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**Good Practice and Behaviour**

**a. Code of Conduct for Members & Guests**

The following guidelines are intended to provide Members and non-members with a common-sense approach to conducting themselves while using Club facilities.

For the vast majority of Members and visitors, these rules will cause no problems. They simply represent good manners applied to a golf club. The Code of Conduct differs from rules in that it addresses acceptable/unacceptable behaviour.

DURING PLAY

1. Etiquette on the Course

a. It is every golfer’s obligation to follow the etiquette of the game as outlined in the R&A Rules of Golf.

b. All players must check in the Clubhouse, including guests at least 10 minutes before you play.

c. All players must start on the 1st tee only, unless instructed by the Club staff.

d. To avoid congestion around the 1st tee all players must arrive 5 minutes prior to their scheduled tee time, but no earlier.

e. All players are responsible for their own ball flight.

f. Never hit before players in front are out of range.

g. Do not search for balls other than those in play.

h. If an errant shot occurs, please yell “FORE”.

i. It is the player’s responsibility to report any damage to the golf course and any property bordering Whitwood Golf Club, caused by an errant shot.

j. All Members must be vigilant in reporting real or perceived safety hazards to staff and/or club manager.

k. To keep the Course looking good and to protect wild-life, place all litter in the bins provided. There is a litter bin located at every yellow tee.

2. Power Carts: A section on power carts will be produced when relevant.

3. Avoiding Slow Play

a. Honour is determined by the first player ready to hit.

b. All players are responsible for marking errant shots; play a provisional ball if in doubt.

c. Park carts/clubs in the direction of the next tee.

d. Always be ready to play.

e. Let shorter hitters play first.

f. After hitting, return to your clubs and prepare to proceed.

g. Players should all proceed directly to their own shots and then assist in searches after hitting.

h. Plan your shot and select your club while others are hitting.

i. When it is possible, continue putting until the hole is complete.

j. When play at a hole is complete, players should immediately leave the green. Score cards should be completed on the next tee.

k. When in difficulties, take a one shot penalty and drop out appropriately.

L. Every group is expected to keep up with the group ahead.

4. No Shows

a. No shows are unacceptable.

b. Players must call in or email to cancel their tee time.

c. All no show offenses will be logged and will be dealt with by the club staff.

d. For further details please look at our ‘No Show’ Policy, on the notice board or web-site.

5. Dress Code

a. It is the responsibility of all members to assure that they and their guests adhere to the current dress code regulations established at Whitwood Golf club.

Men

-Trousers. (No tracksuit / jogging bottoms or jeans)

-‘Tucked in Shirts’ with collars and sleeves. (No vests allowed)

-Golf shoes. (No trainers but Golf Shoe Hire is provided)

-Smart fitted shorts. (No cycling shorts / football shorts or highly decorated Bermuda shorts)

Golf hats are to be worn with the brim forwards at all times.

Staff can reserve the right to refuse admission to anyone dressed inappropriately.

Women

a. Sleeveless tops with a collar

b. Tops without a collar must have sleeves

c. Tops must be worn tucked in, unless designed to be worn outside

d. Tailored golf shorts or skirts

6. Handicaps

a. Every member is expected to post his or her score after each round, in order to maintain a fair and equitable handicap.

b. Anyone not completing a round should still submit a ‘no return’ card.

c. Handicaps are computed by the national handicapping system implemented by the EGU.

d. Anyone not following this policy, is ineligible for competition.

7. Care of the Golf Course

a. As a member, you are asked to assist us with the basic etiquette of replacing divots, raking bunkers, repairing pitch marks, and obeying all signs.

b. It is the member’s responsibility that their guests follow the code of conduct established by Whitwood Golf Club.

c. Electric caddies, golf bags, and pull carts are not permitted on any tee, green, or collar of any green.

IN AND AROUND THE CLUBHOUSE

a. A visitor must be signed in by a Member, who is then responsible for the visitor's conduct.

b. All members, visitors and staff are expected to conduct themselves in an appropriate manner.

c. Whitwood Golf Club is as a family friendly environment and, therefore, obscenities and loud boisterous behaviour, inappropriate for children and good taste, is not allowed.

d. All Members are regarded as Ambassadors for Whitwood Golf Club when playing at other clubs and at all times should show the utmost respect to fellow members, staff and visitors.

e. All Members must adhere to ALL club rules and thereby not damage the character, integrity, good will, property and community view of Whitwood Golf Club and/or its staff.

f. If problems arise regarding the operation of the club, there are correct procedures to be followed. Members should approach the club manager or write to the Committee.

g. Members must not denigrate, talk down to, shout at staff members, general membership and/or guests and must not create unnecessary strife and divisiveness. If members are not happy with the behaviour of staff, please speak to the manager.

h. The Club Manager is responsible for instructing the staff in the performance of their duties and all complaints should be made to the Manager. Members may not reprimand any employee of the Club.

i. We would ask all members to refrain from wearing caps/hats whilst in the Clubhouse.

j. No member or guest should park in a disabled bay without a personal disability badge or any bay reserved for officials/staff.

INFRACTIONS

All infractions will be dealt with by the club management and/or Committee using procedures on three levels.

1. Verbal Complaints about minor matters will be quickly dealt by the Club Captain and Manager. More serious complaints whether verbal or in writing will be dealt with by the Committee.

2. Verbal Complaints of a more serious kind will involve meeting a panel drawn from the Club Captain, Manager, Committee Chairman and a representative from Ground work.

3. Very serious written complaints may need to be dealt with by evoking the Club’s disciplinary procedure.

The Committee and Club Manager will consider each case on its merits and decide who should follow up on complaints. Regardless of who is delegated to deal with a particular issue, possible infractions will be discussed with the person/people involved, to ensure that all sides are taken into account. If there is evidence of an infraction or continuing offences of the Code of Conduct then the following will be initiated.

Consequences of continuing rules infractions are:

• 1st offence: Written notice from club management and/or Committee.

• 2nd offence: Loss of advance booking privileges for 1 week.

• 3rd offence: Loss of advance booking privileges for 2 weeks.

• 4th offence: Loss of advance booking privileges for season.

• 5th offence: Suspension of playing privileges.

This code of conduct is not meant to penalize. It is designed to spell out clearly for members and their guests the kind of behaviour which is expected when using golf club facilities. It is completely in keeping with the expectations of behaviour commonly associated with playing at any private golf club.

Adopting the code as our own will make the game that much more enjoyable for ourselves, our playing partners and guests.

**b.** **Grievance Procedures**

1) This procedure is designed to deal with informal/verbal complaints and unintentional/minor offences.

2) If any member has made a verbal complaint concerning a player/member then the Committee delegates the Club Captain and Manager to deal with the matter, quickly and informally.

3) They will invite the player/member to discuss the grievance. The player/member may be assisted at such meeting either by a colleague or fellow member.

4) The player/member should be given a reasonable opportunity to consider his response to the complaint/grievance.

5) The player/member must take all reasonable steps to meet with the officials. If the player/member does not attend the meeting then the officials may consider the grievance in his/her absence, adjourn the hearing or take such other action as he deems necessary.

6) After the meeting, the officials will inform the player/member of their decision concerning the complaint/grievance and their decision is final. (March 2013)

**c. No Show and Reserved Tee times for Competition.**

**Club Competition Reserved Tee Times**

The Club will reserve the first 8 x tee times for member’s competitions on Saturday’s and Sunday’s. Members are able to book their preferred tee time seven days in advance, however the club reserves the right to open up these tee times to members of the public if not fully utilised by COP Thursday.

Any player who wishes to play in the weekend competition out with these times will have to reserve a tee time as per any other booking.

Reserved bookings by members will be moved accordingly to ensure that there are no “gaps” within 4 ball slots, or indeed between tee times. This will allow 2 ball / 3 ball bookings to become 4 balls. Such changes will be made by club staff by COP Thursday. Automated e-mails will be sent out to inform members of changes to their tee times if applicable.

Booking privileges will be for the Club Captain only, who will secure the 3rd tee time in all club competitions for the duration of their captaincy.

**No Show Policy**

The committee in conjunction with the management of Whitwood Golf Club, have a “No Show Policy”. Please be aware that a “No Show” presents a problem for the committee members responsible for ensuring that the competition runs smoothly, it also inconveniences your fellow club members and may spoil the competition for your partners. Such behaviour is not in keeping with the ethos of Club membership.

Whilst there may be a good reason for your non-attendance, you are expected, to inform the Club of your withdrawal in advance (at least 30 mins prior to the allocated tee time) in order for us to accommodate other members and to ensure that the 3 or 4 ball format is retained throughout the competition.

On the first instance, the incident will be recorded by the Club on a no show register and no penalty is imposed. The member will be sent a letter advising of his/her failure to show for the tee time and affording the opportunity to provide an explanation for the “no Show”.

On the second instance of a “no Show” the person will not be permitted to play in the next equivalent competition. (e.g. “A No Show” for a weekend medal will not be permitted to play in the next weekend medal). The person has the right to appeal to the Competitions Secretary.

On the third instance, the person will not be permitted to play in competitions for one month. The player has the right of appeal to the Competitions Secretary and if not satisfied the Club Captain. The members will be advised of this suspension by letter.

This new system will be implemented from 1st November 2012

**d.** **Disciplinary/Appeals Procedures**

 Definitions used in this document:

The Inquiree: Any Playing/Member at Whitwood Golf Club who is the subject of an Inquiry.

Inquirer: Disciplinary Committee of Whitwood Golf Club charged with the responsibility of holding an Inquiry.

Inquiry: An Inquiry held by Whitwood Golf Club concerning the conduct of a Member who is subject to the inquiry.

Impartial Member: In relation to an Inquiry, a person who has no personal interest in or involvement with the subject matter of the inquiry or with the Inquiree and who is appointed in accordance with these instructions to be a member of a Disciplinary Committee or Appeal Committee.

A. Establishing a Disciplinary Committee:

1. Whitwood Golf Club has a grievance procedure, which may be invoked at the sole discretion of the Club. The purpose of the grievance procedure is to sort out, in an informal manner, minor misunderstandings or unintended offensive behaviour. In the case of more serious matters it may be necessary to conduct an Inquiry at which point the Committee shall appoint a Disciplinary Committee.

2. Whitwood Golf Club Disciplinary Committee shall consist of at least three members of its Committee. The Chairman of the Committee shall nominate four Impartial Members to act as the Disciplinary Committee for any Inquiry to be conducted and shall appoint one of the three members to be the D.C. Chairman.

3. If, in respect of any Inquiry, it is not possible for a Committee to find amongst its members enough Impartial Members to form a Disciplinary Committee, the Committee shall appoint other impartial or suitable persons to constitute the Disciplinary Committee. A person shall not be appointed to serve on the Disciplinary Committee if he/she has any personal interest in or involvement with the subject matter of the Inquiry or those subject to the Inquiry.

4. The Disciplinary Committee will discharge its responsibilities in accordance with the principles of natural justice.

5. The Committee shall elect a D.C. Secretary. He/she shall attend and serve the Disciplinary Committee as its clerk, but shall not be a member thereof, nor shall he/she act in a judicial capacity or have a vote.

6. The Disciplinary Committee shall:

(a) be unbiased;

(b) be familiar with the procedures outlined in these instructions;

(c) act within their Constitutional powers and not be afraid to seek advice on any matter about which they are unsure; and

(d) have consideration and respect for all parties to an Inquiry including witnesses.

 B. An Inquiry may be initiated by either:

1. the complainant sending to the Committee a written report identifying the members who the inquiry is about and giving details of the conduct in respect of which the complaint is made; or

2. the Committee referring any complaint to its Chairman in writing, identifying the inquiree/s and giving details of the conduct in respect of which the complaint is made.

C. On receipt of a report the Committee Chairman should:

1. assemble such facts as are reasonably available;

2. notify the inquiree/s, in writing, of the complaint made against them and inform them that, if they wish, they may submit in writing any observations on the complaint. It must be made clear that they are under no obligation to make any statement but that any statement should be submitted within seven days.

3. On the expiration of seven days from the date of notification to the Inquiree/s, a meeting of the Disciplinary Committee will be convened by giving not less than 14 days’ notice of the date, time and place of the hearing to all concerned; the members of the Disciplinary Committee, the Inquiree/s and such other bodies or persons as the D.C. Chairman decides are appropriate.

4. There shall be annexed to the notice given to the Inquiree under paragraph C. 2, a copy of these Instructions, a copy of the report referred to B.1 or 2, a copy of any statement submitted by the Inquiree and a statement of any other facts of which the Secretary of the Inquirer is aware and which are likely to assist the Disciplinary Committee and the parties to the Inquiry.

D. At every Inquiry, the Inquiree/s shall have the right:

1. to be present in person;

2. to state his case, call witnesses and furnish evidence; and

3. to be assisted at the hearing by a fellow Club member or colleague of his choosing.

E. Evidence of the conduct being considered:

1. May be in writing or given orally.

2. Anonymous or unattributed opinions are inadmissible as evidence.

3. Hearsay evidence is admissible but the Disciplinary Committee must treat it with caution.

4. The Inquiree/s has the right to:

(a) be given access to the evidence;

(b) respond to the evidence;

(c) know the name of the person(s) giving evidence;

(d) challenge the evidence; and

(e) expect that the evidence will be presented systematically and thoroughly.

5. If the Inquiree/s, after correct notification, has failed to attend the meeting of the Disciplinary Committee or not given any reasonable explanation for such failure, then the D.C. Chairman shall have discretion to proceed with the Inquiry.

F. Deliberations

1. The standard of proof in all cases shall be the balance of probabilities.

2. The Chairman may, in appropriate cases, give directions for the hearing.

3. The Disciplinary Committee may appoint a solicitor to attend an Inquiry and advise the Disciplinary Committee. Such solicitor shall not have a vote.

G. An inquiry shall be conducted as follows:

1. The D.C. Secretary shall confirm that the Inquiree/s has copies of all the relevant documents.

2. The Inquiree/s shall be advised by the D.C. Chairman that he may either submit a written statement or make a verbal statement to the Disciplinary Committee or remain silent. The Inquiree/s shall be further advised that if he makes a verbal statement to the Disciplinary Committee it will carry more weight than remaining silent. A Inquiree/s will be liable to be asked questions by the Disciplinary Committee about any written or verbal statement.

3. Witnesses may be called, make statements and be questioned by the Disciplinary Committee or the Inquiree/s.

4. The Disciplinary Committee shall consider its decision. Only members of the Disciplinary Committee shall be present when it is considering its decision. The Disciplinary Committee may invite its legal adviser to attend and advise but this person must then retire to allow the Disciplinary Committee to reach its decision.

5. The Chairman may announce the decision and reasons in open session immediately or adjourn the Inquiry to allow the Disciplinary Committee further time to make enquiries or deliberate. The Inquiree/s shall have the right to respond to any matters arising out of any further enquiries carried out. If a response is required then the Inquiree/s shall be given written notice of matters arising out of the further enquiries and given seven days to respond in writing. The Chairman may if he considers it necessary reconvene the hearing to allow the Inquiree/s to respond. The Disciplinary Committee will make a decision within seven days of the conclusion of the final hearing.

6. The D.C. Secretary shall take minutes of the proceedings of the Disciplinary Committee. The Inquiree/s appealing against the decision of the Disciplinary Committee is entitled to a copy of the minutes.

7. The D.C. Chairman may admit such other matters as are relevant to the subject matter of an Inquiry. The D.C. Chairman may decide the procedure and order of the Inquiry (including any adjournment thereof) as he/she may deem appropriate, bearing in mind the requirement at all times to give the Inquiree/s a fair hearing.

H. Penalties

A Disciplinary Committee may, on finding the Inquiree/s guilty of an offence, impose one or more of the following penalties:

1. A reprimand.

2. Suspension from the Club Premises and/or course.

3. Suspension or loss of the Member who is subject to the inquiry’s membership.

4. A penalty pursuant to clause 24 of the Council of National Golf Unions (CONGU) Unified Handicapping System.

I. A Finding of Guilt

1. The Disciplinary Committee shall on a finding of guilt invite the Inquiree/s to make submissions on penalty and take into account any such submissions, the gravity of the offence and any previous examples of misconduct by the Inquiree/s.

2. Within seven days of the announcement of the Disciplinary Committee’s decision, the D.C. Secretary shall serve written notice of that decision and the reasons for it on the Inquiree/s and all other persons and authorities concerned.

3. A record of all Inquiries and decisions of Disciplinary Committees and the minutes of their meetings must be maintained by the Inquirer for a minimum period of three years.

J. Appeals

 1. An Inquiree/s may, by written notice, appeal against the decision of the Disciplinary Committee to the Committee.

2. Such notice shall be served on the Disciplinary Committee within 14 days of the notification of the original decision.

3. If such notice of appeal is not served within the said 14-day period the Inquiree's right of appeal shall lapse.

4. In giving notice of appeal, the Inquiree/s shall provide a written statement indicating the grounds for the appeal, together with such accompanying documents as he feels are appropriate.

5. On receipt of a notice of appeal the D.C. Secretary shall inform the Committee which shall, as soon as possible, appoint an Appeal Committee for the purpose of dealing with the appeal.

6. From the date of receipt of a notice of appeal by the D.C. Secretary until the determination of the appeal, the decision of the relevant Disciplinary Committee shall be suspended except in the following circumstances

a) If the Inquiree has been penalised pursuant to clause 10 of The EGU Ltd’s Anti-Doping Policy then the decision of the Anti-Doping Disciplinary Committee will remain in force pending the appeal.

b) If the Inquiree/s has been suspended pursuant to any relevant clause contained in the Child Protection or Equity Policy then that suspension will remain in place pending the appeal.

c. If the said decision involves any suspension of the Inquiree's handicap or the Member who is subject to the inquiry's right to play golf, the Inquiree/s may not play in any competition.

7. A Member who is subject to the inquiry shall, when sending a notice of appeal under paragraph10, contemporaneously lodge with the Inquirer a cash deposit. Such cash deposit shall be the then current fee per Playing Member (paid by Member Clubs to The EGU Ltd in accordance with Rule 2 of The EGU Ltd Rules [adopted by the Union under Article 5 of the Union’s Memorandum & Articles of Association]) multiplied by a multiplier from time to time determined by the EGU Ltd. Currently such multiplier is as follows:

Appeal against a decision by a Member Club 25

8. If the appeal is unsuccessful, the relevant Appeal Committee may (at its discretion) apply the cash deposit to defray the expenses of the appeal. If the cash deposit is not sufficient to defray the expenses of the appeal, the Inquirer shall absorb the deficit.

9. The appeal shall be heard by the duly appointed Appeal Committee. The D.C. Secretary shall act as Secretary to the Appeal Committee. All rules, procedures and advice relevant to the D.C. Committee shall apply to the conduct of the Appeal Committee.

10. The decision of an Appeal Committee shall be final and there shall be no right of appeal by the Inquiree/s or any other person or body against it.

11. All notices to be given or served by any person or body under the provisions of these Rules shall be served by hand, or sent by recorded delivery or first-class pre-paid post to, the addressee at his or its last address known to the sender.

12. Any notice by the Inquiree/s shall be addressed to the D.C. Chairperson. Notices delivered by hand shall be deemed to be served at the time of delivery. Notices sent by first-class pre-paid post shall be deemed to be delivered on the second day following posting. Recorded delivery notices are deemed received when the delivery of the same has been recorded by the relevant postal official. The relevant notice period shall commence with the deemed date of receipt.

**Competitions**

**a. Managing Competitions**

1. Role of Club Management.

Management will need to define the boundaries for decision making in regard to competitions, to ensure that financial viability, health and safety and Course maintenance is given priority. Clear examples of this are as follows:

Frequency of Competitions: % Allocation of Monies: No Show Policy & Procedures: Competition Draws (Club Systems) and Info on Website (2013 diary & results)

2. Role of Club Committee

The Club Committee will establish the function of the Competitions’ Committee and will take responsibility for:

 How 2's money will be paid.

Pre-Comp Prep (Raffles, etc)

Course Set Up

Nearest Pin & Longest Drive

Special Requirements i.e. food

3. Role of the Competitions’ Committee.

The Competitions’ Committee will allow management and Committee to establish a consensus over competition arrangements, and balance the needs of members with those of the business. Membership will be, Manager, Captain, Ladies’ Captain, Handicap Secretary and one five day member.

 Specifically, the role includes:

a. Working with the Club Manager, to draw up a calendar of competitions and make arrangements for the proper playing and organising of those competitions.

b. Ensuring, through the manager, that the dates and results of competitions are posted in the Club House.

c. Deciding:

Competition Formats, Competition Dates, Entry Fees, which Comps to be "Drawn" and also Open Events & Dates.

d. The Competition’s Committee shall be composed of the Club Captain and Vice-Captain, Ladies Captain and one five day member and Club Manager.

e. Any proposal challenging the parameters set by management cannot proceed without the manager’s approval. The manager’s decision will be final.

**b. Rules / Handicap Advisor**

The integration of Club Systems Handicap software has resulted in the management team dealing with all aspects of competitions and members handicaps. The overarching role of the Rules/Handicap Advisor is to support the management in addressing members concerns relating to rules and handicap adjustments.

Role & Responsibilities

1. To be available to speak to members at weekends and preferably during the week should any rules queries present themselves.

2. To be prepared, when necessary to undertake additional research to find answers to questions posed.

3. To support the Professional Staff, when completing the Annual Review of Handicaps

Knowledge

1. Demonstrate a comprehensive knowledge of the rules of golf and be able to communicate such rules to members in an easy to understand manner.

2. To keep up to date with and R&A rule changes

3. Understand the various updates that have been introduced to CONGU, effective from 1st January 2011.

Representation

The Rules / Handicap Advisor will liaise with the Club Manager/Competitions Chair over any problematic items. They will then determine if the Club Manager needs to take such items to a future Competitions’ Committee meeting.

**c. Competition Policies**

We will award trophies for the 7 memorial Competitions, 5 majors, the Christmas Cup and the Boxing Day Scramble. All other competitions will result in medals being awarded.

1. The following trophies are deemed to be “Memorial Trophies”:

Brian Bullock Ron Howarth Lambert Pairs

Marjorie Parks Mixed Greensomes Briggs Trophy

2. A “Major” trophy is defined as a competition that all members can play in. The following trophies are deemed to be the Club’s Major’s:

Club Championship, Dooler Scratch, Spring Cup, Autumn Cup and Jubliee Salver.

3. Friday Night Knocks will take the form of a “bounce” game, rather than a formal competition and handicaps will not be adjusted. Players will pay a pre-determined amount (this will not be managed by the club staff) and the “total pot” will be used for the winnings. Friday night knocks will run during July, August & September.

4. Mid-Week Competitions

Taking the two league teams into account, there could be competitions played every day of the week during June, July & August. It was felt that due to the low number of players attending mid-week competitions it would be better to alternate the day of play on a weekly basis, i.e. week 1, Tuesday, week 2 Thursday and so on. Based on feedback from 5 day members their preferred second day was a Thursday.

5. Policy for visitors playing in open competitions

All players must present a valid handicap certificate to a member of staff on the day of the competition. This will be photocopied and retained, should there be any questions raised. Invitation days will also follow this procedure. However, individuals (social golfers) who do not have a valid handicap and want to play will be given a maximum handicap for the day and will not be entitled to win the main prize. All “guests” will play in a separate category.

6. Policy for postponed competitions

It was agreed that due to the volume of competitions and the course maintenance programme in September, that any competitions cancelled due to bad weather would not be re-scheduled. The only exception to this would be to accommodate a major or a final.

7. Texas Scramble Rules

Following some rules disputes, which occurred during past Texas Scrambles, the Committee have decided that some club rules need to be put in place to clear up any problems. Texas Scramble is not recognised as a form of golf by the R&A. As such, any questions, which arise regarding rulings, will not be answered by the R&A. The Competition committee have discussed a set of rules & taken advice from EGU.

Finding a workable set of rules has not been straightforward and these rules are based on giving every team the most options possible, whilst remaining true to the spirit in which golf should be played.

a. The team’s handicap shall be the total of the players’ handicaps divided by 10. E.g. 20+10+22+9 = 61divided by10 = 6.1 Any team which is a player short will receive 1.8 courtesy shots added after the above calculation

b. The Committee in charge of the competition may stipulate conditions of entry such as the number of tee shots to be used, team selection, tees to be used etc as it seems appropriate.

c. All players in the team tee off at each hole.

d. The nominated team captain then selects the preferred drive and marks the position (within 6 inches) with a tee peg (not nearer the hole). A minimum of four tee shots per player to be used, of which 1 must be a par 3 hole. The ball may be lifted, cleaned & must be placed, not dropped, within 6” of the original spot no nearer the hole everywhere on course except on the putting green where it must be placed on the exact spot and in a bunker where it must be placed within a 12” radius of the spot & can be nearer the hole. A player may rake the bunker prior to their shot

e. Once a ball has been selected and marked, the player whose ball has been chosen then plays his next shot first. The remainder of the team then play from that position in any order they wish. No player may play a second shot from this or another position until all the team has played or a new position has been selected. If a player does play a second shot the stroke is cancelled and a 1-stroke penalty should be added to the score for the hole.

f. Should a player break a rule of golf where the penalty would normally be 1 or 2 strokes, that stroke may be cancelled under no penalty providing the ball is not selected for the next shot? If the team wishes to use that ball for the next shot they must add the normal penalty strokes.

g. Should a ball be selected which is in a water hazard the usual options are available to the team. They may play the ball as it lies under no penalty or may drop a ball under the water hazard rules and must apply a 1-stroke penalty to the score for the hole.

h. The above method of play is followed until the green is reached. On the green the same method applies. The ball chosen is marked by a putter head length and players putt from the same spot in turn. Each player must mark the ball after putting. Play continues from each chosen position until the ball is holed.

i. The score is the total number of shots from the chosen spots (including the tee shot). Note! If a player putts and misses but then inadvertently knocks the ball into the hole, then that score counts.

j. All other rules of golf apply to the “Ball in Play” In particular please be aware of Rule 14.2. Team members are not allowed to position themselves on or close to an extension of the line of play or the line of putt behind the ball.

k. At the end of the round the total for each hole is added together and the strokes received subtracted to give the total net medal score for the round. The winning team will be the one with the lowest medal score.

Should a situation occur which is not covered by these club rules the committee will make a ruling on the decision and their decision shall be final.

Please remember these rules only apply during a Texas scramble at Whitwood Golf Club.

8. Amendments R&A Rules – Use of Measuring Device

There have been recent changes by the R&A in relation to Measuring Devices. Please see below:

Except as provided in the Rules, during a stipulated round the player must not use any artificial device or unusual equipment (see Appendix IV for detailed specifications and interpretations), or use any equipment in an unusual manner:

a. That might assist him in making a stroke or in his play; or

b. For the purpose of gauging or measuring distance or conditions that might affect his play; or

c. That might assist him in gripping the club, except that:

(i) gloves may be worn provided that they are plain gloves;

(ii) resin, powder and drying or moisturising agents may be used; and

(iii) a towel or handkerchief may be wrapped around the grip.

Exceptions:

1. A player is not in breach of this Rule if (a) the equipment or device is designed for or has the effect of alleviating a medical condition, (b) the player has a legitimate medical reason to use the equipment or device, and (c) the Committee is satisfied that its use does not give the player any undue advantage over other players.

2. A player is not in breach of this Rule if he uses equipment in a traditionally accepted manner.

PENALTY FOR BREACH OF RULE 14-3:

Note: The Committee may make a Local Rule allowing players to use devices that measure or gauge distance only.

It was agreed by the committee that Whitwood would utilise a local rule to allow the use of measuring devices providing they conform to the above stipulations.

**Competitions pay outs**

Income % for Comp Costs % to Members 2 Div Winners 1 Div Only

Less Than £50 30% 70% 1st Only 1st Only

£60 - £80 30% 70% 1st & 2nd 1st & 2nd

£90 - £110 30% 70% 1st, 2nd 3rd 1st, 2nd 3rd

Texas Scramble - Less than £200, 1st and 2nd prize winner

Texas Scramble More than £400, 1st, 2nd, 3rd prize winners

\* No additional payout to "Major Winners"

\* Summer Stableford & Medal Div 1 & Div 2 Winners - £20.00

\*Winter Stableford & Medal Div 1 & Div 2 Winners - £20.00

**Committee Matters**

**a. Style of agenda for Club Committee**

Proposals for agenda items shall be sent to the Chairman one week in advance of the meeting.

AGENDA

1. Apologies for absence

2. Minutes of previous meeting

3. Matters arising from minutes

4. Reports:

Captain, Ladies’ Captain, Tigers’ Captain, Rabbits’ Captain, Competition Secretary, Secretary and Board Members.

5. Communications between management and Committee.

a. Members’ Feedback and points of clarification for Club Manager.

b. Queries and updates for Committee from Manager.

Any Other Business.

Date and time of next meeting.

**b. Attending Committee Meetings**

The Committee will hold open meetings.

This represents good practice since

1. It will allow us to show people how we work.

2. It demonstrates that we are open, democratic and inclusive.

3. It will allow us to elicit the help of ‘experts’ when necessary.

4. It will enable us to take the opportunity to induct future members.

To ensure that we control the process and are not swamped by ‘observers’, I suggest the following procedure.

1. Anyone wishing to observe the Committee in action should go through the Chairman, via a committee member if necessary. The chairman will email all committee members letting them know who is coming. Observers will sit apart from the members and will have no entitlement to speak or vote.

2. If we are looking at specific items, experts can be invited, through the Chairman, and will be able to join in the discussion but not vote. Again all members will be informed by email that this is to happen.

3. Induction of new members. If someone is due to join the Committee at a future date then he/she will be welcome to come to meetings up to three months before his/her appointment and join in discussions but not vote.

**Members**

**a. Agenda for Annual General Meeting**

1. Minutes of previous meeting.

2. Matters arising.

3. Captain’s Report.

4. Management Report.

a. Financial matters. b. Manager’s Report. (Or whatever GW decide to offer)

5. Election of Officers

a. Honorary Vice-president.

b. Captain for 2013/14

c. Vice-Captain for 2013/14

d. Ladies’ Captain for 2013/14

6. Proposals for the AGM.

8. Election of Committee members. By show of hands. There will be one person stepping down each year by seniority of service.

**b. Membership Application**

As a Subsidiary Company of Groundwork-Wakefield, Whitwood Golf Club has clear procedures and criteria for making decisions about application requests, which conform to the requirements of the 2010 Equality Act, and demonstrate fairness and reasonableness in approach.

 1. Criteria for decision making.

The Club Staff will accept requests for membership and these requests will be monitored by the Club manager and Captain. If anyone’s application proves to be problematic then the Committee has two sub-committees for arbitrating on admission to the Club, i.e. A Membership Committee (Manager and Captain) and an Appeals Committee. (All Committee members except Club Captain.) Admission to membership will be in accordance with current rules and procedures that may vary from time to time.

Membership of the Club shall be open to anyone interested in the sport of golf on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

a) The categories of membership shall be those from time to time published by the Committee. The Club Board, in consultation with the Committee, shall have the power to extend or change the categories of membership of the Club but in doing so will have regard to the Equality Act 2010.

b) The Club Captain and Manager shall have overall responsibility for all aspects of the recruitment and induction process for new members. Due to the nature of the sport, this may include the requirement for assessment of an applicant’s knowledge of the rules / etiquette and ability, for the safety for all players using the facility.

c) Every candidate for membership of the Club shall sign an application form giving all particulars required by the Club with an understanding that he/she will abide by the Rules and standing orders of the Club. Forms will be provided by and then collected by the Club Manager or delegated staff and records of applications maintained.

d) On the election of a new member, Club staff will provide him/her with a copy of the Club induction pack. For additional advice the member will be referred to the Club Manager or Captain.

e) A candidate shall not be considered a member of the Club for the purposes of these Rules until he or she has paid the relevant entrance fee and subscription. In case of non-payment by the candidate of either of these sums within 28 days of his/her notification of election to membership, the Committee will have the right to cancel his/her membership. Persons may not be admitted to membership, without an interval of at least two days between their nomination and acceptance.

f) The Club Committee may refuse membership, only for reasonable cause such as conduct or character likely to bring the Club or sport into disrepute.

g) The above criteria for decision making will be appended to the Club Constitution.

2. The Decision Making Process

a.) The decision making process will be transparent and open to scrutiny.

b.) If an application is rejected, minutes will be kept that outline clearly the reason for rejection and the supporting evidence. The unsuccessful candidate will be told why he or she has been rejected and will be allowed to appeal in writing to the Membership Appeals Committee.

c.) The decision of the Appeals Committee will be final. A rejected candidate shall not be eligible for further nomination for at least 12 months from the date of rejection unless the Membership Committee decides in its absolute discretion there are special grounds for doing so.

**c. Welcome Pack**

We are delighted to welcome you as a member of Whitwood Golf Club and we hope you will have many years of good golf, good company and good fun with us.

This guide is intended to help you get the most out of your membership and to introduce you to all the activities in the club. We pride ourselves on making all of our members feel welcome. However, if you have any queries or any suggestions please contact a member of staff and they will endeavour to assist you.

The Club and its History

Whitwood Golf Club may only be 25 years old, but in its short history it has matured rapidly and become one of the finest examples of modern day golf design in the Yorkshire region. The course has been designed and constructed as a challenging but rewarding Parkland course.

The course is 6298 yards, Par 72, with its tree lined fairways and well positioned greens it presents an enjoyable setup whether you’re a low handicap or beginner.

The clubhouse at Whitwood provides a warm and relaxing atmosphere to all visitors. We serve snacks and meals throughout the day. The club is very happy to welcome both individuals as well as groups. The Clubhouse offers something for all everybody. You don’t have to be a golfer to enjoy the clubhouse! Socialise over drinks or relax over a long lunch. Enjoy a great beer, traditional British food and first class service.

Contact Details

Our Staff are always on hand to answer any questions you may have. You can get in contact with the club by the following means:

By Post Whitwood Golf Club

 Altofts Lane

 Castleford

 West Yorkshire

 WF10 5PZ

By E-mail info@whitwoodgolf.com

By Phone 01977 512 835

Golf Club Manager Elaine McBride

Golf Professional Laurie Turner

Green Keeper Kevin Moore

The club website address is http://www.whitwoodgolf.com

New members must register initially creating their own password. Your e-mail address must be registered within our members management system prior to registering on-line otherwise access will be denied. The website contains a great deal of information, including results from all competitions. Please take time to browse, as you will find it useful.

The club operates an on-line tee booking system which can be accessed via the golf club website. Registration is required before using the system, you will be guided through the process when logging onto BRS for the first time.

If you don’t have a computer a simple phone call will also allow you to book a tee off time.

How the Club is Managed

Whitwood Golf Club is a limited company and is a subsidiary of Groundwork Wakefield.

Groundwork is a charity-led organisation, which operates across the Wakefield area. Each year, with a variety of partners, it works on a range of individual projects designed to improve disadvantaged communities and the environment. In keeping with its vision, Groundwork staff live and work in an environmentally friendly way and design projects which help to build skills, improve job prospects and to and services which benefit both people and the wider environment.

The affairs of the club are run by Whitwood Golf Club Board of Directors, which is made up of both three Groundwork Board Members and two Whitwood Golf Club Committee Members. The day to day running of the Club is the responsibility of the Golf Club Manager and the Club Staff.

In order to support the smooth running of the club the Golf Committee is responsible for enhancing and promoting the enjoyment of the game of golf for every Whitwood Golf Club member and working closely with the club manager to maximise the profitable use of the Clubhouse and create social opportunities for members.

It is responsible for:

a. The organisation of Club golf competitions and matches, within parameters set by the management.

b. The General Rules and Procedures and Standing Orders in consultation with Whitwood Golf Club Management.

c. Rules for competitions.

d. Disciplinary matters not under the jurisdiction of the Manager.

There are currently 9 elected members on the Committee.

Every year the Club holds its Annual General Meeting. This will take place during November and we encourage all members to attend. This will provide you all with an opportunity to offer suggestions and make a positive impact on how the club is managed.

Etiquette Including Dress Code

The R&A rules of golf sets out the etiquette and standards expected by all players of golf and details can be found at:

http://www,randa.org/rules/rulessub/rulespage

We would like to highlight the following in particular:

The Spirit of the Game

Golf is played, for the most part, without supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players and to abide by the rules. All players should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times, irrespective of how competitive they may be. This is the spirit of the game of golf.

Safety

Players should ensure that no one is standing close by or in a position to be hit by the club, the ball, or any loose impediments, when they make a stroke or practice swing. Players should not play until those in front are out of range. Players should always alert green staff nearby or ahead when they are about to make a stroke that might endanger them.

If a player hits a ball in a direction where there is a danger of hitting someone, they should immediately shout a warning. The traditional word of warning in such situations is “fore”.

The Green Keeper may decide at any time to close the course due to bad weather conditions and will immediately inform the Golf reception staff. The Green Keeper will inspect the course before the scheduled start of play and, if unplayable due to frost, snow, water or fog, it will be closed.

If there is fog, the guiding principal will be that play cannot start until the fairway bunkers on the 1st fairway are visible from the tee. Inspections will then be taken regularly by the Green Keeper to ascertain if play can commence. The course siren will be sounded to warn players of either the imminent danger of lightning strikes or the suspension of play, due to adverse weather.

During the winter season, the Green Keeper may decide to set the course up with temporary/winter greens. We understand that it can be frustrating when you have looked forward all week to playing golf at the weekend, only to find out winter greens are in operation. The putting surface is an extremely fragile environment that must be managed carefully and professionally. When the cell membranes are damaged, the plant loses its ability to function normally. We hope you will all try to understand the rationale for implementing winter greens.

Pace of Play

Players should play at a good pace. The Committee may establish ‘pace of play guidelines’ that all players should follow. At Whitwood we expect no round to take more than 4 hours. It is a group’s responsibility to keep up with the group in front. If it loses a clear hole and it is delaying the group behind, it should invite the group behind to play through, irrespective of the4 number of players in that group. Where a group has not lost a clear hole, but it is apparent that the group behind can play faster, it should invite the faster moving group to play through.

Local Etiquette

The club has a number of traditions which they expect all members to follow. These include:

- Giving priority to those players competing in major knockout competitions

- Maintaining a good pace of play

- Being courteous to visitors on the course and in the clubhouse, even though we know it can be frustrating if, at times, you are held up.

Dress Code

Whitwood Golf Course does maintain a dress code which consists of:

- Trousers.

(No tracksuit / jogging bottoms or jeans)

- Shirts with collars and sleeves.

 (No vests allowed)

- Golf shoes.

(No trainers but Golf Shoe Hire is provided)

- Smart fitted shorts.

 (No cycling shorts / football shorts or highly decorated bermuda shorts)

- If wearing a peak cap, they must be worn with the peak at the front

Staff can reserve the right to refuse admission to anyone dressed inappropriately.

We would ask all members to refrain from wearing caps/hats whilst in the Clubhouse.

Competitions

Club competitions are played from April to September each year; in addition we hold “winter” competitions from October to March.

Each month a minimum of two Medals and two Stableford competitions will be played on Saturday and Sundays. In addition a further two Medals and Stableford competitions will be played midweek.

There are several major competitions also played during the season and full details can be accessed via the Whitwood Golf website.

The club operates a ‘web based-on line’, tee booking system, which can be accessed directly or via our website, registration is required for both the website and the tee booking system. You can book for competition play 7 days in advance. We have arrangements to suit all our members including those without a computer at home or an e-mail address. Please contact a member of staff for further information.

If you cannot play you must cancel your booking, using the on-line system or by contacting the club. This will allow other players looking for a tee time to book. It is not acceptable to simply ring your playing partners. For full details of our competition policy and associated No Show policy, please refer to the website or the club notice board.

Having got your tee time to enter a competition, you should swipe your member’s card on the PSI touch screen in the clubhouse. This will deduct the competition money from your members card balance. You will be required to be on the tee 5 minutes before your allocated tee time.

Ensure you handicap is shown on your card and on completion of your round sign your card and then enter your score on the PSI touch screen. Finally place you card inside the competition letterbox below the PSI touch screen. At first glance this may look complicated but there will be plenty of help from staff and members to guide you through the process.

If you have a “no return” you should still enter your score in the computer as failure to do so results in excessive time calculating the results of the competition.

How to Get a Handicap

If you do not already have a handicap, you need to play three rounds with a member who will sign your card and then submit them to the handicap secretary who will then allocate you a handicap based on the three scores.

The Rabbits

For players with a handicap of 16 or higher, the Rabbits have an extensive programme of competitions, friendly matches and dinners throughout the year. For more information please, check the club notice boards or contact the Rabbits Captain – Ian Leeman. (Contact details can be provided by a member of staff).

The Tigers

For players with a handicap of 15 & below, the Tigers also have an extensive programme of competitions, friendly matches and dinners throughout the year. For more information, please check the club notice boards or contact the Tigers Captain – Roger Shepherd. (Contact details can be provided by a member of staff).

For the Ladies

The ladies section is administered by the Lady Captain and her Committee who meet every month to administer the business of the section. On obtaining a handicap you may enter the various competitions played by the Ladies.

We also offer ladies coaching sessions throughout the year. If you are interested in improving your game or trying to get your handicap down, come along to one of the sessions which are delivered by a female golf professional. For more information, please visit the website or speak to a member of staff.

Something for Everyone

Social Events

The Club holds a number of social events throughout the year but they can only be a success if members come and support them. Details of all events are posted on the website and in the clubhouse.

The club can be hired for functions by both members and private individuals throughout the year. For more information, please contact the Golf Club Manager.

The Bar

The club has a well-stocked bar. All members are issued with a Club Members’ Card. Members are able to “top up” their card balances at the bar and as a result will receive discount on all alcohol, when using their member’s card to pay. Opening hours are usually from 1100hrs to 2300hrs, through the playing season with reduced hours during winter.

Catering

Catering is available 7 days a week from 1100hrs – 1500hrs.

Benefits of Being a Member

There are many benefits to being a member of Whitwood Golf Club:

 - You will be able to obtain an official golf club handicap (CONGU)

- You will have an opportunity to play in Open competitions, club competitions, regional leagues and alliances.

- You will have access to a range of competitions and social golf on a regular basis.

- You will have access to coaching with a qualified PGA Professional.

- You will have access to other golf courses through matches, competitions and reciprocals.

- You will have a bar discount when using members card

- You will gain a sense of belonging to a club and have an opportunity to make new friends.

- You will be involving yourself in an activity the whole family can be part of.

You will improve your health and wellbeing.

Golf Terminology & Other Information

Fairways

Closely mown grass areas that go from the front of the teeing area and up to the green. Semi rough and then deeper rough normally surround the fairway. The rough is grass cut longer than the fairway and is intended to penalise players that miss the fairway.

The Green

The area that you are trying to get the ball onto, as this is where the hole is situated. They are well maintained areas of grass that are mown very low so that they are a smooth surface for putting on. They vary in size and shape and have differing levels of slope. The hole location on a green is moved by the greens staff on a regular basis.

Hazards

Occur as golf courses are made up of many different features, trees, length of grass, bunkers, water and bushes. If you hit your ball straight, it is rare to encounter hazards but if you go off line they come into play. They break up the landscape but also make golfers manage their way around the course. Some brief descriptions of hazards that you may encounter are shown on the opposite page:

Bunkers

A hazard consisting of a prepared area of ground, often a hollow, from which turf or soil has been removed and replaced with sand or the like.

Water Hazards

Any sea, lake, pond, river, ditch, surface drainage, ditch or other open water course (whether or not containing water) and anything of a similar nature on the course.

Lateral water hazard

A water hazard or part of a water hazard so situated that it is not possible, or is deemed by the committee to be impracticable, to drop a ball behind the water hazard in accordance with the rules.

Rough

Grass grown longer than that on the fairway.

Local Rules

Local rules are specific to your club and it is important that you make yourself aware of them as they may have an influence on the interpretation of the rules of golf. They are in place for local features such as young trees that may be staked and therefore you may get a free drop.

Handicapping

The purpose of a Council of National Golf Union (CONGU) Unified Handicapping System is to enable all golfers to be able to compete on a fair and equitable level, regardless of skill, males and females alike. Affiliated golf club members can obtain an official CONGU handicap, which allows entry into club competitions and access onto other courses.

More information on CONGU can be found at www.congu.com

What is a handicap and why do I need one?

A golfer's handicap is a number assigned to him/her, which defines his/her skill/ability level. A handicap gives all standards of golfers an opportunity to play together or compete against one another on an equal level. In a stroke play event, a golfers handicap is deducted from his/her "gross" score (total shots taken) to provide a "nett" figure (total shots taken minus handicap). In a match play event, a player’s handicap determines how many shots they will either give to, or receive from, an opponent.

Golfers are divided into the following categories:

CATEGORY 1 – handicaps of 5 or less

CATEGORY 2 – handicaps of 6 to 12

CATEGORY 3 – handicaps of 13 to 20

CATEGORY 4 – handicaps of 21 to 28

CATEGORY 5 – handicaps of 29 to 36 (ladies only)

Clubs may also operate a Junior Handicapping Scheme. They may issue handicaps from 29 to 54 for boys and girls. As and when juniors improve, they feed into the male and female handicap categories as above.

How do I improve my handicap?

A player should complete a handicap qualifying round (the handicap committee will stipulate whether a round can be classed as "qualifying") and return a nett score (gross score minus handicap) that is less than the competition scratch score (CSS). The CSS is a figure that is calculated after each handicap qualifying round. For more info: www.congu.com.

If the player beats the CSS by a stroke or more their handicap will be cut. For each shot, which finishes below the CSS, a player’s handicap will come down as follows:

Category 1– 0.1

Category 2 – 0.2

Category 3 – 0.3

Category 4 – 0.4

Category 5 – 0.5

If the nett score falls within the "buffer zone" (one shot above the CSS for Category 1, two for Category 2 etc) or matches the CSS a handicap will not change. If a player returns a higher nett score than this his/her handicap will increase by 0.1. No matter how high a score is, a handicap will only go up by 0.1. If a card is not returned (No Return or NR) the handicap will also go up by 0.1.

Golfing Definitions

Addressing the Ball: Taking your stance and grounding the club, except that in a water hazard a player simply addresses the ball by taking a stance.

Air shot: Striking at the ball intentionally and missing it. It is counted as one shot.

Casual Water: A temporary accumulation of water on the course where you may take a free drop.

Divot: Turf that is removed from the ground when a player’s swing hits the grass.

Dog-leg: A hole that does not follow a straight line from the tee to the green.

Draw: A shot that curves in slightly from right to left.

Fade: A ball that curves in slightly from left to right.

Fore: A warning shouted to alert other players that a ball in flight is heading in their direction.

Gross Score: The actual number of strokes a player has taken before his/her handicap is deducted.

Grounding the Club: Touching the surface or ground with the sole of the club at address.

Ground Under Repair (GUR): A damaged area of the course in which you may take a free drop.

Honour: The right to play from the teeing ground; determined by the lowest score on the previous hole or on the first tee by the flip of a coin.

Hook: A ball that starts right of your target and curves left.

Loft of the Club: The amount or degree of loft that is built into the clubface.

Loose Impediment: Natural objects that are not fixed or growing, such as twigs, loose rocks, pine cones, leaves.

Lost Ball: Any ball that cannot be found within 5 minutes of starting to look for it and wasn’t seen to go into a water hazard of any type.

Nett Score: A player’s score having subtracted the handicap from the gross or actual score.

Obstruction: Anything artificial or man-made whether erected or left on the course, as well as artificially constructed roadways or paths.

Out of Bounds: Any areas outside the boundaries of the course in which play is prohibited, as defined by white stakes.

Penalty Stroke: A stroke added to the score for an infraction of the rules.

Pitch Mark: An identification made by a ball landing on a green. All players must repair their pitch marks.

Provisional Ball: Another ball that is played when you think your ball might have gone out of bounds or is lost.

Stance: The position of the feet when addressing the ball.

Stroke: The name given to each attempt to strike the ball.

Take a Drop: The name given to the act of picking up the ball and dropping it in another spot in accordance with the rules.

Through the Green: All of the area of the course with the exception of the teeing ground, the green and any hazard.

Topped: A rolling or low bounding shot that is caused by striking the ball above the centre line.

Wrong Ball: Any ball other than the ball in play, a provisional ball or in stroke play a second ball.

Code of conduct

- Respect your fellow golfers.

- Be courteous at all times.

- Play fair and honest.

- Listen, learn and try to improve.

- Practice hard.

- Look smart, be polite and stay healthy.

- Treat others as you expect to be treated yourself.

- Be a role model to juniors.

Etiquette

In golf the way you behave on and off the course is very important. Good behaviour is called ‘etiquette’. It is important for three reasons:

- To make sure you are safe

- To make sure you look after the course.

- To make sure you don’t hold up players behind you.

Safety first

- Always remember that golf is dangerous if certain rules are not observed.

- Be aware of other players and where they are in relation to you.

- Stand a safe distance from anyone swinging their club because they may not know you are there. Never step in front of the hitting line or tee.

- Make sure you have room to swing your club. Never swing a club towards someone else.

- Shout ‘’FORE!’’ immediately if you think your ball may hit someone.

- Duck and cover your head if you hear ‘’FORE!’’ shouted at you and face away from where the shout has come from.

Above all, please ensure that all golf course policies in relation to health & safety and adverse weather conditions are always followed.

If you follow these tips you are more likely to enjoy your round of golf and so are other golfers.

**Agenda for Annual General Meeting**

1. Minutes of previous meeting.

2. Matters arising.

3. Captain’s Report.

4. Management Report.

a. Financial matters. b. Manager’s Report. (Or whatever GW decide to offer)

5. Election of Officers

a. Honorary Vice-president.

b. Captain for 2013/14

c. Vice-Captain for 2013/14

d. Ladies’ Captain for 2013/14

6. Proposals for the AGM.

8. Election of Committee members. By show of hands. There will be one person stepping down each year by seniority of service.

9. AOB: No business other than that of which due notice has been so given shall be transacted at the AGM.

**Last Altered March 2013**

**Any queries please see the Club Manager or any member of the Committee.**