**Guidelines on the Pace of Play and the complaints procedure**

***Slow Play***

The Club’s policy on submitting and adjudicating on complaints of slow play is set out below.

 **Starting Time**

Please arrive at the tee box on time and be ready to tee off as soon as the group ahead has left the tee box and only when the landing area of your ball is clear.

**Ready Golf and Safety**

“Ready Golf” is strongly encouraged. On the tee box the order of play is based on who is ready, not who has the honour. For subsequent shots be at your ball ready to play your shot as soon as it is safe to do so.

Sometimes the golf ball doesn't travel on the line we intended or we may even lose sight of it altogether so it is really important to shout **FORE! AS LOUD AS YOU CAN** to warn other players of potential danger.

 **Calling Through**

All players must maintain their place on the course, which **is immediately behind the group in front and not ahead of the group behind.** Should your group fall a clear hole behind the group in front and is delaying the groups behind, you must invite the group behind to play through (irrespective of the number of players in that group).

 **Looking for your Ball**

If you think your ball may be hard to find, or it may be out of bounds, please play a provisional ball.

No more than three minutes is allowed to search for a ball. If you cannot find your ball in three minutes you must proceed by enforcing the rules of golf governing the conditions under which your ball was lost. The group behind must be called through if they are delayed by your group’s search for the lost ball. You do not need to wait until you have used the three minutes to call the group behind through.

**Your golf bag, buggy or cart**

These must not be driven onto or close to Teeboxes, Greens or GUR areas and when at greens should be placed to the side of the green nearest to the next tee.

 **Mark your score cards**

Score cards should be marked on the next tee box, after you have played your tee shot or while you are awaiting your turn to play.

**Submitting a Complaint**

Complaints of Slow Play will only by accepted in writing or email on the day of the competition concerned and addressed to admin@balbriggangolfclub.com for the attention of the relevant Men’s committee or Ladies’ committee administrator.

The complaint must be signed and dated by at least two members of the delayed group. Notes on a scorecard or other methods of communication will not be an accepted.

The names of the alleged slow players, if known, must be stated in the complaint along with the starting tee time (and finishing time if available).

 **Processing the Complaint**

The appropriate Committee will investigate the complaint and may involve speaking to both the complainants and the alleged slow players.

The Committee may apply one or a combination of the following

* Formal letter(s) sent to all players concerned
* A requirement to play at the end of the ﬁeld in competitions for a speciﬁed period of time
* Removal of access to specific Teetimes on Club teetime booking system
* Application of penalties under Rule 6-7 for undue delay/slow play.
* Appeals can be made to Council by contacting the Hon Sec via admin@balbriggangolfclub.com