

HOW TO GOLF

BEGINNERS GUIDE



Joe Grohman and Tiger Woods - Victory Celebration 1994

By Joe Grohman PGA

Foreword by **Earl Woods**



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Foreword by Earl Woods

Photography by Carmen Porto

Dedicated to Earl, Tida and Tiger Woods, the best people I know.



**THE WHITE HOUSE
WASHINGTON**

August 7, 1996

PERSONAL

Mr. Joe Grohman
11931 Bartlett Street
Garden Grove, California 92845

Dear Joe:

Thanks for the copy of your book. It is always great to receive tips from the real pros.

I appreciate your thoughtfulness and kind invitation to hit the links at Navy Golf Course. Although I never know what my schedule will hold, I have forwarded your request to my Directors of Scheduling and Advance for consideration. Hillary joins me in sending best wishes.

Sincerely,

Bill Clinton

FOREWORD

Finally! A book written to and *for* the specific use and needs of the "beginning golfer." From the simple yet descriptive illustrations to the pictorial captions filled with informative "tidbits," this book is just what the new uninhibited golfer needs. In fact, it will undoubtedly become a must for players of all ages *and* both sexes because the basic fundamentals are the same. You would be wise to carry it with you, share with your spouse or friends, and generally have it readily available for reading or reference as you start to learn about this wonderful game called golf. I wish you success, but above all keep this book or pass it on to some-one you would like to introduce the game to. You will be doing them a big favor.

Earl Woods

SPECIAL THANKS

These people have helped in some way towards the completion of **How to Golf**. The author would like to send a special thanks to the following people:

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Tiger Woods, my dear friend, for showing me how to achieve.

My little angels, Ashley, Meagan, Joe Jr. and Andrew

All the wonderful military and civilian men and women that I have met throughout my years at the Navy Golf Course in Cypress, California. And to all of my golf students that made this book possible.

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SECTION ONE: INTRODUCTION

My Background

What is Golf

A Warning

Terms You Need to Know

How to Use This Book

The Secret of Golf

THE AUTHOR



**Joseph Paul Grohman
Born:**

**January 26, 1965
MacDill AFB Tampa,
Florida Began golfing at
age 6.**

**Played golf for
Plattsburgh High School
in Plattsburgh, New York,
and Sunny Hills High
School in Fullerton,
California.**

**Played collegiate golf for
Cypress College in
Cypress, California and
Cal State Fullerton,
Fullerton California.**

**Has been a teaching pro
at the Navy Golf Course
in Cypress, California
since 1989.**

**Teaching Philosophy: If
shown how, anyone can
golf.**

INTRODUCTION

My Background

In 1989, when I began working at the Navy Golf Course in Cypress, California, the Long Beach Naval Station was the home port to many Navy ships. This, plus the fact that the course is centrally located between El Toro and Tustin Marine Bases, Los Angeles Air Force Base, Naval Weapons Station at Seal Beach, Naval Shipyard Long Beach, and the Army Air Station at Los Alamitos accounted for a lot of active duty and dependent personnel. In addition, there is a huge retired military population in the Los Angeles area. Couple this with the year-round perfect weather, the finest golf course the military has to offer, and inexpensive golf instruction, and it translates into a lot of golf lessons. It also means an unusually large percentage of lessons to people who have never played before.

Working with so many beginning golfers has allowed me to develop what I call my beginning golf lesson. This lesson is the simplest, easiest way for my students to achieve a fundamentally sound swing, get instant results and at the same time gain an understanding of the golf swing. Admirals and generals have learned how to play with this lesson. My students have come in all shapes and sizes, all ranks and dispositions, and I've never had one that couldn't understand the simple yet fundamental movements presented in this book.

What is Golf

The object in golf is to hit a golf ball from a designated starting point (called a teeing area) into a distant hole in the ground in as few hits (called strokes or shots) as possible. There are 18 different starting points for 18 different holes that comprise a round of golf. Called simply "holes", they vary in length and difficulty. The total number of strokes needed to complete a round of golf would be a player's score. In golf, one is trying to shoot as low a score as possible.

Golf clubs are used to strike the golf ball the various distances one encounters during a round of golf. A total of 14 golf clubs are allowed for the round. By virtue of different lengths and club face angles, each club will produce a shot that travels a distinct distance. This allows one to choose the club that will produce the distance needed for the shot at hand.

The teeing area is defined by markers approximately 15-20 feet apart. There are usually three sets of markers (called tee markers or tees). These tee markers are usually shaped like giant golf balls and are color coded to designate who they are for. Red tees are for women, white tees are the men's regular tees, and blue or black markers are the men's championship tees. The usually elevated area where the tees are found is called a tee box. The teeing area is a rectangular area lying between the two tee markers and up to two club lengths behind them, away from the hole. The first hit on each hole is played from that hole's teeing area and is known as the tee shot. One is allowed to elevate the golf ball for the tee shot using a little wooden peg which is also called a tee. This is known as teeing up. The ball can only be teed up for the tee shot.

The low cut grass that is the desired landing area for the tee shot is called the fairway. The higher cut grass that borders the fairway is called the rough. The very low cut grass area that the hole is located on is called a green. The location of the hole on a green is marked by a flag that sticks out of the hole. A shot hit to the green is called an approach shot. A shot on the green is made with a golf club called a putter and is called a putt.



Before plunging into the lessons, the reader should heed a word of warning. The game in which you are about to participate is easier than hitting a baseball with a bat-for the ball lies still-yet it is considered the most difficult game to master. Golf will cause you to experience every emotion attainable, from aggravation to elation, from humiliation to jubilation, from hatred to rapture. Some days you will wish you had never heard of it, while on others you will wish the daylight would last a few hours longer.

A Warning

Anger and frustration are part of the learning process. However, accept that fact and learn to control those emotions during the game and while practicing, for-unless your livelihood depends on your performance on the course-it is just that, a game. Thus, the very first lesson in this booklet is to have fun. Besides, nobody likes to golf with a poor sport.

Terms You'll Need to Know The following terms will be encountered throughout the lessons. It is important to understand their meanings to avoid confusion while learning How to Golf.

Address-Position: one has assumed during the set up. Immedi-ately precedes initiating the golf swing.

Alignment: How one is aimed in relation to the target.

Backswing:The complete motion of taking the club away from the ball.

Club Face: The angled part of the club head that contacts the ball.

Club Head: The entire head of the club including the club face. Downswing-The downward swing motion from the top of the swing to impact.

Drive: A tee shot hit with the #1 wood.

Finish: The position attained when the swing motion is completed.

Follow Through: The position in a golf swing immediately after impact.

Grip: The way one holds the golf club with the hands. Also, the rubber or leather wrap on the end of the golf club that one holds.

Hand Action: Hand or wrist movement during the swing.

Impact: Point in the golf swing where the club face contacts the ball.

Out to In: A swing made from outside the target line to inside the target line.

Reminder: A design found on some grips that outlines a proper grip.

Setup: The positioning of the body to enable a golf swing. When the setup is completed, one is considered to be at Address.

Shaft: The shaft of the golf club.



Square: Having one's alignment or club face aiming at the target.

Swing Thought: A single, key thought used during a golf swing.

Takeaway: The start of the back swing.

Target Line: Imaginary straight line from your ball to the target.

Tee to Green: All shots excluding putts.

Tee Time: A reservation to play golf.

Top of the Swing: The transition area between the completion of the back swing and the start of the downswing. Also called "At the Top."

Weight Transfer: Movement of body weight during the golf swing. Also, the basic principle of golf.

**Terms You'll
Need to
Know**

(Continued)

How to Use This Booklet

This publication is designed to be taken to the lesson tee at the driving range, but can be used anywhere that there's room to swing a golf club. Hitting a ball is not necessary as you learn the moves that make up a golf swing. It is only after you have created a golf swing that you hit balls. The booklet would be best put to use by two people, one to learn the proper positions at the different stages of the swing and the other to ascertain that the student is indeed emulating those positions properly. Even a relatively distant matching of the positions in the photos can produce more than satisfactory results.

Having mastered the positions, you should concentrate on a whole swing process, an uninterrupted flow from address to finish. As you make progress, it may be necessary to go back and concentrate on a particular movement or position in the swing. If so, it is important that only one swing thought be used for the entire swing motion. I have never heard of a successful golfer who can key his swing to more than one given position or thought. In other words, for one bucket of balls the key swing thought may be keeping the head still during the swing. For the next bucket the swing thought might be to feel the proper position at the top of the swing. Whatever the goal, remember, only one swing thought per swing.

In order to retain simplicity, I have not gone into great detail on the whats and whys behind the moves presented in the book. It would only lead to confusion. I feel that any beginning golfer would prefer to see how to golf, not *read* how to golf. Also, the super large print next to the pictures allows one to lay the book on the ground and still be able to read the captions while working hands-free on the lessons.

I sincerely hope the attempt to convey my actual beginning golf lesson with this book helps you discover the wonderful game of golf.

Just as the bowler doesn't walk up to the foul line straight-legged and throw the ball solely with his arms, and the tennis player doesn't swing the racket only with his arms, likewise the golfer doesn't swing the golf club just with his arms. As in most sports, the secret of golf that allows one to achieve a flowing, unre-stricted and balanced golf swing is a proper Weight Transfer. In a proper weight transfer, body weight is used as leverage. The bowler pulls the ball back on his approach and, using his entire body, transfers his weight from his back foot to his front foot allowing him to fire the ball down the lane. The tennis player uses his entire body to pull the racket back, swing through with a weight transfer from back foot to front foot and fire a fore-hand down the line. The principle also applies to golf. Weight is loaded up behind the ball on the back foot (at address, during the takeaway and backswing) so that at the top of the swing, the weight is in a position to be leveraged or transferred as energy (on the downswing and at impact) to the ball, via club head speed, sending it on its way. And with a proper weight transfer, the weight will end up on the front foot at the finish of the swing, just like the bowler and the tennis player.

To imagine the leverage in a weight transfer, imagine a baseball pitcher throwing a pitch. Now imagine how much speed would be lost if the pitcher threw the ball straight-legged, using just his arm. Weight transfer is just as important in a golf swing and just as much body weight is transferred. The difficulty in golf lies in the fact that this similar weight transfer must be accomplished just as completely and accurately, but in an area extending only from the inside of the right foot to the center of the left.

Thus, as you read this book and develop your own golf swing, it is important to understand that all the moves and positions made in a golf swing are done to facilitate a weight transfer during the golf swing. A proper weight transfer is the secret of golf, the foundation upon which a successful golf swing is built.

SECTION TWO: THE GRIP

The grip is the way one holds the golf club with the hands. The rubber or leather-wrapped end of the golf club that is held is also called the grip.

Look closely at the following sequence. Emulate the photos as closely as possible. A good grip will save you headaches and strokes. A bad grip can really hurt you and is one of the most difficult things to unlearn. Practice gripping the club properly until it's as easy as putting on a glove.

For the lessons, lay the book on the ground to achieve hands-free ability. To gain an actual visual perspective of the grip simply turn the book upside down.

When it comes to gripping the golf club, there are two important aspects the beginner must know:

1. The club is held in the fingers like a butter knife, not in the hands like a baseball bat;
2. The club is held lightly as if one were holding eggs. Only enough grip pressure to keep from letting go of the club is used.

THE GRIP



Laying the hand flat open, angle the club across the index finger and the meat of the left palm.

THE GRIP

**Close the
fingers,
then ...**



THE GRIP



Keeping club in the fingers, roll hand over and place the thumb down the center of the grip. There will be a slight airspace between palm and club.

THE GRIP

Laying the hand flat open, place the club along the base of the finger of the right hand and close the fingers.



THE GRIP



Keeping club in the fingers roll hand over, lightly placing the "V" at the base of the right palm...

THE GRIP

**...on the
knuckle of
the left
thumb.**



THE GRIP



**The proper
grip,
completed.**

THE GRIP

**Notice how
the reminder*
"V" on the
grip fits
between the
thumb and
fingers of the
right hand.**



***See terms on page 6.**

THE GRIP



The pinky of the right hand is placed over the left index finger as in the overlap grip or ...

THE GRIP

**...all ten
fingers can
be on the
club, as in
the baseball
grip. Either
style is
acceptable**



SECTION THREE: THE SETUP

The setup is the positioning of one's body to enable a golf swing to be made. Once the setup is completed one is considered to be at address.

Remember that the swing is to facilitate a weight transfer. With this in mind, when we set up or "address" the ball, it is important to be loose and relaxed and in an athletic position. The swing we're about to make is going to use every muscle in the body, so its important to be loose. At address we don't want any tightness anywhere. As with the grip, the setup should be the same every time. So practice the setup until it's comfortable and easy to repeat.

To set up, simply follow this procedure:

- 1) Place feet shoulder width apart, toes pointing slightly outward
- 2) For necessary knee and hip bend, assume and hold the position you would be in as you begin to sit in a chair
- 3) From this position, allow the arms to hang freely from the shoulders. Keeping the arms relaxed and without bending the elbows or raising up the hands, clap the hands lightly together.



Where they meet is where the club is held in the setup. This position never changes as one uses clubs of differing lengths. Only the distance one stands from the ball will change

4) Keep the chin up by looking down your nose at the ball

5) The head is behind the ball; in other words, the ball is played closer to the front foot than the back, perpendicular to the left ear

6) The left arm is straight

7) The weight is 80% on the right knee and centered mid-foot (on a line from inside the right ankle, through the right knee, into the right armpit)

8) The knees are knocked in

9) To aim, simply square the club face to a spot that is a few inches in front of the ball on the target line, then follow steps 1-8 above

THE SETUP

**For
necessary
knee and hip
bend,
assume and
hold the
positions you
would be in
as you begin
to sit in a
chair. Weight
is centered
mid-foot.***



***See #7 on previous page.**

THE SETUP



The setup should look like this.

Important keys:

- The ball is perpendicular to the left ear.
- The knees are knocked.
- The left arm is straight.
- The weight is 80% on the right knee.
- The feet are shoulder width apart and toes point slightly outward.

SECTION FOUR:

THE SWING

When you thumb through this booklet you will see pictures of positions at various stages of the golf swing. It is important to understand that the swing is a cycle, a complete motion from address to follow-through. It is not a series of frozen, static positions. Nevertheless, the pictures serve as guides to be emulated at the different stages of the swing.

As your swing develops, master keeping your head still without forgetting the weight transfer. Head movement and/or an improper (or non-existent) weight transfer account for a majority of my lessons.

Three important aspects of the swing that beginners often overlook are:

- 1) Arm extension - one wants full arm extension of the left arm throughout the swing until well after impact
- 2) Hand action - proper hand action can be induced by imagining a magnet is stuck to the club face and attempting to sling it off. The importance being that the hands must rollover through impact. Otherwise, you will forever slice* the ball.
- 3) Knee flex - maintained throughout the swing.

*See terminology on page 80

THE BACKSWING



The right knee remains stationary in a flexed position. Keep the left arm straight. Take the club back, rotating the shoulders around the spine by lowering the left shoulder and raising the right while the head remains still.

THE BACKSWING

Halfway through the backswing the club is parallel to the ground and parallel to the target line*.



***See terms page 7**

THE BACKSWING



Upper body motion is rotational over the right hip joint along the spine. Note the knee flex, many beginners stand up at this point.

THE BACKSWING

Hand position halfway through the backswing. Achieved by slightly rolling the hands open on the takeaway, the left thumb is on top of the shaft and the shaft is parallel to the target line.



THE BACKSWING



At this point the left knee has moved towards the right, allowing hip rotation. The left heel remains on the ground. The wrists begin cocking.

AT THE TOP

The club is pointing at the target, and the left thumb is at the bottom of the shaft. As at address, the weight is 80% on the right knee and in position to be leveraged through the ball.



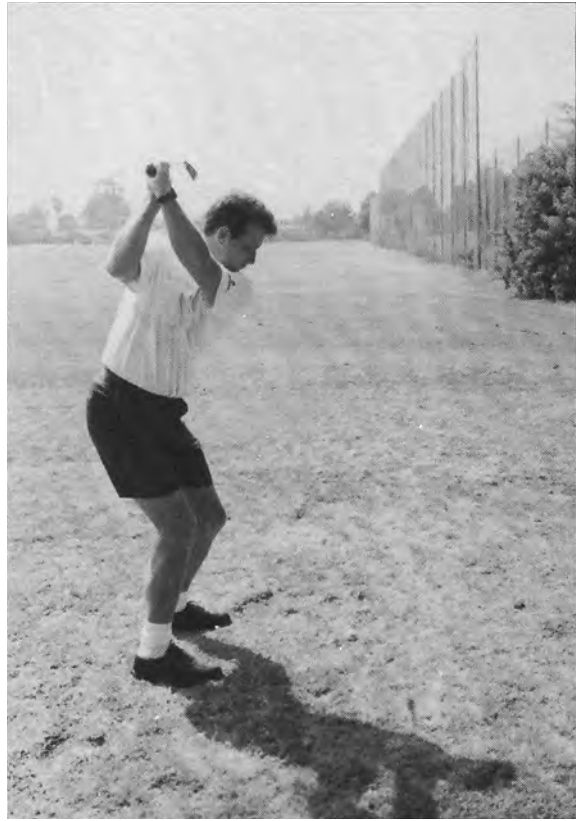
AT THE TOP



Hand position at the top of the swing. The left thumb is under the shaft, and the club is pointing at the target.

AT THE TOP

**The knees
have
remained
flexed during
the takeaway.
The head has
remained still
and the
weight is still
80% on the
right knee.
Come as
close to a
stop as you
can without
stopping.**



DOWNSWING



Start of the downswing. The hips and shoulders uncoil together, as one, initiating the weight transfer. The head remains still. Initially it's a good idea to over exaggerate the hip turn until one becomes familiar with this unnatural movement.

DOWNSWING

**At hip level
the hands
begin to
uncock and
roll over. The
right toe is
pushing off,
creating leg
drive, hip turn
and aiding
weight
transfer.**



IMPACT



At impact the hands are in mid-rollover and have returned to their address position.

**The head has
remained
still. Note the
extension of
the arms.**

**Many
beginners
will have
bent elbows
at this point.**



IMPACT



The effort being made by the right leg to effect the weight transfer is evidenced by the lifting of the right heel. Hands continue to rollover.

FOLLOW-THROUGH

Halfway through the follow-through the head still hasn't moved. The club is pointing at the target, the left thumb is back on top of the shaft, and the right toe continues pushing off. Continue arm extension.



FOLLOW-THROUGH



Hand position halfway into the follow-through. The left thumb is back on top of the shaft, completing a 180 degree rollover of the hands. The wrists again begin cocking, allowing a continuous swing motion around the body.

FOLLOW-THROUGH

Keep your arms extended as long as possible. You should have nearly all the weight on the left foot. Continue wristcock by pulling thumbs towards left ear.



FOLLOW-THROUGH



**The right leg
pushes the
right hip
through until
the belt
buckle faces
the target.**

FOLLOW-THROUGH

**Keep your head still.
Keep your arms extended.
Continue pushing with the right foot until you are on the tiptoe of the shoe.**



FINISH



Only when the swing has been completed is the head allowed to rotate and lift. You must swing easy enough to be in balance at the finish with nearly all of the weight on the front foot.

FINISH

With the swing properly accomplished , one is completely in balance and the ball is flying right at the target.



SECTION FIVE: CHIPPING

A chip shot is a shot in very close proximity to the green. Shots from the edge of the green to approximately five yards away would be considered chip shots.

Chipping and putting are similar in that the legs remain "quiet" during the stroke. The stroke is pendulum-oriented and there is no weight transfer. These strokes look and really are very simple, but please note: Chipping and putting are very much "feel" or "touch" aspects of the game. The only way to develop feel is practice. Unlike full shots, chips and putts are better played keep-ing the club face square to the target.

Also note that when it comes to chipping, putting and sand play, deceleration is the # 1 problem with my students. This means that the club head decelerates or slows down through impact. So as you practice putting and chipping learn to maintain a steady club head pace or speed throughout the stroke. Matching the length of the takeaway and follow-through helps combat deceleration.

CHIPPING



Choke down on the control. Place weight primarily on the left side and leave it there during the stroke.

CHIPPING

Keeping the head as still as possible, take the club back with the shoulders and the arms in a pendulum motion. Keep the club face square to the target by *not* rolling or cocking the wrists.



CHIPPING



Without rolling the wrists over, return through the ball with a pendulum stroke. The takeaway and follow-through should be the same length. Distance to the hole determines the pace of the stroke.

CHIPPING

Using the shoulders and arms, take the club straight back along the target line. Keep the club face square to the targets.



CHIPPING



Swing through the ball along the target line. The length of the follow-through should match the takeaway. Distance to the hole determines how hard to hit it. Do not allow wrists to roll over.

SECTION SIX: PUTTING

Putting is the act of hitting the ball while its on the green. The specialized golf club used for putting is called a putter. A stroke on the green is called a putt.

Putting is an extremely important aspect of the game of golf. A one-inch putt counts the same as the longest tee shot, one stroke. Good putting can save the worst of rounds and bad putting can kill the best of rounds. Thus, it is important to quickly learn how to putt well. It is the easiest aspect to learn and can carry one through the .trials of learning the rest of the game.

There are three important factors that must be present for consistently good putting:

- 1) The eyes are directly over the ball
- 2) During the putting stroke, there is no head or wrist movement and no tension in the body, hands, or arms
- 3) One must be completely confident that the putt will be made. Uncertainty will almost always result in a missed putt.

PUTTING



As in chipping, the weight is primarily on the left side and is left there during the stroke. The ball should be directly below the eyes.

PUTTING

**The head
remains still
during the
stroke. The
putter is
taken back
with the
shoulders in
the
pendulum
motion.
There is no
wrist
movement.**



PUTTING



Rotate the shoulders through the ball, keeping the putter face square to the target line. Distance to the hole determines how hard to stroke it.

PUTTING

Rotating the shoulders, take the club back along the target line.



PUTTING



Keeping the putter face square to the target line, swing the putter towards the hole with shoulder rotation. As in chipping, match the length of the follow-through to the take-away. Keep a steady pace throughout the stroke.

SECTION SEVEN: SAND PLAY

Throughout most golf courses are large pits filled with sand. These are called sand traps or bunkers. Hitting out of them is called a sand shot or bunker shot.

Unlike typical golf shots, bunker shots in close proximity of the greens are best performed with an out-to-in swing. Weight transfer is typically nonexistent and we use an "all-arms" swing. Furthermore, with typical shots the club head contacts the ball first. On sand shots the club head is used to splash or blast out a given amount of sand with the ball riding atop it. To accomplish this one must take the club back at a much steeper angle than typical shots to create a chopping-motion type of swing. The golf club used for this shot is called a sand wedge.

Due to the relatively soft nature of the sand in a bunker, you should squirm the feet into it to develop reasonably firm footing. This action also serves to determine the depth and texture of the sand, important factors in determining how hard to swing.

For fairway bunkers, again an "all-arms" swing is used. Weight transfer is virtually nonexistent (this is done to prevent slipping in unstable sand). Unlike bunker shots in close proximity of the greens, in a fairway bunker the object is to hit the center of the ball with the leading edge of the club and "blade" it out. Normally when this attempt is made, you will actually catch the ball quite solidly. Even if you do hit the center of the ball and blade it you will get out of the bunker.

SAND PLAY



For sand shots, the swing is made primarily with the shoulders and the arms. At address, the weight is centered on both legs and remains neutral during the swing.

SAND PLAY

Alignment is to the left of the target. Turn the club face to the right until it is square to (aiming at) the target.



SAND PLAY



**On the
takeaway,
using
shoulders
and arms,
take the club
well outside
of the target
line, at a
steep angle.
At this point
initiate
wristcock.**

SAND PLAY

**At the top of
the back
swing, you
want to be in
position to
chop down
on the ball,
swinging
from outside
the target
line...**



SAND PLAY



...to inside the target line. The object is to chop a slice of bread's worth of sand out from under the ball. Do not roll the hands over through impact.

SAND PLAY

**As in putting
and
chipping, try
to match the
length of the
take-away to
that of the
follow-
through.**





SECTION EIGHT: INFORMATION

Helpful Hints

Etiquette

Terminology

Ordering Information

HELPFUL HINTS

- 1) After you've read through the entire swing sequence it shouldn't take long to figure out how to emulate the photos. Once you've created your new golf swing and you're at the driving range to test it, hit at least the entire first bucket with a 7-iron.
- 2) Make sure you have a proper grip.
- 3) Swing as easy as it takes to maintain your balance. If you're losing your balance you're swinging too hard.
- 4) Be certain there is weight transfer from the back foot to the front foot during the swing. Weight transfer is the basic principle of golf.
- 5) Keep your head as still as possible during the swing. Head movement will produce dreadful results. Practice on a sunny day, looking at your shadow during practice swings and making sure your head stays still.
- 6) Play the ball from the same position in the setup with all your clubs. Also, set up the same way for all shots.
- 7) Be certain the hands roll over through impact.
- 8) Do not play on a golf course first. Don't leave the driving range until you understand what you're trying to accomplish with your swing and you can consistently hit the ball in the air at least 50 yards. This is not an easy game and the golf course is not the place to learn it, the driving range is. So do yourself a favor and the group waiting impatiently behind you a favor and don't take to the course until you're ready. It won't take long.
- 9) Check the dress code. If unsure, wear slacks, a collared shirt, golf or tennis shoes and there won't be a problem.
- 10) Be on time. If you are late for your tee time you go to the bottom of the waiting list. In a tournament you are disqualified.



11) Be quiet. Until you are familiar with the little nuances of golf, keep quiet and observe. Most golfers take the game very seriously and are not out there, paying good money, to socialize. Golfers are a passionate lot.

12) Be aware of weather conditions. You are going to be outdoors for at least four hours. You should always carry sunscreen, bug spray and an umbrella.

13) Have a good supply of balls and tees. A dozen of each should do.

14) Carry a rule book. It is only a matter of time until you'll be involved in a ruling on the golf course.

15) If you hear a cry of FORE! immediately take cover. Do not take time to see where the cry came from. FORE! means a ball is hurtling towards somebody and it could be you.

16) Keep an open mind. This is not an easy game. There are no naturals and there are no substitutes for practice. If you do stick with this game it can bring you friends, business, and a lifetime of satisfaction.

ETIQUETTE

As in any sport or function in life there are rules and regulations governing behavior in this wonderful game. Some govern play, some guide personal relationships and others influence the way we treat the golf course.

On the way we treat the golf course, the fundamental guide is to leave the course in as good or better shape than you found it. This means to replace the clumps of grass (called a divot) one takes when making a stroke. While the divot may not grow back, it does save a golfer following you the difficulty of hitting his ball out of a hole in the ground.

On the green always repair the indentations (also called a divot) that your ball makes when it lands on it. Walk on the green in such a way that your shoe's spikes do nothing to rough up the surface. The rules do not allow golfers to repair spike marks before putting. After putting out you can and should repair any spike marks that could hinder golfers behind you.

The rules of golf are much too numerous to be covered in this relatively uncomplicated booklet: Therefore, I will leave them to your sense of duty to acquire at least the very basic elements of those rules.

On the way we treat others on the golf course, the basics are:

- Don't hit into those ahead of you. If you believe you might hit the ball far enough to endanger them, wait until they clear the area;
- If your ball is headed in the direction of other golfers, alert them with the cry, FORE! And if you catch up to your unintended victim, apologize for the errant shot;
- Do not stand directly behind (along the target line) of the golfer on the tee. Stand either fully in view or totally out of view of the golfer on the tee. The same courtesy is observed on the fairway and on the green;

- Always play in turn. Order of play is that the person farthest away hits first. This also holds true when putting. Order of play on the tee is determined by the scores on the previous hole. The person with the low score hits first. This is known as having honors.
- Be ready to make your next shot when your turn comes. One of the greatest factors affecting the enjoyment of the game of golf is slow play. A typical round of golf should not take more than four hours to complete. Do your part to meet that time target.
- Checking the distance to your next target, determining wind conditions, or any other factor you may need to consider in preparation for the next shot can and should be done while approaching the ball. Once there, address the ball and make your shot;
- When leaving a bunker remove all footprints and marks with the rake provided;
- Keep electric carts at least fifty feet from the greens and never drive across a tee box. If cart paths are near, keep electric carts on them.
- Do not give advice unless it is asked for.
- When you get to the green, place your golf bag or cart to the side of the green nearest the next tee. This will enable you to leave the green quickly and without interfering with the progress of the group following you.
- Mark your ball and keep it marked until it is your turn to putt. The accepted method of marking a ball is to place a ball mark, such as a coin, directly behind the ball away from the hole. The ball mark must be in place before the ball can be lifted. The ball must be replaced to its original position. Reckless or haphazard marking procedures shows poor etiquette and could possibly be construed as cheating.

- Always be as careful and as accurate as possible when marking the ball. The only ball on the green belongs to the person putting.
- Be careful to never walk across someone's line {intended path} while on the green. This is an inexcusable violation of etiquette. Make sure your shadow doesn't fall across the line of someone putting. The person whose ball is nearest the hole is responsible for removing the flag stick. Don't remove the flag stick until you've asked everyone if they need it. The first person to putt out should be in charge of replacing the flag stick once everyone has putt out.
- Announce penalty strokes as soon as they are incurred and always before teeing off on the next hole.
- Keep your anger in check. Being a hot head can disrupt the concentration of others in the group. Throwing clubs and swearing profanities are indicators that one is not mature enough to play golf. Composure is just as important as any golf club. Golf is known as a gentleman's game and there isn't room for lesser behavior. You can learn more about a person during a round of golf than you can in 30 years elsewhere. Always remember that golf is only a game, so act accordingly.

TERMINOLOGY

Ace - A hole in one.

Address - Position taken when ready to hit the ball.

Alignment - How one is aimed in relation to the target.

Amateur - One who plays golf without receiving any cash return.

Approach - A stroke to the putting surface.

Apron - The first cut of grass bordering the green (also known as the fringe).

Away - Person who's ball is farthest from the flag stick. The person away shoots first, unless the group is playing ready golf.

Back Nine - The second or last nine holes on the golf course, numbers 10-18. Same as "In".

Back Swing - The complete motion of taking the club away from the ball.

Ball in Play - Once a player hits the ball off the tee box, it is considered the ball in play and remains as such unless lost or out of bounds.

Ball Mark - A small coin or other like object used to mark the position on the green of a player's ball. Also known as a mark or ball marker.

Birdie - A score of one stroke below par on any hole.

Bogey - A score of one stroke above par on any hole.

Bunker - Also called a sand trap. A depression on the course that is filled with sand.

Caddie - A person who carries a player's clubs during a round of golf.

Carry - The distance between the spot the ball is struck to where it first strikes the ground.

Casual Water - Temporary accumulation of water where normally there is none. A ball in casual water may be lifted without penalty.

Club Face - The angled part of the club head that contacts the ball.

Club Head - The entire head of the club including the club face.

Divot - The chunk of sod cut by a player's club and the indentation left on the green when a player's approach shot lands on it. Both are called divots.

Downswing - The downward swing motion from the top of the swing to impact.

Drive - A tee shot hit with the #1 wood.

Fairway - The short-cut grass area between the tee box and the green.

Finish - The position attained when the swing motion is completed.

Flag Stick - Also called the pin. The flag stick marks the location of the hole on the green.

Follow Through - The position in a golf swing immediately after impact.

Fore - A warning called out if a shot appears to have a chance of hitting someone.

Fringe - The first cut of grass that borders the green. Also called the collar or apron.

Front Nine - The first nine holes of a course. Hole numbers 1-9. Same as "Out."

Gimme - A putt so close to the hole that another player will cede you the putt. The stroke must be counted, however.

Green - The putting surface.

Greens Fee - The cost to play the golf course.

Grip - The way one holds the golf club with the hands. Also, the rubber or leather wrap on the end of the golf club that one holds.

Gross Score - The total score counting every stroke.

Hand Action - Hand or wrist movement during the swing.

Handicap - Average number of strokes over par a golfer shoots for the entire round. Also, the ranking of difficulty for a given hole with respect to the other 17.

Hazard - General term given to sand traps, streams, ponds and the like.

Honor - The right to hit first on a hole, based on having the lowest score on the preceding hole.

Hook - For a right-handed player, ball flight that curves from right to left.

Impact - Point in the golf swing where the club face contacts the ball.

Lie - The position your ball rests on the course.

Line - The intended path or direction one expects the ball to travel after being hit.

Marshal - A person who patrols the course making sure the pace of play is kept up by all groups and that basic etiquette is observed.

Match Play - Competition by holes. A player will win a hole if he beats his competitor by at least one stroke.

Mulligan - A second shot that replaces the previous stroke with no penalty. Not legal in competition or when the scorecard is to be turned in for handicap purposes.

Net Score - The player's gross score minus the handicap.

Out of Bounds - Designated by white stakes, the area outside of the allowed playing area.

Out to In - A swing made from outside the target line to inside the target line.

Par - Designated by the length of the hole, par is the number of strokes it takes to reach the green allowing for two putts. A hole that can be reached in one shot (generally 240 yards and less) allowing for two putts is a par 3. A longer hole, 240-470 yards, that requires two strokes to reach the green and allowing for two putts would be a par 4. Even longer holes (over 470 yards) that require 3 strokes to reach the green and allowing for two putts are designated par 5's.

Penalty Stroke - A stroke added to a player's score for some type of rules violation.

Provisional Ball - A second ball, that must be declared as a provisional, that is played when there is a question of being able to find the ball in play or if the ball in play might be out of bounds. A provisional ball saves you having to walk back and re-hit if the first ball is indeed lost or out of bounds.

Putt - A stroke on the putting green is called a putt.

Ready Golf - When the first person that is ready to hit plays first instead of the person furthest away hitting first.

Reminder - A design found on some grips that outlines a proper grip.

Rough - The area bordering the fairway where the grass is allowed to grow higher than on the fairway.

Sand Trap - See Bunker.

Scratch Player - A person with a zero handicap that is capable of playing all the holes at par.

Setup - The positioning of the body to enable a golf swing. When the set up is completed, one is considered to be at Address.

Shaft - The shaft of the golf club.

Short Game - Chipping, pitching and putting make up the parts of the short game.

Slice - For a right-handed player, ball flight that curves from left to right.

Square - Having one's alignment or club face aiming at the target.

Stroke - The act of hitting or attempting to hit the ball constitutes a stroke.

Stroke Play - Competition by strokes. All strokes are added with the person having the lowest total being the winner.

Swing Thought - A single, key thought used during a golf swing.

Take Away - The start of the back swing.

Target Line - Imaginary straight line from your ball to the target.

Tee - The small wooden peg on which the golf ball is placed to facilitate the drive (Tees can only be used on the tee box). The term also applies to the tee box (or teeing area).

Tee to Green - All shots excluding putts.

Tee Time - A reservation to play golf.

Top of the Swing - The transition area between the completion of the back swing and the start of the downswing. Also called "At the Top."

Weight Transfer - Movement of body weight during the golf swing. Also, the basic principle of golf.

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