



R&A Rules Limited

Procedure for Making Decisions on Golf Equipment (including Golf Balls, Devices and Other Equipment)

1. Decision-Making Process

- 1.1. On receipt of a golf equipment submission (including a submission in respect of golf balls, devices and/or other equipment), the Equipment Standards staff shall review the sample and its accompanying papers to determine whether, in its view:
 - 1.1.1. The item conforms to the Rules; or
 - 1.1.2. The item does not conform to the Rules.
- 1.2. The timing associated with the review process is linked to a fully completed submission, which relates to the completion of all appropriate paperwork, payment and receipt of the item for review. It may also be necessary for the Equipment Standards staff to request additional information from the equipment submitter at any point in the process.
- 1.3. The Equipment Standards staff shall inform the person making the golf equipment submission (the "Applicant") of its decision and the reasons for it, in writing no later than 28 days after receipt by The R&A of the Applicant's golf equipment submission unless such period is extended by The R&A. When a review cannot be carried out within this timeframe, the Equipment Standards staff shall, within a reasonable timeframe and in any event no later than 28 days after its receipt of the submission, notify the Applicant of the extended timeline to review the submission.
- 1.4. As part of any decision the Applicant shall also be informed that it has the right to request that the decision be appealed to the Equipment Standards Committee. All requests for an appeal will initially be reviewed by the Equipment Standards Review Committee to determine whether there are sufficient grounds for appeal. Any such request must be in writing (which may be by email) and received by The R&A's Equipment Standards department no later than 14 days after the date of the decision (irrespective of when the decision was actually received by the Applicant). An appeal may only be made if one or more of the grounds stated under paragraph 3.1 of the Equipment Standards Appeal Procedure are met.
- 1.5. All communications which are required to be "written" or "in writing" may be sent by email.

2. Equipment Standards Staff Involved in Decision-Making

- 2.1. To deal with routine or straightforward golf equipment submissions (including submissions in respect of golf balls devices and other equipment) under the Equipment Rules (the "Rules") as efficiently as possible, these shall be considered, in the first instance, by a minimum of 2 of the following Equipment Standards staff:
 - The Director – Equipment Standards
 - The Assistant Director - Equipment Standards

- The Assistant Director – Research and Testing

- 2.2. In situations where the Equipment Standards staff are unable to make a unanimous decision, additional input will be sought from The Executive Director - Chief Technology Officer before confirming the decision of the Equipment Standards Staff.

3. Decisions Leading to Appeal

- 3.1. On receipt of an appeal which meets the criteria for notice set out in paragraph 1.4 above, the R&A's Equipment Standards staff shall refer the matter to the Equipment Standards Review Committee within a reasonable timeframe and, in any event, within 14 days. The Applicant shall be informed in writing that the Equipment Standards Review Committee will review its golf equipment submission with an indicative review date.
- 3.2. Pending the review of the decision by the Equipment Standards Review Committee, the decision taken by the Equipment Standards staff shall remain in full effect.

ESC Procedure – 30 November 2023