

WORTLEY GOLF CLUB
COURSE MANAGEMENT POLICY DOCUMENT

Approved by the Management Committee

October 2012

INDEX

<u>Item</u>	<u>Page No</u>
1. Introduction	1
1.1 General	1
1.2 Aim	1
1.3 Objective	1
2. Roles and responsibilities	2
2.1 The Management Committee	2
2.2 The Green Committee	2
2.3 The Course Manager	2 & 3
2.4 Professional adviser	4
3. Course Standards	4
3.1 Tees	4
3.2 Fairways	4
3.3 Green surrounds, aprons and collars	4
3.4 Greens	4
3.5 Temporary greens	5
3.6 Primary rough and secondary rough	5
3.7 Bunkers	5
3.8 Practice facility	5
3.9 Conservation	5
3.10 Trees and Copses	6
3.11 Course development and design	6
3.12 Health and Safety	6
3.13 Security	6
4. Resources	7
4.1 Staff	7
4.2 Machinery	7
4.3 Irrigation	7
5. Use of the Course	7
5.1 Daily Course preparation	7
5.2 Players and greenstaff	8
5.3 Course usage	8
5.4 Trolley bans and Temporary Greens	8
6. Complaints	9
Appendix A	Course development plan and schedule
Appendix B	Staff structure and job descriptions
Appendix C	Course closure policy and procedure

WORTLEY GOLF CLUB
COURSE MANAGEMENT POLICY

1 INTRODUCTION

1.1 GENERAL

Effective management of the courses requires a cohesive long-term plan to compensate for changing staff and committee membership. The Management Committee has fully debated and approved this policy document. Its purpose is to give members confidence that progress will be made towards the realisation of agreed objectives. The document explains what the Club expects of its course, lays down course management principles, defines the required standards for different areas of the courses and states the resources necessary to achieve those standards. This definitive document should provide for easier day-to-day planning and a clearer understanding by members and staff of the intended goals.

1.2 AIM

The purpose of this document is to set out in detail the course management policy for Wortley Golf Club (WGC), as developed by the Green Committee and approved by the Management Committee.

1.3 OBJECTIVE

The courses shall be:

- a) Open for play as often as possible throughout the year. The use of temporary greens will be kept to a minimum. (For management of putting surfaces, see Sections 3.4 and 3.5).
- b) A fair but demanding test of golf for players of all abilities.
- c) Consistently well maintained.
- d) Protected from lasting damage caused by excessive play or bad weather.
- e) Managed and developed with consideration for the impact on wildlife, ecology and landscape.

2 ROLES & RESPONSIBILITIES

2.1 THE MANAGEMENT COMMITTEE

The Management Committee is responsible for the management of WGC. It is committed to the allocation of sufficient funds to implement the policies set out herein.

2.2 THE GREEN COMMITTEE

Constitution

The constitution of the Green Committee and terms of service of its members are defined in the Rules of the Club.

Responsibilities

The Green Committee is responsible to the Management Committee for formulating and revising, as necessary, the Course Management Policy. Implementation of the Course Management Policy is the responsibility of the Course Manager.

The Green Committee is the main mechanism for communication between the Course Manager, other Club Committees and the members. In consultation with the Secretary, the Committee will keep under review the intensity of use of the courses and make recommendations to the Management Committee, as appropriate.

The Green Committee will discuss suggestions and complaints from other Club Committees, the Secretary and from members. It will decide, in consultation with the Course Manager, on any actions to be taken.

Committee meetings will be held as requested by the Chairman. The Course Manager, will attend all meetings. Minutes will be produced and distributed within five normal working days.

2.3 THE COURSE MANAGER

Overall Responsibilities

The Course Manager is responsible to the Chairman of Green for implementing the Club's approved course management policy. He/she will work in collaboration with the Club Secretary and the Green Committee.

Job purpose

To manage the golf course and the greenkeeping team in accordance with the Club's Golf Course Management Policy, its Health and Safety Policy and the Greenkeepers' Code of Conduct.

Specific Responsibilities

Ensure that the course complex is maintained to a high standard and managed in accordance with the agreed course management policy.

Identify and determine policies for the development of the golf course.

Assist the Green Committee in reviewing and updating the course management policy document.

Actively participate in the work practices and associated tasks required to maintain and enhance course standards and presentation.

Keep up to date with technological developments relevant to golf course management.

Maintain an inventory of all course machinery and equipment and oversee its use, maintenance and replacement.

Ensure that records, job sheets etc. are properly maintained.

Ensure compliance with all relevant health and safety legislation.

Staff

Allocate responsibilities to subordinate staff and supervise their work.

Foster a team spirit among staff and promote individual skills and motivation.

Encourage the further training of staff and undertake performance appraisals annually, or as required by the Management Council.

Ensure that legal, statutory and other provisions governing or affecting the staff, their health and safety and their duties are strictly observed.

Finance

Compile budgets as required and exercise strict budgetary control.

Take responsibility for purchases and procurement relating to the course complex.

Communications

Attend meetings of the Green Committee, providing it with the information necessary to make decisions and assist in keeping the members well informed of course changes and developments.

Collaborate with the Secretary on matters affecting the use of the course and on other matters, such as accounting procedures and staff employment.

Inform the Professional of any changes to course conditions on a daily basis.

2.4 PROFESSIONAL ADVISOR

It is policy to seek reports from an independent consultant agronomist, as required. These reports will be actioned, as appropriate, by the Course Manager following discussion with the Green Committee.

3 COURSE STANDARDS

3.1 TEES

The main objective in developing and maintaining good tees is to produce firm, even stances over a sufficient area to withstand the demands of regular play. At the appropriate time, the tees will be aerated, top dressed, fertilised, scarified, irrigated and over-seeded as necessary. Weed, worm and pest control will be carried out as required. The Course Manager shall ensure that tee markers are moved daily to distribute wear. Markers are to be set at a minimum of 6 yards apart. Divot holes will be filled as required. Mowing will be carried out to achieve a consistent fine textured and dense sward. The tees will be cut at a minimum height of 10mm. Summer tees will normally be used from 1st April to mid-October and the winter tees for the rest of the year. Mats may be used for winter golf where appropriate

3.2 FAIRWAYS

The fairways will be cut at a height of 12mm to 20mm depending upon growth. Fairways will be verti-drained, slit-tined and scarified as required to improve the quality of the turf. Divotting will be carried out during the season as appropriate. Weed, worm and pest control shall be carried out as required.

The maximum carry from the men's medal tee marker to the fairway shall be 150 yards. Minimum and maximum fairway widths shall be 25 yards and 40 yards respectively.

3.3 GREEN SURROUNDS, APRONS AND COLLARS

A regular programme of aeration, scarification, top dressing and weed, worm and pest control will be used to maintain the quality of the sward in these areas. The programme on the aprons and collars will be similar to that used for the greens.

3.4 GREENS

The policy is aimed at attaining firm, true and consistent putting surfaces all year round. The application of fertiliser and water will be designed to encourage the growth of bents and fescues and discourage the spread of annual meadow grass. During the growing season and for main competitions the greens will usually be cut no lower than 4mm. They will be double-cut as

appropriate, particularly in preparation for tournament play. In winter and spring the height may be raised to a maximum of 6mm. In summer, greens will usually be cut daily. The holes will be moved regularly, before major competitions and on Fridays for weekend competitions.

3.5 TEMPORARY GREENS

These will be used only during the winter period or when essential work is being carried out on the greens. It will be the daily responsibility of the Course Manager or his elected representative from the greenstaff to decide when temporary greens should be used. This would only normally occur during adverse weather conditions (see Section 5.4).

3.6 PRIMARY ROUGH AND SECONDARY ROUGH

The primary rough will be at a height of 30mm to 45mm. Secondary rough will be at a height of 50mm to 75mm. There are certain areas on the courses that do not come into play in normal circumstances and these are managed in accordance with the Club's environmental management plan.

No herbaceous species or tree/shrub, other than those naturally occurring in the environmental locality, shall be planted in the rough.

3.7 BUNKERS

All bunkers are to be maintained so as to ensure adequate drainage and to produce sand-faced bunkers with an even distribution of stone-free sand to a consistent depth of 2" on slopes and 4" on bunker floors. Regular maintenance will ensure a well-defined edge to a level sand surface which is debris free. At least one rake will be provided per bunker, rakes being placed in the bunker. The greenstaff will rake all bunkers a minimum of five times per week. Bunkers shall be raked for major competitions at the weekends. Sand depths will be checked regularly and the sand will be re-distributed or bunkers topped up with a specified bunker sand as necessary.

3.8 PRACTICE FACILITIES

The practice areas will be managed in a similar manner to the course. The practice net shall be regularly checked for serviceability and safety.

3.9 CONSERVATION

(Conservation policy to be drawn up and inserted)

3.10 TREES AND COPSES

The management of trees and copses requires a long term perspective and will be carried out in accordance with professional advice. Trees and copses will be inspected annually by the greenstaff with diseased trees and those causing over crowding being pruned or removed. The general policy is to achieve a landscape and population of trees and under-storey, which is consistent with the local environment.

All new plantings shall be properly protected and mulched and weeds around them shall be controlled for three years in accordance with the recommendations of the Forestry Commission. In periods of drought it may be necessary to water young trees.

Only the following species shall be planted in areas designated as woodland:

Oak, Ash, Sweet Chestnut, Silver Birch, Hazel, Scots Pine, Larch with Gorse and Broom as edging shrubs.

3.11 COURSE DEVELOPMENT AND DESIGN

A Course Architect will be consulted before making any major alterations which affect the playing strategy of the full measured course.

3.12 HEALTH AND SAFETY

The Club is committed to ensuring that safe working practices are adopted. Its policy is laid out in the WGC Health and Safety Policy Document (*July 2009*). In conjunction with this policy, a health and safety audit will be carried out in accordance with the Health and Safety at Work Act 1974 and a COSHH assessment register compiled. Health and safety inspections shall be carried out by the Course Manager, Secretary and the Health and safety Advisor at 6-monthly intervals.

3.13 SECURITY

All the Greenkeepers outbuildings have been fitted with security devices, which fully meet the requirements and recommendations of the insurance assessors report (*December 2009*)

4 RESOURCES

4.1 STAFF

The club will employ a Course Manager, Deputy Course Manager and sufficient Assistant Greenkeeping staff to satisfy the requirements of this document. The greenstaff will be encouraged to further their personal development and to work towards recognised greenkeeping qualifications. Staff appraisals shall be carried out annually. The Chairman of Green and one other person appointed by the Management Committee shall perform that of the Course Manager. Appraisals of the other staff will be undertaken by the Course Manager.

4.2 MACHINERY

The Course Manager will produce an inventory of machinery and a rolling ten-year plan of machinery replacements, additions and repairs for consideration, by the Green Committee prior to final approval by the Management Committee. The Course Manager is responsible for keeping up to date with developments in golf course machinery and for making recommendations to the Green Committee concerning these developments. He is also responsible for all aspects of the maintenance and use of all course machinery and for keeping records of equipment maintenance and servicing.

4.3 IRRIGATION

The borehole licence is restricted to 7000 cubic metres per annum (April to October inclusive) at a maximum rate of 89 cubic metres per day and must not be exceeded. This licence expires on 31st March 2017. Supplementary water is to be provided from the mains supply. The Course Manager is responsible for ensuring adherence to these requirements. The Course Manager shall retain an as laid plan of the irrigation system.

5 USE OF THE COURSE

5.1 DAILY COURSE PREPARATION

Green staff normally start work at 6.30am in summer, and 7.00am in winter. Players starting before 9.00am will give priority to the greenstaff so that course preparation can be completed in the shortest possible time. After 9.00am, greenstaff will give priority to players and are expected to be vigilant so as not to delay play unreasonably. Notices will be posted if: -

- a) Chemicals have been used or are being used on the courses
- b) Greens or tees are in temporary use
- c) Abnormal work is in progress.
- d) Trolley bans are in operation.

5.2 PLAYERS AND GREEN STAFF

Players are to ensure that it is clear for them to play without endangering greenstaff. They must not play to a green if work is in progress, unless the greenstaff indicate that it is safe to proceed. The greenstaff will then stand aside. The Course Manager shall take particular care to arrange the work programme to take into account all competitions. Casual golfers starting at any hole other than the 1st hole before 10am should always give priority to greenstaff.

5.3 COURSE USAGE

For Course Closure policy and procedure see Appendix C

The course will be closed when the following severe weather conditions exist:

- a) When the ground is waterlogged.
- b) When there is snow cover.
- a) During fog when visibility falls below a golfer's striking range.
- b) Under extreme conditions when the course is particularly dangerous for play.

A decision to close the course can only be made by the Course Manager or his elected representative from the greenstaff. In the absence of the Course Manager or his representative, the course may be closed by The Captain and The Chairman of Green.

Course closure may only be rescinded by the person responsible for its closure, or his elected representative, after the conditions which led to its closure have ceased and after a full inspection of all affected playing areas.

During course closure the practice ground will remain open. It may be closed under severe conditions at the discretion of the Course Manager or his elected representative.

Clearly, some of the above conditions are difficult to define precisely and the judgement of the Course Manager must be the authority to be upheld.

Changes to course conditions will be communicated to the Professional on a daily basis after full course inspection, Whenever possible this should be done before 8.00am.

5.4 TROLLEY BANS & TEMPORARY GREENS

During the winter months soil compaction should be minimised. Members are requested to follow trolley signs around greens and to avoid walking on roped off areas. They are also requested to avoid using trolleys, if at all possible, throughout the winter period.

ALL TROLLEYS AND BUGGIES will be banned when ground conditions are such that excessive damage to the course or danger to the players may result.

Trolley and buggy bans will be lifted when the condition causing the ban has ceased.

TEMPORARY GREENS will only be used when:

- a) Major maintenance operations are taking place on the main greens
- b) When the main greens are waterlogged to the extent that excessive damage may result.
- c) When there is a hard frost. 'Hard' frosts are defined as frosts that have no immediate prospect of thawing and may last a full day.

Pins will be returned to the main greens when the condition causing the use of temporary greens has ceased.

In the case of hard frost this will not be until a complete thaw has occurred as excessive damage to greens can result from play when a surface thaw overlies a frozen subsurface layer.

6 COMPLAINTS

All complaints by members must be made in writing to the Chairman of Green. He will investigate the matter together with the Course Manager. If appropriate, these complaints will then be discussed by the Green Committee. Replies will be in writing and signed by the Secretary or Chairman of Green. Complaints and accolades should be copied to the other elected members of the Green Committee.