

EPGC RULES & REGULATIONS AMENDED UP TO 13 DECEMBER 2020
(FORMERLY TERMED AS BYELAWS)

1.0 Preamble

The Bye-laws shall have the same powers and force as the constitution and rules of the Club. These Bye-laws shall be binding on all categories of members, guests and other users of the club. Any person violating these Bye-laws shall be liable for appropriate action. These Bye-laws are subject to change as per clause 12 of the constitution and Rules of the Club.

2.0 General

The club hours:

Office: 09.30 a.m to 6.00 p.m except Sunday, Mondays and holidays
08.00 a.m to 5.00 p.m on Sundays.

Club house: 05.30a.m to 11 p.m on all days except Mondays and holidays

Bar: 11.00 a.m to 03.00 p.m and 7.00 p.m to 11.00 p.m on all days
except Mondays/holidays /dry days.

The service will be stopped at 10.45 pm except for club events.

Members and their guests should vacate the club premises by 11.00 p.m, except on notified function dates.

Breakfast,lunch and dinner will be served to members only during the following timings:

Breakfast: 07. 30 a.m to 10.30 a.m

Lunch: 12.00 p.m to 3.30 p.m

Dinner: 7.30 p.m to 10.45 p.m

Last order will be taken 15 minutes before closing. The above timings are subject to change as deemed by Managing Committee.

2.1 Golf hours

Course:

Summer:05.00 a.m to 6.30p.m on all days except Monday and holidays.

Winter:05.30 a.m to 6.00p.m on all days except Monday and holidays.

Driving range:05.30 a.m to 09.30 a.m and 3.00 p.m to 6.00 p.m on all days
except Monday.Sundays 05.30a.m to 12.00p.m and 02.30p.m to 06.00p.m

Coaching:06.00 a.m to 09.30 a.m and 3.00 p.m to 6.00 p.m on all days except
Monday and holidays (prior appointment with coach is required)

The above timings are subject to change as deemed by Managing Committee.

General:

The Golf club and golf course will remain closed for all activities on Mondays. However, if a public holiday falls on a Monday, the Committee may, at its discretion, keep the club and course open on that day and declare a compensatory off day on some other day of the week.

The course may be closed at the discretion of the Managing Committee for some specified tournaments like PGTI, IGU, Addicts and any other tournaments that offer mileage and branding to EPGC, and also the tournaments that come under the capitation fees category under 3.26.1.

2.2 **Registration :**

All members/associates, walk in golfers and all users will have to register themselves with their club card or by signing the register either at the reception or at the designated places. This is mandatory and no service will be provided to anyone who does not register.

2.3 **Dress regulation:**

1. All users including children above the age of 18 shall abide by these prescribed dress regulations.
2. Attire should be befitting the occasion and the area of use.
3. Appropriate attire includes shirt/t-shirt with collar, pant/trousers, shoes, sandals and leather slippers.
Well pressed traditional dress such as kurta/sherwani, with pajama/dhoti, closed collar suits, regular suits, shirt and tie are permitted.
Jogging outfits, tracksuits and other shorts viz: gym/beach shorts, tee shirts with bold slogans, tee shirts and shirts without collar and sleeves, lungis and Hawaii/rubber slippers are not permitted at any time.
4. Golf attire is permitted in the club premises only until 08.00 p.m
5. Service will be denied to members and their guests who do not adhere to the dress code prescribed and they will be asked to leave the premises.
6. The Honorary Secretary can at his discretion relax the footwear in case of a medical condition.

2.4 **Decorum, Conduct and Etiquette**

All club users shall maintain the decorum, dignity and standards in keeping with traditions at all times. They shall conduct themselves in a manner that is considerate and not offensive to fellow users.

A).They shall not amongst other things:

- a) Talk loudly or indulge in a boisterous manner.
- b) Use foul or unseemly language
- c) Summon bearers or other staff with rude gestures or shout at them.
- d) Interfere with the functioning of the staff in any way.
- e) Spit, wash or commit nuisance in inappropriate areas.
- f) Place their feet on tables or chairs.
- g) Dance or sing at their tables.
- h) Bring Golf bags and trolleys to the club house area.
- i) Permit caddies to enter the main club or lawns or change rooms
- j) Smoke inside closed areas of the club.
- k) Use cell phones in prohibited areas such as restaurant, bar, lounge and dining room. If any person receives a call, he may move away to another area to take the call.

B) The Managing Committee may, as deemed required, form a Disciplinary Committee comprising of senior voting members with good standing. This committee may have a chairman and four members who after proper enquiry may give their recommendations to the Managing Committee.

3.0 **Course and Game of Golf**

Golf shall be played as per the rules and regulations specified by the Royal and Ancient club at St. Andrews as well as local rules and byelaws. All users of the course shall be deemed to have read and understood the rules, regulations and byelaws and shall adhere to them.

3.1 **Golf Attire**

For **Men**, Shirts/t-shirts with collar and sleeves, trousers or golf shorts, sport shoes or golf shoes with soft spikes are permitted.

Ladies may wear salwarkameez, skirts, trousers or shorts, round neck/collared/sleeved/sleeveless tee shirts.

Men will not be permitted to wear round neck, sleeveless shirts/t-shirts without collar, sweat/elasticated pants, 3/4th shorts, jeans or jeans-like trousers and other sports shoes, while ladies will not be permitted to wear halter tops or tank tops.

3.2 **Tee time booking:**

Any member/associate can book a tee time slot either in person or by SMS text message to caddie master. The earliest he can make a booking is 48 hours prior. He/she can book only one slot on his/her name for any given session. The member making the booking shall be part of a four ball. He /she cannot book a slot for another member. In case a member books a slot and doesn't turn up without informing the starter 24 hours prior, he/she will lose booking privileges for that entire month. Habitual offenders who do so for more than three times will lose booking privileges for three months.

On public holidays, weekends, certain time slots as specified by the Managing Committee may be reserved exclusively for special guests.

Players who are guests of members, having a handicap from another club shall produce their current handicap card to the starter. The starter is responsible to verify such a certificate and if satisfied, permit the guest to play. At any time if it is found the guest is not proficient enough, he may be asked to stop playing by the starter/committee member. The member will be responsible and liable for disciplinary action if found to be deliberately flouting these rules. The Managing Committee may relax this rule as they deem fit from time to time.

Walk- in Golfers:

Walk in golfers come under the Rules and Bye-laws. Members have priority over walk-in golfers. Walk-in golfers cannot reserve a tee off time in advance; however, they can book on the spot and play as per the Caddie Master's/Starter's direction.

Walk-in golfers can play on weekends only after the reserved bookings have been completed and slots are open.

3.3 Responsibility of the Players:

a) Players must register their names and that of their guests before tee off. No player shall play without registering and any player doing so will attract disciplinary action, which may include suspension. A member who does not sign himself in each time prior to a round of golf will be fined Rs. 500/-, and a member who does not sign his guest in will be fined Rs. 1000/-.

b) Green fees shall be paid before tee off. Non-payment of green fee for guests is a serious breach of rules and will be dealt with accordingly.

c) A player without a valid handicap shall not be allowed to play unless permitted by the coach and accompanied by a handicap player.

d) Players shall be conversant with the rules of golf/ local rules and shall ensure adherence.

e) In the case of a dispute, the players shall refrain from entering into an altercation in any form or use abusive language under any circumstances. Complaints, if any, shall be reported to the Managing Committee or may be entered in the complaint register.

f) Members without a valid handicap or certification from the coach will not be allowed on to the course without prior permission.

g) Players shall not alter tee markers, O.B. and hazard markers etc.

h) Players and their caddies will at all times repair divots and pitch marks on the tee boxes, greens and fairways.

3.3.1 : Responsibility of Players: It is mandatory that all players must register with the starter master before teeing off and submit their scores to the starter after completing their round. Failing which, the player shall be penalized with Rs.25/- per round.

3.4 **Driving range:**

- a) The driving range can be used only after registration.
- b) The users shall pay the ball charges as prescribed.
- c) Users shall not move forward of the driving bay unless in specified areas.
- d) Caddies are not allowed in the driving range.

3.5 **Caddies:**

- a) Caddies shall be classified into different categories as per their proficiency by the Managing Committee every two years.
- b) Only EPGC registered caddies are allowed, other than when the Committee engages outside caddies.
- c) Caddies shall be allotted serial numbers and no player shall reserve any particular caddie. This process shall be laid down by the Management Committee. The members shall strictly comply with the process of allocation of caddies.
- d) Complaints, if any, can be entered in the register.
- e) No player shall reprimand, abuse or take direct action on any caddie.
- f) The minimum caddie fees shall be stipulated by the Managing Committee from time to time.
- g) It is the responsibility of each player to take care of his/her belongings. The club shall not be responsible for any loss or damage to player's property.
- h) The Caddie Master/authorized person shall be responsible for overall management of the caddies.
- i) At no point should a player buy anything such as golf balls etc. from caddies or any staff members of the club.

3.6 **Coaching:**

- a) Only coaches approved by the Managing Committee shall be permitted to conduct coaching at the club.
- b) The Managing Committee shall prescribe the fees for coaching.

c) Players learning golf can only go onto the course with the coach in the initial stages. Once the coach issues a **fit to play certificate**, the learners can go with a handicap member only until they receive their handicap.

d) Non members/students can also avail the coaching facilities by paying the prescribed fees.

e) Any coach of the club should have a certification of coaching. The head coach of the club should have at least A/B Category certification.

3.7 **Junior Golf:**

a) Junior golf program will be conducted by authorized coaches approved by the Managing Committee.

b) Children above the age of 6 and below the age of 16 maybe enrolled in this program.

c) A subcommittee will be appointed with a playing member as head junior golf along with 4 more playing members who will run the junior golf program. The Handicap/Tournament Committee Member will automatically be a member of this committee. The term of this committee will be for three years.

d) The junior golf program will have dedicated slots at the driving range during the timings of the sessions as well as be provided with necessary equipment/funds for the program including junior sets etc.

e) The junior golf program will reach out to schools as well as other educational institutions.

f) Children who enroll in junior golf will have restricted use of club premises as well as catering facilities even though they are not member's children. Their guardians may also use the catering facility of the club during the coaching sessions.

g) Suitable fees will be charged by EPGC which will be revised from time to time.

3.8 **Code of Conduct for Golfers:**

Every player shall strictly follow the policies and procedures laid down by the Club. In a tournament, a player maybe withdrawn at the discretion of the Committee for violation of the policies laid therein.

To ensure that golf is enjoyed by all and is played in keeping with its traditions, EPGC requires players to follow a code of conduct on and off the course. It is the responsibility of each player to ensure that they abide by this code of conduct and that they report to the Committee violations of this code of conduct to ensure fairness and integrity of golf at EPGC.

a) Players are in violation if they engage in abusive language, club throwing, disrespect to officials and volunteers, abuse of the golf course, use of drugs,

not adhering to dress code, leaving the course during a competitive round without informing officials, vandalism, cheating, willfully disturbing the other players, abusive behavior to co-players, employees, caddies and otherwise failing to conduct themselves in keeping with the tradition which includes respect to fellow players. Use of alcohol on course is permitted with prior permission only.

b) Proper attire as prescribed is required at all times.

c) Honesty, integrity, courtesy defines the game of golf and a gentleman. Any breach such as declaring a wrong score, cheating, improving the position of the ball beyond what is allowed in the local rules, will automatically result in penalization and/or disciplinary action.

d) The Tournament/Handicap Member along with the Secretary may assess any or all of the following penalties based on the severity of the violation:

- i) Issue a written letter of warning to the player / guardian/ member.
- ii) Rejection of entry of the player, including during a competition. In the event a player's entry has been rejected for being in violation of the code of conduct or tournament policy, the player shall not be eligible for tournaments for next three tournaments.
- iii) Suspend the player's eligibility for future events for a specified period or indefinite period. In the event of a suspension, the player/child may appeal to the Managing Committee within 30 days and the Managing Committee will review the appeal and its decision will be final.

3.9 **No Show for Tournament:**

Those players, who fail to show up for their tee off time without informing the Committee at least 24 hours prior, will be fined a sum of Rs.500/- for the first offence and Rs. 1000/- for second offence. Thereafter, they will be suspended from the next two EPGC tournaments. Habitual offenders will be disqualified from participating for the season.

Any player showing up late shall be declared NFT.

Any player showing up late for the first time shall be let off with a warning.

Rs. 500 shall be charged for the 2nd offence.

Rs. 1000/- shall be charged for the 3rd offence and subsequently the player will be debarred for the rest of the tournaments for the season.

3.10 **Etiquette:**

Behavior on the course: It shall be incumbent upon all members, dependents, visitors and guests to follow the codes of etiquette as per the R&A rules. In addition they should:-

- i) Repair divots
- ii) Repair pitch marks
- iii) Smooth out bunkers

- iv) Not use any electronic device as well as keep cell phones on silent mode. Talking and disturbing fellow players is a serious breach of etiquette.
- v) Avoid standing on the tee when it is not their turn.

3.11 **Safety:**

Players should make sure that no one is standing close by or in a position to be hit by the club, ball, stones, twigs and pebbles etc when they make a practice swing. Players should not play until the players in front are out of range. Players should always shout out before they make a stroke in the direction where there may be a danger of hitting someone. The traditional warning is 'fore'. Players must also ensure caddies safety.

3.12 **Consideration for Other Players:**

- a) Players should always show consideration for other player on the course and should not disturb their play by moving, talking, or making unnecessary noise.
- b) On the teeing ground, a player should not tee up until it is his/her turn to play.
- c) Players should not stand directly behind or close to or directly behind the hole when a player is about to play.
- d) No player is allowed to stand on the tee box when a fellow golfer is teeing off.
- e) No player shall play a stroke until all the players in front are out of his/her striking range.
- f) Players searching for a ball should signal the player behind to pass if it becomes apparent that the ball is not likely to be found within the permitted time of five minutes. However, after the lapse of five minutes it is mandatory for the players to invite the group behind to pass through.
- g) Players shall ensure that they leave the green as soon as they hole out. They shall not delay the group behind for any reason, particularly for marking of scores.

3.13 **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 players of the group have holed out.

3.14 **Scoring:**

Both marker and player must write their names and sign before turning the card in or the cards are liable to be disqualified.

3.15 **Pace of Play:**

The game should be played at a good pace. The standard time to complete 18 holes is 4 hours and 30 minutes including a break. The players must ensure their pace of play and keep up with group in front. If a group fails to keep up and loses one clear hole to the group in front, it shall be mandatory to allow the group behind to pass through irrespective of the number of players in that group. When a group has not lost a clear hole but is apparent that the group behind can play faster, it should invite the group behind to play through. If the group ahead chooses to take a break at the midway club house, the group following may play through after duly informing the group ahead, except where a compulsory break is specified.

3.16 **Be Ready to Play:**

Players should be ready to play as soon as it is their turn to play. When the play of a hole is completed, players should immediately leave the green after replacing the flag.

3.17 **Order of Play and Priority on the Course:**

Unless otherwise determined by the Committee, priority on the course is determined by the pace of play. Any group playing a full round will be given a pass by a group playing a shorter round.

The game shall commence only from tee boxes 1, 10 and any holes determined by the Committee and informed by the Starter. A player starting from an unauthorized teeing ground will have no priority on the course and can be asked to leave the course.

The Club Patron and Golf Captain, along with their group, will have right of way to tee off whether they have reserved a slot or not.

A group not reporting at their tee time will lose their slot and the next group will be allotted their slot. An alternate slot will be assigned subject to availability only.

A five ball is not permitted on the course on any day. The Handicap Member/Secretary may on exceptional conditions allow the same for the purposes of adjudging a members new handicap.

Single ball has no priority or standing on the course. However, the single player will be permitted to play on the course only after obtaining clearance from the Starter

All groups teeing off from tee boxes 1 and 10 will have the same standing regardless if they are a two, three or four ball.

A Player who is found to be habitually slow will lose his/her standing. Such player, identified as being habitually slow shall be duly served with a notice and a warning to improve his/her pace of play. If he/she does not improve, the player and his/her group will lose their place and must give pass to the players coming up from behind without question as well as be slotted accordingly by the starter so that there is least inconvenience to other playing groups.

Players must abide by the Starter's instructions. The Starter will have the discretion to rearrange times as he considers fit and in the overall interest of good order and fairness. Members may not argue with the Starter, but any complaints can be addressed to the Secretary in writing.

3.18 **Care of the Course:**

a). **Bunkers:**

Before leaving a bunker, players should carefully fill up any holes and footprints either with rake or with club.

b). **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.

c). **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. Players should not lean on their clubs when on the putting green, particularly when removing the ball from the hole. The flag should be properly replaced in the hole before the players leave the putting green. Litter should be dropped only in the bins provided. Refrain from spitting or otherwise causing nuisance on the course. Golf bags are not allowed to be carried on to the greens and aprons. Plastic cups, cigarette stubs, tobacco packets etc. are not to be thrown on the course.

3.19 **Handicapping System:**

The Handicap member is responsible for all aspects of the handicap system, including the computation of each members handicap index.

The Handicaps will be divided into 3 categories. 0-12 Gold Division, 13-18 Silver Division and 19 to 24 Bronze division.

3.20 Getting a Handicap:

Any member/child/associate is eligible to a handicap at EPGC if he/she has attained the requisite proficiency in golf. The process to be followed to apply for a handicap is as follows:

a). A new member will have to get himself or herself handicapped to play on the course. He will be required to take minimum **30 compulsory lessons** from the coach on the range before he or she is assessed to be fit to play on course.

b). A record of the attendance of practice lessons will be maintained by the coach and the new player must sign on the same. The attendance register will be counter signed by Handicap Member/Designate.

c). The player must learn to a minimum standard to be able to play on the course even if more classes and practice are required.

d)**After 30 classes have been completed** and only after the coach certifies that the player is “**Fit to Play**”, he/she will be allowed to play on the course at non-peak hours on all playing days under the supervision of the coach/Member Handicap/any other membersdesignated by the committee with a **handicap of 18 or below**.

e) After the new player has been sufficiently familiar with the course and has gained confidence after having played a number of times under supervision as described above, he/she will be taken for a round of golf by the Member Handicap/Designate, and a **Provisional Handicap will be accorded to the player, only if he/she returns a card of 32 or below for that round**. The maximum Provisional Handicap permitted is 32. After receiving a Provisional Handicap, the player can play on the course during regular playing hours, but only in the company of any member having handicap **18** or below. Until the new player is able to submit a card of 32 or below for 18 holes, he/she will be required to undergo further practice/training to come up to the minimum qualifying standard of 32 for obtaining a Provisional Handicap.

f). Receiving a Provisional Handicap does not entitle the player to play in tournaments, until his/her handicap is firmed or finalized by the Member Handicap.

g). After getting a Provisional Handicap the player will have to put in **12 cards of 18 holes spread over 6 months to enable him/her to qualify for Final Handicap**, which will be awarded by the Member Handicap. **A handicap of 24 or below will qualify the player to participate in specified tournaments as indicated by the Managing Committee**. In case a handicap of more than 24 is assessed, the player will be required to undergo further training and practice to come up to the minimum benchmark of 24 for participating in tournaments.

h). It is also mandatory for the player to understand and follow the basic rules and etiquette of golf so that his play does not become dangerous to others on the course. The player must attend two classes that will be held on the basic rules of golf and etiquette. He or she will be asked questions orally/in writing to judge his grasp of rules and etiquette.

i). Any applicant, who submits false information for any of the above, will be disqualified from applying for a handicap for a period of one year and shall further be liable for disciplinary action, which may include suspension of membership.

j). It shall be incumbent on the Handicap Member and coaches to strictly ensure that the player has the potential to play to a handicap and follow the rules and procedures while certifying the player.

3.21 **Score Cards and Handicap**

Players must post every round played with accurate scores. A round of 9 holes or 18 holes may only be posted. 12 or 14 holes etc. are not valid and in these cases only 9 holes may be considered for the purpose of handicapping.

The season for golf is declared as all months of the year except May, June and July which are considered as off season.

The handicaps will be revised during the first week of every month.

Players wishing to retain their handicap must post at least one 18 hole and one 9 hole card every month, other than when the Handicap Member declares it as off season.

Players not having sufficient cards as per the requirement will be marked for three months and thereafter not be eligible for participating in club tournaments for that year/season. In exceptional cases of prolonged illness, long travel etc. the player may be exempted if the Handicap Member has been kept duly informed.

Players will face disciplinary action if the following are found:

- a). Posting wrong scores deliberately.
- b). Deliberately taking extra strokes to inflate a score.
- c). Not putting cards for every round played.

In case of exceptional scores during tournaments, Handicap Member may reduce the handicaps by two for silver and one for gold on the spot. The spot reduction is not applicable to any player who has played up to 2 under his handicap in a specified tournament.

After that, one stroke shall be reduced for every stroke played under handicap.

Eg:

2 under handicap- no stroke reduction

3 under handicap -1 stroke reduction
4 under handicap -2 stroke reduction
5 under handicap -3 stroke reduction...and so on...

This spot reduction will not count for the next revision and the player's handicaps can be revised downward again in its normal course.

3.22 **Prizes**

All rolling trophies awarded in club tournaments are the property of the club and the player cannot remove them from the club premises. A player may not put any inscriptions or etchings on the trophies. Any such inscriptions may be done by the club only.

3.23 **Dispute Resolution**

In any dispute which may arise in any compilation or match, whether in regard to interpretation of local rules or the rules of golf, or in the interpretation of these Bye-Laws, the decision of the Tournament Committee shall be binding and final. The Tournament Member/Secretary/Managing Committee, may at their discretion, cancel any competition or match due to any unforeseen circumstance or for any reasons whatsoever.

3.24 **Competition Sign-Up**

Member should have attended atleast one workshop before signing tournament. Gold Division must attend 2 classes /annum, Silver Division – 3 classes / annum, & Players **having handicap 24 and above 4 classes /annum**. Only may give their names to the tournament member and his designate either by signing the register or by telephone/SMS. The player must give his/her name in and confirm the same within the stipulated deadline prior to the tournament. Thereafter, the tournament member need not accept the entry. Once the draw is posted, no entries will be allowed unless specifically done by the committee as a special case. A tournament fee of Rs.500 for EPGC tournament and Rs. 100 for sponsored tournament per entrant will be charged for each tournament.

The managing committee shall conduct sufficient number of rules and etiquette clinics every year for the benefit of the members and make a record of the attendance for eligibility to play tournaments.

3.25 **Cellular Phones & Beepers etc.**

The use of cellular phones, beepers, radios and other such devices are discourteous and distracting to others. All players are advised that the use of these devices are prohibited. If you are expecting a call, please keep the phone on silent mode. In case it is imperative that a call is to be taken, the player needs to excuse himself and get away from ear shot of his playing partners. At no time should players use the cell phone near the teeing area, green or near players. Violation of this rule shall attract disciplinary action, including suspension from playing if repeatedly found to disregard the rule.

In addition, cell phone usage on course is banned in all tournaments with exception to emergencies like doctors. The tournament or rules member of the tournament Use of cell during tournaments will attract disqualification.

3.26 Tournament Sponsors

Tournaments played for over 5 years will have no fees. Others will be required to pay a sum of Rs.90,000/- upfront as fees for a tournament to be conducted over a period of 3 years. If a tournament is being played only for a year, the fee will be Rs.50,000/- or more, depending upon the discretion of the Managing Committee. The tournament should be of good standard befitting the traditions of the club.

All advertisement matter will have to be removed promptly after the tournament. In case the sponsor fails to remove within 3 days, the club will remove the same. Any damages will be to sponsors account only. The tournaments will be conducted under the club rules and with the supervision of the Secretary/tournament member.

The entire process of conduct of Tournament (other than tournaments played under rule 3.26.1) starting from registration / preparation of draw lists / declaring the winners will be done by the Secretary/Tournament Committee Member

3.26.1 The course to sponsored tournaments as follows:

Where the sponsor invites 80% of the participants and 20% are from EPGC members.

Fees for 1 day Rs.2,50,000

Where 100% of the participants are invitees of the sponsor, Fees for 1 day Rs.3,50,000.

If event is played on a weekday, the applicable fee will be reduced by 25%.

The members of the managing committee will be invitees in all sponsored tournaments.

Draws and conduct of the tournament will be in consultation with the mg. committee

3.27 Tournament Rules

The Member Tournament/Handicap will from time to time add/modify the tournament rules, which are binding on all participants. All participants who do not withdraw prior to the draw being made will be charged a cancellation fee of Rs.500/- automatically to his bill. Rule 3.9 will apply for No Show. Non-participants may be allowed a 20minute window prior to start of the tournament provided it does not impede the tournament. The decision of Secretary/Tournament Member will be final.

3.27.1: The eligibility criteria for winning any tournament is the player has to tee off from the regular tees. All those teeing off from the forward tees / non regular tees during a tournament will only be eligible to win specified prizes.

3.27.2 : The decision to restrict certain division of players (like Gold / Silver / Bronze / Senior / Junior / Ladies) to participate in tournaments on certain days shall rest with the Secretary/ Tournament Committee Member depending on the entries received / to adjust the pace of play / course congestion / organization of caddies.

3.27.3. For the selection of the team for Inter Club / Reciprocal Tournaments, the decision and modalities will be decided by the Managing Committee from time to time. The Secretary/ Tournament Committee Member shall take the final decision regarding the same.

3.27.4 : All tournaments are strictly meant for the club members with a valid handicap only, unless specified.

3.27.5 : For sponsored tournaments the decision is collectively taken by the tournament sponsor and the Managing Committee to accommodate non members and in case they are accommodated, they will have to play as NFT. This rule is exempted for the tournaments that come under the capitation fees category under 3.26.1

3.28 **Guests**

A member may introduce a maximum of 6 guests on any given day. With prior intimation, up to 12 guests are permitted. For banquets and parties such limitation will not apply.

A guest fee, as fixed by the Managing Committee from time to time, shall be applicable and charged to the member.

A member entertaining guest shall pay all charges and expenses incurred and shall not allow any guests to make use of the club in his/her absence, or sign chits, or use the club cash coupons in his/her name. Members shall immediately on their arrival in the club, register their guests at the reception desk, before availing of any facility in the club.

Members entertaining guests without registering them will be levied a penalty amounting to five times the normal guest charges. Any breach of this including misbehavior of member's guest, will also render concerned members liable for disciplinary action.

3.29 **Administration**

In addition to the executive members of the Managing Committee, the following 7 members shall also assist in running the club and their roles are defined **below**. **In addition, each Managing Committee member shall also constitute a subcommittee consisting of not less than 2 regular members. The subcommittee shall have a convener. The Hon. Secretary**

shall be an ex officio member of all sub committees. In addition, member's wives can also be invited to join these sub committees

1. TOURNAMENT, HANDICAPPING AND RULES

The Committee Member entrusted with this role shall have the following duties;

- a). Prepare the handicaps as well as revise the same on monthly basis.
- b). Run all club tournaments, make the draws, morning briefing, tournament rules, compile list of winners, be available for tournament prize distribution ceremony, prepare the list of annual tournaments, liaise with sponsors, etc
- c). To take new players for provisional rounds, assess their readiness for permanent handicaps, take the players around for same, etc

2. BAR AND CATERING:

- a). To ensure the bar is properly stocked.
- b). To ensure the bar is properly manned with trained personnel.
- c). To solicit schemes from liquor companies so that they may be passed on to members.
- d). To ensure availability of proper glasses and other requirements of the bar.
- e). To conduct monthly stock taking and present a monthly report to the Managing Committee.
- f). To ensure hygiene is maintained in kitchen and that the food and service are upto required standards.
- g). To ensure availability of required cutlery, crockery and regular stock taking of same.

3. COURSE MAINTENANCE

The committee member will have overall charge of the following works amongst others:

- a) Daily maintenance of the course including cutting of fairways, greens, bunkers, other areas on the course.
- b) Will be over all-responsible for the maintenance of the equipment as well as spares and perishables.
- c) Will be responsible to keep course in clean condition.
- d) Get the course ready for tournaments as well as oversee the work of the greens staff.
- e) Making timely changes to pesticide usage as well as other nutrients.
- f) Giving guidance to the grounds staff in all matters including pin setting as well as tee box markers.

4. ADMINISTRATION/CO ORDINATION

The committee member will look into the aspects of office administration, timely rendering of members bills/correspondence, proper attendance by club staff, availability of required materials for the office. In addition, the Member will co-ordinate on behalf of the club with statutory authorities, armed forces, GVMC, etc. To record the minutes of the committee meetings/ AGM/ EGM

and submit to the Secretary. Additionally, will be responsible for the Caddy Management and Caddy Master directly reports to this committee member.

Best Score/ Hole-in-One

The club will display the Best gross score played by a member each year. The card must be signed by the accompanying four ball and submitted to the Office/ concerned Committee Member.

Non members of the club are not eligible to be listed on the board

5. GENERAL MAINTENANCE

The committee member has the following responsibility:

- a). To manage the house keeping of the clubhouse, practice range and club house area including electrical, plumbing, sewage disposal etc
- b). To manage the contractual terms of the various agencies like security.
- c). To implement procedures so that the club cleanliness, hygiene and safety are kept at a high standard.
- d). To ensure adequate supplies of materials to ensure the same.
- e). To ensure that staff employed for these tasks are properly trained and the over all coordination of these staff.

6. SOCIAL & MARKETING

The Committee Member has the following responsibility amongst others:

- a). To oversee all the social activities in the club. The organizing of the club events, New year eve, and other social events will come under the purview of the Committee Member. To ensure periodical events like tambola/movies/sports events/get together are conducted.
- b). To keep a record of the members phone numbers addresses birthdays/anniversaries etc.
- c). To see that members are kept properly informed of all social activities
- d). Market the club as a brand.
- e). Develop the necessary tools like logo, advertisements, etc.
- f). Develop the front office to deal with enquiries from prospective.
- g). Promote the game amongst the ladies.

7. JUNIOR GOLF

The Committee Member has the following responsibility amongst others:

- a). Develop the clubs junior golf program
- b). Interact with schools, colleges to spread the game of golf.
- c). Develop a structured coaching manual for junior golf.

The last two portfolios at Sr. Nos. 6 and 7 above will become effective from the AGM of 2015.

NAVAL REPRESENTATIVE

A playing member of the Indian Navy will be co-opted into the Managing Committee. His duty will be to:

1. To ensure proper co ordination between the club and the Navy.
2. To keep both parties properly informed of events and other news pertaining to EPGC.
3. To promote harmonious relationship between the club and the Navy.
4. Any other duties as assigned by the Executive Committee.

3.30 **EPGC Constitution and Bye-laws.**

A copy of the Constitution and Bye-laws of the club will be made available to members at a cost of Rs. 100/-.

3.31 **Other Facilities:**

A) FOOD and BEVERAGE

- i) The Member/Associate must produce their club membership card to the waiter/staff before placing any order. No order will be initiated otherwise.
- ii) Consumption of eatables, liquor brought from outside is strictly prohibited.
- iii) Members signing chits for food, beverages and liquor shall write out the chits in their own handwriting, giving full details including names and membership number legibly. EPGC will not be responsible for incorrect chits signed by members.

B) PARTIES

Any Member/Associate (`HOST`) and sponsors can host party at EPGC subject to the following conditions:

- i) The host must be present at all times during the party and is responsible for proper conduct of his guests within the premises at all times. The host must sign for the party bill at the end of the party and is responsible for all expenses incurred including any damages if any attributed to any guests at the party.
- ii) Members/Associates are not permitted to reserve banquets on behalf of Non members / friends / relatives. Violation will attract disciplinary action.
- iii) The following areas will be available for parties and the charges for the usage shall be:

Banquet Room:

Max 30 persons

Rs. 2000/- Plus taxes applicable

Deck adjoining men's change rooms.

Max 40 Persons

Rs. 2,000/- Plus taxes applicable

C) CLUB FUNCTIONS

i) Members shall accompany their guests in all club functions and shall be present with the guest till end of function. Members found not accompanying their guests will be levied a penalty amounting to 5 times the guest charges and may attract disciplinary action if found suitable by the managing committee.

ii) Dependent members who are not paying subscription as provided under the bye laws, shall be treated as guests and shall be accompanied by the primary member at all club functions and shall register them accordingly.