



Knighton Heath Golf Club

## **Policies & Byelaws**

**Updated October 2024**

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## SECTION A - GENERAL

### 1. Membership

The following membership categories are offered:

- (a) **Full** – over 35 years of age
- (b) **Full** – between 26 & 35 years of age
- (c) **Full** – between 23 & 25 years of age
- (d) **Full** – between 19 & 22 years of age
- (e) **Full – Student**, must produce a valid student card for a college or university.
- (f) **Full Senior** – 75+ years of age and must have been a Full member for at least a full subscription year.
- (g) **Country** – place of domicile must be 50 or more miles from the club.
- (h) **Overseas** – category CLOSED to new members.
- (i) **HM Armed Forces** – must produce a valid Armed Forces ID card.
- (j) **5 Day Senior** – existing members 75+ years of age with 15 years continuous membership with the club. Not allowed to play in any weekend club competitions other than in the Captains, Presidents and Professionals Golf Days. No green fee payment required.
- (k) **5 Day** – restricted by numbers. Not allowed to play in any weekend club competitions other than in the Captains, Presidents and Professionals Golf Days. No green fee payment required.
- (l) **Seniors Social** – 7 day playing membership restricted to front 10 holes only, 1 through to 10. No handicap or playing in Competitions. Must be 75+ years of age and have 15 years continuous membership with the club.
- (m) **Flexible** – Annual fee paid in advance, with the payment of a reduced green fee on weekdays & weekends. Not allowed to play in any club competitions or representative team matches other than Captains, Presidents and Professionals Golf Days by invitation and by paying the appropriate members guest green fee, together with the competition entry fee. They must possess a valid handicap. For more detail refer to rule 28. Handicap maintained by supplementary cards.
- (n) **Junior** – under 14 years of age
- (o) **Junior** – 14 – 18 years of age
- (p) **Social** – Use of clubhouse only, restricted by numbers. Allowed to play on the course a maximum of 12 times per subscription year, by paying the appropriate green fee. As a social member KHGC will not maintain the individuals handicap, this must be maintained via another route and is the individuals responsibility. Not allowed to play in any club competitions other than if invited to play in the Captains, Presidents and Professionals Golf Days by paying the appropriate members guest green fee, together with the competition entry fee. Invited social members are limited to 4 per golf day and must be in possession of a current handicap

### 2. Liability

Neither the Club nor its officers shall be responsible for;

- a) loss of or damage to property belonging to members, guests or visitors.
- b) damage or injury caused by players,

All players are strongly advised to obtain their own insurance against such risks.

### 3. Parking

All persons visiting the Club must park their vehicles:

- a) in the Club car park, except in places reserved for officers, directors or other officials of the Club and/or designated no-parking areas,
- b) as directed by club Officials (where applicable),
- c) and, be considerate in terms of leaving space for others to access their vehicles and of leaving room for others to park their vehicles.

### 4. Dress Code

An acceptable standard of dress is to be worn at all times when playing golf and whilst in the clubhouse. The acceptable standard of dress notice is prominently posted inside and outside the clubhouse, on the club web site and on various electronic devices. Failure to comply may result in exclusion from the clubhouse or course.

### 5. Notices and signage

- a) Members and visitors must adhere to any signage displayed,
- b) Official Club notices, starting sheets, rules and so forth as may be posted on the Club's notice boards shall be properly treated and not defaced, misused or removed,
- c) Members wishing to post any notices, within the clubhouse or on any electronic devices may only do so on the prior approval of the club manager.

### 6. Death, Suspension or Relocation

Upon death or proof of a debilitating medical condition, the agreement between the member and KHGC Ltd will be terminated. The balance of any advanced payments will be refunded from the 1<sup>st</sup> of the month following written and substantiated notification of such fact.

A member may apply in writing to the Club Manager to suspend their membership due to serious ill health, injury etc.

*Ideally such a request should be supported by the production of a Consultants/Doctor's letter stating that he/she is / was unfit to play golf and*

- the effective date of transfer (application date) to be utilised is, either the earlier date of that reflected on the Doctors / Consultants letter or the date that the letter or email was received from the member by the office.
- the accrual subscription credit refund will be as follows:
  - 50% of the subscriptions paid for each full month calculated from the application date to the return date.
- the accrual subscription credit refund calculated above, will be credited against the following years annual subscription.

Where the doctors / consultant's letter does not contain a 'fit to play again' date then the date used as the 'fit to play again' date will be as that agreed between the Club Manager and the member, or as approved by the Management Committee.

All transfers to / from suspended membership are subject to the agreement of the Management Committee.

A member may apply in writing to the Manager to terminate his/her membership due to employment transfer or relocation and

- on approval by the Management Committee.
- must notify the office of a proposed relocation and therefore early termination of membership, on or before 1 July each year.
- must have had at least one full year's membership prior to 1 July.
- must pay the applicable subscription in full, and on or before 1 July.
- will receive a refund of the balance of any advanced payments, less a 6.9% fee calculated on the full subscription payment, from the 1<sup>st</sup> of the month following written and substantiated notification of such fact.

## 7. Disciplinary actions

Any member found to be in contravention of the club byelaws or policies, or where the general behaviour is deemed to be unacceptable may be reported to the Captains Committee/ General Manager. In such cases, this will be investigated and actions taken that are commensurate to the offence. As a general rule there will be 4 stages of action, although this is at the discretion of the Captain/ General Manager and will be covered in the clubs disciplinary code of practice policy.

1st incident: The Individual/s will be advised by letter that they have breached either a club rule or gone beyond the boundaries expected to be maintained. They will be asked to respond in writing. Any actions or guidance will be included in a follow up letter from the Captain/ General Manager.

2nd incident: The individual will be asked to attend a meeting with the Captain or suitable representative to explain their actions. The evidence will be collated and the individual informed in writing of the outcome.

3rd incident: The individual will be asked to attend a meeting with the Captain or suitable representative to explain their actions. This will usually result in a restriction of membership or playing rights. There will be no recompense of membership fees due to restriction of playing rights under these disciplinary actions.

4th Incident: The individual MAY be asked to attend a meeting to explain their actions. The seriousness of the offence or the repeated number of offences will be taken into account and this could result in cancellation of membership.

All correspondence from each stage of the investigations will be kept on record for a period determined by the Captain for each individual event. However; this will usually be a 6 month period. At each stage the individual will have a right to reply.

It must be noted that whilst there are 4 levels of action, it is possible to escalate the case and miss out levels if the offence is deemed to be serious enough. The level of intervention and outcome is at the General Manager/ Captain's discretion and will be final.

## 8. Electronic devices (includes mobile phones,-laptops etc.):

- a) may only be used if switched to silent
- b) such devices when used on the course are limited to the measuring of distance only

Members are encouraged to be fully conversant with the R&A rules to ensure they are fully compliant before using or taking any device onto the course.

## 9. Local Rules

As printed on the score card and captured in Addendum A of this document. Additional local rules may be published and posted on the Club notice boards, web site or other electronic devices. It is the responsibility of all players to know the local rules.

## 10. Reciprocal Booking Procedure

- May be requested more than 2 weeks in advance but will only be processed 14 days prior to the date.
- Please number your top 3 choices on the form in order of preference.
- All players visiting the reciprocal course must be named.
- Please insure you take your membership card for proof of ID when visiting your course.
- Show the date and time you wish to play.
- Please state any special needs on the booking form.
- Please give contact details of the lead name.
- A payment of £5 is required on completion of the reciprocal form booking.
- Please do not contact clubs directly; booking of reciprocals may only be made by the professional staff.
- Reciprocals cannot be booked or played on weekends (weekdays only)
- Every request will be dealt with on a first come, first served basis.
- A minimum of 24 hours is required in order to deal with your request efficiently.
- All requests must be made by completing the form and handing it to the professional shop. NO bookings can be made over the phone.
- Once your reciprocal has been booked, this is confirmed by return of your booking form. Take completed form with you on your visit.
- Please respect the dress code and club rules of all visiting clubs.
- If you choose not to use your booking for any reason other than course closure, your charge will stand.
- All reciprocal clubs can be found in Addendum B of these Byelaws.

## 11. Member's Green Fee Voucher Scheme

- Vouchers will be charged at a price as agreed by the Management Committee from time to time.
- A minimum of 3 vouchers per member must be purchased at any one time.
- A maximum of 6 vouchers per member may be purchased each month in which they are for sale.
- The member must be present in the pro shop to sign his or her visitor/s in.
- Each member may only sign in a maximum of 3 visitors to the club in a day.
- Vouchers may only be used by current members and must only be used by the member named on the voucher.
- Once the member has resigned, they may no longer be used but refunds can be obtained from the office.
- Vouchers may not be used to sign in members that have left the club in the previous membership year.
- All tickets are non-transferable and may not be used by a member other than that named under any circumstances.

## 12. Social Media

This policy sets out Knighton Heath Golf Club's (KHGC) expectations on the use of social media websites by its members and can be found at Addendum D of this document and on the club website.

It is assumed that all members are aware of the content of this document and will act accordingly.

## SECTION B - THE COURSE

### 13. General Play Start Times

Members may not start play before the times specified below, to allow the green staff to perform their daily duties.

Please be aware that the green staff always have priority on the course.

<u>Period</u>	Not Before	*Course Status Update by
March to October	07:00	08:00
November	07:30	08:30
December	08:00	09:00
January	08:00	09:00
February	07:30	08:30

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**NOTE:** 11<sup>th</sup> tee will remain closed until 09:30 throughout the year.

### 14. Starting from 1<sup>st</sup> & 11<sup>th</sup>

The 1<sup>st</sup> and the 11<sup>th</sup> tees are the only tees that can be used to start from.

- All players must be ready to play and at the ball chute before their ball is placed in the chute.
- Players are not obliged to stay around the chute. They may avail themselves of any facility at the club. However, if all the players are not there when their ball is next in line in the chute, the ball will be placed at the back of the ball queue by players who already have a ball in the chute, or club official if present.
- No other interference of balls in the chute will be permitted except with the approval of groups who already have balls in the chute.
- If a player wishes to join a group who already have a ball in the chute, that player should show courtesy to the groups behind that ball by seeking their approval to join the group in question. Such approval is not required from players not at the chute at that time.



- 4-balls are to be encouraged wherever possible, particularly at weekends.
- Any member refusing to take guidance and instruction ~~from the marshal~~ will be reported to the Captain's Committee and appropriate action will be taken.
- Weekend rules also apply on all Bank Holidays.
- Any games may start only after 09:30 at the 11th hole.
  - If a game is on or playing to the 10<sup>th</sup> green, that game has priority. Thereafter games must alternate.
  - If any published booking from the 1<sup>st</sup>, is on or playing to the 10<sup>th</sup> green, that competition/group/match has priority.
  - On completion of the 18th, players must place their ball at the back of the ball chute and wait for their turn, providing there is no official closure in operation.
- No members or visitors are allowed to join other groups who have already started.

## 15. Tee Boxes

Whilst all tees are gender neutral it is recommended that the following tees are used for competition and matches. Any deviation from the below recommendations must be agreed by the Captains Committee prior to play commencing.

Purple Tees – Juniors and if they prefer Seniors, Societies and Visitors

Red Tees - Ladies'

Yellow tees - Seniors' matches, societies, friendly matches and visitors

White Tees - must be used for all Club Medal, Stableford and trophy competitions and major matches (Hardy League A and B, Beckford Bowl and suchlike) with the exception that the Senior's Section may elect to use the white markers for their competitions.

General play is at the discretion of the individual unless local restrictions are in place.

## 16. Buggies & Trolleys

*The use of buggies and trolleys (push or battery operated);*

- *is subject to the restrictions displayed on club notices and on electronic devices and*
- *will only be permitted subject to compliance with the Club's approved policy and where applicable to any notices contained thereon.*

~~DO NOT~~ *DO NOT cross any white lines/ ropes around greens, do not use trolleys on aprons, approaches or between bunkers and greens. Trolleys/ buggies are to follow paths and direction signs as found on the course where applicable.*

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### 16.1 Competition Rules:

To comply with RandA/ EG-competition rules, it shall be a condition of any club board or qualifying competition that players must walk at all times during a stipulated round, unless permitted to use a golf buggy.

A golf buggy may only be used by a player who can provide a valid current medical certificate of disability. Any exception must be agreed by the competition organiser/competitions committee.

If any member, including blue badge holders, consider they need a buggy to play during board or qualifying competitions, please collect a *Medical Exemption Form* from the club office, ask your doctor to complete and return to the office.

Emergency Medical Exemption (EME): If a member is injured immediately prior (1 day before) or on the weekend of a board or qualifying competition, any member of the Handicap & Competitions Sub-Committee (Captain, Vice-Captain, Ladies Captain, Ladies Vice-Captain & Professional) is authorised by the Captains Committee, to issue an Emergency Medical Exemption, which would allow the injured member to play in the competition, by using a buggy. This EME is only valid for the particular competition. The H & C officer must immediately inform the Professional of his/her decision.

#### 17. Golf etiquette

Must, be observed and particular attention is drawn to;

- the repairing of pitch marks.
- raking marks made in bunkers.
- replacing divots (in the rough and on the fairways), and repairing by use of divot bags provided to all members.
- allowing following matches or groups to play through when searching for lost balls.
- pace of play - 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 the number of players* in that group.
- priority on the course: unless otherwise determined by the Committee, priority on the course is determined by a group's pace of play. The term 'group' includes a single player.
- Search time: Players are limited to 3 minutes search time for a ball once the player arrives at the ball.
- Further guidance can be found in the Etiquette and Pace of Play policies which are on the club website.

#### 18. Preferred Lies

If, in the opinion of the Course Manager, Club Manager or Chairman of the Greens Committee, circumstances necessitate preferred lies, or teeing up under extreme conditions, such may be imposed. An appropriate temporary **notice/** local rule will be published.

#### 19. Practice

Other than as permitted under the R&A Rules of Golf practice on the course (i.e. the playing of two balls) is strictly forbidden.

#### 20. Signage

Members and visitors are not permitted to move any signage or course furniture (including flags etc.) except when temporarily allowed within the rules of golf.

#### 21. Closure

Members must adhere to any notices in respect of full or partial closure of the Golf Course. This may be necessary at certain times due to the state of the Course; prevailing weather conditions; or other special circumstances. This action is taken either to prevent damage to the Course or to ensure the safety of golfers and other persons on the Course.

— The Course Manager or his Deputy has the authority to close and reopen the Course and to ban or re-instate the use of trolleys and/or buggies.

In the absence of the Course Manager, this authority is delegated to any TWO of the following: the Club Professional, a Director or the Club Manager following an inspection.

The Course Manager or his Deputy must be informed of any decision made, prior to the relevant action being taken.

## **22. Smoking**

When conditions are hazardous and fire risk is serious ALL smoking on the course may be banned by the Club Manager, Course Manager or Club Professional in the interests of safety. Failure to comply may result in exclusion from the course and further disciplinary actions.

## **23. Sharing of Clubs**

Except as permitted by the R&A Rules of Golf, clubs must NOT be shared.

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## **24. Inclement weather and suspension of play**

Guidance on inclement weather and procedures for suspension of play can be found in Addendum E of this document.

## SECTION C - PLAY

### 25. Members (with guests)

- May commence play at any time from 10am (7 days a week) provided this complies with tee reservations in respect of recognised golfing events, society reservations and general play. Please also refer to byelaw 26 below (Home Matches).

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### 26. Home Match Bookings

- Monday & Tuesday between 11:00 & 12:00 only, allowing for competitions – any Ladies & Seniors matches.
- Wednesday to Friday between 10:00 & 12:00 – the following club representative matches only; Beales (ladies), Beckford Bowl, Bridport Bowl, Daily Mail, Dorset League, Hardy, Interclub (ladies) and Parkin Cup (ladies).
- Monday to Friday after 13:00 – any club match.
- Weekends – after 13:00

**Note:** Seniors winter league matches are restricted to a Monday only.

### 27. Visitors

- paying a green fee and not the guest of a member, the following times apply
  - Weekdays:  
*Monday to Friday, 10:00 – 11:00 GMT (Winter)*  
*Monday to Thursday BST (Summer) 10:00 - 12:00 and after 13:30.*  
*Friday BST (Summer) 10:30-11:30 and after 13:30. Any deviation is at the Managers discretion.*
  - Weekends & Bank Holidays:  
*may ONLY commence play after 13:30 (summer). Any deviation from the above times is at the discretion of the GM/ Captains Committee.*

### 28. Groups & Societies reserved tee times

These are only allowed as detailed in section 2 (visitors) and have precedence on the tee.

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### 29. Flexible Membership Rules (above and beyond those listed in section A)

- Flexible members must at all times display their current membership bag tag as well their green fee payment tag.
- **Applicable** Green fees must be paid at the Pro Shop before playing.
- Flexible members are **not** entitled to sign in guests, at the reduced member's rate or by using the discount vouchers. Flexible members guests must therefore pay the full green fee rate.
- Flexible members are also reminded that they must be present and play with any guest that they introduced at KHGC. They are also responsible for their guests conduct and dress while on the course and in the club house.
- Flexible members are **not** entitled to use the KHGC Reciprocal Scheme in order to play at other clubs.

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### 30. Tee Sponsors

Must adhere to the byelaws pertaining to visitors in 27 above, and in addition no group bookings are to be made between 1 November & 31 March. Group booking (10+) are only

allowed after 13:30 between 1 April and 31 October, or at the discretion of the General Manager and Captain's committee.

### 31. All Players

- must adhere to reserved times as displayed on the notice board outside the Men's changing room door or as displayed on the club's internet web site and via other devices and formats.
- should play the course in the order indicated on the score card.
- must always give priority to greens staff performing their duties.
- may only commence play from the:
  - 1<sup>st</sup> when the group ahead are on the green
  - 11<sup>th</sup> when the group ahead have left the green
  - or, in either case if/when called through by the group ahead.

## SECTION D - COMPETITIONS

### 32. Eligibility

A player is eligible to compete in club competitions only if they have a valid handicap as defined by EG (England Golf).

In order to participate in a board competition players must have submitted a minimum of 4 qualifying cards within the last 12 months.

### 33. Knock-Out Competitions.

The following rules apply to all Club knock-out matches:

- the first named player or pair is responsible for contacting the opponent(s) within 1 week of the closing date of the previous round, offering three separate dates including a weekday and a weekend date within the period allowed for the conclusion of the match.
- if the players or pairs in a match cannot agree a suitable date within the specified period, they are to inform the Club Professional/ Chairman of competitions committee no later than one week before the period ends. They will be given a date and time for them to appear on the tee (usually the closing date of the period in question) If neither party conforms, then all parties shall be disqualified, but will be awarded to any one player/pair that appears by the time allocated.

A list of Finals day matches and start times is listed in Addendum C of this document.

- If one or more player has qualified for 2 or more finals and provided the other players or pairs agree, the reserve finals day will be utilised.

### 34. Saturday and Sunday Competitions (Medals / Stablefords)

Members may only enter either the Saturday or the Sunday in advance of the competition.

- If spaces are available, members playing in the Saturday competition may only enter the Sunday competition after 23:59 on the Friday a week before the competition date.
- If spaces are available, members playing in the Sunday competition may only enter the Saturday competition after 23:59 on the Friday a week before the competition date.

Members that have entered both competitions before the deadline as detailed above will be removed from either/ both competitions at the discretion of the competitions committee.

Members who wish to withdraw from any competition must do so by 23:59, on the day prior to the competition, or they will be charged the full entry fee.

Any "no shows" on the day will automatically be charged the full entry fee.

No shows will be regularly monitored by the H & C Sub-Committee.

### 35. Shotgun Starts

- No shotgun starts are to be held between 1 November and 31 March each year without the express permission of the Captains Committee.

### 36. Order of Merit

The following rules will apply:

- Scores counting towards the Order of Merit will be the GROSS score from all monthly medal competitions from April to September each year, including each individual round of Club Championships, with a player's 1<sup>st</sup> score counting.
- Scores will be tabled together (Saturday, Sunday & Wednesday) and a combined leader board calculated with points allocated as follows; 1<sup>st</sup> 10pts, 2<sup>nd</sup> 8pts, 3<sup>rd</sup> 6pts, 4<sup>th</sup> 5pts, 5<sup>th</sup> 4pts, 6<sup>th</sup> 3pts, 7<sup>th</sup> 2pts and 8<sup>th</sup> 1pt.
- Ties are resolved via countback and points awarded to winners.

### 37. Late Cards

If a member is unable to play at any of the allocated start times for all monthly medal and stableford competitions, the member will be able to take out what is called a "late card." Each member taking out a "late card" must sign-in and pay at the Pro Shop, prior to playing on the day and by 18:00.

The format of play must be in either in 2,3 or 4 balls.

This applies to all club midweek and weekend medals/ stablefords only. No weekend board competitions will permit late cards.

Midweek board competitions, late cards are at the discretion of the competition organiser.

Please note that late cards will have no priority on the course even though they are playing in a competition.

### 38. Handicap Supplementary Scores

#### 16.1 Supplementary score is:

An acceptable score for Supplementary Score purposes is any authenticated score under Competition Play Conditions in compliance with the conditions listed below, returned for handicapping purposes at an Affiliated Club of which the player is a Member, other than in a Qualifying Competition and played over 18 Holes in either Stroke Play or Stableford format, or over a designated nine hole course.

#### 16.2 Procedure

The following procedure is in place at KHGC for any member wishing to return a Supplementary Score.

- The player must complete the correct course card with the competition marked as SUPPLEMENTARY, together with the Tee Selection, Date, Time, Player and Markers names printed clearly.
- Prior to their round the player **MUST REGISTER** their intention to play in the Pro Shop.
- On completion of the round, the player will ensure their Name, Handicap, which colour Tees they played off and scores are correctly entered on the card, and the card is signed by the Marker and Player, ensuring the marker's signature is legible.
- Scorecards **MUST** be returned to the Pro Shop.
- A player who has registered for a Supplementary Score, who subsequently does not return a card, will receive a penalty score on their handicap record.
- Returns may be subject to action under Clause 23 B if malpractice is suspected.

A supplementary card can also be completed using the EG app. Guidance for this can be found on the EG website.