



## **RULES & REGULATIONS OF THE FREETOWN GOLF CLUB**

With such a broad spectrum of sporting activities, the Club as a matter of policy gives preference to applicants who will be prepared to participate in one or more of the sporting facilities that are available.

### **The Rules of the Club**

**1. TITLE:**

The title of the Club shall be "The Freetown Golf Club".

**2. PATRON:**

The Committee of the Club may invite a prominent person to fill the position of Patron of the Club.

**3. OFFICERS:**

(a) The officers of the club shall be a President, Captain, Vice Captain, a Lady Captain, an Honorary Secretary and a Honorary Treasurer.

(b) The officers of the Club shall be Ordinary Members of the Club. They shall be elected at The Annual General Meeting and shall hold office for one year and shall be eligible for Re-election.

**4. THE COMMITTEE:**

(a) The Committee shall consist of Officers of the Club and six Ordinary Members elected at the Annual General Meeting to fill the following positions: Squash Member, Tennis Member, Subscription Secretary, House Member, Bar Member and Entertainment Member.

(b) The members shall retire each year but shall be eligible for re-election.

(c) Five Members of the Committee shall form a quorum.

(d) The President shall be Chairman of the Committee and in his absence the Captain shall Preside. If the President and Chairman are both absent the Committee may appoint one of its Members to act as Chairman.

(e) When an Officer of the Club or any Committee Member is absent from Sierra Leone, the

Committee may appoint an ordinary member of the Club to act in his/her place.

- (f) The Committee may co-opt one or more temporary extra Members for any special purpose.

**5. SUB-COMMITTEE:**

- (l) The appropriate Committee Member shall be responsible for appointing a minimum of two sub-committee members. These three (or more) shall constitute as sub-committee and shall represent the interests of Members of the section in question.

All such Committee Members shall be ordinary members of the Club.

- (a) Golf Sub-Committee – Convener: Captain or Lady Captain.
- (b) Squash Sub-Committee – Convener: Squash Member.
- (c) Bar Sub-Committee – Convener: Bar Member.
- (d) Tennis Sub-Committee – Convener: Tennis Member.
- (e) Other Sub-Committees: - The Committee of the Club may from time to time empower one of its members to convene a sub-committee for any special purpose.

**6. AUDITORS:**

Professional accountant shall be appointed auditors at the Annual General Meeting and shall hold office for one year but shall be eligible for re-appointment. It shall be the duty of the auditors to audit the Club's accountants and the annual balance sheet before and for the submission to the Annual General Meeting.

**7. TRUSTEES:**

The President, the Honorary Secretary and Honorary Treasurer, shall be the Trustees of the Club and shall be responsible jointly for seeing that the terms of the leases of the land are complied with.

All Club property shall be vested in them and they shall deal therewith as directed by resolution of the Committee, of which resolution and entry in the Minutes Book shall be conclusive evidence.

**8. MEMBERS:**

Members shall consist of the following Classes:

1. Ordinary Members.
2. Honorary Members.
3. Life Member.
4. Temporary Member.
5. Junior Member.

9. **MEMBERSHIP:**

- (a) The Committee shall elect all members.
- (b) The form of recommendation for admissions to the Club shall be signed by the candidate for admission and by a proposer and seconder who have been members of the Club for not less than one year.
- (c) The candidate for election shall be introduced to the Committee Member responsible for the sports he/she intends to participate in. The Committee Member, or failing him, the President, must thereafter countersign the application form.
- (d) The application form shall be posted on the Club Notice Board for at least two weeks before consideration by the Committee.
- (e) The wife of a member who has not been elected at the same time as her husband or who is not herself already a member, shall not be a member unless she is elected in the ordinary way.
- (f) The wife of a candidate may be recommended for admission with him at the same time. She need not sign the application form.
- (g) Any member wishing to object to the election of a candidate whose name has been proposed may notify the Honorary Secretary in writing. The Honorary Secretary shall report such objection to the Committee before consideration is given to the application. Such objections will be taken into account by the Committee in determining whether an applicant shall be elected.
- (h) The appropriate entrance fee and subscription up to the end of the current half year must be paid to the Subscription Secretary as soon as the applicant is notified that he/she has been elected to Membership. Until such payment is made, an applicant will not be allowed to participate in any of the sporting facilities of the Club, or use any of its facilities.
- (i) Membership shall in the first instance be probationary for a period of six months. Thereafter the Committee may by majority vote confirm or terminate the membership of any new member.
- (j) A candidate may apply for temporary membership whilst his/her application for ordinary membership is being considered. The class of Membership will also be available to persons staying for short periods in the country.

- (k) Election shall be by ballot of the Committee at its Monthly Meeting and two dissenting votes shall exclude the candidate from election.

10. **PRIVILEGES OF MEMBERS AND VOTING POWERS:**

(a) **Ordinary Members**

Ordinary members shall be those members who pay the full Membership fee of the Club, entitling them to use all the Club facilities. They shall be entitled to vote at Annual and Extra-ordinary General Meetings.

(b) **Honorary Members**

Honorary Members shall be elected at the discretion of the Committee and shall be entitled to use the full facilities of the Club; but shall not be entitled to vote at Annual or Extra-ordinary General Meetings.

(c) **Life Members**

Life Members shall be elected at the discretion of the Committee and shall be entitled to the same privileges and voting powers as Ordinary Members.

(d) **Temporary Members**

Temporary Membership shall be granted at the discretion of the Officer of the Club and Temporary Members shall be entitled to use of the full facilities of the Club, but shall not be entitled to vote at Annual or Extra-Ordinary General Meetings.

(e) **Junior Membership**

Junior Members shall be those members over the age of ten undergoing full time education and paying a reduced subscription, appropriate to junior membership. They shall not have voting rights but shall be entitled to use the facilities of the Club as follows:

- (i) The Club House excluding the inside bar, if under 18 years of age.
- (ii) Participate in the various sporting activities at the discretion of the Committee responsible for those sports.

11. **ENTRANCE FEES:**

On joining, each member shall pay the appropriate entrance fee.

12. **SUBSCRIPTIONS:**

- (a) All ordinary members shall pay the subscription ruling, half yearly in December and June.
- (b) Children of members of the Club who are undergoing full time education are entitled to make use of the club facilities but members will be responsible for the conduct of their children.
- (c) Member leaving Sierra Leone permanently an new elected Members shall pay the subscription for the half year in which they depart or are elected.
- (d) The Committee shall have the right to reduce or forego subscriptions of Volunteers, Missionaries or other persons in a similar category, receiving low income and engaged in some form or charitable work, wishing to participate in the activities of the Club.
- (e) Temporary members shall pay the monthly subscription applicable.

13. **GREEN FEES:**

- (a) Members may introduce guest to the Club, provided such guests shall not make use of this facility on more than four occasions in any one year.
- (b) Member and their guests must sign the Visitors Book in the Club House, before any use shall be made of the Club's facilities. Members shall be responsible for the conduct of their guests.
- (c) Members guest who wish to play any sport shall pay the appropriate fee.

14. **TOURISTS:**

Bona fide tourists visiting Sierra Leone for a period not exceeding thirty days may at the discretion of the Committee, be granted the use of the Club's facilities on the following conditions:

- (i) Tourists must abide by the Club rules and observe the etiquette of golf.
- (ii) Tourists shall pay Temporary Membership subscriptions or Green Fees.

15. **REMOVAL OF THE NAMES OF MEMBERS:**

If the conduct of a member shall, in the opinion of the Committee, after full investigation, be considered derogatory or injurious to the character and interests of the Club, that member shall, at the discretion of the Committee be liable to suspension or other disciplinary action. Even leading to expulsion and having his/her name remove from the list of members.

16. **MEMBERS SUBSCRIPTIONS:**

In the event of non-payment of a member's subscription, on month after the due dates, a letter of warning shall be sent by the Subscription Secretary. If the subscription remains unpaid for a further one month, the name of the member shall be posted on the Notice Board in the Club House. If the subscription remains unpaid after a further one month, the member will be deemed to have resigned his/her membership. His/her name will be removed from the list of members and will cease to be a member of the Club, unless he/she can give a satisfactory explanation for the default to the Committee.

17. **RESIGNATION:**

A member may at any time provided his/her subscription and all sums due from him/her to the Club have been paid, resign his/her membership of the Club.

On resignation (or expulsion under Rules 15 and 16) the member shall forfeit all claim to and interests in the Club's property.

18. **MEETINGS:**

- (a) An Annual General Meeting shall be held during the month of February on a date to be appointed by the Committee. Written Notice shall be give at least ten days before the Meeting . At this Meeting the accounts for the previous year ending 31<sup>st</sup> December shall be presented and the Officers and Committee shall be elected, and the Auditors appointed.
- (b) The President of the Club may call an Extraordinary General Meeting at any time to consider a matter of urgency , by putting a public notice in the local press, and if possible giving five days notice of the meeting. An Extraordinary General Meeting shall also be called on the application of twelve members to the Honorary Secretary stating the business for which the meeting is desired. The only business to be discussed at any Extraordinary General Meeting shall be notified on the Agenda as the business of the Meeting.
- (c) Committee meetings shall be held at least once each month, and shall be called by the Honorary Secretary or an application of three members of Committee.
- (d) All Annual General Meetings and Extraordinary General Meetings must be attended by attended least (30) ordinary members. These must include a quorum of the Committee.

19. **REFRESHMENTS:**

The charges for refreshments shall be fixed by the Committee from time to time and a price list shall be posted in the Club house. At the discretion of the Committee an entrance fee for dances or other functions may be charged.

20. **COMPLAINTS:**

If any member or members wish to lodge a complaint, it shall be made in writing to the Honorary Secretary who shall report the complaint to the Committee.

21. **CADDIES:**

(GOLFNG SECTION)

Caddies shall enter into a contract directly with the members who engage their services, and they shall not be employees of the Club. The Committee shall recommend minimum rates of payment for caddies.

*(See Appendix II, for more details)*

22. **LOCAL GOLF RULES:**

The Committee shall have the power to make, amend or cancel local Rules for special hazards or conditions and these shall be posted in the Clubhouse.

23. **REGULATIONS:**

The Committee shall have the power to make, amend or repeal regulations and to impose and recover fines for any breach thereof for the purposes of controlling the use of the Club's property and for the general management of the course and Clubhouse. Any such regulations may be set aside by a resolution of a General Meeting. In the meantime the regulations following these shall be in force.

24. **ALTERNATIVES TO RULES:**

No Club rules shall be amended or repealed and no new rules shall be made unless by resolution of a majority of members present at an Annual or an Extraordinary General Meeting and unless notice of the proposal to amend shall have been given in writing at least ten days before the meeting.

25. **INTERPRETATION OF RULES:**

Any question arising as to the interpretation of these rules shall be settled by the Committee whose decision is final.

APPENDIX

**DUTIES OF OFFICERS & COMMITTEE MEMBERS**

**President:**

The President shall advise on all important matters of policy affecting the Club. He shall preside at General Meetings and Committee Meetings he shall be the principal trustee of the Club.

**Captain:**

The Captain shall supervise and manage the golf course, and shall arrange golf matches and select golf teams. He shall organize all golf competitions, and be responsible for the ordering of cups, ground equipment and golfing goods for sale to members. He shall also be responsible for the management of the Men's handicapped system. He may delegate such of these responsibilities as he considers appropriate.

**Vice Captain:**

The Vice Captain shall assist the Captain and shall deputize for him during his absence.

**Lady Captain:**

The Lady Captain shall be responsible for regulating the activities of the Ladies Golfing Section.

**Honorary Secretary:**

The Honorary Secretary shall conduct the correspondence of the Club, keep a list of Club property, keep a list of Club property, keep and official list of rules, regulations and local rules up to date, prepare the agenda and notify the calling of all meetings and the keep the minutes of such meetings. He shall also be responsible to the Committee for approving the appointment and dismissal of all Club employees.

**Honorary Treasurer:**

The Honorary Treasurer shall properly maintain the Club accounts, and ensure that true and correct details of these accounts are submitted to the auditors. He shall appraise the Committee regarding the Club's financial position at each monthly meetings, he shall ensure that wages are paid to the Club employees . He shall ensure receipts are paid into the Bank account(s) of the Club, and shall be authorized to sign jointly with the President, the Honorary Secretary, the Captain or Vice Captain all cheques issued by the Club. He shall be responsible for presenting the auditing accounts and balance sheet at the Annual General Meeting.

**Tennis Member:**

The Tennis Member shall be responsible for regulating the activities of the Tennis Section.

**REGULATIONS**

1. No notice shall be placed on any Club notice board without the signed approval of a member of the Committee.
2. Unauthorized persons are not allowed behind the bar or in the kitchen.
3. The supply of refreshments, golf balls and other items from the bar must be paid for immediately. The bar stewards are not permitted to accept signed chits. Cheque books and ticket books are available at the bar. Payment for drinks by cash is not permitted.
4. Entrance fees for competitions must be paid and the competition book signed before commencing play. Failure to comply will mean disqualification.
5. The attention of members is drawn to the requirement that the Club's chairs and other property are not to be taken to the beach.
6. Within the Club and particularly in the bar area members are required to conform to normally acceptable standards of dress.



7. All dogs must be kept on a lead we in the Clubhouse area. Members are asked, in the interest of all golfers, not to make the practice of taking dogs on the course.
8. The Freetown Golf Club is not licensed or the sale of beers, wines and spirits to the public. The steward have definite instructions not to serve these drinks to non-members except in the case of a visitor who has been introduced by a member. All members are asked to cooperate in enforcing this regulation and to take active steps to prevent any Instance when this regulation might be violated.
9. Members are encouraged to make use of the Suggestion Box.
10. Golfers learn and apply the established etiquette of golf course and thus avoid inconveniencing other players.
11. The order of priority on the golf course shall be as follows:
  - (a) Two-ball single mathes.
  - (b) Two-ball foursomes matches.
  - (c) Three-ball matches.
  - (d) Four-ball matches.

Single players on the course have no standing and must give way to all other matches.

12. Competitions in Club events shall have priority over all other matches at all times.
13. Golf, Tennis and Squash players must conform to the generally accepted dress standards for these sports.

*(See Appendix I for more details)*

#### **LOCAL RULES**

The number in brackets after the Local Rules refer to the Rule of Golf which should be referred to in case of need.

1. **Out of bounds (Def. 21, Rule 29-1):**
  - a) Outside the boundary wall alongside Beach Road and Hermann Gmeiner Avenue.
  - b) On the Club house side of the rail fence at the 14<sup>th</sup> and 18<sup>th</sup> holes.
  - c) Inside the tennis courts on the club house building or concrete surrounds.
2. **Ground under Repair (Def. 13 Rules 32):**
  - a) Footpaths and tracks through the green;
  - b) Stony ground through the green;

- c) Slopes and base of crater and 9<sup>th</sup> Fairway.

Relief is also available when playing the 10<sup>th</sup> hole, but without a preferred lie;

- d) Where marked by stakes or signs.

**3. Holes made by a Burrowing animal (Rule 25.1):**

Relief may be taken for hole cast or runaway make by ants, snakes or crabs.

**4. Brown (Def. 25, Rule 32):**

- a) A ball on the brown may be moved not nearer the hole within;

- (i) 6 inches or

- (ii) To the nearest point of relief when the grass verge interferes with the players putting backswing.

- b) A player may not test the depth or texture of the sand surface.

- c) Isolated small mounds of loose sand may be brushed aside with the head of the putter but the clearing of a continuous track to the hole is not permitted.

- d) Sand may be brushed around the hole when the cup is standing above the surface.

- e) No mark may be made on the surface of the sand to act as an aid in assessing the putting line.

- f) Rule 32-3 (c) applies to casual water on browns except that when the hole is completely surrounded by water the player whose balls lies on the brown may elect then to add two strokes to his score and deem the ball holed out, but the decision must be made prior to the first putt.

**5. Bunkers:**

- (a) Loose stones are moveable obstructions (Rule 31- 1):

- (b) A ball plugged in the face of a bunker may be dislodge by using a finger and allowed to roll down into the sanded part of the bunker without penalty.

- (c) A ball lying on top of a slope of a bunker may, with the opponent or markers permission, be dropped behind the point where the ball lay, keeping with points between himself and the hole within 2 club lengths behind the bunker.

**6. Preferred Lies (Rule 22):**

- (a) When a players ball lies between "fairway" boundaries along each side of the hole in play he may prefer his lie within one club length not neared the hole.

- (b) On the 1<sup>st</sup> and 10<sup>th</sup> holes, the fairway starts on the side of the stream nearest the hole, on the 3<sup>rd</sup> it starts on the far side of the ditch adjacent to the 5<sup>th</sup> brown; on other holes the fairway starts at the Ladies tee box.
- (c) All "fairway" ditches shall be treated as G.U.R. but where relief is taken the ball must be dropped outside "fairway" areas.
- (d) Ball fails to remain on spot;  
If a ball when placed fails to remain on the spot on which it was placed, it shall be replaced without penalty. If it still fails to remain on that spot it shall be placed at the nearest spot no nearer the hole where it can be placed at rest.

However, a ball so placed is deemed in play, and the provisions of Rule 18.2 (b) which read as follows apply:-

**Ball moving after address;**

If a ball moves after the player has addressed it other than as a result of a stroke he shall be deemed to have moved the ball and shall incur a penalty stroke and the ball may be preferred again.

**Addressing the ball;**

A player has "Addressed the Ball" when he has taken his stance and has grounded his club except that in a hazard a player has addressed the ball when he has taken his stance.

**7. Water Hazards - (def. 14 Rule 33):**

- (a) All drains running across the line of a hole are water hazards.
- (b) All drains running parallel with the line of play shall be treated as lateral water hazard except the section of drain adjacent to the 8<sup>th</sup> brown between the white stones which is G. U. R.
- (c) Small drains cut to remove water from browns and bunkers are G. U. R.;

**8. Trees**

- (a) A ball must be dropped without penalty, one club length clear of any tree, less than two lengths to prevent damage to tree.

**THE ETIQUETTE OF GOLF**

In an effort to those player just taking up the game and to remind the experience players the following Regulations are in force for the general care of the Course and the Courtesy Code:

**1. Rules of Golf:**

Every person playing the course must be aware of the Rules of Golf as approved by the R & A Golf Club of St. Andrews. *Rule Books are available from the Club Manager.*

2. **Local Rules:**

Please observe the Local , which are on the back of the scorecard.

3. **Registration:**

Every Visitor wishing to play the Course must sign the Course Register before commencing play. Green fees must be paid before commencing play.

4. **Handicapping:**

The handicaps of male and female Ordinary Members are regulate by the Handicapping Scheme CONGU 2004.

In any round of a handicap competition, the competitor shall ensure that the handicap to which he/she is entitled, under the conditions of the competition is recorded on his/her score card before it is returned to the Committee. If no handicap is recorded on the score card before it is returned, or if the recorded handicap is higher than to which he/she is entitled and this affects the number of strokes received, he/shall be disqualified from that round of the handicap competition, otherwise, the score shall stand. (Rule 6 – 2B of the Rules of Golf)

It is the player's responsibility to know the holes at which handicap strokes are to be given or received. All cards MUST be returned whether the course of the day was completed or not. This is essential to establish the CSS and SSS. In competitions uncompleted cards or No Returns will not qualify for handicapped adjustment except at the discretion of the Committee.

Competition Start Times

The player must start at the time established by the committee. Rule 6.3a

If a player is a member of more than one Golf Club, he/she must nominated one club as his/her "Home Club" where the handicap is kept, this should be the Club where the Member plays most of his/her competitive golf.

It is expectd that all player over the course have a current handicap.

Beginners must be accompanied by a player with a current handicap or one of our Professional Golfers.

5. **Marking of cards:**

Caddies are not permitted to mark-up competition score cards, it is strictly the Marker's responsibility.

6. **Presentation of Prizes:**

Every competitor should make himself/herself available at the appropriate time of presentation of prizes.

No competitor can win more than one prize in each competition.

7. **Dress Code:**

On the Course / Practice Ground

**Men:**

Tailored shorts are permitted. Beach type shorts are not. Shirts must have collar and not be sleeveless and be tucked into trouser/shorts. Jeans of any sort or track suits are not allowed. Golf caps should not be worn back-to-front.

**Ladies:**

Tailored shorts and skirts up to 4" above the knee are permitted. Shirts must have collar and sleeves and be tucked in. Fashionable sleeveless shirts are acceptable but not have a gaping underarm. Leggings, mini skirts, and jeans of any sort or track suits must not be worn.

**Footwear: Ladies and Gents**

Golf shoes are preferred (either soft or metal spikes) Trainer shoes are acceptable. Socks must be worn.

**8. Caddies:**

Each player is allowed to employ one caddie only. Rule 6-4.

Please pay off your caddie as soon as you leave the course, before taking refreshments after the game.

You are under no obligation to engage a caddie.

**9. Security:**

It is the responsibility of each player to ensure that valuables are not carried in their golf bag. The Club and its Executive Committee do not accept liability for loss of a player's property anywhere on the Club premises or Course.

**10. Purchase of golf balls:**

The purchase of golf balls from caddies and other unauthorized persons is strictly prohibited. Please help the Committee to reduce trespassing on the Course. Golf balls can be purchased from the bar and the Golf Professionals.

**11. Golf bags:**

Each player must have as set clubs (*maximum of 14*). Carried inside a golf bag. Sharing of golf bags is prohibited. Golf clubs and bags can be hired from the Golf Professionals.

**12. Courtesy on the Course:*****Behavior during play:***

No one should move, talk or stand close or directly behind the ball or the hole when the player is addressing the ball or making a stroke. The player who has the honour should be allowed to play before his opponent or fellow competitor tees his ball.

***Consideration for other players:***

Mobile phones should be switched off when on the course.

No player should play until the players in front are out of range. In the interest of all, players should play without delay. Slow play shows lack of consideration. Players searching for a ball should signal the players behind them to pass as soon as it becomes apparent that the ball will not be easily found, they should not search for five minutes before doing so. They should not continue play until the players following them have passed and are out of range.

When the play of a hole has been completed, players should immediately leave the brown and mark-up their cards away from the vicinity of the brown. Do not shout greetings to another group, it interfere with other players, doff your cap instead.

Children under 12 years must not enter the golf course unattended and parent/guardians are held responsible for their conduct.

**13. Slow Play:**

Slow players must invite faster groups to play through.

They should not continue play until the faster group is out of range.

**14. Priority on the 1<sup>st</sup>/15<sup>th</sup> fairways:**

Players on the 1<sup>st</sup> hole must give way to players on the 15<sup>th</sup> hole. When a group of players on the 1<sup>st</sup> has given way to a group on the 15<sup>th</sup>, they will follow that group when it is safe to do so. If another group arrives at the 15<sup>th</sup> Tee, they should wait until the group that has allowed one group through, has move out of range.

### **CLUBHOUSE REGULATIONS**

1. No Member's domestic or commercial staff shall be permitted in the Clubhouse.
2. No offensive weapon shall be permitted in the Clubhouse.
3. No animal are permitted in Clubhouse.
4. A decent mode of dress shall be maintained anywhere within the Clubhouse. Caps, Hats or Sun Visors are not permitted.
5. The changing of clothe should only be done in the appropriate changing room. Not elsewhere within the Clubhouse or the grounds, in front the clubhouse.
6. Metal spiked golf shoes shall be worn in the Clubhouse.
7. Member's personal drivers must wait in car park.
8. The tariff of prices food and drink, green fees and membership fees shall be displayed in the Clubhouse. Charges will be subject to change without notice but only with the approval of the Executive Committee.

9. Social visitors to the Club may be charge a visitor fee as determined by the Executive Committee.
10. Parent/Guardians of young children are requested to control them, so as to respect Club property and peace of mind of other Members and their guests.
11. Member's children are not permitted to sit at the Bar.
12. Members are requested to carry their membership card whilst on the Club premises and should produce it on request to authorized persons.
13. Golf equipment is not permitted within the clubhouse.
14. A public telephone is available for use by the Members or Visitors within the clubhouse.
15. The Club and Its Executive Committee does not accept liability for loss or damage to Member's or Visitors property anywhere on the Club's premises or Course.

#### APPENDIX I

#### **TENNIS / SQUASH – ETHICS TO REMEMBER**

1. The Club facilities are provided to be used by FULLY PAID UP Members.
  - 1b. A visiting player can only use the facilities after paying the appropriate Fee and producing a receipt from the Bar. **There or no exceptions to this rule.**
2. All players should regard Tennis / Squash as sporting activities to be won by the best player on the day. The game should be played in a friendly manner and free from any type of violence or bad behavior. Bad language should not be used, either on or off the court. Player should respect their opponent's views.
3. **DRESS CODE**

All players are expected to wear the correct sporting clothing acceptable by the appropriate Changing Room to do so. **The changing of clothes, other than in changing room is forbidden.**
4. Player who intend to change their clothes, before and after the game, must use the appropriate Changing Room to do so. **The changing of clothes, other than in the changing room is forbidden.**

FOOTWEAR such as golf shoes with metal spikes or any other types of surface that can damage the surface of the courts must not be worn. Sports shoes with black/dark soles/heels should not be used, as they discolor the surface of the courts.
5. **GENERAL**

Umpires and other official's decisions are final but you can refer to the referee, if the need arises. All queries relating to the above should be referred to the Tennis / Squash Committee.

APPENDIX II  
**REGULATION FOR CADDIES**

The Caddie Master has strict instructions to enforce the under mentioned Regulations:

1. Caddies are to sign and collect their ID Cards from the security gate when entering the premises and return it to security upon leaving the premises.
2. The main gate is the only entry or exit point for caddies. Once the ID has been deposited no caddie is to be found on any part of the property of the Club.
3. Caddies must wear shirts with sleeves i.e. T-shirt or Polo shirt. This must be tucked into the shorts or trousers before entering the Clubhouse grounds or the course.
4. Caddies must wear appropriate footwear. Barefooted caddies will not be permitted.
5. Caddies must display their ID Cards.
6. Caddies are allocated by the Caddy Master on first come first served basis, unless a specific request is made by a player.
7. Caddies are not allowed to disturb players in car park.
8. Disobedience of the Caddy Master will lead to dismissal.
9. Caddies are not allowed to abandon jobs already assigned to them nor should they run away from jobs.
10. Caddies must give maximum co-operation to player while on the Course.
11. Swinging with player's clubs is strictly prohibited.
12. Do not move or rattle the golf bag when a player is addressing a shot.
13. Caddies must replace divots, repair pitch marks and rake bunkers.
14. Caddies are forbidden to bring golf trolley's onto the tees or drive them on the apron of the green.
15. Caddies must pick up waste-paper, plastic bottles, etc on the Course and Clubhouse surrounds. This litter must be placed in the litter bins.
16. Caddies are not allowed to wait for Members or visitors outside the bar and verandah.
17. Caddies are not allowed to enter the Clubhouse.
18. The selling of found golf balls to Members or visitors is strictly forbidden.
19. Fighting or unruly behavior will lead to dismissal.
20. Thieves risk prosecution.



21. Failure to comply with these rules will result in disciplinary action.