



MEMBER CLUB HANDBOOK

Version 1.2

23 February 2021

Introduction

The concept of this handbook is to provide CGF clubs with a single source that deals with key aspects of the Federation, its Policies and Bye Laws.

The CGF acknowledges that the content within this handbook is not the exclusive property of the CGF and has been derived from a number of sources and we gratefully acknowledge their work.

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The official version of this document will always be available for download from the CGF website. Amendments will be released as and when required for clubs to update their master copy.

Rules and Regulations

This handbook does not attempt to duplicate The Rules of Golf or The Rules of Handicapping but refers to them where necessary as they are the foundation for the game of Golf.

SECTION 1

MISSION STATEMENT

The CGF Mission Statement is derived from our Constitution:

The primary objectives of the CGF are to promote, administer and encourage amateur golf in Cyprus.

In support of these objectives CGF responsibilities are to:

- Co-operate with the International Golf Federation (IGF), The Royal and Ancient Club of St. Andrews (R&A), the European Golf Association (EGA), and other national golfing unions and federations.
- Liaise with the Cyprus Sports Organisation (KOA), the Cyprus Olympic Committee (COC) and other government bodies.
- Under the auspices of the World Handicap Authority (WHA) implement and maintain the World Handicap System (WHS) Rules of Handicapping as applicable to Cyprus.
- Organise, promote and run the Cyprus Amateur Open Golf Championships, international matches and other events.
- Liaise with the member clubs and courses to deconflict the annual schedule of Open golf events and tournaments.
- Actively seek formal government and/or commercial sponsorship for the federation's golf activities within Cyprus and internationally.
- Develop and oversee activities that promote golf within Cyprus, including education and coaching of junior golfers.
- Manage the affairs of the CGF to the best advantage of the federation, its members and the sport of golf in Cyprus.

HISTORY OF THE CYPRUS GOLF FEDERATION

Golf is not a new sport in Cyprus, having been played on island since the early part of the 20th century.

CGF as the official governing body for golf in Cyprus was formerly established in 2000. Cyprus operated under the CONGU Handicap system until 2006 when the EGA Handicap system was adopted.

CGF is recognised by the EGA, and subsequently by the WHA, as the body formally responsible for the implementation and ongoing management of the WHS, which includes the Rules of Handicapping (RoH) and the Course Rating System (CR), in the Republic of Cyprus.

CGF is registered with the KOA and the COC, is a member of the IGF, the EGA and is associated with The R&A.

SECTION 2

THE CONSTITUTION OF THE CYPRUS GOLF FEDERATION

ARTICLE 1

A. NAME

The establishing clubs and associations

1. Tsada Golf Association (also known as Tsada Golf Club),
 2. Palepaphos Golf Association (also known as Secret Valley Golf Club),
 3. Nicosia Golf Association (also known as Nicosia Golf Club),
- established the Cyprus Golf Federation. The registered headquarters are in Nicosia. The name of the Federation shall be translated into English as the "CYPRUS GOLF FEDERATION".

B. HEADQUARTERS

The registered headquarters of Cyprus Golf Federation shall be in Nicosia.

C. MEMBER OF INTERNATIONAL ORGANISATIONS

The Federation shall represent the sport internationally, pursuant to the current regulations of the local international federation and the International Olympic Committee (IOC).

The Federation is a member of the European Golf Federation. Following a decision by the General Meeting, the federation may apply to join other International Federations with similar objectives, be registered or resign from same.

D. RELATIONSHIP BETWEEN FEDERATION AND MEMBERS

It is expressly forbidden for the federation to interfere, in any way, with the administrative and economic autonomy of its member-clubs or to assign any of its rights in favour of any other club, provided that in respect of administrative matters member clubs adhere to the Federation's and the European Golf Association's interests as well as to their rules and regulations. It will not be considered as interference if the Federation demands of a club to adhere to the aforementioned.

ARTICLE 2

CONSTITUTION

- a. The Constitution is written in the Greek language but is also translated into English. For interpretation purposes, the Greek text shall be considered as the official document.
- b. The Board of the Federation is the only authority competent to interpret this Constitution and any decisions of the Board concerning the interpretation of the Constitution shall be final and binding on all members unless otherwise decided in a General Meeting.

ARTICLE 3

PURPOSES

The purposes for which the Cyprus Golf Federation is established are as follows:

- a. To coordinate all Cypriot Golf Clubs, Societies and Associations promoting the sport of golf.
- b. To organise, manage, direct, promote and develop the sport of golf.
- c. To approve and supervise international and other golf events taking place in Cyprus.

- d. To represent Cyprus abroad and participate in international golf competitions and conferences.
- e. To select representatives to participate in international events and overseas championships.
- f. To support a national team or any other team at official international golf tournaments.
- g. To organise for its members' championships, competitions and other activities and events relating to golf.
- h. To ensure that golf is played in accordance with the "Rules of Golf" as laid down by the Royal and Ancient Golf Club of St Andrews (R&A) and to administer the Rules of Amateur Status as laid down by the R&A.
- i. To organise conferences, training seminars and educational lectures and lessons relating to golf, and to invite experts from abroad for this purpose. To promote the activities of the Federation at international conferences, training seminars and educational lectures and lessons relating to golf organised by the R&A or any other international body promoting golf.
- j. To acquire and own sports facilities that enables the exercise of the sport according to international standards and pursuant to the regulations of the R&A.
- k. To cooperate with official athletic organisations in Cyprus and any other legal bodies in Cyprus or abroad in order to help achieve these obligations.
- l. The federation shall have as its object to develop the spirit of sportsmanship and fair play, to attract youth to sport, and in general to bring about the social and political education of young people through and to develop friendship and comradeship among peoples with the aim of establishing World Peace. It shall promote and take steps to combat and ostracise violence from sports and the taking of stimulants by athletes or the use of any means of stimulation of the body or the nervous system, which may artificially alter the physical ability of the athletes.
- m. The federation shall act with the aim of promoting extra-curricular school sport in Cyprus. Sport shall be the object of the federation.
- n. For these purposes it shall co-operate with the competent authorities and in particular with the Ministry competent in matters of sport, the Ministry of Education and Culture, the Cyprus Sports Organisation, the Cyprus Olympic Committee, and others.
- o. The federation shall submit to the competent authorities' suggestions, conclusions, comments and proposals for the development, dissemination and cultivation of golf, considering as its duty to contribute positively and substantively to sports planning in Cyprus.

ARTICLE 4

FEDERATION RESOURCES

A. The Federation is a non-profit making organisation whose financial resources will be derived from:

- a) The annual subscription fees of its members.
- b) Subsidies from the Cyprus Sports Organisation (KOA).
- c) Extraordinary contributions or subsidies from persons, organisations, trading firms and other organised bodies or other legal sources at home or abroad.
- d) Events organised by the Federation.
- e) Donations from members or persons unrelated to the Federation or other organised bodies.

- f) Participation fees from events organised by the Federation.
- B. Financial and technical assistance from the CSO
 - a) The federation shall draw up and submit annually to the CSO its approved Budget as well as a report of the sporting activities of its various sections and departments and any other information that may be reasonably required, so that this can be examined and the appropriate subsidy from the CSO can be determined.
 - b) The federation shall dispose of the financial and technical assistance from the CSO exclusively for the purpose for which it was granted. It shall be forbidden to dispose of the financial and technical assistance from the CSO for any other purpose.
 - c) The federation shall acknowledge the powers of the CSO to audit and monitor the financial and technical assistance granted to it and shall provide to the CSO any information required by it for an actual and full audit.
 - d)
 - I. The federation shall submit to the CSO a report regarding the amounts granted to it by way of subsidy.
 - II. For any project or activity which was subsidised by the CSO, it shall submit, upon completion of the project, a full report.
 - III. At the end of each financial year, the federation shall prepare a balance sheet and profit and loss account and if so required shall submit this to the CSO duly audited.

ARTICLE 5

MEMBERS

The Federation shall be made up of Full Members, and Associate Members.

Full Members with a voting right shall be the Cypriot Golf Clubs, which have been set up in the Republic pursuant to the Associations and Foundations Law and are recognised by the Cyprus Sports Organisation (KOA).

Associate Members without a right to vote and to representation shall be bodies or organisations, either in Cyprus or abroad whose objects include the promotion of golf in Cyprus.

ARTICLE 6

TERMS OF ACCEPTANCE OF NEW MEMBERS

Applications from candidates for full membership sent to the Cypriot Golf Federation shall be accepted provided:

- a. The candidate is recognised as a Sports Club, Society or Association by the Cyprus Sports Organisation (KOA) and, where appropriate, it is registered in the records of the Registrar of Companies at the Ministry of Interior.
- b. The candidate organises at least two competitive events a year.
- c. The candidate pays subscription fees that may from time to time be levied by the Federation.

Applications from candidates for Associate membership sent to the Cyprus Golf Federation shall be accepted provided:

- a. The candidate organises at least two competitive events a year.
- b. The candidate pays subscription fees that may from time to time be levied by the Federation.

ARTICLE 7

REGISTRATION OF MEMBERS

Written applications for full membership from interested Clubs, Societies or Associations must be accompanied by the following:

- a. A certificate proving it is legally recognised.
- b. A copy of its Constitution and By-laws
- c. A solemn declaration that it maintains a register of the names, addresses and contact numbers of its members.

For acceptance of an Associate member a written application is required from the Club in question, accompanied by:

- a. Where appropriate, an official copy of its Articles of Association or its Constitution
- b. A copy of its Articles of Association, Constitution and /or its By-laws.
- c. A solemn declaration that it maintains a register of the names and addresses and contact numbers of its members.

The registration of new members must be approved by a 2/3 majority of the members of the Board of the Federation.

ARTICLE 8

RIGHTS OF MEMBERS

Each full member of the Federation shall have the following rights:

- a. To participate on the Board of the Federation, subject to the provisions of this Constitution.
- b. To address the Board.
- c. To represent the Federation at the international level at events in Cyprus or abroad by participating in the National Team, with members who are citizens of EU member states, provided that all the conditions laid down by the Board in relevant rules are met.
- d. To register items for discussion on the agenda of the annual or extraordinary general meetings of the Federation subject to the provisions of this Constitution.
- e. To cease to be a member of the Federation, following a decision by a majority of 2/3 of the General Meeting of the members, provided that all its financial obligations to the Federation have been fulfilled.
- f. To request and receive financial aid from the Federation based on a specific budget submitted to the Federation and provided the Federation has the financial means to provide such aid.

Each Associate member of the Federation shall have the following rights:

- a. To address the Board.
- b. To represent the Federation at the international level at events in Cyprus or abroad by participating in the National Team, with members who are citizens of EU member states, provided that all the conditions laid down by the Board in relevant rules are met.

- c. To register items for discussion on the agenda of the annual or extraordinary general meetings of the Federation subject to the provisions of this Constitution.
- d. To cease to be a member of the Federation, following a decision by a majority of 2/3 of the General Meeting of the members, provided that all its financial obligations to the Federation have been fulfilled.
- e. To request and receive financial aid from the Federation based on a specific budget submitted to the Federation and provided the Federation has the financial means to provide such aid.

ARTICLE 9

OBLIGATIONS OF MEMBERS

Each full member of the Federation shall have the following obligations:

- a. To abide by the Constitution of the Federation, relevant laws, and the Rules and Regulations of the R & A.
- b. To promote golf and co-operate with the Board of the Federation.
- c. To comply with the rules established by and the decisions made by the Board of the Federation.
- d. To organise championships and other special events.
- e. To participate in the Cyprus Championship and other competitions organised by the Federation and other Pan Cyprian events organised by the Federation or under the auspices of the Federation.
- f. To maintain a register of names, addresses, email addresses and current handicap of all of its members.
- g. To submit to the Board of the Federation the schedule of events (programme) of their Club, Society or Association for the following year, for approval and inclusion in the general schedule (programme) of the Federation.
- h. To submit to the Board of the Federation a report on all the member's activities in the previous year for inclusion in the Federation's own report for that year.
- i. To carry out its activities within the framework and guidelines fixed by the General Meetings and the Board of the Federation, with the aim of promoting the sport.
- j. To pay to the Federation subscription fees as determined from time to time by the Board of the Federation (see Article 13).
- k. To formulate a Constitution governing its operation in a way that does not contradict the spirit of this Constitution.
- l. To submit a copy of its Constitution to the Board of the Federation at the time of submitting its membership application to the Federation and provided these have previously been approved by a General Meeting of the applicant Club, Society or Association.
- m. To submit for acceptance by the Board of the Federation any amendment to the Constitution of the Member Club, Society or Association, approved by the General Meeting of the Club, Society or Association.

Each Associate member of the Federation shall have the following obligations:

- a. To abide by the Constitution of the Federation, relevant laws, and the Rules and Regulations of the R & A.
- b. To promote golf and cooperate with the Board of the Federation.
- c. To comply with the rules established by and the decisions made by the Board of the Federation.

- d. To participate in the Cyprus Championship and other competitions organised by the Federation and other Pan Cyprian events organised by the Federation or under the auspices of the Federation.
- e. To maintain a register of names, addresses, email addresses and current handicap of all of its members.
- f. To submit to the Board of the Federation the schedule of events (programme) of their Club, Society or Association for the following year, for approval and inclusion in the general schedule (programme) of the Federation and to ensure to the extent possible, that the dates of their major events do not conflict with the dates of other major events organised by the Federation and other member clubs, societies or associations.
- g. To submit to the Board of the Federation a report on all the member 's activities in the previous year for inclusion in the Federation's own report for that year.
- h. To carry out its activities within the framework and guidelines fixed by the General Meetings and the Board of the Federation, with the aim of promoting the sport.
- i. To pay to the Federation subscription fees as determined from time to time by the Board of the Federation (see Article 13).
- j. To formulate a Constitution governing its operation in a way that does not contradict the spirit of this Constitution.
- k. To submit a copy of its Constitution to the Board of the Federation at the time of submitting its membership application to the Federation and provided these have previously been approved by a General Meeting of the applicant Club, Society or Association.
- l. To submit for acceptability by the Board of the Federation any amendment to the Constitution of the Member Club, Society or Association, approved by the General Meeting of the Club, Society or Association.

ARTICLE 10

RESIGNATION OF A MEMBER

Each Member has the right to resign from being a Member of the Federation following a decision by the General Meeting of the Member Club, Society or Association and a relevant written notification of this decision to the Secretary of the Federation.

ARTICLE 11

DISQUALIFICATION OF MEMBERS

- A. Member is disqualified when:
 - a. It does not fulfil its financial obligations to the Federation and has not paid its dues six (6) months after the dispatch of a relevant notice.
 - b. It does not abide by the provisions of this Constitution and does not comply with the decisions and regulations of the Cyprus Golf Federation.
 - c. It has members whose behaviour does not correspond to the purpose, profile and good name of the Federation and the sport.

NOTE: A Member may appeal against the disqualification decision to the General Meeting of the Federation within 14 days from such notification, failing which the disqualification shall be final. The General Meeting shall be convened within one month from the date of submission of an appeal to make a final decision concerning the appeal.

ARTICLE 12

CONSEQUENCES OF CESSATION OF MEMBERSHIP

Federation Members shall lose all their rights and privileges derived from their membership on the date of cessation of membership.

ARTICLE 13

SUBSCRIPTION FEES

The annual subscription fee for Full Members, and Associate Members of the Federation shall be set by the Board of the Federation and shall be altered upwards or downwards from time to time according to the needs of the Federation. The annual subscription fee for the members of the Federation shall be determined in advance in the month of October for the following year and shall be notified in good time to the Members.

ARTICLE 14

DECISION-MAKING BODIES OF THE FEDERATION

The decision-making bodies of the Federation are the Board and the General Meeting.

ARTICLE 15

THE BOARD

The management and administration of the Cyprus Golf Federation shall be assigned exclusively to the Board, which shall comprise of the following members: President, Vice President, Secretary, Treasurer and three (3) members, plus two (2) nominees from each full member club.

- a. If a member of the Board should absent himself for more than three (3) successive meetings without good cause, the Board shall have power to dismiss him and cause him to be replaced without further notice. More over the Board has the power to cease any member by a two thirds (2/3) majority vote of the full Board.
- b. Membership of the federation's Board of Directors is honorary and without remuneration.
- c. It is forbidden to the Board to enter into contracts of work, independent services, projects, supplies or any other agreements with financial benefit with members of the Board, their spouse, offspring, parents or siblings, or with legal persons in which the aforementioned persons participate. An infringement of this provision shall mean that the members of the Board who made the relevant decision shall be ousted from office. Excluded from this provision are member(s) of the Board, who are asked by the Board, to assume an executive role or a temporary assignment and that this is duly recorded in the Minutes of the Meeting, making this decision. Also excluded are contracts which have been awarded following an open bid and entered into by the Federation for the provision of sponsorship moneys to the benefit of the Federation, and bids made by clubs represented on the Board for the hosting of CGF sponsored competitions on their course.
- d. Temporary credit facilities shall be permitted from members of the Board to the federation, with a view to tackling urgent needs.

- e. It shall be permitted to members of the Board, when they travel outside their place of residence in order to provide any services to the federation, to receive travel, accommodation and board expenses.
- f. The Board of the federation shall have an exclusive right to enter into communication with foreign federations.
- g. No sporting meeting shall be permitted between the members of the federation and other clubs or federations without the written permission of the federation.

ARTICLE 16

TERM OF OFFICE OF THE BOARD

The term of office of the Board of Directors Board shall be three years.

ARTICLE 17

DUTIES OF THE BOARD

- a. The Board shall determine the policy of the Cyprus Golf Federation on various matters that fall within the competences of the Federation and pursuant to the provisions of the Constitution.
- b. It is responsible for upholding the provisions of this Constitution.
- c. It is responsible for the management of the property assets of the Federation.
- d. It is responsible for the approval or dismissal of a member 's application for membership to the Federation.
- e. The Board shall meet regularly and extraordinarily whenever it is deemed necessary following an invitation by the Chairman or a written request of four members of the Board.
- f. The Board shall form a quorum when at least four members are present.
- g. The decisions of the Board are taken by majority vote. In cases of tied votes, the President or the Chairman of the meeting shall have a second or casting vote.
- h. Voting shall take place on a show of hands. Secret polls shall take place only in cases of personal issues or at the request of the majority.
- i. The Board may appoint Special Committees through which the objectives of the Federation may be promoted and attained in the best possible way. The Board shall decide by resolution the terms of the Special Committees and their term of office. Should the Board appoint such a committee, the committee shall be bound to report to the Board (plenary) at least twice (2) a year or whenever deemed necessary. Moreover, the Board shall be empowered to select a person or persons who are not among its members and employ their services for any special purpose.
- j. The Board may appoint Special Committees, Sub-Committees or Working Groups through which to promote and realise in the best possible way the purposes of the Federation. The Board shall determine the terms governing the operation of Special Committees, Sub-Committees or Working Groups and the length of their term in office.
- k. The Board has the power to establish by-laws for the smooth operation of the Federation.
- l. The Board is the competent authority for establishing the Disciplinary Rules of the Federation.
- m. The Board is the competent authority for establishing the rules of championships, special events and other competitions organised by the Federation.

1. DUTIES OF THE PRESIDENT

- a. The President of the Board of the Federation shall be the official representative of the Board and the Federation.
- b. The President shall preside at all meetings of the Board or any Sub Committees of the Federation, or shall nominate another Board Member to preside in his absence. If circumstances preclude the President from so acting, the Vice President shall act on his behalf.
- c. He shall arrange the meetings of the Board, which he convenes via the Secretary of the Federation.
- d. He determines the agenda of all meetings of the Board, which he notifies to the Board members via the Secretary.
- e. At the request of four members of the Board, he shall convene via the Secretary an extraordinary meeting of the Board within a time limit not exceeding seven (7) days.
- f. He shall submit to the Board for their approval the basic guidelines of the Federation's action plan.
- g. He shall co-sign with the Secretary all official documents of the Federation addressed to authorities, organised bodies or individuals.
- h. He shall co-sign with the Secretary the minutes of the meetings of the Board.
- i. He shall authorise the Treasurer to make payments approved by the Board.
- j. He shall be answerable to the Annual General Meeting or Extraordinary General Meeting of the Federation.
- k. He shall have the casting vote in cases of a tied vote at meetings of the Board.
- l. He shall preside at the annual general and extraordinary meetings of the Federation.
- m. He shall have the right to negotiate any agreements with third parties on matters concerning the Federation, provided he shall inform the Board accordingly and that he shall seek the approval of the Board prior to the signing of any agreement.

2. DUTIES OF THE VICE PRESIDENT

- a. The Vice President shall assist the President in the exercise of his duties, as mentioned in this Constitution, and shall replace him during his absence.
- b. He shall carry out special missions assigned to him by the President or the Board.

3. DUTIES OF THE SECRETARY

- a. The Secretary is responsible for the keeping of the book of minutes of the meetings of the Board, the registration certificate of the Federation and generally all Federation records.
- b. He shall take the minutes at meetings of the Board, which he shall co-sign with the President of the Federation.
- c. He shall take the minutes at the annual and extraordinary general meetings of the Federation, which he shall co-sign with the President.
- d. He shall maintain a file of announcements, which shall include all the announcements issued by the Federation.
- e. He shall maintain records of all correspondence.
- f. He shall see to the safe and quick communication of all circulars and announcements by the Federation.
- g. He shall receive and process all the Federation's correspondence.
- h. He shall convene the meetings of the Board upon the instructions of the President of the Federation.

- i. He shall communicate to the members of the Board the agenda of the meetings of the Board upon the instructions of the President of the Federation.

4. DUTIES OF THE TREASURER

- a. He shall maintain the accounts of the Federation.
- b. He shall carry out all payments approved by the Board and for which he has received authorisation by the President, and shall maintain receipts of all payments in a file.
- c. He is responsible for managing the funds of the Federation.
- d. Following a decision by the Board, he shall open an account in the name of the Federation at banks and/or other credit institutions and shall co-sign, with the President or the other signatories as designated by the Board, the cheques issued for payments and/or other acts concerning the Federation, against a relevant receipt.
- e. He shall be obliged to deposit at a bank and/or other credit institutions within one week any sum over fifty (50) pounds that is in his possession.
- f. He shall collect all money due to the Federation and all cash contributions and donations made to the Federation and shall issue appropriate receipts.
- g. He shall cooperate with the President to prepare the ordinary and extraordinary budgets of the Federation, which he shall submit to the Board for approval.
- h. He shall submit to the Board a six-monthly report on the finances of the Federation or at any other time which the Board may decide.
- i. He shall provide to the Board information concerning the financial situation of the Federation whenever he is requested to do so or at the time of his resignation. He shall give a precise account of all receipts and payments issued by or made to him, all remaining account balances and any other assets of the Federation, which were entrusted to him on the day of his appointment.
- j. He shall be answerable to the General Meeting in matters concerning the finances of the Federation.
- k. He shall prepare in conjunction with the President the annual budget submission to KOA
- l. He shall assist the Competition's Board Member in the preparation of all events organised by the Federation.
- m. He shall maintain a separate accounting record for any donation given for a specific activity.

5. DUTIES OF OTHER BOARD MEMBERS

They shall assist the aforementioned members in the execution of their duties and shall undertake any other duties assigned to them by the Board.

ARTICLE 18

MEMBERS OF THE BOARD

The first Board emerged by the establishing Clubs and Associations listed at Article 1.

Thereafter:

- a. The General Meeting of the Federation shall elect the members of the Board, who shall be seven (7). Each candidate shall submit his/her candidacy in writing to the Secretary at least seven (7) days prior to the General Meeting. A list of all the candidates shall be displayed at the seat of the Federation three days before the election.
- b. The election takes place by secret poll. Each full member may vote for up to, but no more than, seven candidates.

- c. The ballot paper must include all the names of the candidates for the Board in separate rows with the surname appearing first, followed by the first name of the candidate.
- d. A ballot is valid if:
 - 1. It includes the names of all the candidates.
 - 2. It is stamped and initialled by the Chairman of the Election Committee (see Article 23).
 - 3. It has the symbol 'x' in the box to the right of the name of at least one of the named candidates.
- e. A ballot shall be invalid:
 - 1. If more than seven (7) candidates are voted for.
 - 2. If it includes information revealing the identity of the voter.
 - 3. If it includes elements that make it hard to interpret the wishes of the voter.
 - 4. If it includes symbols other than 'x' in the box to the right of the name of the candidate.
- f. The seven (7) candidates who receive most of the valid votes shall be considered as the elected members of the Board.
- g. In cases where it is not possible to determine the seven (7) elected members because two or more candidates have collected the same number of votes, the election shall be repeated with only the persons who collected the same number of votes in the first election as candidates. The Chairman of the first election shall also preside at the second election. The same procedure shall be repeated until the final election of the seven (7) persons who will constitute the Board of the Federation.
- h. In the case of a tied vote between two or more candidates and provided that one or more candidate/s decide/s to withdraw his/their candidacy following the announcement of the results, and does so in a written statement to the Chairman of the election, the person who shall not withdraw his/her candidacy shall be considered as elected.
- i. In the case where there are only seven candidates for the Board, all the candidates are automatically elected to the Board without a poll.
- j. The remaining Board shall be made up of persons belonging to the Federation's full member clubs, societies or Associations. Each full member club, society or association shall nominate up to two of its members in addition to the seven elected members as members of the Board of the Federation for a three-year term of office.
- k. The Board shall be established as a body following the completion of business at the General Meeting that has elected the Board. At its first meeting which will be convened immediately following the General meeting, the Board shall elect the officers of the Board, i.e. President, Vice President, Secretary and Treasurer.

ARTICLE 19

VACANCY ON THE BOARD

- a. Vacancies on the Board caused by the death, resignation or disqualification of a member of the Board shall be filled by the legally elected runners-up for Board membership, or where there are no such runners-up, by decision of the Board of the Federation.
- b. The term of office of the members expires at the same time as the term of office of the Board.
- c. In cases where the number of elected members of the Board is less than four (4), elections for a new Board will be called

ARTICLE 20

GENERAL MEETING

The members of the General Meeting shall be:

- a. All the members of the Board of the Federation at the time.
- b. Representatives of the Member Clubs, Societies or Associations of the Federation that have fulfilled all their financial obligations towards the Federation. Member Clubs, Societies or Associations are represented at the General Meeting by only one representative each. The representative is selected by the Member's own Board and is entitled to one vote at the General Meeting. If the Board of a Club, Society or Association decides to appoint a substitute representative, they may do so. Each representative represents only one Member Club, Society or Association.
- c. The annual General Meeting of the Federation shall be convened by the Board, within six (6) months from the beginning of each year, by a notice posted on the announcement board of the Federation and on the announcement boards of all member clubs at least three weeks prior to the date of the meeting.
- d. The agenda of the Annual General Meeting shall include the following:
 1. The report of the President of the Federation.
 2. The report by the Treasurer concerning the finances of the Federation
 3. The submission of the auditor's report.
 4. Discussion and approval of the content of the President's report and the Treasurer's and auditor's report.
 5. Appointment of auditors and approval of their compensation for the years until the next elections of the Board.
 6. Discussion of any other items which can appropriately be discussed at an Annual general Meeting.
- e. All General Meetings, with the exception of the Annual General Meeting, shall be deemed as Extraordinary General Meetings. These meetings shall be convened whenever it is deemed necessary by the Board of the Federation or following a written request to the Board by at least 1/3 of the members of the Federation, following the same procedure as in the case of annual general meetings, and within two weeks.
- f. A quorum shall be deemed to be present at General Meetings when 50% plus one members of the General Meeting are present.
- g. If a quorum is not present, the Meeting shall be adjourned for half an hour and if a quorum is not present at the adjourned meeting, the members present shall constitute a quorum.
- h. If a member wishes to include an item on the agenda of the General Meeting, it must submit its request in writing to the Secretary of the Federation at least seven days prior to the General Meetings.
- i. Voting shall be overt and by simple majority. The President of the Board of the Federation has the deciding vote in case of a tied vote.

ARTICLE 21

ELECTION COMMITTEE– DUTIES

- a. The Election Committee shall have three members.
- b. The Election Committee shall be elected by acclamation following a relevant proposal by a member of the General Meeting.
- c. It supervises the election of the Board.

- d. The Chairman of the Election Committee, who shall be chosen from among the members of the Election Committee, prepares and signs the stamped ballot papers before these are distributed to the voters.
- e. The duties of the Election Committee commence at the time of its election and end following the announcement of the election results and the declaration of the new Board of the Federation.
- f. It is responsible for the smooth and unobstructed conduct of the elections and the counting of the votes.
- g. Following the vote count, it prepares a record of the number of those who voted, the number of valid, invalid and blank ballots, and the number of votes received by each candidate. This record is signed by all the members of the Election Committee and filed with the minutes of the General Meeting.

ARTICLE 22

FINANCIAL YEAR

The financial year of the Federation starts on January 1 and ends on December 31 of the same year.

ARTICLE 23

AMENDMENTS TO THE CONSTITUTION

- a. A Statutory General Meeting, i.e. a Meeting that decides on amendments to the Constitution of the Federation, is convened by the Board following a decision for amendments by the absolute majority of all the members of the Board.
- b. Amendments to any of the articles of this Constitution may proceed only with a 2/3-majority vote of the members of the General Meeting who are present.
- c. In cases where the Statutory General Meeting coincides with the Annual General Meeting of the Federation, the Meeting is chaired by the same person as the Annual General Meeting.
- d. With respect to a change in the purpose of the Federation, the provisions of the relevant article in the Associations and Foundations Law of 1972 shall apply.
- e. Any amendments to this Constitution shall become effective following the close of the Meeting.

ARTICLE 24

REPRESENTATION OF THE FEDERATION

The President or an authorised representative of the President represents the Federation at a court of law and/or before judiciary, administrative and other government or other authorities. In all such cases, the Board may appoint in writing one or more of its members to represent the Federation. In special cases, where the presence of experts may be required, the Board may appoint for this purpose any of its members and/or any third parties who are not members of the Board.

ARTICLE 25

DISSOLUTION OF THE FEDERATION

The Federation shall be dissolved following a decision by the plenum of the General Meeting. Following the fulfilment of all the Federation's financial obligations, all, if any, sums remaining in the Fund of the Federation shall be given to the Cyprus Olympic Committee.

ARTICLE 26

VALIDITY OF THE CONSTITUTION

This Constitution shall come into effect immediately following its approval by the first Board.

ARTICLE 27

REGISTRATION OF THE FEDERATION

The Board of the Federation is authorised to register the Federation as an Association and take all the necessary steps to ensure that the Federation is recognised as a sports association by the Cyprus Sports Organisation (KOA).

ARTICLE 28

The provisions of the Associations and Foundations Law of 1972, and any statutory modification thereof, shall complete the provisions of this Constitution.

ARTICLE 29

HONORARY MEMBERS OF THE FEDERATION

A.

- 1) Honorary members can be natural persons who have offered outstanding services which promote the objects of the federation and golf in general, and shall be proclaimed by a resolution of the General Meeting taken by a majority of two thirds (2/3) of members present with a voting right, following a previous proposal a) by the Board, or b) of one third (1/3) of the members of the federation with a voting right.
 - a. The number of honorary members cannot exceed one third (1/3) of elected members.
 - b. Honorary members shall not have the right to elect or be elected, nor shall they be obliged to register and pay a subscription fee.

B.

- 1) A person shall cease to be Honorary Chairman of the federation by a decision taken by the General Meeting by a majority as prescribed in par. 1 of this article, following his irrevocable conviction for a misdemeanour or felony, in regard to which current sports legislation forbids membership of a sports club, or in general if he should lose his capacity as a sporting person. In case of the death or resignation of the Honorary Chairman, the office shall cease ipso facto to exist.
- 2) Following a decision of the Board, the Honorary Chairman of the federation may participate in meetings of the Board, as well as at General Meetings of the Federation, with the right to express his views, but without a voting right.

SECTION 3

JOINING POLICY & FEES – COURSES AND CLUBS

General

This document covers the requirements for new golf courses or golf clubs (see definition at para 12 below) in Cyprus, the world handicap bodies hierarchy and confirms details for existing CGF courses and clubs. The CGF operates within world golf bodies and/or authorities and is a Licensed user.

1. World Handicap System (WHS)

The WHS includes the WHS Rules of Handicapping (ROH) and the WHS Course Rating System (CRS). Its purpose is to make the game of golf enjoyable and to enable as many golfers as possible the opportunity to:

- a. Obtain and maintain a Handicap Index.
- b. Use their Handicap Index on any golf course around the world.
- c. Compete, or play a casual round, with anyone else on a fair and equal basis.

2. Governing Authorities

The WHS is governed by the joint governing authorities, the USGA and The R&A under the auspice of the World Handicap Authority (WHA).

- a. The WHA authorises Handicapping Bodies and National Associations to administer and manage their golf membership.
- b. The European Golf Association (EGA) is the Multi-National Association responsible for administering golf within Europe.
- c. The EGA authorises the CGF to administer and maintain golf in Cyprus.
- d. The CGF is a signatory to the WHS Licence Agreement.
- e. The CGF is the sole National Authority on the island.
- f. The CGF may delegate some of its responsibilities to the member clubs.
- g. Cyprus based golf clubs that wish to award a handicap index must be authorised to do so by the CGF.

3. Rules of Handicapping

- a. The Rules of Handicapping authorised and issued by the EGA under license from the WHS require a high level of understanding of both The Rules of Golf and The Rules of Handicapping.
- b. The complexity of the Rules of Handicapping necessitates the use of 3rd party handicap management software systems which permit interaction between user clubs, players and the system central server.
- c. CGF member clubs will be required to adopt the CGF preferred Handicap Software System, which is currently DataGolf.

4. Course Rating

For details of the CGF Course Rating policy and associated fees see Section 10.

5. Guidance and support

The CGF is available to support new and existing courses and clubs with all aspects of the Rules of Handicapping and the Course Rating System.

6. New Courses

During the design and build stage of any new course project the developers must consult with the CGF. Early contact between the developer and CGF is mandatory, to ensure CGF requirements are adhered to. Key to the playing of the game and the handicap system is the correct measurement of the course and the siting of permanent distance markers in accordance with the WHS Course Rating System (see Section 11).

Matters that will need attention from onset of the Project include:

- a. The developer will need to factor in sufficient lead time before course opening to enable the HR&CRC time to conduct a course rating and issue Course Certification.
- b. The course must be presented to the rating team in the condition it is expected to be in during its peak playing season.
- c. The HR&CRC will establish the playing length of the course and all its holes.
- d. The standard unit of measurement on all CGF courses is the Metric system.
- e. The HR&CRC are responsible for certifying all course measurements.
- f. The course will be asked to provide any GPS co-ordinates of tee pads and centre of putting greens which may assist the rating team.
- g. The HR&CRC will mark where permanent distance points are to be sited within the teeing pads.
- h. Sufficient space must be available for the correct siting of the permanent distance markers.
- i. Each permanent distance marker should be colour coded for the intended tee and in accord with Section 11 of this Manual.
- j. Measurements will be made in metres from the CGF positioned permanent distance marker to the centre of the putting greens.
- k. The HR&CRC course measurements will be used to produce the course and slope ratings under the approved rating software of the WHS course rating programme.
- l. Only when the CGF HR&CRC have finalised and published the rating certification should the Course produce score cards, publicity material and course furniture, which mention measured lengths.

7. New Course Registration Fee

Registration with the federation is necessary in order to obtain WHS course rating certification, which is a requirement to run handicap qualifying tournaments. The fee for the new course on registering with the Federation is a one-time fixed charge of €20,000 which covers:

- a. CGF membership of the course's primary club for the first year.
- b. Full rights and privileges in accordance with those rights and privileges as at the time of registration.
- c. The first years DataGolf handicap management license fee for the primary club, its installation, training of system administrators and ongoing operational support.
- d. The course rating and measurement of a single golf course.
- e. As many tee sets that are required by the club to be in operation at course opening.
- f. For details of the placement of Permanent Distance markers see Section 11.

8. CGF Annual Charges

As at 1 Jan 2020 the following annual charges apply:

- | | |
|---------------------------|-------|
| a. Full Member Clubs | €1500 |
| b. Associate member Clubs | €820 |

9. CGF Federation Licence

Players can obtain a CGF Federation Licence by joining a CGF Member club. The club then applies to the CGF who issue a Licence for the player. There is no individual membership category to the CGF.

The Federation Licence period is 1 January to 31 December, and the fee is €50 annually for adult members and €2.50 annually for juniors. CGF considers junior golfers to be individuals who have not reached their 18th birthday on or before 1st of January.

10. The Occupied areas

The future integration of the existing courses at Pendayia and Korineum, located within the Turkish occupied areas of north Cyprus will be favourably received. Any new course opening within the occupied areas will be subject to the charges at paragraph 7 above. The players Federation Licence fee will be as per paragraph 9 above.

11. New Member Club or Golf Society

A club or a golf society wishing to become a new affiliated member of the CGF must be able to comply with Articles 6 and 7 of the CGF Constitution.

12. Definitions

The definition of a golf club or golf course may vary dependent upon the local culture and the custom and practice. The definitions from the WHS Rules of Handicapping are:

- a. **Golf Club** - *An organisation that is permitted, through affiliation to its Authorised Association, to administer and manage the Handicap Index of those players who have designated it as their home club, in accordance with the requirements of the Rules of Handicapping. To qualify for affiliation, a golf club may be required to satisfy certain requirements as determined by its authorised association.*
- b. **Golf Course** - *An area of land where golf is played, made up of the following five areas as defined in the Rules of Golf:
The general area; The teeing area player must play from in starting the hole being played; All penalty areas; All bunkers, and the putting green of the hole being played. Each hole may have multiple teeing area's and, for handicap purposes, a golf course is made up of a designated set of tees on each hole. As such, each set of tees (or golf course) should have a separate Course Rating and Slope Rating, including one for each gender where appropriate.*

Clubs are strongly advised to seek Legal counsel to ensure requirements of Cypriot Law are met.

The concerned Law is: *Associations and Foundations and Other Related Matters Law of 2017 (Law N104 (1) / 2017) (as amended in 2018).*

SECTION 4

CODE OF CONDUCT

1. Standards of Player Conduct and Courtesy

- a. A player must exercise self-control, must not show excessive displays of anger or frustration and must have the strength to overcome the temptation to retaliate. The player must refrain from any behaviour or expression deemed unacceptable and adhere to the guidelines as provided under Rule 1 of the Rules of Golf.
- b. If a player consistently disregards these guidelines during a round or over a period to the detriment of others and is reported either by a member of the Committee or a referee or by multiple players, the Club Committee will take appropriate disciplinary action against the offending player. If the Committee considers that a competitor is guilty of a serious breach of conduct or etiquette, the competitor will be disqualified according to Rule 1.2.
- c. In foursomes and similar competitions, the side receives the applicable penalty including disqualification if any partner breaches the Standards.
- d. In fourball and similar competitions, the penalty is applicable to the player, but disqualification applies to the team.
- e. If a player's caddie breaches the Code of Conduct, the penalty will be applicable to the caddie's player.

2. Examples of the penalty structures for a breach of the Code of Conduct

Warning for a first offence:

- a. Demonstrates ill temper and abuses the use of golf clubs and equipment,
- b. Other than with the intentions of the game.
- c. Throws a club towards a golf bag which unintentionally then hits another person.
- d. Utters audible obscenities.
- e. Breaches Rule 1.2 of the Rules of Golf.

One-stroke penalty with/without Committee sanction:

- a. Second offence to the above list during the same or subsequent competitions.

General penalty (two stroke/loss of hole) with/without Committee sanction:

- a. Third offence to the above list during the same or subsequent competitions.

Disqualification with/without Committee sanction:

- a. Repetitive offence to the above lists.
- b. Deliberately causes serious damage to a putting green.
- c. Disagrees with the course setup and takes it on himself or herself to move markers or boundary stakes.
- d. Throws a club or other equipment towards another player, official or any person.
- e. Repeatedly uses vulgar, offensive, abusive or profane language towards another player, an official or any person.
- f. Physically attacks or abuses, in any way, another player, an official or any person.
- g. Verbally threatens another player, an official or any person.

- h. Racially or sexually vilifies another player, an official or any person.
- i. Deliberately damages the facilities, including the course and the clubhouse.
- j. Wrongfully removes or damages property belonging to another player, an official, any person or the golf club.
- k. Fails or refuses to co-operate with, or obstructs, any investigation of the player's conduct or the conduct of another player.
- l. Shows disrespect and fails to comply with directions or instructions by an official.
- m. Commits an act to deliberately disqualify another player from a competition.
- n. Deliberately distracts other players while they are making strokes.
- o. Removes loose impediments or movable obstructions to disadvantage another player after that other player has asked him or her to leave them in place.
- p. Repeatedly refuses to lift a ball at rest when it interferes with another player in stroke play.
- q. Deliberately plays away from the hole and then towards the hole to assist the player's partner (such as helping the player's partner learn the break on the putting green).
- r. Deliberately does not play in accordance with the Rules and potentially gaining a significant advantage by doing so, despite incurring a penalty for a breach of the relevant Rule.
- s. Uses a handicap that has been established for the purpose of providing an unfair advantage or using the round being played to establish such a handicap.
- t. Brings the game of golf into disrepute.

3. Social Media

- a. Outside of the playing of the game, players, family and/or their followers must be mindful of media comments that they may make, and consequences that derogatory or harmful comment might invoke.
- b. The CGF will not tolerate media comments which the federation may deem as offensive or inappropriate on its official Facebook or Twitter accounts. Moderators will remove such comments.

NB: The Cyprus Golf Federation has additionally published two other documents Disciplinary Procedures (Section 5) and Grievance Procedures (Section 6) which together with this Code of Conduct form the basis of an encompassing process for a breach in standards of conduct.

SECTION 5

DISCIPLINARY PROCEDURES

1. Introduction

The Cyprus Golf Federation has adopted the ensuing document to be able to administer matters of a disciplinary nature and as appropriate advice on dealing with Rules of Golf matters, it is recommended that clubs adopt these procedures.

2. Terms in italics shall bear the meanings given to them as follows:

- a. *CGF* means the *Cyprus Golf Federation*.
- b. *Club* means any club affiliated to *the CGF*.
- c. *Member* means a member or player of a *Club* against whom the complaint has arisen.
- d. *Amateur Rules* mean the Rules of Amateur Status as determined by The R&A Rules Limited and the United States Golf Association.
- e. *Code of Ethics* means the Code of Ethics as published and adopted by the *CGF*
- f. *Code of Conduct* means the Code of Conduct as published and adopted by the *CGF*

3. This process is intended to deal with matters resulting from a breach of *the CGFs Code of Ethics* (intended to be a guide as to the expected behaviour during representation of the CGF in an international tournament or event) or a breach of the *CGFs Code of Conduct* (intended to be a guide as to the expected behaviour during a national or “open” competition organised by the *CGF*). An example but not necessarily a complete list of categories of offences can be found in the *CGF's Code of Conduct*.

- a. If a *member* is charged with an offence pursuant to Anti-Doping or Child Protection Policies as adopted by the CGF, then the provisions of the relevant policy will apply.
- b. Any breach of the *Amateur Rules* shall be referred to the *CGF* and the provisions of the relevant policy will apply.

4. Rulings, Disputes and Breaches of the Rules of Golf

- a. Where a breach of the Rules of Golf occurs during a club event the tournament committee of the organising club must deal with the matter.
- b. A player has the right to appeal the decision of the club tournament committee.
- c. Should the player not accept the decision of the club and the club's appeal process, they may refer the matter to the CGF Disciplinary Committee whose decision will be final.
- d. The CGF Competitions Committee and/or CGF HR&CRC will where possible offer advice or guidance to the tournament committee based upon the facts presented.
- e. It must be born in mind that the CGF does not operate a 24/7 helpline.

5. CGF Disciplinary Committee

The General Secretary will convene a Disciplinary Committee comprised of a minimum of three members, not limited to:

- a. The General Secretary.
- b. The Competitions Committee Chairman or nominated delegate.
- c. The Chairman HR&CRC or nominated delegate.

SECTION 6

GRIEVANCE PROCEDURES

Introduction

1. The CGF has adopted the ensuing document to be able to deal with grievance procedures.
Terms in italics shall bear the meanings given to them as follows:
 - a. *CGF* means the Cyprus Golf Federation.
 - b. *Club* means a club affiliated to the CGF.
 - c. *Member* means a member or player of a *Club* irrespective of any membership category.
 - d. *Handicap Committee* means the body appointed by a *Club* to administer the Rules of Handicapping within that Club.
 - e. *Committee* means the tournament or competition or organising committee, in charge of a golf competition in Cyprus either at *Club*, National or International level.
 - f. *WHS RoH* is the World Handicap System Rules of Handicapping.
 - g. *Rules* means the Rules of Golf as determined by The R&A Rules Limited and the United States Golf Association supplemented by any Local Rules.
 - h. *Amateur Rules* means the Rules of Amateur Status as determined by the R&A Rules Limited and the United States Golf Association.
2. As the governing body of golf in Cyprus, the CGF has the responsibility to ensure that the *Rules* and the *WHS RoH* are being properly administered.
3. Issues should be resolved at Club level and the role of the Federation should be on an advisory basis.
4. If a member is charged with an offence pursuant to the Anti-Doping or Child Protection Policies as adopted by the CGF, then the provisions of the relevant policy will apply
5. Any breach of the Amateur Rules shall be referred to the CGF and the provisions of the relevant policy will apply.
6. There is no right of recourse or appeal against:
 - a. The decision of a Committee regarding a breach of the Rules in any competition or match.
 - b. The decision of the Handicap Committee under the WHS RoH for example adjustment of handicap.
 - c. The decision of the CGF Disciplinary/Appeal Committee.
7. All complaints or grievances made to the CGF must be made in writing. The CGF will have the right to regulate its own procedure. The CGF may invite the parties concerned to attend a hearing to discuss the grievance. The member may be assisted at such hearing by a colleague or fellow CGF member.

Should the member decide not to attend the hearing, the CGF will make its decision in absentia of the member and the CGF decision shall be final.

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SECTION 7

CODE OF ETHICS

This code is geared towards all officials, coaches, players, and volunteers involved in the game of golf under the auspices of the CGF, who should demonstrate high standards of sportsmanship and ethics, especially when representing Cyprus either at home or abroad. Suspension or termination of the privilege of representing Cyprus is within the sole discretion of the CGF.

The true potential of the sport is achieved when participants are committed to pursuing victory with honour according to six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship.

1. Trustworthiness

Be worthy of trust in all you do.

- a. Honour - Live up to high ideals of ethics and sportsmanship, always pursue victory with honour, do what is right even when it is unpopular or personally costly.
- b. Honesty - Live and compete honourably, do not cheat, lie, steal or engage in any other dishonest or unsportsmanlike conduct.
- c. Reliability - Fulfil commitments, do what you say you will do, be on time to practice sessions and games.
- d. Loyalty - Be loyal to your Federation and team, put the team above personal glory.

2. Respect

Treat all people with respect all the time and require the same of other players.

- a. Class - Live and play with class, be a good sport, be gracious in victory and accept defeat with dignity, give fallen opponents help, compliment extraordinary performance, show sincere respect in both pre and post-game formalities.
- b. Conduct - Do not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash talking, taunting, boastful celebrations, or other actions that demean individuals or the game.
- c. Respect - Treat tournament officials with respect, do not complain about or argue with official calls or decisions during or after a game.

3. Responsibility

Have a serious commitment to succeed and the character to represent your country and the Federation honourably.

- a. Role - Remember that participation in sports is a privilege, not a right, represent your country, Federation, coach and teammates with honour, on and off the course, consistently exhibit good character and conduct yourself as a positive role model.
- b. Appearance - Be neat, clean and dress in good taste.
- c. Self-Control - Exercise self-control, observe personal and official curfew times, do not fight or show excessive displays of anger or frustration, have the strength to overcome the temptation to retaliate.
- d. Health - Safeguard your health, do not use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight. Observe any in-force anti-doping code and remember that the

Federation discourages the smoking of cigarettes during any of its national competitions and expects its athletes to also conform to this when playing competitions abroad.

- e. Alcohol - The laws of Cyprus set the minimum age for drinking and purchasing alcohol to 18 years, officials and players who are older than 18 are prohibited from purchasing and selling alcohol to those under the minimum age, in addition those of legal age are expected to use good critical thinking skills in making decisions regarding alcohol consumption.
- f. Integrity - Protect the integrity of the game, do not gamble on the outcome of a game.

4. Fairness

- a. Be Fair - Maintain high standards of fair play, be open-minded and be willing to listen and learn.

5. Caring

- a. Concern - Demonstrate concern for others, never intentionally injure any player or engage in reckless behaviour that might cause injury to yourself or others.
- b. Teammates - Help promote the wellbeing of teammates by positive counselling and encouragement or by reporting any unhealthy or dangerous conduct to coaches or officials.

6. Citizenship

- a. Rules - Maintain a thorough knowledge of and abide by all applicable game and competition rules, continue your participation in the competition until the last putt of the last hole of the last round.
- b. Spirit - Honour the spirit and the rules, avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship and the game of golf.
- c. Appreciation - Where you may have been provided with the privilege of courtesy of the course please remember to acknowledge your thanks to the course or organisation.

SECTION 8

LOCAL RULES & TERMS OF COMPETITION - "THE CGF HARD CARD"

CGF has adopted the following EGA Local Rules and Terms of Competition commonly known as the Hard Card. CGF recommends the adoption of this document as a basis for use at club level.

1. Out of bounds (Rule 18-2 (2))

- a. A ball is out of bounds when it is beyond any wall defining a boundary.

2. Penalty Areas (Rule 17)

- a. When a penalty area adjoins a boundary, the penalty area edge extends to and coincides with the boundary.
- b. When a player's ball is found in or it is known or virtually certain to have come to rest in any penalty area where the ball last crossed the edge of the penalty area at a point that coincides with the boundary of the course, opposite side relief is available under MLR B-2-1.
- c. Dropping Zones for Penalty Areas.
- d. Where a dropping zone is marked for a penalty area, it is an additional option for relief under penalty of one stroke. The dropping zone is a relief area. A ball must be dropped in and come to rest in the relief area.

3. Abnormal Course Conditions (Rule 16)

Ground Under Repair:

- a. Any area bounded by a white line.
- b. Any area of damaged ground (e.g. caused by vehicle movement) that is considered by a referee to be abnormal.
- c. Seams of cut turf; Model Local Rule F-7 is in effect.
- d. Yardage painted lines or dots on the putting green or in a part of the general area cut to fairway height or less are to be treated as ground under repair from which free relief is available under Rule 16.1. Interference does not exist if yardage painted lines or dots only interfere with the player's stance.

4. Immovable Obstructions:

- a. White lined area and the immovable obstruction they tie into are treated as a single abnormal course condition.
- b. Landscaped garden areas and everything growing in them that are surrounded by an immovable obstruction are treated as a single abnormal course condition.
- c. Mats that are secured.
- d. Roads or paths surfaced with wood chip or mulch. Individual pieces of wood chip are loose impediments.
- e. Immovable Obstructions Close to Putting Greens. Model Local Rule F-5 is in effect. This Local Rule only applies when the ball and immovable obstruction lie in part of the general area cut to fairway height or less. In addition to Rule 16.1a, interference also exists if an immovable obstruction is on the player's line of play, is within two club lengths of the putting green and is within two club lengths of the ball.
- f. Exception: there is no relief under this Local Rule if the player chooses a line of play that is clearly unreasonable.

5. Embedded Ball (Rule 16.3)

Rule 16.3 is modified in this way: no free relief is allowed for a ball embedded in the stacked turf or soil faces above a bunker.

6. Integral Objects

The following are integral objects from which free relief is not allowed:

- a. Bunker liners in their intended position;
- b. Artificial retaining walls and pilings when located in penalty areas.

7. Temporary Immovable Obstructions

MLR F-23 with any additions or amendments in the additional Local Rules published by the Committee is in effect.

8. Clubs and Balls

- a. List of Conforming Driver Heads: MLR G-1 is in effect. Penalty for making a stroke with a club in breach of Local Rule: disqualification.
- b. Groove and Punch Mark Specifications: MLR G-2 is in effect. Penalty for making a stroke with a club in breach of Local Rule: disqualification.
- c. List of Conforming Golf Balls: MLR G-3 is in effect.
- d. Note: an updated List of Conforming Clubs and Balls is available on www.randa.org

9. Pace of Play (Rule 5.6)

a. Time Allowed

Each hole has been given a maximum completion time based upon the length and difficulty of the hole. The maximum time allotted for the completion of 18 holes will be available prior to play.

b. Definition of Out of Position

The first group and any group after a starters' gap will be considered to be "out of position" if, at any time during the round, the group's cumulative time exceeds the time allowed for the number of holes completed. Any following group will be considered "out of position" if it is more than the starting interval behind the group in front.

Note: in making a decision on whether to time a "following group" that is out of position, leniency may be shown to a group that has not exceeded the time allotted for any number of holes completed.

c. Procedure when Group is Out of Position

1. If a decision is taken to time the group, each player in the group will be subject to individual timing by a referee. Each player in the group will be advised that they are "out of position" and are being timed.
2. The maximum time allocated per shot is 40 seconds. 10 extra seconds are allowed for the first player to play:
 - on a par three hole;
 - an approach shot; and
 - a chip or putt.

The timing will start when a player has had sufficient time to reach the ball, it is his or her turn to play and he or she is able to play without interference or distraction. Time taken to determine distance and select a club will count as time taken for the next stroke.

d. On the putting green

1. Timing will start when the player has had a reasonable amount of time to lift, clean and replace the ball, repair damage that interferes with the line of play and move loose impediments on the line of play. Time spent looking at the line of play from beyond the hole/or behind the ball will count as part of the time taken for the next stroke.
2. Timing ceases when a group is back in position and players will be advised accordingly.

Note: in some circumstances an individual player or two players within a group of three may be timed instead of the entire group.

e. Penalty for Breach of Local rule

One bad time.

Player will be warned by the referee and told that, if he or she has a further bad time, he or she will be penalised.

	<u>Stroke Play</u>	<u>Match Play</u>
Two bad times	One stroke penalty	One stroke penalty
Three bad times	Additional Two Penalty Strokes	Loss of Hole
Four bad times	Disqualification	Disqualification

f. Procedure when Again Out of Position during Same Round

1. If a group is "out of position" more than once during a round, the above procedure will apply on each occasion. Bad times and the application of penalties in the same round will be carried forward until the round is completed. A player will not be penalised if he has a second bad time before being advised of his earlier bad time.

2. Random Timing Without Warning When Group Not Out of Position.
 In some circumstances, a group or an individual player may be timed without warning, including when a group is not out of position. In such cases of random timing: the timing provisions and penalties set out in clause (1) above apply, except that a player will only be given a bad time if he exceeds 60 seconds to play a shot, with an extra 10 seconds given (i.e. 70 seconds in total) for the "first to play" shots referenced in (2) above.

10. Suspension of Play (Rule 5.7)

The following signals will be used to suspend and resume play:

- a. Immediate stop for imminent danger – one prolonged note of a siren;
- b. Stop for a non-dangerous situation - three consecutive notes of a siren;
- c. Resumption of play - two consecutive notes of a siren.

Note: when play is stopped for imminent danger, all practice areas will be immediately closed.

11. Practice (Rule 5.2)

All recognised practice areas within the bounds of the course may be used by players for practice on any day of the competition.

12. Transportation

During a round, a player or caddie must not ride on any form of motorised transportation except as authorised or later approved by the Committee. A player who will play, or has opted, under penalty of stroke and distance is always authorised to ride on motorised transportation.

The player gets the general penalty for each hole during which there is a breach. A breach between two holes applies to the next hole.

13. Team Captains and Advice in Team Competitions (Rule 24)

a. Team Captain (Rule 24.3)

Each team may name a Team captain who must be an amateur golfer in accordance with the Rules of Amateur Status as approved by R&A Rules Limited.

Penalty for Breach of Local Rule; Disqualification of Team.

b. Advice (Rule 24.4)

Two advice givers may be named by each team from whom players in the team may ask and receive advice. The first must be the Team Captain (see 11.a) and the second may or may not be a professional golfer. The advice given must be identified to the Committee prior to the start of the Championships. The advice giver must not walk on the putting green when the ball of the team player is on the putting green.

Penalty for Breach of Local Rule: general penalty.

14. Eligibility

Players must meet the eligibility provisions of the event established in the Terms of Competition.

15. Anti-doping

Players are required to comply with and be bound by the [Anti-Doping Policy](#) as established by the International Golf Federation. Any competitors who are taking medication and in doubt as to their clinical status should seek advice from the CGF Office no later than 30 days before the start of the championship.

16. Returning of Score Cards

A player's scorecard is officially returned to the Committee when the player has left the recording office area.

17. Deciding Ties

The method for deciding ties is provided in the relevant Terms of Competition.

18. Results of Match or Championships - Competition Closed

a. Match Play

The result of a match is officially announced when it has been recorded in the Championships Office.

b. Stroke Play

When the Championship trophy is presented to the winner, the results of the competition are officially announced, and the competition is closed.

19. Behaviour

Player, captains and advice givers, should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times. Behaviour of the very highest order is expected by all player, captains or advice givers towards everyone involved in the Championship. Any player, captain or advice giver breaching the CGF Conduct Guidelines may be subject to disciplinary action by the Championship Committee.

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SECTION 9



Home Club Transfer Request Form

For the facilitation of the Transfer of a Player's Handicap Record from his current club (Home Club) to another club (Destination Club), the Cyprus Golf Federations requires the completion and submission of a "Home Club Transfer Request Form". This document must be fully completed and signed by the Player and by the Destination Club and send to the federation either by fax or by email. No transfer request will be accepted by the Federation if it is not fully completed and signed by both parties.

Please complete using block capitals

Date of Request	
Player Name	
Federation Number	
Current Home Club	
Destination Club	

** For a Junior player this form must be signed by a parent and identified as such next to his/her signature.*

Signatures


Player (Parent if the request is for a Junior)

On behalf of Destination Club

Committee Member Name (*in block capitals*)

By submitting this Home Club Transfer Request form the Destination Club acknowledges and accepts that a €10.00 (ten Euro) Administration Fee will be invoiced to them, and that should the Player's Federation Status is currently "Inactive", the transfer process will renew the Federation License of the player by default.

@ cgf@cgf.org.cy

 22 449876

Tel: +357 22 449874

Olympic House, Office 208, Amhipoleos 21, 2025 Nicosia, Cyprus
Fax: +357 22 449876

Web: <http://www.cgf.org.cy>

Email: cgf@cgf.org.cy

[\[Download Form\]](#)

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SECTION 10

COURSE RATING & CHARGES

1. The Course Rating System (CRS)

- a. The CRS Is a component part of the WHS.
- b. The CGF HR&CRC is the sole licensed authority for Course Rating in the jurisdiction of Cyprus.
- c. In order to be able to operate under the WHS a golf course must be course rated under the WHS CRS.
- d. CGF maintains a course rating team which is required to attend biennial calibration seminars within the EGA to ensure standards are maintained.
- e. The CGF charges fees for services under the CRS.

2. New Course Rating Charges

The CR fee for new courses joining the CGF is covered under Section 3 paragraph 7.

3. Check rating

Once a rating has been certified by the CGF the following validity periods apply:

- a. New courses must be check rated, 5 years from the initial rating date.
- b. Established courses must be check rated every 10 years.

A fixed charge applies for either process: €600

4. Modification of Courses

Where a course has been modified, and a course rating team visit is necessary the following charges will apply:

- a. For the first Tee set €200
- b. For each additional Tee set €100

Where a course has been modified but NO physical measurement or visit has to be made by a course rating team, and the new course rating is based upon amending data stored in the course rating system:

- c. For each Tee set €100

5. Composite courses

Where a course requests a composite course be produced from the CRS database the charge will be:

- a. For each Tee set €100

6. Subsistence and Sundry Expenses

The host course is expected to provide suitable hospitality for the rating team during attendance at the course on course rating business. Any out of pocket expenses incurred by the course rating team will be met from CGF general purpose funds and this includes but may not be limited to reasonable costs for fuel, hotel expenses and refreshments.

7. Proving Rounds

The course rating team will be required to conduct proving round's for rating purposes, courtesy of the course should be extended to team members involved within the rating process.

SECTION 11

PERMANENT DISTANCE MARKERS

The policy of the CGF when dealing with the positioning of permanent distance markers is in accordance with the following references:

1. WHS Rules of Handicapping, Appendix G, Paragraph b.

Course Measurement - Each hole must be measured to the nearest metre, for each set of tees from a permanent distance marker, in accordance with the procedures outlined in the Course Rating system.

2. WHS Course Rating System Section 6 - Permanent Distance Markers

- a. Permanent distance marker is a term to define a fixed point used to measure the distance of a hole, from Tee Ground or Tee Pad to the centre of a Green.
- b. Fairways distance markers should reflect the measurement from the centre of fairway to the centre of the putting green.

3. Purpose of the Markers

- a. A permanent distance marker provides the course rating team with a fixed measurement point from which to take course measurements.
- b. A permanent distance marker gives the Grounds superintendent and Competitions committee a fixed reference point from which they can adjust the overall hole length and remain within the criteria for handicap qualifying conditions.
- c. To remain within the published Course Rating length for tournament and handicap qualifying purposes the overall course length must not deviate by more than 100 metres.
- d. A permanent distance marker provides a player with a fixed visual reference point from which they can calculate any daily variance to score card yardage or notice board information.

4. Positioning

- a. The permanent distance marker must be clearly visible.
- b. The permanent distance marker should be placed adjacent to the middle of the teeing pad.
- c. The WHS Course Rating System Section 6 Para 3, recommends that permanent distance markers should at no time be less than two metres from the front of the teeing pad or less than four metres from the back of a teeing pad.
- d. This allows the player to tee up within the accepted two club depth of the teeing area and incorporates a safety margin behind for an uninterrupted swing path.

5. Design

- a. There is no standard design or style for markers, an acceptable permanent distance marker can be as simple as an inexpensive coloured paver, brick, disk, plate or marker post.
- b. CGF uses the colour sequence Black, White, Yellow, Blue, Red and Orange. Black being the longest Tee set. All Tees are multi gender.

6. Information

- a. There is no standard for information that the marker itself must exhibit. Information such as hole number, tee designation, par and stroke Index can be displayed on an adjacent information board.
- b. Cyprus uses the Metric system and course measurements must be in Metres.

7. HR&CRC Procedures

- a. The HR&CRC will calculate the tee to centre of green measurements based upon the WHS CRS. Permanent distance markers must be positioned at the middle of the tee pad and the centre of the green is used as the target measurement point.
- b. When calculating the position for the permanent distance marker on tee pads used for multiple tee positions, HR&CRC divides the tee pad into appropriate sized packets and calculates the midpoint of each packet to use as the permanent distance marker position.
- c. On courses where artificially surfaced tee areas are in use, measurements are taken from the centre of the teeing mat.

SECTION 12

ARTIFICIAL GRASS SURFACES AND MATS

General

1. The nature of golf in Cyprus is such that courses may utilise materials such as artificial grass as the surface of the Teeing Area, the Putting Green and additionally in the form of a circular mat when playing from fairway preferred lies.
2. The following recommendations apply to these situations and the definition itself of teeing area is an important consideration, the Definition of the Teeing Area is:
 - a. The area the player must play from in starting the hole he or she is playing.
 - b. The teeing area is a rectangle that is two club lengths deep where:
 - i. The front edge is defined by the line between the forward-most points of two tee markers set by the Committee, and
 - ii. The side edges are defined by the lines back from the outside points of the tee markers.
 - c. The teeing area is one of five defined areas of the course and all other teeing locations on the course (whether on the same hole or any other holes) are part of the general area.

Non- Standard Teeing Areas

3. Courses may need to use non-standard teeing areas, for example artificial grass mats placed on the ground or on elevated tee boxes such as those made from concrete blocks or similar structure. These areas when used to start a hole may not conform to the definition of a teeing area under the Rules of Golf.
4. A Local Rule needs to be created to ensure clubs and players do NOT infringe the Rules of Golf and a recommended wording of that rule is:

Rule 6.1b is modified in this way: when an artificial grass tee mat has been provided the mat is the teeing area. A player must start any such hole by playing a ball from anywhere on the mat under Rule 6.2b and must also take his or her stance on that mat.

Penalty for Breach of local rules
Match Play - Loss of Hole: Stroke Play - Rule 6.1b applies.
Local rules MUST include the following:

 - a. *That the front edge of the mat is also the front edge of the teeing area.*
 - b. *That the sides and rear of the mat are additionally the limits of the teeing area.*
 - c. *That the mats are not immovable obstructions but to be integral parts of the course.*

Penalty for Breach of local rules

Match Play - Loss of Hole: Stroke Play - Rule 6.1b applies.”

Putting Green

5. Artificial grass surfaced putting greens are acceptable for handicap qualifying events under the Rules of Golf and the WHS Course Rating System.
 - a. A Local Rule must be in effect to define that artificial surface putting greens are NOT immovable obstructions but to be an Integral part of the course.
 - b. The green would be a wrong green when playing from another hole and would not be an abnormal course condition.

- c. Where the edge of an artificial putting green butts up to the natural surface of the course, the club may want to permit free relief if so a Local rule is required.

Preferred Lies and the use of artificial turf mats

6. Artificial turf mats for use on fairways are acceptable under the Rules of Golf and their use is accepted as being for any winter lies period, however on Cyprus there is no such winter lies period as preferred lies exist through the year.
 - a. Use of mats is optional and permitted on all fairways.
 - b. The club may restrict use of the mats on fairways by suitably designating areas where their use is prohibited.
 - c. Courses can decide if mats are restricted to only the fairway in play.
 - d. It is strongly recommended that they permit use on all fairways.
 - e. CGF only permits the use of preferred lies in the fairway it does NOT permit their use outside of the fairway.
 - f. A local rule permitting use of artificial mats on fairways is required.

Smart Mats

7. Smart mats sometimes known by the tradename of Rocket Launcher are an approved device acceptable for use in qualifying rounds.
8. They can only be used where a preferred lie is permitted.
9. They cannot be used from the teeing area under any circumstances.
10. It is recommended that they be included under Local Rules for preferred lies and use of fairway mats.

SECTION 13



Clarifications of the 2019 Rules of Golf



Updated 1 January 2021

Clarifications will normally be updated on a quarterly basis each January, April, July, and October and the next quarterly update will be in April 2021. The next revision to Rules of Golf will be January 2023.

New Clarifications

Rules

Rule 16.1c(2):

1. Reference Point and Relief Area for Back-On-the-Line Relief Must Be Outside Bunker

COMMITTEE PROCEDURES

MODEL LOCAL RULE D-7:

1. Local Rule D-7 Limiting When Stroke Made From Putting Green Must Be Replayed Under Exception 2 to Rule 11.1b

MODIFIED RULES FOR PLAYERS WITH DISABILITIES

MODIFIED RULE 2:

1. Expanded Definition of "Replace"

MODIFIED RULE 3:

1. Expanded Definition of "Replace"
2. Modification of Penalty Under Rule 19.3b (Unplayable Relief in Bunker) for Player Using Wheeled Mobility Device
3. Modified Relief Local Rule for Players Using Wheeled Mobility Devices

RULES

Rule 1:

Rule 1.3c(4):

1. Playing From a Wrong Place Is Related to Causing the Ball to Move:

If a player moves his or her ball in play in breach of Rule 9.4 and plays it from its new location rather than replacing it, the player gets only the general penalty under Rule 14.7 for playing from a wrong place. The act of moving the ball in breach of Rule 9.4 is

related to playing from a wrong place in breach of Rule 14.7. (Added 12/2018)

RULE 4:

Rule 4.1b(3)

See the Committee Procedures section at end of this document for MLR G-9 Replacement of Broken or Significantly Damaged Clubs

Rule 4.1c:

1. Club Taken Out of Play Must Not Be Used During That Round:

If an extra club was taken out of play before a round and carried during the round, or a club was taken out of play during the round, it must not be used for the remainder of that round. This includes a situation where a player is allowed to replace a club, and is an additional restriction in Rule 4.1b(4). (Added 12/2018)

Rule 4.3a:

1. Interpretation 4.3a/1 – Limitations on Using Green-Reading

Materials Purpose of Interpretation:

Rule 4.3 limits the use of equipment and devices that might help a player in his or her play, based on the principle that golf is a challenging game in which success should depend on the judgment, skills and abilities of the player. This interpretation of Rule 4.3 limits the size and scale of detailed putting green maps and any similar electronic or digital materials that a player may use during a round to help with reading his or her line of play on the putting green so that a player's ability to read a green remains an essential part of the skill of putting.

Putting Green Maps

The player is allowed to use a putting green map or other putting green information, except that:

- Any image of a putting green must be limited to a scale of 3/8 inch to 5 yards (1:480) or smaller (the "scale limit");
- Any book or other paper containing a map or image of a putting green must not be larger than 4 ¼ inches x 7 inches (the "size limit"), although a "hole location sheet" that displays 9 or more holes on a single sheet of paper may be larger, provided that any image of a single putting green meets the scale limit;
- No magnification of putting green information is allowed other than a player's normal wearing of prescription glasses or lenses;
- Hand drawn or written information about a putting green is only allowed if contained in a book or paper meeting the size limit and written by the player and/or his or her caddie.

Electronic or Digital Putting Green Maps

In electronic or digital form, any image of a putting green must meet the above scale and size limits. Even when an electronic or digital putting green map meets the above limits, the player is still in breach of Rule 4.3 if the player uses any device in a manner not consistent with the purpose of these limits, such as by:

- Increasing the size of the green's representation beyond the scale or size limits;
- Producing a recommended line of play based on the location (or estimated location) of the player's ball (see Rule 4.3a(1)). (Interpretation Introduced in November 2018 and added to clarifications on 7/2019)

Frequently Asked Questions: To view a document detailing frequently asked questions in relation to Green Reading Materials, click [here](#) (last updated June 2019).

2. When Use of Alignment Device Results in Breach

If a player places an "alignment device" (see [Definition in Equipment Rules](#) to see when a ball-marker meets this Definition) to show the line of play and then orients his or her ball based on the direction of that alignment device, the player is in breach of Rule 4.3a.

For example, a player's ball comes to rest on the putting green and the player marks the spot of his or her ball with an "alignment device." When doing so, the alignment device is placed to show the line of play. If the player then lifts and replaces his or her ball (which includes rotating it) so that a marking on the ball is lined up with the alignment device, the player is in breach of Rule 4.3a. (Added 1/2020)

RULE 5:

Rule 5.2:

1. First Breach Happens When First Stroke Made:

The penalty for the first breach of Rule 5.2 applies when a player commits a single act (such as making a stroke). The disqualification penalty for the second breach applies when that player commits any subsequent act that is not allowed (such as rolling a ball or making another stroke). These are not treated as related acts under Rule 1.3c(4). (Added 12/2018)

RULE 10:

Rule 10.2b(4):

1. Meaning of "Begins Taking a Stance for the Stroke":

Rule 10.2b(4) does not allow a player to have his or her caddie deliberately stand on or close to an extension of the line of play behind the ball for any reason when the player begins taking a stance for the stroke. Reference to "the stroke" means the stroke that is actually made.

The player begins to take the stance for the stroke that is actually made when he or she has at least one foot in position for that stance.

If a player backs away from the stance, he or she has not taken a stance for the stroke that is actually made, and the second bullet point in Rule 10.2b(4) does not apply.

Therefore, if a player takes a stance when the caddie is deliberately standing on or close to an extension of the line of play behind the ball, there is no penalty under Rule 10.2b(4) if the player backs away from the stance and does not begin to take a stance for the stroke that is actually made until after the caddie has moved out of that location. This applies anywhere on the course.

Backing away means that the player's feet or body are no longer in a position where helpful guidance on aiming at the intended target line could be given. (Added 2/2019)

2. Examples of Caddie Not Deliberately Standing Behind Ball When Player Begins Taking Stance for Stroke

Rule 10.2b(4) does not allow a player to have his or her caddie deliberately stand on or close to an extension of the line of play behind the ball for any reason when the player begins taking a stance for the stroke.

The use of the term "deliberately" requires the caddie to be aware that (1) the player is beginning to take a stance for the stroke to be played, and (2) he or she is standing on or close to an extension of the line of play behind the ball.

If the caddie is unaware of either of these two things, the caddie's action is not deliberate and Rule 10.2b(4) does not apply.

Examples of when a caddie's action is not considered to be deliberate include when:

- The caddie is raking a bunker or taking some similar action to care for the course and is not aware that he or she is doing so on or close to an extension of the line of play behind the ball.
- The player makes a stroke and the ball comes to rest near the hole and the player walks up and taps the ball into the hole while the caddie is unaware he or she is standing on or close to an extension of the line of play behind the ball.
- The caddie is standing on an extension of the line of play behind the ball but, when the player moves in to begin taking a stance, the caddie is facing away from the player or looking in a different direction and is unaware the player has begun to take his or her stance.
- The caddie is engaged in a task (such as obtaining a yardage) and is unaware that the player has begun to take the stance.

But, in the examples given above, when the caddie becomes aware that the player has already begun to take a stance for the stroke to be played and he or she is standing on or close to an extension of the line of play behind the ball, the caddie needs to make every effort to move out of the way.

Common acts that caddies take unrelated to the player setting up to the ball, such as checking to see if a player's club will hit a tree, whether the player has interference from a cart path or holding an umbrella over a player's head before the stroke, are not treated as deliberate actions under Rule 10.2b(4). After helping the player with such an act, there is no penalty so long as the caddie moves away before the stroke is made.

If either the player or caddie is attempting to circumvent the primary purpose of Rule 10.2b(4), which is to ensure that aiming at the intended target is a challenge that the player must overcome alone, the caddie's actions are treated as being deliberate. (Added 2/2019)

3. Alignment Help Before Player Has Begun Taking Stance for Stroke:

Interpretation 10.2b(4)/1 explains that the primary purpose of Rule 10.2b(4) is to ensure that aiming at the intended target is a challenge that the player must overcome alone.

In a situation where a player has not yet begun to take his or her stance for the stroke but:

- the player's feet or body are close to a position where useful guidance on aiming could be given and
- the caddie is deliberately standing on or close to an extension of the line of play behind the ball,

the player is treated as having begun to take a stance for the stroke (even though his or her feet are not in that position) only if the caddie gives the player help with alignment.

If alignment help is given but the player backs away before making the stroke and the caddie moves out from behind the line of play, there is no breach of the Rule. This applies anywhere on the course.

Alignment help includes when the caddie gives help by standing behind the player and moving away without saying anything but, by doing so, is giving a signal to the player that he or she is correctly aimed at the intended target. (Added 2/2019)

Rule 10.3b(2):

1. Caddie May Lift Ball When Player Will Take Relief:

So long as it is reasonable to conclude that the player is taking relief under a Rule, his or her caddie is treated as being given authorization to lift the ball and may do so without penalty. (Added 12/2018)

RULE 11:

Rule 11.1b:

1. How To Apply Exception 2 to Rule 11.1b:

Exception 2 to Rule 11.1b is to be applied using the "known or virtually certain" standard. Therefore, if there is knowledge or conclusive evidence that the ball played from the putting green accidentally hit a person, animal or movable obstruction on the putting green, the stroke does not count. (Added 12/2018)

2. Living Insects Are Animals:

Exception 2 to Rule 11.1b applies to living insects since they are animals. (Added 12/2018)

Rule 13:

Rule 13.1c(2):

1. Status of Damage From Hail:

Damage on the putting green caused by hail may be repaired. (Added 12/2018)

RULE 14:

Rule 14.3b(2):

1. Tee Is Player's Equipment:

A tee that is being used by the player, or is being carried by the player or his or her caddie, is the player's equipment (such as a tee marking the reference point). (Added 12/2018)

Rule 14.3d:

1. Penalty for Deliberately Deflecting or Stopping Dropped Ball Always Applies:

If a player drops a ball in the right way and deliberately deflects that ball before it comes to rest in breach of Rule 14.3d, the player must drop a ball again.

When doing so, the player is not considered to be correcting a mistake under Rule 14.5b(3) and gets the general penalty under Rule 14.3d. (Added 12/2018)

Rule 14.5c:

1. Player Not Penalized When Improvement Has No Effect on Relief Area Ball Played From:

If a player improves the relief area but drops the ball in a wrong way, the player would get no penalty under Rule 8.1a if he or she dropped in the right way in a different relief area so long as the improvement did not also improve the relief area that the player played from. (Added 12/2018)

RULE 15:

Rule 15.3:

1. Backstopping:

"Backstopping" is the common term used to describe the following situation in stroke play:

A player, without agreement with any other player, leaves his or her ball in place on the putting green close to the hole in a position where another player, who is about to play from off the putting green, could benefit if his or her ball struck the ball at rest.

As there has been no agreement to leave the ball in place to help any player, there is no breach of the Rules – see Rule 15.3a.

However, The R&A and USGA take the view that "backstopping" fails to take

into account all of the other players in the competition and has the potential to give the player with the “backstop” an advantage over those other players.

Consequently, The R&A and USGA offer players the following guidance and explanation of best practice:

- In stroke play, the competition involves all players and, because each player in the competition cannot be present to protect his or her own interests, protecting the field is an important responsibility that all players in the competition share.
- Therefore, in stroke play, if there is a reasonable possibility that a player’s ball close to the hole could help another player who is about to play from off the green, both players should ensure that the player whose ball is close to the hole marks and lifts that ball before the other player plays.
- If all players follow this best practice, it ensures the protection of the interests of everyone in the competition. (Added 1/2020)

RULE 16:

Rule 16.1a(3):

1. Meaning of “Clearly Unreasonable to Play Ball” When Deciding If Relief Is Allowed:

The purpose of Rule 16.1a(3) is to prevent a player from obtaining free relief when it is clearly unreasonable for him or her to make a stroke because of interference by something from which free relief is not available. But it does not apply, for example, if a player’s ball is embedded in the general area and he or she is standing on an immovable obstruction. In this case, the player may take relief from either condition unless relief is unreasonable because of something other than either condition. (Added 12/2018)

Rule 16.1c(2):

1. Reference Point and Relief Area for Back-On-the-Line Relief Must Be Outside Bunker:

When taking back-on-the-line relief from an abnormal course condition under Rule 16.1c(2), both the reference point and relief area must be outside the bunker in which the original ball came to rest. (Added 1/2021)

Rule 16.3b:

1. Player Not Always Allowed to Take Embedded Ball Relief:

If a player’s ball is embedded in the general area but neither the reference point nor any part of the course within one club-length of the reference point is in the general area, the player is not allowed to take free relief under Rule 16.3b.

For example, free relief is not allowed if:

- a ball is embedded at the very base of the lip, wall or face above a bunker,
- the spot right behind the ball is in the bunker and

- within one club-length of and not nearer the hole from that reference point, there is no part of the relief area that is in the general area. (Added 12/2018)

RULE 17:

Rule 17.1d(2):

1. Reference Point for Back-On-the-Line Relief Must Be Outside Penalty Area:

When taking back-on-the-line relief from a penalty area, the reference point (and the relief area) must be outside that penalty area. (Added 04/2019)

2. See the Committee Procedures section at end of this document for MLR E-12 Ball Played from Outside Relief Area When Taking Back-On-the-Line Relief

RULE 24:

Rule 24.4b:

1. Advice Giver Must Not Deliberately Stand Behind Player:

If an advice giver deliberately stands behind a player from when he or she starts to take a stance, if the player asks or authorizes the advice giver to do this, he or she gets the general penalty under Rule 10.2b(4) – see Rule 1.3c(1), first bullet point.

If the player did not ask or authorize the advice giver to stand in that location but knows that this is not allowed and does not take reasonable steps to object or stop it from happening, the player gets the general penalty under Rule 10.2b(4) – see Rule 1.3c(1), second bullet point. (Added 12/2018)

DEFINITIONS

Club-Length:

1. Meaning of “Club-Length” When Playing with Partner:

In partner forms of play, either partner’s longest club, except a putter, may be used for defining the teeing area or determining the size of a relief area. (Added 12/2018)

FLAGSTICK:

1. Flagstick Specifications:

The specification of flagstick in the Equipment Rules was amended on 1 January 2020, principally to include the following:

“Attachments may be permitted more than 3 inches (76.2 mm) below the putting green surface but must be constrained to this area.”

For full details of the flagstick specification, see the [Equipment Rules](#). (Added 1/2020)

RELIEF AREA:

1. Determining Whether Ball in Relief Area:

When determining whether a ball has come to rest within a relief area (i.e. either one or two club-lengths from the reference point depending on the Rule being applied), the ball is in the relief area if any part of the ball is within the one or two club-length measurement. However, a ball is not in a relief area if any part of the ball is nearer the hole than the reference point or when any part of the ball has interference from the condition from which free relief is taken. (Added 12/2018)

COMMITTEE PROCEDURES

Model Local Rule B-2:

1. Point on Opposite Edge Must Not Cross Another Area of the Course:

With the Model Local Rule in use, if the straight line from the edge where the ball last crossed into the penalty area to the other edge that is an equal distance from the hole crosses outside the penalty area, the player is not allowed to use that opposite point. (Added 12/2018)

MODEL LOCAL RULE D-7:

1. Local Rule D-7 Limiting When Stroke Made From Putting Green Must Be Replayed Under Exception 2 to Rule 11.1b

Model Local Rule D-7

“Exception 2 to Rule 11.1b applies, except that when a ball played from the *putting green* accidentally hits:

- the player,
- the club used by the player to make the *stroke* or
- an *animal* defined as a *loose impediment* (that is, worms, insects and similar *animals* that can be removed easily)

the *stroke* counts and the ball must be played as it lies.

Penalty for Playing Ball from a Wrong Place in Breach of Local Rule: General Penalty Under Rule 14.7a.” (Added 1/2021)

MODEL LOCAL RULE E-12:

1. Local Rule E-12 Ball Played From Outside Relief Area When Taking Back-On-the-Line Relief

Model Local Rule E-12 Ball Played From Outside Relief Area When Taking Back-On-the-Line Relief

Purpose. A Committee may choose to introduce a Local Rule to provide for no penalty in specific circumstances when a ball is played from outside the relief area after taking back-on-the-line relief.

Under this Local Rule, a player will not be penalized for playing from a wrong place so long as the ball is dropped in the relief area and comes to rest within one club-length of where it first touched the ground.

For example, a ball rolls slightly forward of the reference point after having been dropped in the right way and in the relief area, but is still within one club-length of where it first touched the ground when dropped. In such cases, the player can either proceed under Rule 14.3c(2) or the player can play the ball from where it came to rest.

This Local Rule is for use only in relation to the Back-On-the-Line relief procedure.

MLR E-12

“When taking Back-On-the-Line relief, there is no additional penalty if a player plays a ball that was *dropped* in the *relief area* required by the relevant Rule (Rule 16.1c(2), 17.1d(2), 19.2b or 19.3b) but came to rest outside the *relief area*, so long as the ball, when played, is within one *club-length* of where it first touched the ground when *dropped*.”

This exemption from penalty applies even if the ball is played from nearer the hole than the *reference point* (but not if played from nearer the *hole* than the spot of the original ball or the estimated point where the ball last crossed the edge of the *penalty area*).

This Local Rule does not change the procedure for taking Back-On-the-Line relief under a relevant Rule. This means that the *reference point* and *relief area* are not changed by this Local Rule and that Rule 14.3c(2) can be applied by a player who drops a ball in the right way and it comes to rest outside the *relief area*, whether this occurs on the first or second drop.” (Added 4/2019)

MODEL LOCAL RULE F-5:

1. Immovable Obstruction Is Not Required to Be in General Area:

In relation to the location of the immovable obstruction, the term “within two club-lengths of the putting green” includes an immovable obstruction that is on the putting green. (Added 12/2018)

MODEL LOCAL RULE G-9:

1. Local Rule G-9 for Replacement of Club that is Broken or Significantly Damaged

Model Local Rule G-9

“Rule 4.1b(3) is modified in this way:

If a player’s club is “broken or significantly damaged” during the round by the player or caddie, except in cases of abuse, the player may replace the club with any club under Rule 4.1b(4).

When replacing a club, the player must immediately take the broken or significantly damaged club out of play, using the procedure in Rule 4.1c(1).

For the purposes of this Local Rule:

- A club is “broken or significantly damaged” when:
 - the shaft breaks into pieces, splinters or is bent (but not when the shaft is only dented)
 - the club face impact area is visibly deformed (but not when the club face is only scratched)
 - the clubhead is visibly and significantly deformed

- the clubhead is detached or loose from the shaft, or
- the grip is loose.

Exception: A club face or clubhead is not “broken or significantly damaged” solely because it is cracked.

Penalty for Breach of Local Rule – See Rule 4.1b.” (Added 4/2019)

MODIFIED RULES FOR PLAYERS WITH DISABILITIES

Modified Rule 2:

1. Expanded Definition of “Replace”

Physical limitations may make it difficult or impossible for players who are amputees to replace a ball by hand as required by the definition of replace.

To address this, the Definition of “replace” for players who are amputees is expanded to allow the player to replace the ball either by hand or by using another piece of equipment (such as rolling the ball with a club). **(Added 1/2021)**

MODIFIED RULE 3:

1. Expanded Definition of “Replace”

Physical limitations may make it difficult or impossible for players who use an assistive mobility device to replace a ball by hand as required by the definition of replace.

To address this, and in addition to being allowed to have another person replace the ball, the Definition of “replace” for players who use an assistive mobility device is expanded to allow the player to replace the ball either by hand or by using another piece of equipment (such as rolling the ball with a club). **(Added 1/2021)**

2. New Modified Rule 3.12 - Modification of Penalty Under Rule 19.3b (Unplayable Relief in Bunker) for Player Using Wheeled Mobility Device

Physical limitations increase the instances where it is difficult or impossible for players who use a wheeled mobility device to play the ball as it lies in a bunker. To address this, Modified Rule 3.12 is added to the Modified Rules.

“3.12 Modification of Penalty Under Rule 19.3b (Unplayable Relief in Bunker) for Player Using Wheeled Mobility Device

Rule 19.3b is modified in this way:

When a player with a wheeled mobility device takes relief for an unplayable ball in a *bunker*, the player may take back-on-the-line relief outside that *bunker* for one penalty stroke.

Penalty for Playing Ball from a Wrong Place in Breach of Local Rule: General Penalty Under Rule 14.7a.” (Added 1/2021)

3. Modified Relief Local Rule for Players Using Wheeled Mobility Devices

Purpose. The function of some wheeled mobility devices creates a situation where the player's stance (based on where the device is first positioned) cannot be promptly and consistently taken in relation to where the ball comes to rest.

This Local Rule can be adopted by the Committee to assist a player who uses a wheeled mobility device so that he or she does not have to reposition the device multiple times to achieve the desired set-up position.

This Local Rule may be applied anywhere on the course, including the putting green, the general area, penalty areas and bunkers.

It is not the purpose of this Local Rule to impact on the decision that a player using a wheeled mobility device needs to take in relation to safety (such as positioning the device on steeply

sloped ground). In such situations, other relief Rules (such as unplayable relief under Rule 19 or penalty area relief under Rule 17) may be applied.

Model Local Rule

"Before making a *stroke*, a player using a wheeled mobility device may take free relief by placing the original ball or another ball in and playing it from this *relief area*:

- Reference Point: Spot of the original ball.
- Size of Relief Area Measured from Reference Point: 6 inches from the *reference point*, which may be nearer the hole, **but** with these limits:
- Limits on Location of Relief Area:
 - » Must be in the same *area of the course* and
 - » Must not be in an area of grass cut to fairway height or less unless the original ball came to rest in a part of the *general area* cut to fairway height or less (this means, for example, that a ball in the rough may not be placed in the fairway).

When taking relief under this Local Rule, the player is allowed to place a ball more than once (such as when the first attempt to place a ball is slightly too far back in his or her *stance*).

Exception – No Relief When Clearly Unreasonable to Play Ball. Relief is not available under this Local Rule when playing the ball as it lies would be clearly unreasonable (such as when the ball has come to rest in a bush and it is in such a position where the player would be unable to make a *stroke*).

Penalty for Playing Ball from a *Wrong Place* in Breach of Local Rule: *General Penalty Under Rule 14.7a.*" (Added 1/2021)

SECTION 14

DECISIONS OF THE EGA HCRC

This is work in progress for 2020.

SECTION 15

FREQUENTLY ASKED QUESTIONS (FAQ)

References:

- a. The Rules of Golf Player's Edition is free and has been made available to all CGF federated players through their golf clubs, and the best place to keep it is in your golf bag.
- b. The Rules of Handicapping are available to view on the CGF website.

The following are examples of questions and answers, which have been dealt with by CGF of late, they may not be specific to your own situation however they are included as a ready reference as they will crop up again. They have been written in such a way as to prompt you to refer to the relevant references.

Q.1. Is there a winter lies or season for preferred lies in Cyprus?

No. There is no CGF period of "winter or preferred lies", the active season in Cyprus is year-round.

WHS Rule 2.1

Q.2. The weather forecast is not good and the course is already in poor condition, can we declare a tournament as reductions only before play?

No. The Playing Conditions Calculation (PCC) determines whether playing conditions on the day need to compensate for expected scoring patterns.

WHS Rule 5.6

If course conditions are expected to be exceptionally poor, the submission of scores for handicap purposes should be suspended.

WHS Rules 7.2b

Q.3. Is a round non-qualifying because we have preferred lies?

The WHS considers that even though preferred lies are in operation that the event still stands for handicap purposes.

Q.4. Can I get free relief from aeration holes or vertical cuts on the fairway or putting green?

Yes provided the course has published a Model Local rule to deal with the situation.

Rules of Golf MLR E-4.

Q.5. Can I get relief from irrigation pipes, their fixtures and fittings inside a penalty area?

No. They are integral objects from which free relief is not available.

Rules of Golf Rule 2.3.

Q.6. My course has not adopted the MLR Alternative to stroke and Distance for a Lost Ball or ball Out of Bounds under penalty of 2 strokes. Can I choose to use that rule?

Unless the course includes MLR E-5 in its Local rules then you cannot use it in handicap qualifying rounds.

Rules of Golf MLR E-5.

Q.7. What is General play?

When an organised competition is not being contested and golfers are playing:

- A casual round; or
- Competitively, but not in an event organised by a Committee.

WHS Definitions Page 11

Playing from Bunkers raises more questions than any other topic especially when they are rain affected, and so a precis of the relevant rules follows:

Q.8. Can a Committee make all bunkers, ground under repair and still run a Tournament as a Qualifying event?

No. They can only do so on a case by case basis and a Local Rule must be published. Provided the MLR has been published then free relief outside the Bunker is permitted for those affected Bunkers.

Rules of Golf, MLR F-16.

Note:

Whilst there is no Rules of Golf recommendation as to how many bunkers may be declared as GUR, the CGF recommends no more than 20%, and the tournament will remain as a qualifier. However if the recommended number of bunkers declared as GUR exceeds 20% then the tournament will lose its qualifying status.

A consolidated/simplified overview of the relief options for bunker play follows:

Rule 12.3 Specific Rules for relief for Ball in Bunker

This Rule points you to three other specific Rules as below:

Rule 16.1c Relief for Ball in Bunker – Abnormal Course Condition (for example temporary water in the Bunker)

Check out diagram 16.1c on Page 96 of your Player's Edition of the Rules of Golf.

There are two relief options open to you:

1. Free relief in the bunker.
2. One stroke penalty, relief outside the bunker.

Rule 16.2 Dangerous Animal Condition

Relief may be permitted from a Bunker where a Dangerous animal such as a poisonous snake is lying.

Rule 19.3 Relief Options for Unplayable Ball in Bunker Ball

Check out diagram 19.3 on Page 119 of your Player's Edition of the Rules of Golf.

There are four relief options open to you:

1. One stroke penalty, stroke and distance relief.
2. One stroke penalty, back on line relief in the bunker.
3. One stroke penalty, lateral relief in the bunker.
4. Two stroke penalty, back on line relief outside the bunker.

You might want to remind yourself of the Rules Definition of a bunker at Page 137 of your Player's Edition of the Rules of Golf.

Q.9. How do we deal with players competing from multiple tees with different Pars for Men and Women?

WHS Rules of Handicapping Rule 6.2b.

Q.10. We are running a Ladies Invitational Greensomes event with Men as the playing partner, which stroke index do we have to use?

The default Tournament setup for a mixed gender Greensomes format is to use the Men's stroke Index.

Q.11. What prize value can we publicise for a Hole in One at an upcoming event?

Rules of Amateur Status Rule 3-2b

Q.12. Cash prizes - Can our group run an event and issue cash prizes without affecting our amateur status?

Rules of Amateur Status Appendix A - Policy on Gambling.

The following is an extract from the Policy on Gambling and the R&A Guidelines on Gambling.

Sweepstakes

A sweepstake is one of the most common forms of gambling or wagering in golf in which each player has an option of placing a sum of money on himself. The same sum of money is placed by each player and the total sum collected is normally disbursed among the leading players who have opted to enter the sweepstake.

Sweepstakes are approved provided entry is optional and the amount of money involved is not excessive.

Hole-in-one sweepstakes, where the money collected accumulates from one competition to the next until a participant achieves a hole-in-one, are permitted.

Acceptable Forms of Gambling

There is no objection to informal gambling or wagering among individual golfers or teams of golfers when it is incidental to the game.

It is not practicable to define informal gambling or wagering precisely, but features that would be consistent with such gambling or wagering include:

- the players in general know each other;
- participation in the gambling or wagering is optional and is limited to the players;
- the sole source of all money won by the players is advanced by the players; and
- the amount of money involved is not generally considered to be excessive.

Therefore, informal gambling or wagering is acceptable provided the primary purpose is the playing of the game for enjoyment, not for financial gain.

However, be aware of:

Unacceptable Forms of Gambling

Organised events designed or promoted to create cash prizes are not permitted. Golfers participating in such events without first irrevocably waiving their right to prize money are deemed to be playing for prize money, in breach of Rule 3-1.

Other forms of gambling or wagering where there is a requirement for players to participate (e.g., compulsory sweepstakes) or that have the potential to involve considerable sums of

money (e.g., calcuttas and auction sweepstakes – where players or teams are sold by auction) may be considered by a Governing body to be contrary to the purpose of the Rules (Rule 7-2),

It is not practical to define unacceptable forms of gambling or wagering precisely, but features that would be consistent with unacceptable gambling or wagering include:

- non-players being able to participate in the gambling or wagering;
- amounts of money that could be considered excessive; and
- reason to believe that the gambling or wagering has given or may give rise to abuses of the Rules of play or manipulation of handicaps to the detriment of the integrity of the game.

An amateur golfer's participation in unacceptable gambling or wagering may be considered contrary to the purpose of the Rules (Rule 7-2) and may endanger his Amateur Status.

The Rules of Amateur status are currently under review and the above might well be amended in due course.