APPENDIX P DECISIONS ADOPTED BY THE PORTUGUESE GOLF FEDERATION

The *EGA Handicap System* foresees that each National Association can decide, within its territory, on certain aspects of the handicap system. The Appendix P (Portugal) compiles the decisions taken by the Portuguese Golf Federation, in Portugal.

Therefore, the general reading of the *EGA Handicap System* must always be complemented by the reading of the specific decisions made by Portugal. References to this Appendix are included throughout the text.

The *Portuguese Golf Federation* made the following decisions in relation to the *EGA Handicap System*:

1. AUTHORISED USERS OF THE EGA HANDICAP SYSTEM

1.1 System Administration

1.1.1 In Portugal, the *FPG* has full jurisdiction over the administration of the *EGA Handicap System*.

1.1.2 The *FPG´s* Handicap and Course Rating Committee (HCRC) is the Committee responsible for administration of the handicap system and the rating of golf courses in Portugal, by delegation of the Executive Board of the *FPG*, within the parameters set in the bylaws of the HCRC.

1.1.3 In Portugal, there are no *area authorities* with delegated powers on matters related to the *EGA Handicap System,* or the rating of golf courses.

1.1.4 The *FPG* may decide to delegate or assume the responsibility of *handicap authority* as it may determine.

1.2 Use of the EGA Handicap System

1.2.1 The *EGA Handicap System* can only be applied to players affiliated to the *FPG*, through an *affiliated club*.

1.2.2 By delegation of the HCRC of the *FPG, the handicap authority* of the player is his *home club*.

1.2.3 The player's *home club* is the *affiliated club* of which the player is a member and through which the player is registered in the *FPG*. The player's *home club* is responsible for the administration of the player's handicap.

1.2.4 For players that are members of an *affiliated club* in Portugal and are also affiliated through another international *association*, the *home club* in Portugal is the player's *handicap authority* in Portugal.

1.2.5 The *FPG* does not directly administrate the handicaps of the players, except in certain cases where the *affiliated club* has had its *handicap authority* suspended due to serious breach of the *EGA Handicap System* rules or for serious or very serious disciplinary offences, and in these cases, for a period not exceeding 90 days. In such situation the players can, if they so wish, request in writing to the HCRC of the *FPG* to temporarily manage their handicap.

1.2.6 Organisations and associations, which are institutional members of the *FPG*, may be authorised to use parts of the system, as set out by the *FPG* under specific agreements (protocol).

1.3 Handicapping Software

1.3.1 The registration of all *qualifying scores* must be done using the *software* provided by the *FPG*, as set by official communication and according to the specified technical instructions.

1.3.2 The FPG's Central Handicap System is used for the management of the players' handicaps by all *handicap authorities*. The *handicap authority* is responsible for ensuring that all *qualifying scores* of their players are properly registered.

1.3.3 Besides the digital records, it is the responsibility of the following entities to keep the score cards for a period of two years:

a. *Affiliated clubs:* the score cards of their competitions and *EDS* of the players affiliated through that club;

b. Institutional members: the score cards of their *qualifying competitions* valid for handicap.

2 HANDICAP ADMINISTRATION

2.1 Rights and obligations regarding alteration of handicaps

2.1.1 The following obligations are in force regarding alteration of handicaps:

a. The *handicap authority* of each player must ensure that all *qualifying scores* are recorded in the player's handicap record as soon as possible, so that all handicap adjustments, both increases and decreases are put into effect.

b. Notwithstanding the foreseen in 2.1.1.a, the player is responsible for informing the technical committee of the competition of any changes to his EGA *Handicap*, whenever necessary, after a *qualifying score* that has not yet been recorded on his handicap record.

2.2 9 Hole Rounds

2.2.1 9 hole rounds are accepted as *qualifying scores* for *handicap categories* 2 – 5.

a. A player can only return one 9 hole *qualifying score* per day, for handicapping purposes. This restriction is lifted for players with "pending" or "inactive" *EGA Handicap*.

2.3 CBA

2.3.1 The implementation of the calculation of the *CBA* algorithm is made through a specific Appendix, available online from the *FPG* – www.fpg.pt.

2.4 EDS

2.4.1 Players of *handicap categories* 2 – 6 can return *EDS* for handicapping purposes.

2.4.2 Players are allowed to return four *EDS* per calendar month.

a. This limit does not apply to players with *handicap category* 6, who have no restrictions on the number of *EDS*.

2.4.3 The *EDS* can be played on any national *rated golf course*, through electronic pre-registration. International *EDS* are subject to prior approval by the HCRC of the *FPG*.

2.4.4 *Handicap category* 1 players, with "pending" or "inactive" *EGA Handicap*, can return the number of *EDS* needed to make up for the shortfall required to revalidate the *EGA Handicap*, with a maximum of four *EDS* for calendar year, subject to prior approval by the HCRC of the *FPG.*

2.4.5 For an *EDS* to be valid for handicapping, before starting the round, the player must pre-register the *EDS,* through a specific electronic form, filling out the following information:

a. Player's Federation nr. (name, *home club*, *EGA Handicap*);
b. Course (Course Rating and Slope Rating, *playing handicap*);
c. Tees;
d. Holes (18 holes, "front 9", "last 9");
e. Marker's Federation nr. (name, *home club*, *EGA Handicap*).

2.4.6 The player is responsible for returning the score card to his *handicap authority,* signed by himself and the marker.

2.4.7 If after a pre-registration of *EDS* the player does not return the score card, it will not be considered as a *qualifying score* for handicapping purposes, and his *handicap authority* should investigate the reasons that led the score card not to be returned.

2.4.8 A player's *EGA Handicap* cannot be reduced to *handicap category* 1 through an *EDS;* therefore the reduction will be limited to an *EGA Handicap* of 4.5.

2.5 Obtaining a Handicap

2.5.1 A player can obtain an *EGA handicap* by submitting one Stableford score, according to the following conditions:

a. One score for an *EGA Handicap* in *handicap category* 6;
b. For an *EGA Handicap* in *handicap categories* 1 – 5, the handicap will have a "pending" status, until the outstanding scores are submitted, in accordance to clause 2.6.2 of Appendix P.
c. For the allocation or reinstatement of a valid *EGA Handicap* of *handicap category* 1, in addition to the written authorization of the *FPG,* prior approval of the four scores by the HCRC of the *FPG* is also required.

2.5.2 The following conditions apply to the scores for *EGA Handicap* allocation:

a. The rounds can be played on any national *rated golf course*, under *handicap conditions*. International scores require prior approval by the HCRC of the *FPG;*
b. The score cards must contain the following information:
    i. Date;
    ii. Course played;
    iii. Tees played;
    iv. *Course* and *Slope Rating*;
    v. Player's name;
    vi. Legible name and handicap of the marker;
    vii. Signature of both the player and the marker.

c. The scores can be played over 18 or 9 holes, however, the nine hole scores can only be used to obtain a handicap of *handicap categories* 2 – 6.

d. The scores may be played as:

i. *EDS*;

ii. Rounds from *qualifying competitions*: scores played, on a *qualifying competition*, for handicap allotment, before having a handicap, are not eligible for "net" prizes or rankings. Additional eligibility restrictions may apply under the Conditions of the Competition.

2.5.3 An initial *EGA Handicap* may not be allocated, by the *Handicap Committee,* without a prior examination on the basic Rules of Golf and etiquette. The *home club* or the teaching Professional accredited by the *FPG,* to whom the *home club* may delegate that duty, has that responsibility.

2.5.4 The maximum *EGA handicap* is 54.0 for men and women.

a. The *EGA Handicap* does not automatically increase above 36.0, when players return *qualifying scores* below *buffer zone*. Therefore, the *handicap committee*, when performing the *handicap review*, must decide if that 36.0 *EGA Handicap* is to remain in *handicap category 5* or adjusted to enter *handicap category* 6.

2.6 Types of Handicap

2.6.1 In Portugal, handicaps are identified according to the following types:

a. *EGA Handicap:*

i. *EGA Handicap*

ii. "Pending" *EGA Handicap*

iii. "Inactive" *EGA Handicap*

b. Suspended handicap

c. No handicap

2.6.2 Regarding *handicap categories* 1 – 5, the *EGA Handicaps* are identified according to the number of *qualifying scores* returned per year. The objective is to promote equity by identifying the handicaps that have been updated with recent scores and to encourage players to return more *qualifying scores*.

a. The identification according to the frequency of scores returned corresponds to the following designations that follow a phased process:

i. Valid *EGA Handicap*: an *EGA Handicap* maintained with four *qualifying scores* on the current or previous calendar year.

ii. "Pending" *EGA Handicap*: an *EGA Handicap* with only three or less *qualifying scores* in the previous calendar year.

iii. "Inactive" *EGA Handicap*: if a handicap remains "pending" for a period exceeding 12 months, i.e. until December of the following year, this handicap has an "inactive" status, since it is pending for *qualifying scores* and revalidation by the player's *handicap authority*.

b. *EGA Handicaps* can be re-activated as follows:

i. "Pending" *EGA Handicap*: a "pending" *EGA Handicap* can be re-activated by submitting the number of *qualifying scores* needed to make up for the shortfall, played in *qualifying competitions* or *EDS*.

ii. "Inactive" *EGA Handicap*: an "inactive" *EGA Handicap* can be re-activated by submitting a minimum of four *qualifying scores*. In addition, when revalidating the handicap, the *handicap committee* must take into account the player's last handicap and his *general play* ability.

2.6.3 The following eligibility restrictions and conditions apply*:*

a. *Handicap Categories* 1 – 5: players with "pending" or "inactive" *EGA Handicap* can enter competitions, provided they are not eligible to win "net" prizes or to be included in "net" rankings. This restriction does not apply to "gross" competitions and prizes.

b. *Handicap Category* 6: the eligibility conditions for competition entry and net prizes regarding *handicap category* 6 are expressly set out in the affiliated clubs internal regulations and/or Conditions of the Competition.

c. *Affiliated clubs* and institutional members can impose additional eligibility conditions for competition entry and net prizes based on an *EGA Handicap*. These conditions may apply to all competitions, or to a single competition.

2.7 Suspension of Handicap

2.7.1 A player's handicap can be suspended under the following situations:

a. For technical reasons:

i. If the player is an inactive member at his *home club,* due to not having a *handicap authority* responsible for the handicap. This includes players who have ceased to be members of their *home club* and have applied for a transfer to a new *home club,* until the transfer has been approved by the *FPG*.

ii. If the player is an inactive federated member due to lack of payment of the *FPG*'s membership fee (invalid).

iii. Where, under the regulations in place, the *handicap authority* of the player's *home club* is suspended by the *FPG*.

iv. In situations of technical nature, the handicap can be preventively suspended by the HCRC of the *FPG* or by the player's *handicap authority,* where there is compelling evidence to question the content of the player's handicap record.

v. In the cases foreseen under clause 3.13.2, and specifically for reasons related to not returning all the pre-registered *EDS* score cards.

b. For disciplinary reasons, either serious or very serious, which result in the suspension of competitive activities, the handicap will be automatically suspended by the *handicap authority* or by the *FPG*.

2.7.2 The suspension for technical reasons foreseen in clause 2.7.1.a. of Appendix P, paragraphs i-iii, aims to solve the situation that led to it, and it is lifted immediately following compliance, therefore it is not subject to appeal.

2.7.3 The suspension for technical reasons foreseen in paragraph iv. clause 2.7.1.a. of Appendix P occurs when there is compelling evidence that the player's handicap record contains incorrect or incomplete data, and therefore it is necessary to preventively ascertain the facts.

a. It can be proposed by the HCRC of the *FPG* or by the *handicap authority* of the player*;*
b. Compliance with legal administrative procedures in place must be ensured (see clause 2.8.2 of Appendix P).
c. The *EGA Handicap* of the player can be suspended during the period that the *FPG* or the *handicap authority* considers necessary to obtain the information needed to restore and adjust the player's handicap, but within a maximum of 60 days.
d. The technical suspensions decided by the player's *handicap authority* can be appealed to the HCRC of the *FPG.*
    i. The appeal must be lodged with the HCRC of the *FPG*, in writing, within 15 days after the player has been notified.
    ii. The appeal has an effect that is merely evaluative.
    iii. The HCRC of the *FPG* has 8 working days to begin the investigation and 15 working days to decide on the appeal.
    iv. The decision of the HCRC of the *FPG* is final and it is not subject to appeal.
e. The suspension of the *EGA Handicap* due to technical reasons ends with the confirmation or amendment of the player's *EGA Handicap*.

2.7.4 The disciplinary suspension foreseen in clause 2.7.1.b. of Appendix P (and clause 3.13.4) is a disciplinary sanction or a preventive disciplinary suspension due to serious and very serious disciplinary offenses in the scope of the *FPG* or the Club, as set out in the Disciplinary Regulations of the *FPG*, and therefore subject to the procedures foreseen in the respective disciplinary regulations.

a. The disciplinary decision, by the player's *handicap authority*, to suspend the handicap can be appealed to the Disciplinary Board of the *FPG*. The appeal must be lodged within 15 days after the player has been notified. The appeal has an effect that is merely evaluative.
b. The disciplinary decision, by the Disciplinary Board of the *FPG*, to suspend the handicap can be appealed to the Justice Board of the *FPG,* in accordance with the Disciplinary regulations of the *FPG.*

2.8 Powers of the Committee in relation to General Play

2.8.1 The assignment, restoration, and alteration of a player's handicap under clauses 3.11, 3.14, 3.15 and 3.16 are the responsibility of the player's *handicap authority*, by delegation of the HCRC of the *FPG,* except in the situations where the HCRC of the *FPG* becomes the *handicap authority* of the player (clause 1.2.5 of Appendix P).

2.8.2 In exercising the powers granted by those clauses, the *handicap authority* must ensure compliance with the legal administrative procedures in place for that purpose, namely:

a. Comply with the requirements stated on the *handicap committee*'s bylaws;
b. Conduct the *handicap committee*'s meetings with quorum;
c. Give the player the opportunity to be heard in matters that concern him;

d. Make the decision and register it in writing, identifying objectively the facts on which the decision is based, as well as the regulations that support it;
e. Notify the player of the decision, informing him of the duties and obligations of the player as well as of the rights under the regulations in place, namely the right of appeal;
f. Publish the decision in a suitable place in the club.

2.8.3 Decisions taken by the player's *handicap authority* under clauses 3.11, 3.14, 3.15 and 3.16 can be subject to appeal by the player, to the HCRC of the *FPG*.
i. The appeal must be lodged with the HCRC of the *FPG*, in writing, within 15 days after the player has been notified.
ii. The appeal has an effect that is merely evaluative.
iii. The HCRC of the *FPG* has 8 working days to begin the investigation and 15 working days to decide the appeal.
iv. The decision of the HCRC of the *FPG* is final and it is not subject to appeal.

2.8.4 The preventive measure taken to reduce the handicap for a specific Competition is not subject to appeal (3.16.7).

2.8.5 All notifications relating to clauses 3.11, 3.14, 3.15 and 3.16, appeals and decisions by the *FPG* must be made in writing, ensuring that the player has been notified of the alteration on his *EGA Handicap*.

2.9 Handicap Review

2.9.1 The implementation *Handicap Review* calculations is made through a specific Appendix, available online from the *FPG* – www.fpg.pt.

3. HANDICAP AUTHORITY

3.1 Receiving and maintaining handicap authority

3.1.1 The ultimate *handicap authority* in Portugal is the Portuguese Golf Federation (*FPG*) which, through its Handicap and Course Rating Committee (HCRC), delegates the *handicap authority* to the *affiliated clubs*, who have requested it, and concurrently meet the minimum requirements.

3.1.2 The minimum requirements for an *affiliated club* to be a *handicap authority* are:
a. Comply with the regulations and the directives of the *FPG* and accurately implement the *EGA Handicap System;*
b. Comply with the properly supported requests of information and or correction, from the HCRC of the *FPG;*
c. Have an autonomous *handicap committee*, with a minimum of three members, affiliated in the *FPG,* 2/3 of whom must be members of the Club, one of which is the President of the *handicap committee*;
d. Implement internal bylaws for the *handicap committee*;
e. Have a postal and e-mail address for contact with the *handicap committee* of the Club. Any changes must be immediately notified to the HCRC of the *FPG*;

f. Receive specific training, and undergo a final examination, on handicap management and handicap management software, under the conditions determined by the HCRC of the *FPG;*
g. Have a computer with the capability to connect to broadband Internet, in order to use the *FPG's* handicap management software*;*
h. Use the handicap management software supplied by the *FPG* in a diligent and responsible fashion;
i. Safeguard the confidentiality of the handicap records, in line with the Club's internal bylaws;
j. Register the players' data in the software supplied by the FPG, according to the provisions of the Sports Rules of the *FPG;*
k. Safeguard backups of the database, on a regular basis;
l. Send all *qualifying scores* to the *FPG's* central server as soon as possible, preferably until the end of the day, and within a maximum of three days*;*
m. Promptly perform handicap allotment, review and validation procedures and decisions;
n. Establish the internal procedures, for the players who are affiliated through that club, to return their *EDS* score cards*;*
o. Promote the training of their members about the *EGA Handicap System*, by supplying information and clarification;
p. Organise a minimum of six *qualifying competitions*, per calendar year, for both men and women, duly publicised and with a minimum of eight players registered to enter. Clubs need to provide their players opportunities to return *qualifying scores* and to play among themselves, on *qualifying competitions* and *EDS*;
q. Take in consideration that all affiliated players may enter competitions, observing the restrictions imposed by the rules of the competition.
r. Have fulfilled all financial obligations with the *FPG*.

3.1.3 For new requests of assignment, or reinstatement of *handicap authority,* the *handicap authority* will be conditionally authorised for an initial period of 180 days
a. The *handicap authority* is confirmed when, concurrently:
i. the *affiliated club* has federated a minimum of 12 players in the *FPG;*
ii. the *handicap committee* shows sufficient technical knowledge on administrating the *EGA Handicap System*.
b. At the end of this period the HCRC of the *FPG* will reassess the *affiliated club handicap authority* status and can either establish it as definitive or invite the *handicap committee* to receive further specific training on management of handicaps.

3.1.4 The minimum requirements for specific training on handicap management apply to:
a. New requests or reinstatement of *handicap authority;*
b. Whenever the *handicap committee* changes, considering that a new committee takes office every time the Committee's President is changed;

c. Occasional refresher training, due to regulatory changes, under conditions to be determined by the HCRC of the *FPG*.

3.1.5 The HCRC of the *FPG* has the right at all times to audit and assess the ability of a particular *handicap committee* in order to determine its competence to manage *the EGA Handicap System*.

3.2 Suspension and cancellation of handicap authority

3.2.1 An *affiliated club,* who fails to comply with any of the provisions of clauses 3.1.1 to 3.1.4 of Appendix P, can have its *handicap authority* suspended or cancelled.

a. The HCRC of the *FPG* will conduct the technical process of suspension or cancellation of *handicap authority* of an *affiliated club,* after all attempts to persuade the *handicap committee* of that club to correct invalid procedures have been ignored.

b. The decision to suspend or cancel, for technical reasons, the *handicap authority* of an *affiliated club* is subject to appeal by the club, to the Executive Board of the *FPG*.

i. The appeal must be lodged within 15 days after the club has been notified.

ii. The disciplinary measure imposed by the HCRC of the *FPG* will apply until the Executive Board has come to a decision on the appeal.

iii. The decision by the Executive Board of the *FPG* is final and it is not subject to appeal.

3.2.2 On the suspension of an *affiliated club* due to disciplinary reasons, the provisions of the Disciplinary regulations of the *FPG* apply.

3.2.3 The information to players regarding the suspension or cancellation of *handicap authority* of an *affiliated club* is done through Circular letter.

4. GOLF COURSES

4.1 Tees

4.1.1 Generally, the rated tees correspond, in Portugal, to the following markers: White (Men's Back Tees), Yellow (Men's Forward Tees), Blue (Ladies' Back Tees), Red (Ladies' Forward Tees). Nine hole ratings are also calculated for Yellow Tees for Men and Red Tees for Ladies. Other additional tees can be rated, duly identified on the Handicap Tables.

4.1.2 Distances are in meters.

4.2 Period of preferred lies

4.2.1 Regarding the *period for preferred lies*, In Portugal, whenever necessary, the Committee may adopt a Local Rule (Rules of Golf - Appendix I, Part B - 4b) permitting *preferred lies,* taking into consideration that:

a. The concept is to promote fair play, and therefore a Local Rule for preferred lies should be in operation only when the conditions are so adverse on those holes that *preferred lies* provides a fairer game.
b. The Local Rule may apply to one or more holes, but it should apply only to specific holes, or all, if necessary.
c. Indiscriminate use of *preferred lies* should be avoided.

4.2.2 Under the foregoing conditions, when an *affiliated club* or a course adopts a Local Rule for *preferred lies,* the scores are considered *qualifying rounds* returned under *handicap conditions*.

