



## R&A EQUIPMENT STANDARDS

Allan Robertson House, Kingsbarns Golf Links,  
Kingsbarns, Fife, Scotland KY16 8QD

Telephone: +44 (0)1334 460000

Facsimile: +44 (0)1334 460152

Website: www.randa.org

R&A Ref No:

(for internal use only)

## OTHER EQUIPMENT AND

## DEVICES SUBMISSION FORM

### Name, Address and Contact Details of Submitter (see Notes section on page 3)

Name : Mr/Mrs/Miss/Other

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Phone No (including country code) : \_\_\_\_\_

Fax No (including country code) : \_\_\_\_\_

e-mail address : \_\_\_\_\_

Conformance letters will be sent by post.  
Tick box below if you would like to receive  
an early copy of letter via e-mail:  
Yes  No

### General Product Information (see Notes section on page 3)

Submission Type: Original  Resubmission  If resubmission, previous Decision Ref Number ES

Mock-Up  Prototype  First Article  Production

Product Name : \_\_\_\_\_

Markings (if relevant) : \_\_\_\_\_

\_\_\_\_\_ Loft

**Has the product been submitted separately to the USGA?** Yes  No  USGA Ref No \_\_\_\_\_

**Anticipated launch/market date:** \_\_\_\_\_

Please identify any special characteristic(s)/feature(s) of the product(s) such as unique material, design, etc : (see Note 3 on Page 3)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please specify the benefits of the product(s), including those derived from the special characteristics and features. Give details of how the performance characteristics of the product will be promoted (please attach a copy of any literature available (including patent application)) : (see Note 4 on Page 3)

\_\_\_\_\_ Patent No : \_\_\_\_\_

Please be advised that all sensitive information provided to The R&A for consideration, as well as the sample(s) submitted, will be kept in confidence. However, general information and the conformance status of certain products, including images, may be published via the Internet and/or other sources by The R&A at any time after the results of examination and testing have been determined and upon manufacturer's consent or when the product is used or available within the marketplace.

Once a decision has been made, the sample will be retained for reference purposes. Details of the Appeals Procedure are available on request.

R&A Rules Limited (SC247046) and its group companies (The R&A) will process the personal information provided on this submission form or otherwise in accordance with the "Personal Information" notice set out at the end of this form.

Signature of Submitter \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

## **Personal Information**

R&A Rules Limited (SC247046) and its group companies (The R&A) will use the personal information provided on the submission or payment forms to carry out a conformance evaluation of the equipment or device(s) that you have submitted, to contact you about the conformance evaluation process and to advise you of the outcome of that process and to process your payment for your submission. This processing of your personal information by The R&A is necessary for the performance of your contract with The R&A for a conformance evaluation. If you do not provide all the personal information requested on the submission or payment forms, The R&A will be unable to process your submission and carry out the conformance evaluation process. The R&A will retain your payment details for a period of 12 months from the payment date. This is necessary for The R&A's legitimate interests of being able to resolve any subsequent queries on payment or to process any refund. Otherwise The R&A will retain your personal information indefinitely because it is necessary for its legitimate interests in its role as the governing body for golf to communicate changes to the equipment rules to submitters and to maintain records of decisions made on conformance of equipment devices.

The personal information provided will not be transferred by The R&A to any third parties other than with their group companies and their suppliers and service providers for the above purposes only and with the United States Golf Association. Other than payment details, The R&A will share some or all of the personal information provided with the United States Golf Association for the purposes of sharing personal information about the conformance evaluations that The R&A carries out. It is in the legitimate interests of The R&A and the United States Golf Association to knowledge share submissions and decisions made on conformance in their governing body roles for golf.

Data protection legislation in the UK and EU provides individuals with certain rights regarding the use of their personal information. For more information about those rights, please contact The R&A by email at [privacy@randa.org](mailto:privacy@randa.org) or see the Privacy Policy at [www.randa.org](http://www.randa.org).

***Please be sure to complete all relevant sections of this form as failure to do so may delay the decision.***

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**Note 1 : Name, Address and Contact Details of Submitter**

It is very important that these details are completed for every submission so that we can ensure our records are up to date. Sometimes, it is necessary for us to contact submitters during the decision-making process, to discuss certain aspects of the design. Therefore, failure to fill in correct contact details may delay the final decision.

**Note 2 : General Product Information**

Product Name

This is the name that the product will be commonly known by.

**Note 3 : Special Characteristics**

This should describe anything which is unusual about the product, especially features which not otherwise obvious.

**Note 4 : Benefits and Promotional Material**

If any information of this type is withheld, submitters should be aware that The R&A reserves the right to withdraw its ruling on a product upon discovery of that additional information.

**Note 5 : Submission Type**

It is important that we know whether or not a submission is a production sample, and if it is not, at what stage of production the submission is. Please ensure you tick one box in each row.