

# Knighton Heath Golf Club

## POLICIES & BYE LAWS

Updated 16/5/2016

### 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 Senior* – 75+ years of age
- (f) *Country* – place of domicile must be 50 or more miles from the club.
- (g) *Overseas* – must have another residence overseas in which they live for a minimum continuous period of 3 months each year.
- (h) *HM Armed Forces* – must produce a valid Armed Forces ID card.
- (i) *5 Day Senior* – existing members 75+ years of age with 15 years continuous membership with the club
- (j) *5 Day* – must be 29 + years of age, restricted by numbers
- (k) *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.
- (l) *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 other than Captains, Presidents and Professionals Golf Days. Handicap maintained.
- (m) *Junior* – under 14 years of age
- (n) *Junior* – 14 – 18 years of age
- (o) *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.  
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 guests 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 marshals (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 standards of dress notice, is prominently posted inside and outside the clubhouse, on the club web site and on various electronic devices.

#### 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 device 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 / consultants 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 years 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. **Animals**

Only guide dogs are permitted on the course.

## 8. **Electronic devices** (includes mobile phones, pagers, 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.

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 ensure 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.
- 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 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 receipt of your booking form. Please 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.

### 18 Reciprocal Clubs:

*ONE 4 ball per day at:* Ashley Wood, Bramshaw, Reading and Weymouth.

*ONE 4 ball per week at:* Came Down, Chippenham, Enmore Park, Hamptworth, Highcliffe Castle, Romsey, Salisbury & South Wilts, Taunton & Pickering, Teignmouth, Wareham, Wellow, West Hove and Yeovil.

## 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 5 vouchers per member may be purchased each month in which they are for sale.
- Vouchers are valid for 3 months from the date of purchase.
- The member must be present in the pro shop to sign his or her visitor 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 left 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**

### **a) Purpose**

This policy sets out Knighton Heath Golf Club's (KHGC) expectations on the use of social media websites by its members.

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

### **(b) Background**

The Internet provides many opportunities to communicate with other individuals, other members and the community. Social media websites i.e. Facebook, Twitter etc. provide the opportunity for members to engage with other members and view Club activities. Members should be aware that the use of these websites can also be abused and potentially damage the reputation of KHGC and in extreme cases result in legal proceedings against an individual and/or KHGC

The web is not anonymous. Users of social media websites should assume that any comments made by them will be able to be traced back to them. When using social websites in general, members need to make a clear distinction between their activities as a member of KHGC and their personal or business activities undertaken outside of KHGC

The Internet is a fast moving technology and it is impossible to cover all circumstances. This policy aims to provide guiding principles to help to exercise good judgment as well as providing specific details on behaviour that must not be undertaken. Regular updates will be made as the situation determines and members will be advised of any changes via the normal channels e.g. club website, club newsletter, AGM etc.

### **(c) Consideration towards other KHGC Members**

Social media websites allow photographs, videos and comments to be shared with other users. It is not appropriate to share club-related information in unauthorised social media forums without the prior approval from the Club Manager. Members must be considerate to other members, staff and the club. If requested they must remove information about a member or the Club immediately when requested by the member or the Club.

Members are encouraged to use their best judgment in deciding if or at what level they want to connect with other members as 'friends' etc. on social media websites. KHGC will support members decisions to keep online relationships strictly professional.

Under no circumstance should offensive or discriminatory comments be made about KHGC, members or staff online.

### **(d) Membership definition**

This policy covers all forms of social media and applies to all KHGC members in all categories of membership.

**(e) Objectives**

To ensure KHGC members understand the guiding principles, scope and terms of use of social media websites and what actions will be taken subject to any breach by a member.

**(f) Guiding Principles**

When any individual uses a KHGC website, or links directly or indirectly with a KHGC site they automatically identify their association with KHGC and are expected to behave appropriately, in ways that are consistent with KHGC values, policies and rules.

**(g) Scope**

It includes but is not limited to:

- any online activity where information is shared by an individual that **might** affect members
- maintaining a profile page on one of the social or business networking sites (like LinkedIn, Facebook, Twitter or Myspace etc.);
- leaving product or service review on retailer sites, or customer review sites;
- taking part in online votes and polls;
- taking part in conversation on public and private web forums such as message boards; or adding photographic, video or other images;
- editing a Wikipedia page.

**(h) Consideration / restrictions on postings made**

- must not be used as a medium for formal correspondence to the Directors, any club committee, club manager, club professional or any other member of staff  
NB The Board and Management will not reply using social media
- must not prejudice or interfere with club operational commitments;
- must not contain or link to libellous, discriminatory, defamatory or harassing content
- must not contain or link to pornographic, indecent or expletive content;
- must not comment on, or publish information that is confidential or proprietary to KHGC its affiliates, suppliers or customers;
- must not bring the organisation into disrepute.
- must not use the KHGC brand/logo to endorse or promote any product, opinion, cause or political candidate
- must not use KHGC online pages to promote personal / business projects
- must respect the copyright of third parties.
- must not make any posting which purports to be on behalf of KHGC without the express permission of the club manager
- members should take extreme care in ensuring, **that on non KHGC sites**, that it is abundantly clear to any other user that any opinions expressed by a member are personal opinions only and do not represent the views of KHGC

Where a member has any doubt, as to compliance of any posting they are considering, they are encouraged to contact the KHGC club manager for his opinion/approval before making the posting.

**(i) Breach of Policy**

KHGC retains the right to:

- delete any content/link which contravenes this policy
- block any user/site
- commence disciplinary action as per KHGC rules.

## SECTION B - THE COURSE

### 13. 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 in the 2/3/4-ball must be ready to play and at the ball chute when ball is placed in 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 the marshal. If not being marshalled the ball may be moved to the back of the queue by players who already have a ball in the chute.
- 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 09:00 at the 11<sup>th</sup> 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 reaching the 1<sup>st</sup> tee, 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.

### 14. Tee Boxes

Unless specific permission is given by the Captain's Committee play / matches must be from the following tees:

Yellow Tees – Juniors (and where they prefer Seniors , Societies and Visitors)

Red Tees - Ladies'

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

Blue 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. Tee pegs must be used on all Par 3 tees.

### 15. 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.

Please DO NOT cross any white lines around greens with buggies or trollies.

## **16. Golf etiquette**

Must, be observed and particular attention is drawn to;

- the repairing pitch marks,
- raking marks made in bunkers.
- replacing divots (in the rough and on the fairways),
- allowing following matches or groups to play through when searching for lost balls and
- 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. Any group playing a whole round is entitled to pass a group playing a shorter round. The term 'group' includes a single player.

## **17. 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 and an appropriate local rule will be published.

## **18. Practice**

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

## **19. Signage**

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

## **20. 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.

## **21. 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.

## **22. Sharing of Clubs**

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

## SECTION C - PLAY

### 23. Members (with guests)

- may commence play at any time provided this complies with tee reservations in respect of recognised golfing events, society reservations and general play. Please also refer to bye-law 20 below (Home Matches).

### 24. Home Match Bookings

- Monday & Tuesday between 11:00 & 12:00 only, allowing for competitions – any Ladies & Seniors matches.
- Wednesday to Friday between 09:30 & 12:00 – the following club representative matches only; Beales (ladies), Beckford Bowl, Carpet Barn, Daily Mail, Dorset League, Hardy, Interclub (ladies) and Parkin Cup (ladies).
- Wednesday to Friday after 13:30 – any club match.
- Weekends – after 13:00

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

### 25. Visitors

- paying a green fee and not the guest of a member, the following restrictions apply
  - Weekdays:  
NOT before 09:30 and NOT between 11:00 and 12:30 GMT (winter) or 12:00 and 13:30 BST (summer)
  - Weekends & Bank Holidays;  
may ONLY commence play after 13:00

Such restrictions may ONLY be lifted on the approval of the Captains Committee.

### 26. Groups playing within reserved times have precedence on the tee.

### 27. 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 clubs internet web site and via other devices and formats.
- should play the course in the order indicated on the score card.
- only members may choose to not play any hole(s) during their round and may only re-commence play subject to allowing reasonable space between themselves and any players ahead and/or behind them on the next hole.
- 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

### 28. Eligibility

A player is eligible to compete in Club trophy competitions only if he or she has a competition handicap as defined by the CONGU Unified Handicap Scheme.

### 29. 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 Manager no later than one week before the period ends. The Club Manager will give a date for them to appear on the tee (usually the closing date of the period in question) at 5pm to play. If neither party conforms then all parties shall be disqualified but will be awarded to any one player/pair that does appear by the time allocated then the match.

### 30. 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 in the Sunday competition, after playing on Saturday, members may then enter the Sunday competition.

If you are entered in the Sunday competition and on Saturday morning spaces are available, you may then enter for that Saturday.

### 31. 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 players 1<sup>st</sup> score counting.
- Scores will be tabled together 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 currently resolved via countback and points awarded to winners, this could change to allocate tied places equal points as all 3 competitions (Sat, Sun, Wed) are included in one Order of Merit calculation.

### 32. 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 3 or 2 balls.

This applies to all midweek and weekend medals and stablefords only, no board competitions.

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