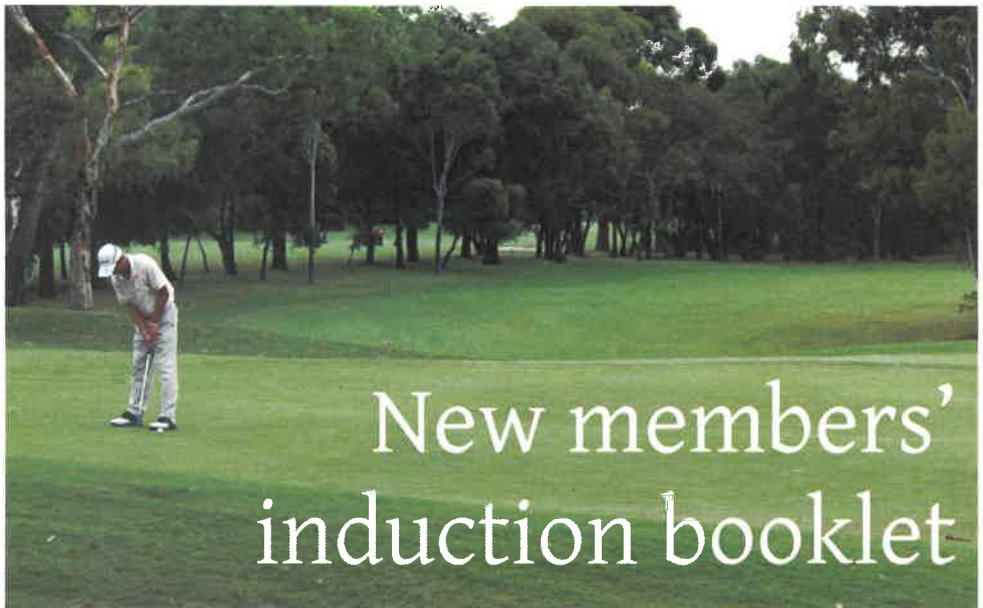


Welcome to
The *Melville Glades* Golf Club



Thursday, 12th February 2009

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Welcome from the President

Dear New Member,

On behalf of the Board of Melville Glades Golf Club I congratulate you for choosing a friendly and progressive club and look forward to a long and lasting relationship.

The new members' induction package provides you with the things you need to know about this club. The package consists of the following:

- New Members' Guide booklet. This booklet gives you fundamental information you need to have. Please take the time to digest the contents.
- Fixture Book – current issue – a comprehensive guide to our golfing calendar. This book also contains valuable information on committees, playing rights, handicaps, care of the course, rules, etc.
- Rules of Golf Booklet. No doubt you will relish the opportunity to play competition golf and it is therefore essential for you to become familiar with the rules. We recommend you keep this book in your golf bag for future reference.
- Membership tag (if you have not collected it) - please ensure you attach this to your golf bag.
- The latest edition of our newsletter “Glades Golf Talk” which provides information on a whole range of items of interest to members.

I thank you for joining this great Club and trust you will find the experience both enjoyable and rewarding.

If you have any problems or queries relating to golf or other activities, please bring them to the attention of the General Manager or a Board Member. This is much better than discussing them with other members who may not be well informed and will enable the matter to be dealt with appropriately.

Bill Heron
President

The club and clubhouse



The Club

Melville Glades Golf Club was established in 1968 and opened for play in 1969 and has since grown to become one of Western Australia's most popular private golf clubs. The course was designed by course architect Al Howard but has undergone significant changes since its inception.

The course length is 6095 metres (championship course 6329 metres) for men and 5520 metres for ladies and whilst relatively flat, provides the keen golfer with plenty of challenges. Our practice facilities include a driving range, chipping green and putting greens.

The Clubhouse

The clubhouse underwent a major refurbishment in 2001 and now boasts a contemporary clubhouse where members and guests can relax in comfort. Our modern and elegant function centre is set in superb surrounds and includes a spacious bar and dining room, dance floor and outdoor BBQ facilities and is available for private functions.

Important things to know

Facilities

Lockers can be rented for an annual fee set by the Finance Committee. These provide a lockable source of storage for your golf shoes, change of clothes etc. Contact the Administration Office for information on availability.

Towels and toiletries are supplied at no charge and members are encouraged to shower and change for presentation of trophies after the game.

Golf Buggy Storage facilities are available if you prefer to leave your clubs and buggy on the premises. Please contact the Administration Office for availability and charges.

Bars – Melville Glades Golf Club offers very competitive prices for drinks. Take away drinks are also offered at reasonable prices.

Catering – Snacks are available from the Bar at all times. BBQ food is available on Wednesday, Saturday and Sunday from 11.00am. Lunches are available for ladies on Tuesday and Thursday. A Friday night members' buffet is held most Fridays from 6.30pm.

Functions – Private functions can be held by arrangement with the Functions Coordinator. Please contact the Administration Office.

Pro Shop – Our resident professional has a very good range of golf clubs, equipment and clothing and can order goods to your specific requirements. Expert tuition is available and practice balls can also be hired from the Pro Shop for warm ups or fine tuning of your game on the practice range.

General Manager

The General Manager's role includes dealing with any queries or concerns and to receive any suggestions from members. You are invited to discuss any such matters with him or a Board member. Problems will not be solved by discussing them with other members.

Publications

These include the Fixture Book, Newsletters and Annual Reports. Other publications will be displayed on the website, notice boards and the display board in the foyer. Please ensure that you read these with interest. Also keep your eyes on the Club's notice boards and website for special updates, course changes, coming events, etc.

Management Committees

Your Club is managed by a Board of Directors and six management committees, plus the Ladies Committee. The chairperson for these committees is listed in the front pages of your fixture book. The Directors and members of their committees are happy to talk to you and answer any questions that you may have.

Membership Categories

There are various categories of membership and these categories designate when you can or can't play. Contact the Administration Office if you have questions on these categories.

Junior Members

Playing privileges for Junior Members on Saturdays are subject to periodical recommendation from the Junior Members Committee to the Board to invite junior members to become Invited Juniors. Invited Juniors shall enjoy the playing rights of an Ordinary 7 Day Provisional member. The current policy is that a Junior must be on a single figure handicap.

Members' Guests

Members must accompany their guest(s) when playing on the course and in the clubhouse and are responsible for the conduct of their guest(s) throughout their stay.

Guests may be invited to play on the course on no more than six (6) occasions during any one calendar year whether the guest is invited by one member six times or by six members once, or otherwise.

A member who brings a guest to play on the course either for competition or social golf must pay the appropriate green fee prior to teeing off, either to the Club Professional or, if the Professional is absent, the fee is to be paid immediately following the completion of the round.

Visitors are permitted to play in competitions on allocated days. Please refer to the fixture book for details or check with the office. A visitor with an official AGU golf handicap will be required to pay the relevant green fee in addition to the competition fee for that day.

You are welcome to invite as many guests as you wish to the clubhouse, but please be aware that you are responsible for the behaviour of your guests and please advise them of the dress standards before they arrive.

Reciprocal Clubs (interstate & overseas)

As a member of Melville Glades you are able to play at our Reciprocal clubs both overseas and interstate. Please obtain a letter of introduction from the Administration Office for presentation at the reciprocal club.

NSW	Ashlar Golf Club
	Bonnie Doon Golf Club
	New Brighton Golf Club
	Roseville Golf Club
	Ryde Parramatta Golf Club
ACT	Federal Golf Club
Queensland	Nudgee Golf Club
	Oxley Golf Club
	Redcliffe Golf Club
NT	Darwin Golf Club
SA	Mount Gambier Golf club
	Mt Lofty Golf Club
	Tea Tree Gully Golf Club
	Thaxted Park Golf Club
Tasmania	Tasmania Golf Club
Victoria	Croydon Golf Club
	Curlewis Golf Club
	Kingswood Golf Club
	Long Island Country Club
	Rossdale Golf Club
Singapore	Seletar Country Club
	Jurong Country Club
Malaysia	Bukit Unggul Country Club
Canada	Chilliwack Golf & Country Club

Sunday reciprocity

A Sunday reciprocal agreement is in place between Melville Glades, Gosnells, Hartfield, Lakelands, Royal Fremantle and Wanneroo Golf Clubs for six and seven day members whereby members of any of these clubs can visit the other clubs on any given Sunday, provided that the course is available. You can only make a booking in the preceding 6 days by contacting the club at which you wish to play, and must identify yourself and produce a Golfink Card.

The dress requirements

Acceptable dress on the course for men:

- Tailored slacks to the ankle
- Tailored shorts that are capable of taking a belt
- Crew Neck sports shirts.
- Shirt tucked in at the waist
- Full length walk socks
- Short socks worn with shorts must be predominantly white
- Golf shoes with soft spikes

Unacceptable dress on the course for men:

- Denim of any description
- Board shorts, football shorts, or any type of drawstring shorts
- Tracksuits
- T-shirts
- Thongs and sandals
- Golf shoes with metal spikes

In the Clubhouse for men:

- In the gazebo - as for Golf Course attire, however, soft spikes may be worn. Shirts designed to be worn out are not required to be tucked in. Smart casual shoes without socks are permitted in the Clubhouse provided the shoes are closed in.
- In the bar - as for Golf Course attire, however, soft spikes may only be worn in designated areas and hats may not be worn. Shirts designed to be worn out are not required to be tucked in. Smart casual shoes without socks are permitted in the Clubhouse provided the shoes are closed in.
- In the restaurant - as for bar attire, however, golf shoes, shorts and shoes without socks are not permissible.

Clothing must be neatly presented, cleaned and pressed at all times.

Acceptable Dress on the Course for Ladies

- Tailored ladies slacks of any length – studs acceptable
- Tailored golf skirts and shorts.
- Collared shirts and turtle necks and if sleeveless must cover the shoulder
- Golf shoes with soft spikes
- Golf shirts may be worn outside if so designed

Unacceptable Dress on the Course for Ladies

- Denim of any description
- Tracksuits
- Collarless shirts (T-Shirts)
- Thongs and sandals
- Golf shoes with metal spikes and sandshoes

In the Clubhouse for women:

- In the gazebo and bar - as for Golf Course attire but dress sandals and collarless shirts are acceptable
- In the Restaurant - as for Golf Course and Bar attire, however Golf Shoes are not acceptable

Our aim is to maintain a high standard of dress both on and off the course. Members are asked to observe the dress standards to avoid embarrassment to themselves and their visitors.

Any person not complying with the above will be asked to leave the Club

Times of Play

Generally these times are set out in your Fixture Book. Competitions for men are held on Monday, Wednesday and Saturday. Both Saturday and Wednesday usually have trophies which are donated by our sponsors or members. Wednesday and Saturday competitions also award vouchers for nearest the pin on the Par 3 holes, eagles on Par 4's and Par 5's and a hole in one on the Par 3's. Vouchers are also awarded for good scores and voucher sweep. All vouchers are awarded to your Pro Shop account or Wallet and can be redeemed using your key in the Pro Shop or Bar.

Competitions for ladies are held on Tuesdays and Thursdays. Similar to the above, there are trophies presented and novelties such as nearest the pins.

Mixed competitions for ladies and men and their guests are held most Sundays and Fridays. Trophy vouchers apply to these events also.

Presentations

If you play well and achieve a good score you are encouraged to remain for presentations. It is very disappointing for the trophy donor to stand at the microphone to hand over a trophy when the winner has gone home. If it is really difficult for you to stay for presentations or if you are unable to return in time to receive your trophy if you have an early time slot, you should tender an apology to the Administration Office or Captain, or ask a colleague to represent you and collect your trophy on your behalf. Telephoning the trophy donor later to thank them will be appreciated.

Types of Game

The main events in the golfing calendar are Stroke, Stableford, Par, 4 Ball, Pennants, Club Championships and a few 36 hole events. These include a range of mixed events for ladies and men throughout the year.

Timesheets

All competition timesheets shall be opened for bookings on the Club website 8 days prior to the event at 2.00pm.

No more than the names of one playing group shall be added by one person to a timesheet. Entering your name or getting another member to enter your name on the timesheet is a commitment to play. If you are unable to play, please remove your name from the timesheet on the website or contact the Administration Office or Pro Shop. A member failing to meet this requirement in a timely manner on two or more occasions shall be liable to suspension for a period of two weeks.

Starting Time

You are required to report to the starter (Professional) at least 15 minutes prior to your hit-off time. Ensure you swipe your electronic key or Golf Link Card unless otherwise advised. Failure to do these things may forfeit your place in the field. You must be at the tee 5 minutes before your allotted hit-off time or risk a two-stroke penalty. Ensure you are punctual to avoid being penalised.

Competitions

Stroke

The score at each hole is entered on the score card, totaled and the player's full handicap deducted. The player who completes the round in the fewest nett strokes will be the winner.

Par

In Par play, the score is entered on the card in the same way as in stroke play with the exception that where the score exceeds par for the hole, after allowing for handicap stroke, the score need not be written in. It is the custom that when a player is beaten by Par, the ball shall be picked up. This helps speed up play.

After entering the stroke score on the card, the result is marked in the column provided with a "+" sign for a win, an "0" for a half and a "-" for a loss after allowing for handicap strokes. At the end of the round the win and loss signs are added and the nett result written in as so many "up", "down" or "all square".

A player is allowed his full stroke handicap and the strokes are taken at holes as indicated on the stroke index on the card.

Club		Event <u>PAR</u>		Date <u>1.2.09</u>		Gross		Nett	
Player A <u>JOHN SMITH</u>		Golfink No. <u>1234</u>		H/Cap <u>18</u>				<u>+3</u>	
Player B		Golfink No.		H/Cap					

MEN	Members	318	470	359	364	139	361	370	453	180	9914	365	328	414	472	134	374	373	122	499	3881	3814	6895	
	Champions	323	478	371	382	160	379	379	300	200	3172	376	331	418	487	137	382	382	132	512	3187	3172	6329	
	Match	16	2	14	6	18	12	8	4	10		11	13	1	2	15	7	9	17	5				
	Stroke	13	10	6	9	16	7	2	15	4		3	12	1	14	17	8	5	18	11				
	Par	4	5	4	4	3	4	4	5	3	34	4	4	4	5	3	4	4	3	5	34	34	72	
PLAYER	A	5	6	5	4	-	5	5	5	4		5	5	5	5	4	5	5	3	6				
	B																							
	Result	0	0	0	+	-	0	0	+	0	+	0	0	0	+	0	0	0	+	0	+	2	+	3
	.																							
PLAYER	Hole	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Out	Tot	
	A	3	-	5	4	3	4	5	5	3		4	-	5	-	3	4	5	3	5				
	B																							
	Result	+	-	0	+	0	+	0	0	+	3	+	-	0	-	0	+	0	0	0	0	+	3	+
LADIES	Members	312	440	343	295	117	379	314	409	152	2781	344	311	425	421	113	336	264	108	447	2739	2761	5578	
	Match	18	8	12	3	14	6	10	1	14		5	11	2	7	15	13	4	17	9				
	Stroke	11	1	3	13	17	15	5	7	9		4	6	12	8	16	10	14	18	2				
	Par	4	5	4	4	3	5	4	5	3	27	4	4	5	5	3	4	4	3	5	27	31	74	

Player's Signature John Smith

Marker's Signature Joe Catiger

Start 12.20 pm
Finish 4.30 pm

Stableford

The method of playing a Stableford competition is for the player to take strokes at holes as in a Par competition using full handicap and to score points for the nett result at each hole. At the end of the round all points scored are added up and the player having the highest number of points is the winner.

In scoring after allowing for handicaps, a player who scores par receives 2 points, for 1 over par – 1 point, for a birdie or 1 under par – 3 points, for an eagle or 2 under par – 4 points, and so on.

Club	Event <u>STABLEFORD</u>	Date <u>1.2.09</u>	Gross	Nett
Player A <u>JOHN SMITH</u>	Golfink No. <u>1234</u>	H/Cap <u>18</u>		<u>38</u>
Player B	Golfink No.	H/Cap		

MEN	Members	218	470	359	364	139	361	370	453	180	3614	365	328	414	472	134	174	373	122	499	3881	3614	4098
	Championships	323	478	371	382	160	379	379	500	200	3172	376	331	418	487	137	382	382	132	512	3167	3172	4329
	Match	16	2	14	6	18	12	8	4	10		11	13	1	3	15	7	9	17	5			
	Stroke	13	10	6	9	16	7	2	15	4		3	12	1	14	17	8	5	18	11			
	Par	4	3	4	4	3	4	4	5	3	34	4	4	4	5	3	4	4	3	5	34	34	72
PLAYER	A	5	6	5	4	5	6	5	5	4		5	5	5	5	4	5	5	3	6			
	B																						
	Result	2	2	2	3	1	1	2	3	2	18	2	2	2	3	2	2	2	3	2	20	18	38
	.																						
PLAYER	Hole	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Out	Tot
	A	3	-	5	4	3	4	5	5	3		4	5	5	-	3	4	5	3	5			
	B																						
	Result	3	-	2	3	2	3	2	2	3	20	3	1	2	-	2	3	2	2	2	17	20	37
	.																						
LADIES	Members	312	440	343	395	117	379	314	409	152	2761	344	311	425	421	113	326	264	108	447	3759	3761	5538
	Match	18	8	12	3	16	6	10	1	14		5	11	2	7	15	13	4	17	9			
	Stroke	11	1	1	13	17	15	5	7	9		4	6	12	8	16	10	14	18	2			
	Par	4	5	4	4	3	5	4	5	3	37	4	4	5	5	3	4	4	3	5	37	37	74

Player's Signature John Smith Marker's Signature Joe Citizen Start 12.20 pm Finish 4.30 pm

4BBB Stableford

As per individual Stableford with the best score of the partnership recorded on the card. If both players have the same score, the person holing out first score counts. Both players must identify their scores. Please refer to example.

Club	Event	Date	Gross	Nett
Player A <i>JOHN SMITH</i>	Golfink No. <i>1234</i>	H/Cap <i>18</i>		<i>45</i>
Player B <i>JOES CITIZEN</i>	Golfink No. <i>5678</i>	H/Cap <i>9</i>		

MEN	Members	318	470	359	364	139	261	370	453	180	3014	365	328	414	472	134	374	373	122	499	3081	3014	6085
	Championship	323	478	371	382	160	379	379	500	200	3172	376	331	418	487	137	382	382	132	512	3183	3172	6329
	Match	16	2	14	6	18	12	8	4	10		11	13	1	3	15	7	9	17	5			
	Stroke	12	10	6	9	16	7	2	15	4		3	12	1	14	17	8	5	18	11			
PLAYER	Par	4	5	4	4	3	4	4	5	3	34	4	4	4	5	3	4	4	3	5	34	34	72
	A		<i>6</i>					<i>5</i>	<i>5</i>				<i>5</i>	<i>5</i>	<i>5</i>	<i>4</i>		<i>5</i>	<i>3</i>				
	B	<i>3</i>		<i>4</i>	<i>5</i>	<i>3</i>	<i>4</i>		<i>3</i>		<i>4</i>					<i>4</i>		<i>5</i>					
	Result	<i>3</i>	<i>2</i>	<i>3</i>	<i>2</i>	<i>2</i>	<i>3</i>	<i>2</i>	<i>3</i>	<i>3</i>	<i>23</i>	<i>3</i>	<i>2</i>	<i>2</i>	<i>3</i>	<i>2</i>	<i>3</i>	<i>2</i>	<i>3</i>	<i>2</i>	<i>22</i>	<i>23</i>	<i>45</i>
LADIES	Hole	1	2	3	4	5	6	7	8	9	Out	10	11	12	13	14	15	16	17	18	In	Out	Tot
	A																						
	B																						
	Result																						
LADIES	Members	312	440	343	295	117	379	314	409	152	2761	344	311	425	421	113	326	264	108	447	2788	2761	8520
	Match	18	8	12	3	16	6	10	1	14		5	11	2	7	15	13	4	17	9			
	Stroke	11	1	3	13	17	15	5	7	9		4	6	12	8	16	10	14	18	2			
	Par	4	5	4	4	3	5	4	5	3	37	4	4	5	5	3	4	4	3	5	37	37	74

Player's Signature *John Smith* Marker's Signature *[Signature]* Start *12.20 PM*
Finish *4.30 PM*

Rules

- Develop your knowledge on the Rules of Golf by reading the booklet provided to you and asking questions. You will be surprised at how many times during the course of competitions that a sound knowledge will ensure you do not break the rules and risk penalty or disqualification.
- Learn how to correctly mark a scorecard for Stableford, Par, etc. If you are not sure seek help from your proposer, a member of the Match Committee, the Professional, or Administration staff.
- It is also an advantage to learn how the handicap system works so feel free to contact the handicapper or a member of the Match Committee.
- Very importantly, remember it is your responsibility to ensure the score is correct and that the card is signed at the conclusion of the game. It is suggested that if you or the person you mark the card for has a good round, you cross check

scores for accuracy and double check that card has been signed by the player and the marker and contains the player's correct handicap.

Return of Scorecards

You are required to return your scorecard for all Club competitions for which you enter, within 15 minutes of completion of your round. Competition cards for men and mixed competitions should be placed in the box in the foyer. Cards for ladies competitions should be placed in the box in the ladies' locker room. You are reminded to enter your GolfLink number, start and finish times and handicap on your card and ensure your card is signed before placing it in the relevant box.

Etiquette

- On or off the course, always show good manners and sportsmanship. We are all playing to enjoy both the game and the fellowship which follows.
- Slow play is the bane of all clubs so members should play without delay. All members need to have the right attitude of moving briskly between shots and using discretion with regard to the order of play.
- Play a provisional ball if there is a possibility that the ball is lost (eg in thick rough). If a ball cannot be found call the next group through rather than search for 5 minutes first or continue using the provisional ball and apply appropriate penalties.
- Pay your playing partners respect when they are hitting a shot by not moving, talking or being in their line of sight or their direct vision.
- Unless absolutely essential mobile phones should be turned off

Observing the above as well as studying the hints on faster play will make your round more enjoyable and also ensure that others who are following you are not hindered.

Rules of Ready Golf

Ready Golf is played at Melville Glades Golf Club.

General

- Always carry and use a sand bucket to repair divots.
- Repair ball pug marks on greens.
- Smooth out sand in bunkers towards the middle of the bunker and return the rake to correct position.
- Restrict practice swings to a minimum.
- For the enjoyment of all golfers at Melville Glades, please cooperate by keeping up with the group in front.

When driving a cart

- Drop your partner at their ball and then continue to yours.
- Do not drive inside the blue lines surrounding all greens.
- Do not drive inside the tree line or on sandy areas

On the Tee

Tee off as soon as the group ahead is clear; do not use the honour system. The player who is ready first or the shortest hitters should hit off first.

On the Fairway

- Hit when ready and safe; do not use the honour system.
- Take appropriate clubs to the ball and hit without delay.
- Have your group watch where each shot goes.
- Searching for lost balls is 5 minutes maximum

On the Green

- Park your clubs between the green and the next tee.
- Study your putt while others are putting and continue until holed out.
- Leave the green immediately after holing out and proceed to the next tee. Mark your scorecard whilst waiting for your partners to tee off on the next tee.

Remember: Slow play affects everyone. The player on the lowest handicap is the captain of the group and as such is responsible for ensuring that your group keeps up with the group in front.

The course

The Melville Glades course is a challenging test of golf. It currently has a playing length of 6095 metres for males, championship course for males of 6329 metres and 5520 metres for ladies. The course is well bunkered throughout. A fully reticulated layout provides lush fairways and excellent putting surfaces. However, as with any golf course, there are times when greens coring and other maintenance activities or development do cause some inconvenience to members. Please check your fixture book, the Club website and notice boards for maintenance work which may be happening on the course.

The Australian Course Rating (ACR) for Melville Glades is 72 and for ladies the Australian Women's Course Rating (AWCR) is 74. The Calculated Course Rating (CCR) that is set on competition days is based on the scores on a particular day.

Toilets are located on the course adjacent to the 5th tee and 14th tee. Water fountains are situated at various locations around the course. The lake adjacent to the 17th green is a water hazard.

Practice

It is a requirement that whenever you come to the course to play, whether it be for social or competition golf, you must report to the Club Professional or his representative prior to entering the course and confirm with the Club Professional that the course is clear for play. Should the Professional or his staff not be in attendance, you may commence your game but must notify the Professional of your attendance on the course at the earliest opportunity.

When playing a practice round on the course you are permitted to play 2 balls only.

Care of the Course

Preservation of the course is of the utmost importance. Please ensure you give a commitment to observe a few essential requirements that will help keep the course in pristine condition, neat and tidy as well as add to your enjoyment of your round.

Dispose of rubbish in the bins provided at each tee.

Repairing ball marks (pug marks)

1. Always start at the back of the mark and push forward with the reparer.
2. Use reparer around all sides and slowly ease turf toward the centre of the mark.
Do not lift the soil upwards.
3. Lightly tap down with putter.
4. Your completed repair should look like this.



Repairing Divots

The carrying of sand buckets is compulsory at Melville Glades Divots Picture Guide (below)

1. Remove any loose turf from the affected area.
2. Knock in all sides of the edge of the divot with your club or your shoe.
3. Fill divot with sand, press down with foot and smooth off by brushing sole of foot across area.



Damage to Greens

Flagsticks, Bags etc.

Players should ensure that, when putting down bags, or the flagstick, no damage is done to the putting green, and that neither they nor their caddies damage the hole by standing close to it in handling the flagstick or in removing the ball from the hole. The flagstick should be properly replaced in the hole before the players leave the putting green.

Handling the flag

1. Remove the pin from the cup with a gentle twisting motion to prevent flagstick from jamming in the cup.
2. Don't drop the flagstick on the putting surface as it will cause damage.
3. Always lower the flagstick by club or by hand.
4. Avoid damage to surrounds by placing the stick in the centre of the cup.



Bunkers

Before leaving a bunker, a player should carefully fill up and smooth over all holes and footprints, and then place the rake outside the bunker.

1. Always enter the bunker at the lowest point and not down the bunker face.
2. Pull rake toward you as you exit the bunker.
3. If required rake other affected areas.
4. Do not pile sand at the edge of the bunker. Push back excess sand to the base of the bunker.
5. Always leave the rake outside the bunker on the designated painted line.



Summary

The following are a few things for you to think about and take on board:

- Play with different partners (not the same people each week) in order to meet the majority of members. Apart from this you will find your golf game and your knowledge will improve.
- Support the bar, our restaurant, Club Professional and social functions. Melville Glades is a very competitive club in terms of pricing and we can only maintain this with the support of the members.
- As a member of Melville Glades Golf Club, you will be afforded access (as a visitor) to other golf clubs by invitation or may represent our Club in pennants. Please ensure you observe their dress rules and be a worthy and responsible representative of our Club.
- Courtesy and consideration for others goes a long way to being a good and well-respected member of Melville Glades Golf Club. Your efforts in this regard will be appreciated by your colleagues and your Club.

Use of the member's website

Step 1: Log-on

1. Open the Melville Glades website www.melvilleglades.com
2. Click on "Member log-in"
3. Type in your membership number which is the last four or five digits of your GolfLink number e.g. 4614 or 04614
4. Type in your password. Your default password is set to your birth day and month e.g. 0705 for 7th May. This can be changed once you have logged in by clicking on the "Your details" drop down menu and following the prompts.

Step 2: Open the fixture book

1. Select "Golf Bookings" from the "Golf" drop-down menu.
2. This page will display the coming fixtured events.
3. You are able to enter the events that have an "Open" status. The "Closed" events will open at 2pm eight days before the competition.
4. Select the event you wish to enter by clicking "Open"

Step 3: Enter a booking on the timesheet

1. Find your desired tee-time and click on the corresponding cell on the left.
- * You are able to set default playing partners from the homepage and once this is completed, at this stage of the booking it will prompt you querying whether you would like to book your whole group.
2. Your name should appear automatically, but if it doesn't or you would like to book others members in for your group, you can do so by entering either the member number or name into the search field.
 3. Ensure that you 'tick' the box next to the search field to enter the member into the group.
 4. The details will be transferred to the 'Group details' at the top of the page.
- * For invitational events you are able to invite guests to play in your group. This is a similar process but you will need GolfLink numbers, home club details and handicaps to finalise the booking.
5. To complete the booking click "Confirm". The screen will be refreshed and show your confirmed bookings in the field.

NB: Cancelling a booking

Bookings can only be cancelled by the person who made the booking, or by the individual who is booked, or by contacting administration.

To cancel a booking, click on the red X next to the player you wish to cancel. If the X is not visible, you do not have permission to cancel that player. Contact administration.

Do's and don'ts

The following list of **DO'S** and **DON'TS** will help you to ensure more enjoyable golfing for yourself and others:

- **Do** obtain a Rules of Golf book; read it and keep it in your golf bag.
- **Do** ensure the person hitting off first does so before marking the scorecard.
- **Do** fill in your scorecard legibly with a good pen or pencil.
- **Do** know and observe our dress requirements.
- **Do** repair pugmarks and divots: yours and others on greens, fairways and in the rough.
- **Do** take the correct relief from staked trees – stance and area of swing not line of flight of ball.
- **Do** take the nearest point of relief in GUR – rough or fairway is of no consequence.
- **Do** rake bunkers and replace bunker rakes correctly.
- **Don't** stand directly behind a player when he/she is making a stroke.
- **Don't** move when a competitor is about to play a shot.
- **Don't** walk up close to the tee when the group in front are still hitting off.
- **Don't** walk up close to the green if called up on a par 3 when the group in front are still putting out.
- **Don't** press anything down on line of putt.
- **Don't** hit up until the group in front are out of range. If this occurs accidentally, please ensure you shout “FORE” and apologise when you get close enough to do so.
- **Don't** take your buggy between bunkers and the greens.

A final note

When you mark someone else's card you have responsibilities to all other members to ensure that the competitor concerned played according to the rules.

The aim of the following list of points is to draw your attention to the ways in which a game of golf can be speeded up, to enable all players to complete a game in 4 hours at the most. Some points are obvious whilst others are basic common sense, however they are all valid so please read and absorb them so that unnecessarily slow play can be eliminated:

1. The player with the lowest handicap within a group is responsible for etiquette and general conditions of play.
2. Know the Rules thoroughly.
3. Report to the starter at least 15 minutes before hit-off and be on the tee 5 minutes before hit-off.
4. On the tee
 - a. If necessary at all, keep practice swings to a minimum.
 - b. The shortest hitter should always hit off first and then mark his/her card or out of bounds
 - c. At all times play a provisional ball if it appears a ball may be lost.
5. On the fairway
 - a. Note carefully where the ball stops, especially in the rough.
 - b. Walk briskly to your own ball first.
 - c. Choose your club and decide your shot whilst the others are playing; then play immediately it is your turn or when practical to do so.
 - d. If a ball is lost, others in the group hit first then help search if practicable.
 - e. Call the following group through if a ball may be lost.
 - f. Remember no more than 5 minutes can be spent looking for a lost ball but (e) above should take precedence over this.
 - g. In Par and Stableford events, pick up your ball if you are out of shots.
 - h. Most importantly – keep up with the players ahead – it is not good enough just to be satisfied to be clear of those behind.
6. On the green
 - a. Leave buggies towards the next tee.
 - b. If one player is delayed, the others should commence putting, irrespective of who is technically supposed to putt – remember ready golf
 - c. Clean your ball, clear loose impediments and decide on line of putt before it is your turn to putt.

- d. Finish putting once you've started unless interfering with another's line.
- e. The player closest to the pin should mark his/her ball or putt out then take the flagstick.
- f. Clear the green immediately play is completed.
- g. Mark your card on the next tee but ensure if you are hitting first you mark your card after playing your tee shot.

Please take these constructive hints to speed up play in the good spirit they are intended. A game played in four hours enables more members to play, is much more enjoyable and allows us all to focus on our game rather than experience frustrations and lack of momentum associated with slow play.