



# **BYLAWS OF GOLF**

## GOLF

### 1 APPOINTMENTS IN THE GREEN COMMITTEE (GC)

The Green Committee consists of appointments that are put into offices through the following categories

A. Appointed by Board of Governors (BoG)

- i. Club Captain
- ii. Club Vice Captain
- iii. Ladies Captain

B. Elected at Annual General Meeting (AGM) by simple majority or appointed by the Management Committee should the post become vacant.

- i. Green Convener
- ii. Competition Convener
- iii. Handicap Convener
- iv. Two members of the Ladies Sub-Committee

C. Co-opted by Club Captain

- i. These appointment holders are co-opted by Club Captain for projects in the Green Committee

### 2 RULES OF GOLF

**2.1** The game of golf will be played in accordance with the Rules of Golf as approved by the Royal and Ancient Golf Club of St Andrew (R&A) and Local Rules of Sembawang Country Club.

### 3 GOLF ETIQUETTE

**3.1** All golfers shall be conversant with and shall at all times observe the Rules of Golf in particular, Section 1 on etiquette. In addition, all golfers are to observe the following:

**Out of Range.** No player should play until the players in front are out of range. It is the responsibility of a flight to ensure the flight in front are all out of range before playing a stroke.

**Keeping Pace.** If a flight has fallen a complete hole behind the front flight, it must either speed up immediately or move on to the next hole without playing, unless they are within the pace of play indicated on the pace of play card in the buggy.

**Single Player.** A single player has no standing and should give way to a match of any kind.

**Damage Through Practice Swings.** In taking practice swings, players should avoid causing damage to the course, particularly from taking a divot on any teebox or fairway with several practice swings.

**Raking a Bunker.** Before leaving a bunker, a player, preferably with a rake, should carefully fill up and smooth over all holes and footprints made by the player.

**Replace Divots; Repair Ball-Marks.** Through the green, a player who has taken a divot must replace it, or, if the divot has disintegrated, fill the divot hole with sand. On the putting green, any ball marks should be repaired.

**3.2** All players shall exercise due care on the course and observe safety-first at all times.

#### **4 POWER OF THE COMMITTEE**

**4.1** The Management Committee (MC) shall have full power and control over the golf course, driving range, practice green and other practice areas of the Club. These facilities may be opened, closed or reserved, whether for particular periods or otherwise, as the MC deems fit.

**4.2** The Management Committee may delegate any or all of its powers, relating to the use of the golf course, practice tees and other practice areas to the Club Captain or any particular member of the Green Committee.

**4.3** The Management Committee may, after due inquiry, suspend any Member from playing golf for any period of time if it is of the opinion that the conduct of the Member warrants such action to be taken.

**4.4** The Green Committee shall not substantially alter the salient features or characters of a hole on the golf course without first obtaining the approval of the Management Committee, and then displaying full particulars of any approved alteration on the Club notice boards for a reasonable period of time.

**4.5** The Club Captain, in his absence, the Vice-Captain, General Manager or Golfing Manager, shall have power to vary control of play and the starting times when regulated by a time-sheet, if in his or their opinion, circumstances warrant same.

**4.6** The Green Committee may from time to time make, amend or rescind local rules for golfers to play the course to govern competitions organized by the Club.

**4.7** In the absence of any other specific arrangement, the Green Committee shall be the Committee referred to in the Rules of Golf.

#### **5 LADIES SUB-COMMITTEE**

**5.1** The Ladies Sub-committee is formed under the Green Committee and shall complement the Green Committee and manage the affairs of the lady members in the club.

**5.2** The Ladies Captain may recommend co-opting the number of lady members as required, subject to the approval of the Club Captain.

**5.3** The Ladies Sub-committee shall select all teams to represent the Club in Ladies matches and arrange ladies Club competitions, such arrangements being subjected to the approval of the Club Captain. The Ladies Captain will also have the prerogative to select and field players in the event of shortfall of players in certain events/competitions.

## **6 COURSE ATTIRE**

**6.1** Golfers shall be suitably attired when playing on the Club's course. The appropriate standards of attire are given below. These standards will be strictly enforced. Details are displayed at the Reception and Starter's Office for compliance.

**6.2** The appropriate attire for Men comprises golf shoes with rubber studs, socks, tailored shorts, knee height Bermuda shorts, chinos pants, tailor trousers and T-shirts with collar. Long/short sleeved turtle, Mandarin or mock turtle golf T-shirt are also allowed. Shirts should be tucked at all times during golf game. Committee may decide to allow golfer to wear the latest golfing attire, if is recognized by the golfing authority.

**6.3** The appropriate attire for Ladies comprises golf shoes with rubber studs, socks, tailored shorts, Bermuda shorts, chinos pants, skorts, tailor trousers and T-shirts with collar. Long/short sleeved turtle, Mandarin or mock turtle golf T-shirt are also allowed. Committee may decide to allow golfer to wear the latest golfing attire, if is recognized by the golfing authority.

## **7 GUESTS**

**7.1** A Member may sign in seven (7) guests during weekdays and three (3) guests during weekend prime time. The Club Captain has the prerogative to decide to sign in up to maximum of 12 guests, beyond which Chairman's approval is to be sought.

**7.2** The guests shall at all times conduct themselves with decorum and observe courtesy and rules of etiquette whilst on the golf course. The Club reserves the right to refuse play to any guests or visitors if they refuse or fail to comply with the Club's rules and requirements without having to assign any reasons.

**7.3** Only guests and visitors with a recognized golf handicap index are permitted to play golf on weekends and public holidays. For weekdays, a minimum of a PC is required. It is the responsibility of Members introducing guest(s) to ensure that the guest(s) has/have a golf handicap index or PC.

**7.4** A Member must introduce their guests and it is the responsibility of the Member to ensure that the guests are introduced by signing them in and the golfing fees paid.

**7.5** The Member shall be responsible for the behaviors and conduct of his guest(s) at all times. The club reserves the right to refuse the member guests presence at the club premises. The same rule applied to the visitors.

**7.6** No person shall be introduced as a guest of the Club if this person has been previously expelled as a Member of the Club.

## **8 JUNIORS**

**8.1** Juniors under 12 may not play on the course unless with the approval from the Club Captain or Green Committee. They must be in the company of an adult Member who has a valid handicap index.

**8.2** Juniors below the age of 16 are not permitted to drive a buggy except with prior approval from the Club. Members who allow their children to drive the buggy without approval shall be subjected to disciplinary action.

**8.3** All junior Members are not allowed to sign in guests.

## **9 VISITORS**

**9.1** Visitor may use the golf course on such days and time and subject to such restrictions as the Green Committee may decide.

## **10 GOLFING FEES**

**10.1** Except where waived or reduced by the President or the Management Committee, all golfers shall pay the appropriate golfing fees as laid out by the Green Committee and approved by the MC.

**10.2** There shall be no refund of the golfing or other fees once the golfer teed-off, or is unable to complete a round for whatever causes, or if the course is closed for whatever reasons, or if the golfer decides not to continue play after the course is re-opened or playable.

**10.3** Where concessions are given, adequate proof of status required for such concessions must be shown at the time of signing-in.

**10.4** The Green Committee may, with the approval of the Management Committee, vary or waive these fees in special cases.

**10.5** Rain-checks will be issued when players are unable to cross-over to second nine-holes due to inclement weather or course closure.

## **11 GOLFING FEES FOR MEMBERS**

**11.1** The fees chargeable may be changed from time to time by the MC. The standard rates can be obtained from the SCC website.

**11.2** Members would be expected to play an 18-hole game and such will be debited for an 18-hole game. No 9-hole game will be allowed unless under circumstances as approved by the Green Committee.

**11.3** A Member playing more than nine holes will be charged for playing 18 holes whether he/she completes the 18 holes or not. All golfers are to report to the reception to make necessary payments prior to teeing-off. A course ticket will be issued when payment is made. The course ticket is to be given to the starter prior to teeing off. No one is allowed to tee-off without a course ticket unless approved by the Green Committee. For waiver of golfing fees, the starter's time-sheet will be the record of Members' names. Golfing Fee will not be charged for Club competitions as it will be included in the competition fee.

## **12 BOOKING SYSTEM FOR TIME-SHEET**

**12.1** A time sheet will be maintained by the golfing section staff for all weekdays, weekends and Public Holidays. Internet booking is available to all Members. The timing for the booking of golf slots through internet will be decided by the Green Committee and the schedule is available in the Club website.

**12.2** Members are reminded that their guest and visitors must produce their proficiency cards for weekdays and handicap cards for weekends and Public Holidays before they are allowed on the course.

**12.3** When a telephone booking is made, members will be required to leave their telephone numbers with the golfing section staff. This is to facilitate the confirmation of the timesheet slot allocated.

**12.4** Should there be no more slots available, Members may request for their names to be placed on the Waiting List. Their contact numbers should also be left with the golf section staff. The offer of a slot (when there is a vacancy) will be made in accordance to the Waiting List registered with the golfing section.

**12.5** Cancellation of bookings can be done with at least 24 hours notice (for weekdays) and 72 hours (for weekends) before 5pm. This will allow the golfing section staff to offer the vacant slot to those on the Waiting List. Failure to cancel the slot within the stipulated time will result in a No-show surcharge penalty amounting to the standard golfing fee per flight (subjected for weekdays & weekends rates). Repeated offenders will be barred from making booking for a period of up to three (3) months.

**12.6** All telephone bookings and cancellation will be required to be confirmed by the Members and golfing section. It is therefore in the interest of the members to leave their contact numbers to ensure that the confirmation is carried out.

### **13 CONTROL OF PLAY**

#### **13.1 General**

All players must report to the Starters at least ten (10) minutes before tee-off and follow the directions of the Starters, Course Marshals, Green Committee Members and Club Officials. If they are late, these players may not be allowed to tee-off and the Starters will decide on the sequence of their play.

#### **13.2 During Time-Sheet**

**13.2.1** Control of play shall be in accordance with such regulations as the Green Committee may promulgate from time to time. It shall be the duty of every Member to check the control of play before starting play on the golf course.

**13.2.2** The Club Captain may, without prior notice, suspend or modify control of play for the purpose of meeting special contingencies.

**13.2.3** The Green Committee shall formulate the rules and procedures pertaining to booking on the time sheet. It may amend these rules as and when it deems necessary.

**13.2.4** When time sheet is in force, no player whose name does not appear on them may play on the golf course during the time specified unless he is taking the place of a player whose name appears on the time sheet or there is a vacant slot on the time sheet. The Club officials shall have the power to fill up any vacant slot on the time sheet if there are players waiting to play.

**13.2.5** A minimum of three players is required in a flight. However, if a flight is left with two players and they are unable to get another person to join, they may play at the sequence as dictated by the starters or end of the time sheet if there is an available flight. The Club reserves the right to ball match as and when necessary to maximize the utilization of the golf course. One-ball play is strictly forbidden during weekends and Public Holidays. The maximum number of players per flight is four. 2-Balls flight is allowed only for walk-in booking, subjected to slots availability and match up by the starters.

**13.2.6** Players wishing to play 36 holes during time sheet must book for both rounds of 18 holes.

**13.2.7** The member making the booking shall be deemed the leader and will be responsible for the flight and must ensure that all players in the flight turn up on time.

**13.2.8** All golfers must tee off punctually and play without delay.

**13.2.9** All players shall display their course ticket on the buggy. Players who failed to do so may be refused permission to play on the course by the Club's officials or course Marshals.

**13.2.10** The President, Chairman and Club Captain shall have precedence of play on the course.

### **13.3 Outside Time Sheet**

**13.3.1** Players shall play on a first-come-first-served based on the availability of slots. The course ticket shall indicate which group will tee-off first.

**13.3.2** Tee-off shall be in the order of the full flight of players arriving on the tee-box. Those who have completed their first nine holes have priority on the second nine over the 9-holes golfers.

## **14 CLOSURE OF GOLF COURSE**

**14.1** The Club Captain, or in his absence, the General Manager, Golfing Manager or duty officials, may close the course or parts of the course if he feels that conditions are such that play may damage the course or is a danger to the players or Club property. When informed by the Met station that there is a lightning risk (Category 1) the course must be closed.

**14.2** All players shall stop play immediately and proceed to the nearest shelter when the closure siren is sounded or been informed by the course marshals on the course itself.

**14.3** No play shall be allowed while the course is closed.

**14.4** Any player who continues play when the course is closed or resumes play before the course is re-opened for play may be referred to Disciplinary Committee for disciplinary action.

## **15 CLUB HANDICAPPING**

### **15.1 Policy**

**15.1.1** The Handicap Index of Member shall be managed in accordance with the USGA Handicap System and subjected to SGA Handicap Policy and any policy in the Club Golf By laws. Members may refer to the USGA Handicap Manual and the SGA Handicap Policy in their respective website for the details.

**15.1.2** The Handicap Convener reports to the Green Committee and is independent for all matters pertaining to handicapping.

**15.1.3** Members Handicap Index shall be reviewed monthly and updated in the SCC Handicap Index Register maintained by the club. The SCC Handicap Index Register shall take precedence in the event of any discrepancies with SGA National Handicap Book.

**15.1.4** Any Member who has a valid Handicap Index shall be entitled, on request, to be issued with a Club Handicap Certificate stating his handicap signed by the General Manager or Golfing Manager of the Club.

## 15.2 Posting of Score

**15.2.1** Members shall return a score within 13 days after every round of golf at any golf course via score card, self-scoring kiosks within the club premises and via email ([handicapping@sembawang.org.sg](mailto:handicapping@sembawang.org.sg)). For posting via email, the following information must be available:

- a. Member's Name and Membership No.
- b. Date of play
- c. Name of Course and Tee Box
- d. Course & Slope Rating
- e. Gross Score or Hole-by-Hole Score

**15.2.2** Members must post an 18-hole score if he/she played 13 or more holes and a 9-hole score if he/she played seven (7) to 12 holes. Members must post a round marked as Unacceptable Score for Handicapping (USH) if he/she plays six (6) holes or less, this is to avoid having a penalty score posted by the club. For all uncompleted holes, members must record the most likely score which shall not exceed the Equitable Score Control limit as follows:

Course Handicap	Maximum Score on Any Hole
9 or less	Double Bogey
10 through 19	7
20 through 29	8
30 through 39	9
40 and above	10

**15.2.3** Members who fail to submit their score will have one submitted on their behalf based on the lowest or higher Handicap Differential in the member's scoring record, denoted as a Penalty Score. Members with Excessive Penalty Score (>30% of total scoring records) which does not truly reflect their potential playing ability may have their handicap withdrawn or barred from taking part in club sanctioned events/competitions or both.

## 15.3 Handicap Courtesy Round

**15.3.1** All new members without previous recognized handicap shall not be awarded with a Handicap Index. They can obtain a Handicap Index via the club's Handicap Courtesy Round.

**15.3.2** All new members can arrange with the golfing reception for the Handicap Courtesy Round if they meet the following pre-requisites:

- a. Must possess a valid Proficiency Certificate
- b. Submit/Post at least 5 x 18-holes or 10 x 9-holes or an equivalent combination (from golf courses with USGA Course and Slope Rating) with a computed Handicap Index of at least 6.4 for men and 40.4 for women
- c. Completed the Golf Workshop (by the Golfing Manager or via E-learning)



**15.3.3** The Golfing Assistant shall liaise with the following member of the Green Committee on his/her availability and confirm a date for the Handicap Courtesy Round:

- a. Captain / Vice Captains
- b. Ladies Captain / Ladies Vice Captain
- c. Handicap Convener / Asst Handicap Convener
- d. General Manager
- e. Golfing Manager

**15.3.4** The Golfing Assistant will then inform the member on the date and confirm their attendance. As a guide, there should be a minimum of three (3) applicants before the Handicap Courtesy Round to proceed and gender matching is preferred though not necessary.

**15.3.5** The Handicap Courtesy Round is conducted over 9-hole game and the applicants will be observed in the following areas:

- a. Turn-out & bearing
- b. Golf Rules
- c. Golf Etiquette
- d. Golfing Skill

**15.3.6** If the applicant fails to successfully complete the Handicap Courtesy Round (not conversant with the rules and etiquette of golf, not proficient in hitting a golf ball on the course), one (1) month shall elapse before he/she becomes eligible to apply for the next Handicap Courtesy Round.

**15.3.7** Any member of the Green Committee, as stated in para 13.3.3, who play with a PC holder in a social setting may recommend that he/she be awarded a Handicap Index if they deem that he/she has satisfy the observation of a Handicap Courtesy Round. However, they must still meet the pre-requisites as stated in para 13.3.2(a) and 13.3.2(b).

#### **15.4 Handicap Index Reduction & Modification**

**15.4.1** The Handicap Index of any member may be reduced based on Exceptional Tournament Scores as per USGA Handicap System. The reduction is applicable to all competitions or tournament, e.g. Club, inter-Club Private or Open Competitions. For Handicap Reduction, the Handicap Index will be affixed with the letter 'R'.

**15.4.2** Although the reduction applies only to two (2) or more Exceptional Tournament Score with Handicap Differential greater than 3.0, the Handicap Convener reserve the right to adjust upwards or downwards the Handicap Index of any member based on valid ground, on a case-by-case basis. e.g. one (1) extra-ordinary Exceptional Tournament Score with Course Handicap Differential of 6 strokes or more, does not return all acceptable scores or does not observe the spirit of the USGA Handicap System. The adjusted Handicap Index will be affixed with the letter 'M'.

**15.4.3** The reduced or adjusted Handicap Index will be subjected to the monthly revision regime and revise accordingly.

## **16 PROFICIENCY CERTIFICATE**

**16.1** To play on the course, golfer without an official handicap index must obtain a Proficiency Certificate (PC) from the Golf Academy located at the Club or other recognized Golf Academy testifying to their adequate knowledge of the etiquette and rules of the game. This is necessary to ensure normal speed to play around the course, prevention of damage to the course and avoidance of inconvenience to other golfers.

**16.2** Proficiency Certificate holders are allowed on the course on weekdays and during the times stipulated by the Green Committee.

## **17 CLUB COMPETITION**

**17.1** Strokeplay competition shall, unless the context otherwise requires, include 'Bogey' and 'Stableford' competitions and the qualifying rounds of other competitions in which match play is not involved.

**17.2** Eligibility for Club Competitions shall be opened to all members with a recognized handicap index for men and ladies. Restricted Members can participate by paying golfing fees at guest rate or as approved by the Green Committee.

**17.3** The entrance fee for all competitions shall be decided by the Green Committee.

**17.4** In scratch competitions to be decided by Matchplay, the Green Committee shall have the right, at its discretion, to seed players.

**17.5** Competitors taking part in Club Competitions shall have priority on the course and others playing must permit competitors to pass through.

**17.6** The dates and times for all competitions shall be fixed by the Green Committee.

**17.7** In competitions in which a draw is made, no Competitor may, unless the Club Captain or his representative, play at a time other than that fixed by the Green Committee. A competitor in any competition who fails to appear on the starting tee at the appointed time or when called, shall be disqualified, and shall nevertheless be debited with double the cost of the entrance fee and be precluded for a period of two months from entering any competition of the Club in which a draw is made, unless three (3) days prior notice or an explanation in writing satisfactory to the Club Captain is given. After the entries are closed in any competition and a draw made no further entries will be accepted.

**17.8** Before the start of a competition, competitors must provide themselves with a card and sign their names as competitors in the manner provided for and must otherwise comply with the requirements of the competition; a competitor failing to observe this rule shall be automatically disqualified.

**17.9** The scores shall be recorded during the course of play and the score card countersigned by the player's opponent.

**17.10** In competitions extending more than one day, the appointed Tournament Director may at any one time on the first day declare play cancelled if it considers that the course is unplayable or that insufficient light renders the proper playing of the game impossible. If play is abandoned on any subsequent day, the competition may be decided on the play that had already taken place.

**17.11** In all competitions that involve individual strokeplay, players shall return their cards, whether completed or not at the conclusion of play.

**17.12** In match play competitions, if a match finished all square, play shall continue until a hole is won.

**17.13** Ballsweeps may be awarded at such competitions and upon such conditions as the Green Committee may decide, either in respect of the whole competition or in respect of either of the nine hole thereof. A competitor disqualified from a competition shall also be disqualified from the ballsweeps.

**17.14** In strokeplay competitions, in the event of a tie, the Club's countback system or the R&A Rules of Golf Appendix 1, Part C, para 10(c) shall apply.

**17.15** In competitions requiring sudden-death play-offs, the play-off shall commence from the first tee or any other tee that the committee so determines.

**17.16** If a player has more than one handicap index, he/she shall have to play off the lowest of the handicap indexes. All handicap indexes used shall be current and the onus shall be on the player to declare his current handicap index.

**17.17** No major competition shall be held except with the permission and approval of the Green Committee.

**17.18** The Tournament Director's decision in all competitions shall be final.

## **18 GOLF BUGGIES**

**18.1** The use of the Club's golf buggies is permitted on the course except when otherwise specifically disapproved by the Green Committee.

**18.2** Allocation of golf buggies to golfers shall be on a first-come-first-serve basis.

**18.3** The Captain, or in his absence, the General Manager, the Golfing Manager or the duty officers of the Club may restrict the golf buggies to the paved buggy path for such periods if they deem that movement of buggies on the fairways may damage the course. All golfers shall observe buggy restriction to buggy paths when such rule is in force.

**18.4** When restriction is not in force, all golfers shall ensure that they do not drive over soggy areas (dark patches) or grounds under repair to avoid damaging the course and fairways.

**18.5** All golfers shall observe the traffic regulations and directions on the course and park within the designated parking areas.

**18.6** All golfers shall be required to take good care of the golf buggies in their charge. The golfer is to pay the cost of the repair for damages or replacements to the buggies and may be subject to disciplinary action.

**18.7** Any person who willfully causes damage to the buggy or who continues to use the buggy after it was damaged thus causing further damages shall be required to pay for all costs of damage, replacement for such damage and downtime due to such repairs and shall be subjected to disciplinary action.

**18.8** Juniors below the age of 16 years are not allowed to operate the buggy except with the prior written approval from management.

**18.9** Not more than two (2) golfers plus two (2) golf bags are allowed to be carried on a golf buggy at the same time. All persons must be seated. Standing on the side or tailboard, sitting on the mudguard or fender, placing a foot or golf shoes against windscreen, etc are prohibited.

**18.10** All golfers shall use the buggies in the proper manner intended. Hill brakes must be applied before leaving the buggy. Safety first must be observed. Driving with one (1) foot on the accelerator and one (1) on the brake paddle is to be avoided.

**18.11** Buggies/Trollies are prohibited on the followings areas:

- Teeing ground (tee-box)
- Bunkers and immediate areas surrounding bunkers
- Landscape lights
- Flower beds
- On and around the green
- On the apron of the green
- On the fairway between the line or rope or chain laid on the fairway and the green.

## **19 PROHIBITIONS**

**19.1** Players shall not share clubs in a round of golf. Any player who does not have the proper clubs will not be permitted to tee-off.

**19.2** Practicing on the golf course is strictly prohibited. Range balls are not to be used on the golf course.

**19.3** No members, guests or visitors shall allow any animal or pet onto the golf course, practice chip and putting green, driving range and other practice areas.

**19.4** Non-players are not permitted on the golf course except with the prior approval of the Club Captain, or the General Manager.

**19.5** Littering on the tee-boxes, fairways, greens or anywhere on golf course is strictly prohibited.

**19.6** Member and guests shall not abuse any Club staff. Any complaints about any Club staff shall be directed to the Management.

**19.7** Members are not permitted to drive their buggies to the car park to unload their golf bags. They are to adhere to the buggy directional signs.