.
3. Application shall be made for registration and from time to time for renewal of registration of the Club in terms of the Licensing (Scotland) Acts or other Statutes of similar effect for the time being in force. Such alterations shall be made by the Club in the Constitution and Rules and in the arrangements for management of the Club as may from time to time be necessary to secure such registration.

Members:

4. The Club shall consist of (1) Ordinary Members (2) Life Members (3) Junior Members (4) Five Day Members (5) Country Members (6) Temporary Members (7) Non-playing Members and (8) Honorary Members.
5. The obligations, powers, rights and privileges of members shall be defined and provided by the Constitution and Rules for the time being in force.
6. In relation to categories (1) to (5) inclusive a properly completed nomination form signed by two sponsors who are ORDINARY MEMBERS or LIFE MEMBERS of the Club shall be submitted to the Managing Secretary and the names and address of the persons proposed as Ordinary Members of the Club shall be displayed in a conspicuous place in the Club premises for at least seven days prior to the election and the interval of not less than two weeks shall elapse between the nomination and election of Ordinary Members.
7. The Council shall have the power to limit the numbers and to maintain a waiting list.
8. No person shall be admitted as a member in the categories (1) to (5) inclusive except after having been properly nominated for admission and after approval of the nomination by the Council.
9. Applications for Temporary Membership and Non-playing Membership shall be made in writing to the Council who will satisfy themselves as to the suitability of such applicants before granting Temporary Membership and Non-playing Membership and the Council shall have full powers to determine each application.
10. Recommendations for Honorary Memberships shall be made to the Council who may submit such recommendations to the Annual General Meeting of the Club for approval. The Council may seek approval at the Annual General Meeting for the appointment of an Honorary President and Honorary Vice-Presidents from among the numbers of the Honorary Members.

11. In the event of any objection to the admission of a nominee the Council shall proceed to vote on the nomination. If the majority vote of the Council favours the nominee he shall be admitted to membership.
12. (a) Any person who is over 18 years of age may be an Ordinary Member.

(b) Any Ordinary Member who has rendered valuable service to the Club may be recommended to the Council for Life Membership and the Council may submit such recommendation to a General Meeting of the Club for approval by the Club. A person who becomes a Life Member shall retain all privileges, rights and burdens of an Ordinary Member as stated in these Rules, other than payment of an Annual Subscription.
13. Any person who is less than 18 years of age may be a Junior Member. Notwithstanding a Junior Member may make application in writing to Council for Ordinary Membership status and the Council, after full consideration, may approve the application subject to such restrictions required to conform to the Rules hereinafter stated.
14. Any person who is not less than 18 years of age and whose current full time or main place of residence is outwith a radius of 30 miles from the Club House may become a Country Member.
15. Any person who is over 18 years of age may be a Five-day Member. Any such member is entitled to play on Monday to Friday inclusive provided he is clear of the first tee by a time to be determined by the Council. Notwithstanding the restriction he will be entitled to full unrestricted use of the Clubhouse facilities.
16. A member may resign his membership of the Club by giving written notice to that effect to the Managing Secretary. Unless such written resignation is received before the Annual General Meeting of the Club the member may be held liable for such annual sums as are due by him for the year in which his resignation is subsequently received.
17. Notwithstanding his resignation a member shall continue to be liable jointly with the remaining Ordinary Members for all debts and liabilities of the Club if his resignation has been received within the 12 Month prior to dissolution of the Club.
18. Any alleged complaint regarding the member or his conduct shall, on its receipt, be forthwith communicated by the Managing Secretary to the member who shall have the right to be heard thereon by the Council prior to any disciplinary action or other action being taken at the instance of the Council.
19. If it appears to the Council, or is represented to them, that a Member has, after a warning by or on behalf of the Council, acted contrary to the Constitution and Rules of the Club or instruction issued by the Council in terms thereof or that a member has behaved, acted or conducted himself in a manner prejudicial to the interest or good name of the Club they may request such member to submit to a meeting of the Council, specially called for the purpose, either a written or verbal explanation of his alleged offence, behaviour, action or conduct. In the event of such member submitting no explanation or if his explanation appears unsatisfactory to a majority of the Council present at such specially called meeting, or any adjournment thereof, the Council may, by the majority present and voting, expel such member from the Club.
Any member so expelled shall have a right of appeal to a General Meeting of the Club whose decision by a majority present and voting shall be final. The General Meeting may also if so resolved make an order with regard to the expenses incurred in calling the meeting.

Office Bearers:

20. The Office Bearers shall consist of a Captain, Vice-Captain and the Immediate Past Captain who shall be ex officio members of the Council of the Club.
21. No Office Bearer shall rent or lease land to the Club or be a relative, business partner or person acting under the direction of any person renting or leasing land to the Club.
22. No Office Bearer may profit or receive emoluments based on any aspect of Club activity or be a relative, business partner or person acting under the direction of any person who receives such emoluments
23. The Office Bearers, excluding the Immediate Past Captain, shall be elected (by a ballot in the event of a plurality of candidates) at each Annual General Meeting of the Club from among the Ordinary Members of the Club and shall hold office till next ensuing Annual General Meeting when they shall retire but be eligible for re-election. In the event of a vacancy occurring among Office Bearers during the year the Council may either appoint someone from their own number to fill the same or summon a special General meeting to fill the vacancy. Office Bearers elected or appointed other than at an Annual General meeting shall hold office till the first succeeding Annual General Meeting but shall then be eligible for re-election.
24. The Captain, or in his absence the Vice-Captain, shall be chairman of all meetings of the Council. In the Absence of both from any meeting the chairman shall chosen by the meeting. In the case of equality of votes at any meeting the chairman shall have the casting vote which he may use irrespective of whether he has previously given a deliberative vote. The Captain shall be ex officio a member of all Sub-Committees appointed by the Council or Club.
25. The Council shall appoint a Managing Secretary who may be a member of the Club or not and who shall be employed in a salaried capacity at such remuneration and upon such terms as the Council may deem advisable.
26. The Managing Secretary shall keep a correct record of all the proceedings of the Club at their General Meetings and the meetings of the Council and shall call the meetings of the Club and Council and take custody of the papers, books and records of the Club and conduct the general correspondence of the Club.
27. The Managing Secretary shall receive and disburse all monies due to and by the Club and shall keep correct accounts and books showing the financial affairs of the Club and his intrusions with the funds thereof and present a full and complete account thereof at the close of the financial year to a suitably qualified independent accountant appointed by the Club and thereafter present such inspected accounts of the Club's financial state to the Annual General Meeting of the Club. The Council may at any time require him to submit to them an account of his intrusions and the state of the funds of the Club.
28. The Managing Secretary shall discharge the duties devolved upon him under the Constitution and such other duties as may from time to time be imposed on him by the Council

The Council:

29. The Council shall in addition to the three ex officio members in terms of para.20 hereof, consist of six members elected from among Ordinary Members of the Club.
30. The restrictions governing Office Bearers contained in Clauses 21 and 22 shall apply in equal measure to Council Members.
31. The retiring Captain shall continue to serve on the Council for two years only after his term of office when he shall retire and be eligible for re-election as a member of the Council.
32. At each Annual General Meeting three members of the Council shall be elected (by ballot in the event of plurality of candidates) from the members present and shall hold office for two years when they shall retire but be eligible for re-election. The names of retiring members shall be intimated in the circular calling the Annual General Meeting of the Club.
33. In the event of a vacancy occurring in the Council during the year the Council shall have the power to fill the same from the Ordinary Members of the Club. A member so appointed to the Council shall hold office until the next ensuing Annual General Meeting when election to fill any vacancies for the remainder of the term will take place.
34. Subject to the Constitution and the resolutions of the general meetings of the Club the entire management of the affairs of the Club shall be vested in the Council who, without prejudice to the foregoing general powers, may-
 - (i) Purchase or acquire for the Club such moveable property, rights and privileges as they shall consider necessary for the purpose of the Club and shall sell, transfer or dispose of any such moveable property, rights or privileges as may, in their opinion, have become unnecessary for the purpose of the Club; and effect such insurance policies as they may consider necessary.
 - (ii) Arrange on behalf of the Club for such overdraft on the Bank Accounts of the Club as they shall consider necessary for the purpose of the Club.
 - (iii) Borrow from members of the Club or others on debentures or such other form of receipt as they may determine such sums as they shall consider necessary for the purposes of the Club; and such debenture or other receipts for the sums borrowed may be signed by the Managing Secretary and any two members of Council.
 - (iv) Institute, conduct, defend, settle, abandon any legal proceedings, compromise or settle any claim by or against the Club or any of its officers or servants: subject to the right of an insurance company in terms of any policy of insurance.
 - (v) Appoint such servants as they shall consider necessary and suspend or dismiss them at their pleasure.
 - (vi) Arrange for and approve of such competitions on the Course as shall appear to them proper.
 - (vii) Fix any charges to be paid by members for lockers or other special accommodation provided in the Club House.
 - (viii) Fix the charges to be paid by visitors and guests playing on the Course or using the Club House.

- (ix) In addition to the Club House Sub-Committee hereafter specially provided for appoint Sub-Committees with specified powers but every Sub-Committee shall report their proceedings to the Council.
 - (x) Make sure arrangements in regard to the use of the Course and Club House by members as they shall at any time consider proper.
 - (xi) Make, vary and rescind Bye-laws and issue instructions in regard to (a) playing the game of golf on the Course of the Club (b) the use of the Club House and other property of the Club and (c) generally the regulation of the affairs of the Club.
35. All rules made and instructions issued by the Council shall be binding on every member of the Club and shall be deemed to have been sufficiently published by a copy being either (1) sent by post to each member of the Club or (2) exhibited on the Notice Board in each of the ladies and gentlemen's sections of the Club House.
36. Not less than eight Ordinary Meetings of the Council shall be held in any one year at such time and place as the Council may fix.
37. Special Meetings of the Council shall be called by the Managing Secretary at any time on the instruction of the Captain or Vice-Captain or any two members of Council.
38. Every meeting of the Council shall be called specifying generally the business to be transacted, issued to the members at least forty eight hours prior to the time of the meeting, but in the case of emergency to be stated in the Minutes, a meeting may be called at shorter notice.
39. The Quorum of the Council shall be **five**.

Ladies Section-Committee:

40. There shall be a Ladies Committee which shall consist of (1) a Captain (2) an Honorary Secretary and (3) seven members elected (by ballot in the event of a plurality of candidates) in each case from among the lady Ordinary Members of the Club at an Annual General Meeting of such members.
41. The Captain and Honorary Secretary shall retire at each such Annual Meeting but shall be eligible for re-election as such.
42. At the Annual Meeting three members shall be elected who shall hold office for two years when they shall retire but be eligible for re-election.
43. In the event of a vacancy occurring in the Captaincy, Honorary Secretaryship, or among the other members of the Committee during a year it shall be filled by the Ladies Committee.
44. Subject to the Constitution and the resolution of General Meetings of the Club, the Ladies Committee shall or may (1) appoint representatives to the Club House Sub-Committee (2) arrange for such competitions or matches on the Course limited to ladies as the Council of the Club may approve and (3) make such other arrangements in the interest of the lady members of the Club as may be approved by the Council of the Club.

**Subscriptions, Entrance Fees and Other Levies
on Members:**

45. The amount of the Annual Subscription due by members shall be determined by the Club at a General Meeting.
46. Members admitted after the 1st day of September in any one year shall only be called upon to pay that percentage of the annual subscription as shall be determined by Council.
47. Annual subscriptions shall be payable from the 1st day January following the Annual General Meeting for the succeeding calendar year.
48. (1) Members who have failed to make payment of the Annual Subscription before the last day of February in the year shall be held to have terminated their membership. For the purpose of this sub-paragraph the requirement to make payment may also be satisfied by a member (a) granting a Standing Order in favour of the Club or (b) by arranging payment by instalments over such periods and of such amounts as are acceptable to the Council.

(2) The council will have the right to display the names of such defaulting members on the Club Notice Board.

(3) Any member who so ceases to be an Ordinary member of the Club within twelve months prior to the dissolution of the Club shall, notwithstanding such cessation, continue to be jointly liable with the remaining Ordinary members for all debts and liabilities of the Club.
49. The Council shall have powers to waive the payment of all or any part of a member's Annual Subscription on consideration of the relevant circumstances.
50. Junior Members who become Ordinary Members will not commence payment of the higher rate of Annual Subscription until after the 30th day of December following their 18th birthday.
51. The amount of the entrance fee to be paid by a member shall be determined by the Club at a General Meeting.
52. The Club may make such a levy on members of such an amount as may be approved at a General Meeting and shall determine at such General Meeting the purpose for which the amount so raised shall be applied.

General Meeting:

53. A General Meeting of the Ordinary Members of the Club shall be held annually in November of each year at such place and hour as may be fixed by the Council and shall be presided over by the Captain.
54. Only Ordinary members, Life Members and Honorary Members, who prior to appointment were Ordinary members, of the Club, shall be entitled to vote at General Meetings.
55. There shall be submitted to the meeting for approval an account of the intermissions with the funds of the Club, the Independent Accountants report and a report by the Council, all for the year ending 30th day of September preceding.
56. An Ordinary Member wishing to submit to the Annual General Meeting a motion or other business relative to the affairs of the Club shall give specific intimation thereof in writing to the Managing Secretary at least twenty one days prior to the meeting.

57. The Managing Secretary shall, in the notice calling the meeting, give intimation of any such motion or other business so intimated to him in addition to the other business falling to be transacted at the meeting.
58. It shall be competent for the Chairman at the General Meeting to accept or reject amendments to such motions.
59. Any competent business relative to the affairs of the Club may be transacted at the Annual General provided specific intimation thereof has been given in the notice calling the meeting.
60. The Council may at any time instruct the Managing Secretary to call a special General Meeting of the Club.
61. A special General Meeting shall be called by the Managing Secretary, whom failing the Captain, as soon as practicable after receipt of a requisition to that effect signed by at least fifty Ordinary Members of the Club and stating the reason or reasons for such requisition.
62. Every special General Meeting shall be held at such place and time as may be fixed by the Council.
63. The precise business to be brought before every special General Meeting shall be intimated in the notice calling the meeting and no other business may be transacted or considered.
64. It shall be competent for the Chairman at the General Meeting to accept or reject amendments to the business as intimated.
65. The Annual General Meeting and every special General Meeting shall be called by circular issued to the members by the Managing Secretary, whom failing the Captain, not less than six days prior to the date of the meeting.
66. Fifty members shall form a quorum at all General Meetings.

Property and Liabilities:

67. Subject to the Constitution of the Club and the rights and powers vested in the Council and Trustees, the whole heritable and moveable property of the Club shall belong to the Ordinary Members of the Club for the time being equally but the rights and interests of every such member shall not be assignable or arrestable and shall, subject to para. 17 and sub-section (3) of para 48 hereof, expire on his ceasing to be an Ordinary Member of the Club.
68. The whole of the Ordinary Members of the Club for the time being shall, subject to the provisions of said para. 17 and sub-section (3) of para. 48, be liable jointly for the whole debts and liabilities incurred by the Club or by the Council on their behalf including (a) all monies borrowed in terms of sub-section (iii) of para. 34 hereof and (b) all money borrowed on Standard Security over heritable property of the Club.

Acquisition of Heritable Property:

69. On the recommendation of the Council any General Meeting of the Club specially called for the purpose may, by a majority of the members present and voting, resolve to (a) purchase or otherwise acquire for the Club any heritable property (b) sell, otherwise dispose of, or lease all or any of the heritable property of the Club (c) borrow on Standard Security over all or any of the heritable property of the Club and (d) repay the whole or any part of any money borrowed on Standard Security over all or any of the heritable property of the Club.

Trustees:

70. All heritable property of the Club shall be vested in the Captain, Vice-Captain and Immediate Past Captain of the Club, and their successors in office, for the time being as Trustees for and on behalf of the Club.
71. The Trustees shall be bound and shall only have power to sell, dispose of, lease, borrow on the security of, or repay any money borrowed on the security of any of the heritable property of the Club in accordance with a resolution of a majority of the members of the Club, present and voting, at a meeting specially called for the purpose in the terms of the Constitution of the Club for the time being.
72. In respect of sums which the Club may resolve to borrow on the security of the heritable property of the Club the Trustees shall, notwithstanding the powers devolved upon the Council, grant Standard Securities over such heritable property containing all usual and necessary clauses and binding the Club, its Ordinary Members and its whole assets, heritable and moveable, in repayment of all sums so borrowed.

No profits or surpluses will at any time be distributed to members and if upon winding up or dissolution of the Club there remains, after satisfaction of all its debts and liabilities, any property or other assets, the same shall be given or transferred to some other organisation or organisations to be determined by the members of the Club by resolution passed at a General Meeting at or before the time of dissolution and insofar as effect cannot be given to such provision then to some charitable object.

Club House and Course:

73. The Club House and Course shall be opened every day including Sundays at such hours as may be fixed by the Council.
74. Alcoholic liquor may be sold in the Club to all classes of members, except Junior members under the age of eighteen years, for consumption on the premises by themselves or guests who are over eighteen years of age duly introduced as such in terms of paras. 86 and 90 hereof.
75. Alcoholic liquor shall be sold or supplied in the Club House in accordance with the provisions the current Licensing (Scotland) Acts. The permitted hours during which alcoholic liquor may be sold or supplied in the Club House shall be laid down by the Council from time to time as permitted by the current Licensing (Scotland) Act or Statutes.
76. Every member shall, before leaving the Club House, pay whatever charges he may have incurred.
77. Subject to the provisions contained elsewhere in the Constitution:
 - (1) No member of the Council and no Manager or Servant employed in the Club shall have any personal interest in the sale or supply of alcoholic liquor therein or in the profits arising from such sale.
 - (2) No Alcoholic liquor shall be sold or supplied to any person under eighteen.
 - (3) No alcoholic liquor shall be sold or supplied on the Club premises for consumption off the premises except to a member of the Club for consumption by him.

78. Subject to the approval of the Council the Club House shall be managed by a Sub-Committee consisting of members appointed thereto and under the convenership of a member appointed by the Council from among its number.
79. Rules and instruction regarding the use of the Club House and Course shall be made by the Council in pursuance of their general powers and duties.

Finance:

80. An Account (or Accounts) in the name of the Club shall be kept with the Branch in Bo'ness of such Joint Stock Bank as may from time to time be fixed by the Council and all sums received for or on behalf of the Club shall be paid to the credit of such Account (or Accounts). All payments from the funds of the Club shall be made by cheque or electronic banking on the Bank Account (or Accounts) other than wages and petty outlays.
81. All cheques shall be signed by two persons from the Managing Secretary and authorised members of the Council and the Council shall nominate the persons so authorised to sign and make due intimation to the Bank of the persons so nominated.
82. No expenditure shall be incurred on behalf of the Club or of the council except in terms of a resolution of the authority expressly delegated by Council.
83. Payments from the fund of the Club other than the periodic payment of rates, taxes and interest on borrowed money may be made prior to but shall be reported at a duly constituted meeting of the Council.
84. At each Annual General Meeting of the Club a suitably qualified Independent Accountant shall be appointed to audit the Managing Secretary's Account of his intromissions with, and statements regarding, the funds of the Club for the year ending 30th September next succeeding.
85. If the Independent Accountant dies, declines to act, or is, in the opinion of the Council, incapacitated from acting the Council shall appoint another Independent Accountant.

Temporary Members, Visitors and Guests:

86. In accordance with the terms of the Licensing (Scotland) Act 1976 or any subsequent Legislation, a visitor shall not be supplied with alcoholic liquor in the Club premises unless on the invitation and in the company of a member and that person shall upon the admission of such visitor to the Club's premises or immediately upon his being supplied with such liquor enter his own name and the name and address of the visitor in a book which shall be kept for that purpose and which shall show the date of each visit.
87. Temporary Members and Non-playing Members duly admitted as such by the Council and whose admission is recorded in the Minutes of the appropriate Council meeting, shall be granted the use of the Club House and Course as if they were Ordinary Members of the Club.
88. A Temporary Member or a Non-playing Member shall not be eligible for election as an Office Bearer of Member of the Council or be entitled to act or vote at, or to attend any meeting of the Club.
89. No visitor will make use of the Club House or Course except after payment of the appropriate visitor's fee. Such payment will entitle the visitor to the use of the Club House and Course only for the period so paid for.

90. Guests must be introduced by members of the Club and shall not use the Club House or Course except under the conditions prescribed by the Club at a General Meeting or by the Council in pursuance of their general powers and duties; always subject to the provisions of the Licensing Laws for the time being in force.

91. No member shall at any time introduce as guests more than three persons at any one time to the golf course. There shall be no restriction to the number of guests a Member may sign in to the Clubhouse

92. Charges for guests who make use of the playing facilities of the Club shall be specified from time to time by the Club.

93. All visitors shall, upon payment of the appropriate green fee, become Temporary Member of the Club for that day and as such shall be restricted in accordance with appropriate clauses of the Club Constitution and Rules.

94. Spouses of Ordinary Members shall, unless being Members of the Club in their own right, become Non-playing Members for such time as the Ordinary Membership is maintained.

95. All players and Officials of visiting teams competing in competitions authorised and being played under the jurisdiction of the appropriate local Golf Association together with the Officials of that Association shall be afforded the status of Temporary Membership for the day of that competition only.

Complaints and Suggestions:

96. All Complaints and suggestions regarding the affairs of the Club must be made in writing and addressed to the Captain or Managing Secretary.

97. The game of Golf shall be played on the Course according to the Rules of the Royal and Ancient Golf Club of St Andrews for the time being in so far as these rules may be modified, or local rules adopted, by the Council.

Alteration of Constitution:

98. No motion to (1) dissolve the Club (2) abandon the present Course or Club House (3) form a new Course or erect a new Club House (4) rescind, suspend, alter or add to the existing Constitution of the Club or (5) adopt any new Constitution of the Club shall be competent at any General Meeting of the Club unless the precise terms of the motion have been stated in the circular calling such meeting; and no such motion shall be declared carried or receive effect unless it is supported by not less than two thirds of the membership present at the meeting and voting.

99. No motion to rescind any resolution which has been passed by a General Meeting within the preceding six months shall be competent.

Interpretation:

100. Throughout the foregoing Constitution unless the contrary intention appears (a) words importing the masculine gender shall include females (b) words in the singular shall include the plural and words in the plural shall include the singular and (c) the expression 'the Club' shall mean the whole Ordinary Members of the Club at the time being.

THE RULES OF GOLF ETIQUETTE

Introduction

This section provides guidelines on the manner in which the game of golf should be played. If they are followed, all players will gain maximum enjoyment from the game. The overriding principle is that consideration should be shown to others on the course at all times.

The Spirit of the Game

Unlike many sports, golf is played, for the most part, without the supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players 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. This is the spirit of the game of golf.

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.

Players should always alert greenstaff 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, he should immediately shout a warning. The traditional word of warning in such situations is “fore”.

Consideration for Other Players

No Disturbance or Distraction

Players should always show consideration for other players on the course and should not disturb their play by moving, talking or making unnecessary noise.

Players should ensure that any electronic device taken onto the course does not distract other players.

On the teeing ground, a player should not tee his ball until it is his turn to play.

Players should not stand close to or directly behind the ball, or directly behind the hole, when a player is about to play.

On the Putting Green

On the putting green, players should not stand on another player’s line of putt or, when he is making a stroke, cast a shadow over his line of putt.

Players should remain on or close to the putting green until all other players in the group have holed out.

Scoring

In stroke play, a player who is acting as a marker should, if necessary, on the way to the next tee, check the score with the player concerned and record it.

Pace of Play

Play at Good Pace and Keep Up

Players should play at a good pace. The Committee may establish pace of play guidelines that all players should follow.

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 should invite the group behind to play through, irrespective of the number of players in that group.

Be Ready to Play

Players should be ready to play as soon as it is their turn to play. When playing on or near the putting green, they should leave their bags or carts in such a position as will enable quick

movement off the green and towards the next tee. When the play of a hole has been completed, players should immediately leave the putting green.

Lost Ball

If a player believes his ball may be lost outside a water hazard or is out of bounds, to save time, he should play a provisional ball.

Players searching for a ball should signal the players in the group behind them to play through as soon as it becomes apparent that the ball will not easily be found. They should not search for five 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.

Priority on the Course

Unless otherwise determined by the Committee, priority on the course is determined by a group's pace of play. Any group playing a whole round is entitled to pass a group playing a shorter round.

Care of the Course

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. If a rake is within reasonable proximity of the bunker, the rake should be used for this purpose.

Repair of Divots, Ball-Marks and Damage by Shoes

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

Preventing Unnecessary Damage

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

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

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

The head of a club should not be used to remove a ball from the hole.

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

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

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

Conclusion; Penalties for Breach

If players follow the guidelines in this section, it will make the game more enjoyable for everyone.

If a player consistently disregards these guidelines during a round or over a period of time to the detriment of others, it is recommended that the Committee considers taking appropriate disciplinary action against the offending player. Such action may, for example, include prohibiting play for a limited time on the course or in a certain number of competitions. This is considered to be justifiable in terms of protecting the interest of the majority of golfers who wish to play in accordance with these guidelines.

In the case of a serious breach of etiquette, the Committee may disqualify a player under Rule 33- 7.

LOCAL RULES

The rules of golf as published by The Royal and Ancient Golf Club of St. Andrews shall be the rules for play, except in so far as these may be modified by any local rules adopted by the Council.

The local rules will be printed on the Club scorecard. Any amendments thereto will be posted on the notice boards.

COURSE RULES

1. All play will commence from the first tee unless otherwise authorised by the Council.

2. Medal tees shall only be used for competitive play when such competition is authorised and approved by the Council. All other play shall be from that part of the tee as marked by the boxes.
3. Members playing in non-competitive games shall allow members engaged in a competition authorised by the Council to play "through" them on being requested to do so.
4. Single players have no standing on the course and must give way to two, three or four ball games.
5. Three ball and four ball games shall allow two ball games to play through on being requested to do so.
6. No players shall tee off until the immediately preceding game teeing off is obviously clear of driving distance.
7. No player shall tee off when playing a par three hole until the green is cleared of the immediately preceding game.
8. Any game interrupting play to search for a ball shall allow any game following immediately behind to play through.
9. Any game which loses its place in order of play by one clear hole shall allow any game following immediately behind to play through.
10. No player shall enter any field adjacent to the golf course to retrieve a ball played "out of bounds". The Council shall have the right to seek restitution from any player disobeying this rule for any damage caused to property or crops as claimed from them by the owners thereof.
11. No member, member's guest or visitor shall purchase golf balls proffered for sale on the course by any unauthorised person.
12. No members may introduce more than three playing guests on any one day and must accompany the guests introduced in play. The member introducing such guests shall be responsible for their conduct on the course.
13. Any person not having golf equipment for his own use shall not be permitted on the course.
14. No visitor shall commence play until he has paid the appropriate green fees.
15. The hours during which visitors are allowed the courtesy of the course shall be notified on a notice board and shall be strictly adhered to.
16. Players are responsible for acquainting themselves with "Local Rules" for the course which are displayed on the locker room notice board.
17. All divots must be immediately replaced and pressed firmly down.
18. All plug marks on greens must be immediately repaired.
19. Caddy cars are not to be taken on the teeing grounds or greens.
20. Members shall be permitted to exercise their dogs on the course and may be accompanied by their dogs while in the course of play providing that said dogs are kept under control at all times.
21. Practice on the course shall be restricted to the designated practice area only.

**THE COUNCIL SHALL TAKE DISCIPLINARY
MEASURES AGAINST ANY PERSON IN BREACH
OF THE FOREGOING RULES**

COURSE DRESS RULES

Members, visitors and guests are expected to adhere to a reasonable standard of dress on the course.

If shorts are worn, only the tailored variety will be acceptable.

Only golf shoes with either spikes or rubber soles may be worn and trainers are **NOT** permitted.

Blue denim jeans or any "slashed" jeans are not permitted.

Only shirts with collars, polo necks or roll necks may be worn and no football "replica" shirts/colours are permitted.

CLUBHOUSE RULES

1. The Clubhouse or any part thereof shall be opened at such times as the Council deem appropriate.
2. Golfing equipment may only be assembled or stored in the locker rooms and on no account shall any item of golfing equipment be assembled, stored or carried into any part of the upper Clubhouse. In particular golf shoes shall not be worn in the Clubhouse outwith the confines of

the locker and changing rooms.

3. Guests may be introduced by members in accordance with the Constitution of the Club and the members introducing such guests shall sign the appropriate visitors book and be responsible for the conduct of those guests. Guests so introduced shall be required to conform to all rules as regards dress and conduct applicable to members other than any rule made as to the wearing of Club emblems.
4. Visitors becoming temporary members by payment of the appropriate green fees shall be allowed the facilities of the Clubhouse for the period of temporary membership so acquired and shall conform to all rules as regards dress and conduct applicable to members other than the wearing of Club emblems.
5. Members shall at all times within the Clubhouse conduct themselves in an orderly manner.
6. Dogs, other than guide dogs, shall not be permitted in any part of the upper Clubhouse.

**THE COUNCIL SHALL TAKE DISCIPLINARY
MEASURES AGAINST ANY PERSON IN BREACH
OF THE FOREGOING RULES.**

CLUBHOUSE DRESS RULES

Only shirts with collars, polo necks or roll necks may be worn.

No headgear to be worn. "Slashed" jeans are **NOT** permitted.

No tee shirts of any description are allowed to be worn nor are football colours/replica shirts.

Shoes of any description previously worn on the Golf Course are **NOT** permitted to be worn.

No person under the age of 18 is allowed to play Club gaming machines nor are they permitted to enter the gents locker area unless to consult the starting sheet.

The use of loud, foul or abusive language is not permitted in any part of the Clubhouse or Course.