

WORLD HANDICAP SYSTEM



**Print Guide for the
2024 Rules of Handicapping**

v.1.0

We are delighted to provide the 2024 revision of the Rules of Handicapping, tailored to the selections you have made under the discretionary items.

This document sets out the guidelines that all National Associations should follow in producing a printed copy of the book, to ensure consistency in 'look and feel' around the world.

Document Files

To facilitate printing the Rules of Handicapping, the following print-ready files are provided:

1. The front and back cover. This includes the **front cover**, **back cover** and **spine** assembled into a single PDF. The source file is also provided so that the text can be translated where necessary and the association logo can be added (see below).
2. The complete interior book file, built to incorporate your selection of discretionary items. This includes any blank pages, whether they are numbered or not, from beginning to end.
3. All of the diagrams in JPEG format. The source files are also provided so that text can be translated where necessary. Please note that not all of the diagrams provided will be relevant to your Association's Rule book, as they may apply to different discretionary items. Please be careful to include the correct diagrams in your Rule book – using the approved proof.

Notes:

- The complete interior book file includes the Lucida Sans font type, formatting and style, bleeds, gutter and margins. It should not require any further editing (see section below on Tip-in).
- The book should always be printed in full. For revisions, the entire file must be re-issued and partial pages should not be accepted.

Logos

National Associations may place a high-resolution image of their logo in the white cutout on the front cover of the book, making sure it is centre-aligned (vertically and horizontally). Where applicable, two logos may be included in this space.

At the discretion of the National Association, the logo(s) may also be placed on the spine of the Rules of Handicapping book. However, given the width of the spine, you may want to consider whether the logo is legible or if the quality is compromised.

Rolex Advertisement

The Rolex Advertisement that appears after the Foreword is configured for a two-page layout. Please ensure that the final proof of the print has the Rolex Advertisement appearing on facing pages, so that the image of the golf ball and the World Handicap System wordmark lockup is on the left-hand page, and the green grass and Rolex logo is on the right-hand page.

Where applicable, Associations are at liberty to translate the text within the Rolex advertisement.

Binding

The cover and internal pages of the book should be bound together using perfect binding and a strong but flexible thermal glue. We recommend planamelt.

Paper Specification

We recommend using a paper quality which is equivalent to the following:

- For the Cover:

100# Flo gloss; or
Novatech Matt 250gsm

The main requirement for the cover is that the paper used has 'neutral aqueous coating' as this offers some resistance to the ink smudging and rubbing off on users' hands.

- For the Internal pages:

50# Lynx opaque smooth text; or
'Soperset 70gsm' also known as 'UPM Fine Offset 70gsm'

Wherever possible, the paper used should be from a responsible, sustainable source.

Size and Final Trim

The final trim size is 5.83 x 8.27 inches (148 x 210 mm), which is equivalent to A5.

Tip-ins

Pages that are printed separately from the main job but added to the book are called tip-ins. These pages should be limited to the following:

1. Advertisements from associations sponsors. If inserting any advertisements in the front section of the book, they should follow the Rolex Ad pages and should ensure that the Full Version of the player's scoring record under Appendix B remains a two-page spread across facing pages.

Associations should ensure that no sponsorship, advertisements or endorsements are included in the Rule book from any individual, association or company which may, or which is part of a group of companies in which any company may, be directly or indirectly:

- (a) A competitor of Rolex, including any organization involved in the manufacture or sale of watches, clocks or other timekeeping devices;
 - (b) Involved in the manufacture, sale, distribution and/or promotion of gambling activities, political activities, activities involving firearms, the use of tobacco or sex;
 - (c) Involved in the manufacture, sale, distribution and/or promotion of golf equipment or products which are subject to conformance testing;
 - (d) Involved in the manufacture, sale, distribution and/or promotion of alcohol. There are certain exceptions where such involvement may be permitted, if it relates to certain reputable brands. However, this will only be permitted with the prior written consent of The R&A and the USGA; and
 - (e) Reasonably be considered by The R&A and the USGA to be a socially unacceptable company.
2. An association page which can be used to cover the following:
 - (a) The mission statement of the association, sometimes called the "boiler plate";
 - (b) Contact details and/or website address where further information can be found about the association and the Rules of Handicapping; and
 - (c) Reference to any additional publications or apps that the association may want to promote - including any Committee procedural guides giving details of how the Rules of Handicapping will be administered locally (if not contained within the main Rule book under Section VI - see 3. below).
 3. Any relevant content for those Associations that have chosen to include an additional Section "Local Guidance for Golf Club Committees".

Any questions, please contact support@whs.com.