



INTERNAL RULES

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I - CLUB HOUSE AND RESTAURANT

- 1) The Club House and Restaurant at Santo Estêvão Golfe must be understood primarily as a support element for Members who practice golf and golfers in general.
- 2) Opening hours are defined by Management.
- 3) The use of the Club House is reserved for Members (and family) and external Players. The use of the Restaurant is also open to external customers, as long as they respect the internal rules.
- 4) Members are responsible for the behavior of their guests and family.
- 5) In view of the interest in providing a pleasant environment for all members, golfers and other customers, they must follow an appropriate standard of behavior, namely observing the following aspects:
 - a) The attendance at the Club House and Restaurant, particularly in the restaurant, bar and circulation spaces, requires the use of appropriate clothing (namely, this is forbidden to use swimwear, barefoot or bare torso).
 - b) The changing rooms and bathrooms are reserved exclusively for members, Players, and restaurant customers.
 - c) Children:
 - i. The presence of children under 12 years of age is permitted, if they are properly accompanied by an adult.
 - ii. Members, Players, or customers who visit the Club and the Restaurant with children must be particularly attentive regarding their behavior.
 - iii. Children may not:
 - Running or shouting in the club and restaurant facilities (dining room and terrace included)
 - Walk on the lawn in front of the terrace.
 - Disturbing, through your attitudes, Associates, players and/or customers.



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- iv. In the event of inappropriate behavior by children, the Management may inform parents that they will no longer be able to come back to the club house and restaurant facilities.
- 6) In the restaurant
- a) Meals and snacks will be served in the dining room and bar.
 - b) It is recommended not to use cell phones in the dining room during mealtimes, particularly when making and answering calls.
 - c) The presence of dogs or other animals is not permitted inside the dining room. On the terrace, the presence of dogs or other domestic animals will only be permitted if they are properly accompanied and on leashes and if they behave appropriately.
- 7) Any omitted situations in these Regulations will be subject to a decision by the Management.



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II - COURSE RULES

1) Access to the golf course and the “Pitch and Putt” course:

a) Members:

- i. Free access to the course is only permitted for Members with a valid handicap (Hcp) and with duly paid subscription.
- ii. Members must, in all cases, check in at the Club reception. It is formally prohibited to enter the field without prior check-in.
- iii. Members who do not have an HCP are only allowed access to the course with a previous authorization from management and accompanied by a member who is knowledgeable in the basic rules of golf.

b) Non-members:

- i. Access to the course is only permitted with a valid handicap (Hcp) or, with a previous authorization from management, when accompanied by someone familiar with the basic rules of golf.
- ii. Non-members are only allowed access to the course after paying the Green Fee at the club reception.

c) Others:

- i. Each player needs to pursue its own golf bag.
- ii. The club house will be always opened at least 10 minutes prior the first tee time.
- iii. It is expressly prohibited for any person, who is not a golfer or is not accompanying a golfer, to enter the golf course.
- iii. If a member or player wishes to be accompanied by a member of their family, or a non-player guest, the decision to accept their access to the field will be made by the Club's management. In all



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cases, the number of companions cannot exceed 3 people per tee and 1 per person.

- iv. Children under 12 years old cannot enter the course (even as a companion), unless they are golfers or are part of the academy.
- v. Animals (even on leashes) are formally prohibited inside the Golf Course and its training areas.

2) Training zone:

a) The Training Zones are the following:

- Driving-Range
- Putting Green
- Pitching and Chipping Area

b) It is expressly prohibited to train outside the aforementioned areas.

c) Training Zones have their own rules.

3) Priority:

a) The first tee shot will be obligatory the tee nº1, except other indication from the management of the golf.

b) 4 balls formations have priority over 3 balls formations and these over 2 balls formations.

c) Golf formations have priority over Pitch and Putt, except in case of a Pitch and Putt tournament.

d) Formations of more than 4 players are not permitted.

e) Formations in official Club competitions, or in a tournament organized on the golf course, has priority over any other outside the competition.

f) A formation that is exceeding the “cadence of play” time limits and delaying the



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g) next formation must invite that formation to pass, regardless of the number of players involved.

4) Behavior:

- a) The game relies on the player's individual integrity to show respect for others and follow the rules. All players must behave in a disciplined way, always demonstrate courtesy and camaraderie, regardless of the competitive side of the game.
- b) Complying with golf etiquette, replacing the divots on the course and tees, repairing the pitches on the greens, smoothing the bunkers, are not only the obligations of all players and caddies, but also a valuable aid in the maintenance and conservation of the course.
- c) Access to the course is prohibited for people who are improperly and/or partially dressed, namely in t-shirts, jeans, bathing suits, tracksuits and/or sports shorts, without socks and in sandals (see dress code).
- d) The host Member will be responsible for compliance with regulations by their guests.
- e) The players will have to respect, at any moments, all instructions from the management or the Marshall.
- f) This is forbidden to pluck flowers and plants on the course.
- g) On the course, players must use the garbage cans, and not throw cigarette butts, papers or other objects on the ground.

5) Safety:

- a) Players must not play until the players in front of them are out of reach.
- b) If a player throws a ball in a direction where there is a danger of it hitting someone, he must immediately issue a warning. The traditional word of warning in such a situation is **Ball!**



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6) Rhythm of the game:

- a) During the competitions, Management established guiding criteria on game pace that all players must aim to comply with, not exceeding the times mentioned on the game card: "Pace of Play".
- b) On Tournament days, players must arrive at the starting tee, 5 minutes before the time set on the draw.
- c) It is the responsibility of a formation to remain close to the formation in front. If they are exceeding the play time limits and delaying the next formation, they must invite that formation to pass, regardless of the number of players in the formations in question.
- d) Players must be ready to play as soon as it is their turn, using the "ready to golf" rule (except in the case of match play). When playing on or near the green, they must leave their bags and/or trolleys/buggies in a position that allows them to leave the green without delay and head towards the next tee. When finishing a hole, players must immediately leave the green.
- e) The maximum time allowed to execute each shot is 40 seconds, according to golf rules.
- f) If a player considers that his ball may be lost or out of bounds, he must always play a provisional ball to avoid delays.
- g) Players looking for a ball must signal players in the next formation to pass as soon as they realize that the ball may not appear quickly. They must not wait for the three-minute period to pass before doing so. Having allowed the next formation to pass, they must not start playing again until that formation has done so and is out of reach.
- h) On the green, a player who has played his ball and is close to the hole must ask permission from his playing partners to finish if it is not his turn to play.
- i) In stable ford competitions, a player must lift his ball whenever the number of strokes made no longer allows him to score on any hole.



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7) Buggies:

- a) Use the paths whenever possible and avoid running on Fairways.
- b) Respect signage and fences.
- c) Maximum people per buggy: 2.
- d) Maximum golf bags per buggy: 2.
- e) Respect the 90° rule.
- f) It is prohibited to circulate on the greens, tees and in the bush.
- g) Park away from the greens and tees (10 meters away);
- h) Do not drive the buggy in areas with excess water accumulation.
- i) Minors of age cannot drive a buggy.
- j) Any damage caused to the buggy is the sole responsibility of the user.

8) Any omitted situations in these Regulations will be subject to a decision by the Management.



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III - RULES OF TRAINING AREAS

1) The training zones are as follows:

1. Driving Range
2. Putting Green
3. Pitching and Chipping area

It is expressly prohibited to train outside the aforementioned training zones.

2) Access:

- a) All members have access to the training areas. All non-members who are in any of the following situations can also access this space:
 - i. Are competing in competitions at the Club.
 - ii. Are registered at the Golf academy, receiving lessons at the Club from professionals or integrated into any Clinic / Open Doors taking place at the Club.
 - iii. Have acquired a token (“token”) for the Driving-Range balls or a “pass” for Pitching zone.
- b) In all cases, players must check in at the club reception before accessing the training area.

3) Usage

- a) The balls used are the property of the Club and are obtained from a specific location, upon prior payment defined to acquire a form that allows specific balls to be made available for training.
- b) Members, with Premium subscription are only allowed to get a free token for their personal use.
- c) It is expressly prohibited to collect balls on the training course/Driving Range.



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- d) Whenever the short game area (pitching zone) is used and because it coincides with the Pitch &Putt course, the balls used for training must be collected in full.
 - e) Ball baskets need to be put back near the ball distributor, at the end of the train.
 - f) This is forbidden to chip on putting greens.
- 4) Any situations not covered by these Regulations will be subject to a decision by the Management.



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IV - ACADEMY RULES

- 1) The Santo Estêvão Golf Academy is a private school, integrated into the Santo Estêvão Golf Club, whose main mission is to promote the practice of golf, both recreationally and competitively, through technical and theoretical training which is taught to its students by professionals with adequate training for the purpose, in an environment of sporting etiquette and ethics.
- 2) The Club Santo Estevão and its Academy will annually carry out a set of initiatives that will be part of the Activity Plan (e.g. Open Doors).
- 3) The Academy offers students various initiation packs and individual or group classes.
- 4) Registration at the Academy is done with the Professor and/or the Santo Estêvão Club.
- 5) Training hours are defined by the teacher with the students in each class. Regarding collective classes, if a student is absent, this absence will not be reimbursed or compensated. In all cases, the student must try to notify the Management and/or the Teacher in advance whenever he or she expects to be absent for any reason.
- 6) The student must respect the operating rules and sporting ethics in force at the Santo Estêvão Club.
- 7) Students must strictly adhere to the scheduled start time of classes.
- 8) Students, when accompanied by the teacher, have access to the golf course and other club facilities, complying with current usage rules.



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- 9) Payment for packs and individual classes must be made before classes start.
- 10) Students must always wear appropriate footwear and clothing to practice the sport.
- 11) The Academy will provide, throughout the training period, clubs, and balls for training outside of classes.
- 12) The Management of the Santo Estêvão Golf Club reserves the right to refuse, at any time, the continuation at the Academy of any student who has an attitude or action considered unacceptable in terms of the Club's standards of behavior.
- 13) Any omission in this regulation will be subject to decision by the Management.



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V- CADDY MASTER RULES

- 1) The Club makes available to members, for rent annually (from 01-01 to 31-12), storage lockers with keys per golf bag and spaces for the trolley with golf bags.
- 2) When signing and paying the rental fee, the member must choose between the “Lockers with keys” option or the “trolley and bag space” option (not accumulated)
- 3) Identification (provided by the Club) of the bags and trolleys found in the Caddy Master is essential.
- 4) Unidentified bags or trolleys will be removed and stored in the Club House.
- 5) Caddy Master is open and unattended during the course's opening hours. In this sense, the Club declines any responsibility in the event of theft during the Caddy Master opening periods. The club can only be held responsible if a theft with forced intrusion into the Caddy Master is found during the club's closed periods.
- 6) It is the members' responsibility to clean trolleys and bags before storing in the Caddy Master.
- 7) Charging trolley batteries in the Caddy Master is not permitted. If you wish to leave the battery charging at the club, you must contact Management to find a solution.

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VI – Dress Code

Acceptable		Unacceptable
<p>Pants, shorts, or skirts</p> <p>Men's shirts must have a collar and/or have a "golf style" design.</p> <p>Socks of any length can be worn with shorts.</p> <p>Socks must be worn and can be any colour.</p> <p>Golf shoes with "soft spikes" or "dimples" as well as flat-soled sports shoes are permitted.</p>		<p>Denim pants and shorts</p> <p>Gym and/or sports shorts</p> <p>Long pants with an elastic waist, drawstring-supported shorts, and pants or shorts with large pockets</p> <p>Gym pants and tops or short shirts (belly showing)</p> <p>Collarless shirts (except a "golf style" design)</p> <p>Metal Spikes, Flip Flops (Havanans type)</p>

Applicable on the golf course and golf facilities



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The Internal Regulations of the Santo Estevão Golf Club contained in this document were approved by the Management.

Done on September 06, 2024, in Santo Estêvão

The direction

MARCIA DE CASTRO BOLOCH