

# BUCKINGHAM GOLF CLUB

## COURSE POLICY DOCUMENT



February 2018

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## **Aim**

The purpose of this document is to set out in detail the course management policy for Buckingham Golf Club.

## **History**

Buckingham Golf Club was originally a 9 hole course laid out in 1914. In 1976 more ground became available and a further 9 holes were added opening for play in 1978. During 2004 all greens and surrounds were reconstructed using USGA Specification. Bunkers were redesigned with drainage installed. All coming into play in May 2005.

## **Objective**

The Course shall be

1. Fully open for play as often as possible throughout the year
2. A fair but demanding test of golf for players of all abilities
3. Consistently well maintained
4. Protected from lasting damage caused by excessive play or bad weather
5. Managed and developed with consideration to wildlife, ecology and the landscape

## **Roles and Responsibilities**

### **Board of Directors**

The Board of Directors are responsible for the management of Buckingham Golf Club. It is committed to the allocation of sufficient funds to implement the policies set out in this document.

### **Greens Committee**

The constitution of the Greens Committee and terms of service of its members are defined in the Rules of the Club. It is the Greens Committee along with the Course Manager who are responsible for the implementation of the Course Policy. The Greens Committee is the main mechanism for communication (along with the Club Manager) between the Course Manager and other Committees and the Members. The Greens Committee will make recommendations to the Board as appropriate. The Greens Committee will discuss suggestions and complaints from other Committees or Members. It will decide after 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.

### **Club Manager**

The Club Manager shall be responsible for making sure that all Departments are kept up to date regarding fixtures and functions at the Club.

## **Professional**

The Professional will keep the fixture board outside his shop updated on a monthly basis.

## **The Course Manager – Overall Responsibilities**

The Course Manager is responsible for implementing the course policy. He/she will work in collaboration with the Greens Chairman and Club Manager.

## **Job Purpose**

To ensure that the course is kept in a first class playing condition and that it and the areas surrounding it within the boundaries of the course, car park and practice area, are tidy well-presented and maintained in accordance with the Clubs Ecology Policy, Course Policy and its Health and Safety Policy and within budgets previously agreed by the Directors.

## **Specific Duties**

### **Course**

1. To carry out appropriate maintenance and treatment to all areas throughout the year
2. To implement treatment programmes recommended by the Agronomist (currently STRI) unless decided not to by the Greens Committee
3. To agree winter maintenance and improvement programmes in conjunction with the Greens Committee
4. To ensure that the irrigation system is fully operational and that the reservoir is filled in accordance with the Abstraction Licence (valid until 2023)
5. To decide on the use of temporary greens during the Winter
6. To decide on whether the course should be closed in the event of dangerous or damaging conditions
7. To plant or fell trees in consultation with the Greens Committee
8. To take or recommend appropriate action against rabbits and other pests
9. To make recommendations from time to time on ways in which the course appearance or maintenance can be improved

## **Machinery and Equipment**

1. To assist in the preparation of a long term rolling budget for the purchase or leasing of replacement and new course machinery.
2. To ensure that all equipment is maintained correctly, serviced when necessary and kept clean
3. To keep records of machinery, servicing and repairs
4. To maintain adequate stocks of spare parts
5. To ensure that work sheds and other accommodation are kept in a safe, clean and tidy condition
6. To arrange for the hire of specialist machinery when required

## **Consumables**

1. To maintain adequate stocks of pesticides, fertilisers and other consumable items
2. To ensure that all pesticides, fertilisers, fuels and other consumables are stored in accordance with statutory requirements.
3. To maintain records of applications of water, pesticides, fertilisers and top dressings

## **Staff**

1. To look after the engagement, dismissal motivation, training and welfare of all Members of the Greens Staff, (currently seven) engagements or dismissal can only be made with the approval of the Board or Club Manager.
2. To organise and control the Green Staff
3. To ensure that the Greens Staff are familiar with the standards required by the Club.
4. To ensure the Green Staff are instructed in and comply with matters relating to Health and Safety. This includes:
  - a. The use of protective clothing
  - b. Training and qualification in the use of equipment
  - c. The storage and use of pesticides, fertilizers and fuels
  - d. The display of warning signs when required
5. To organise Green Staff extra hours, including weekend rotas
6. To supervise any temporary staff including volunteers
7. Make recommendations on annual pay reviews for Greens Staff
8. Make and record Risk Assessments when necessary

## **General**

1. To attend all Greens Committee Meetings
2. To attend other meetings as required
3. To ensure that the Deputy Course Manager is fully briefed and updated so as to be able to continue to maintain the course in the Course Managers absence
4. Keep abreast of new techniques relating to course maintenance
5. Becoming a Member of BIGGA and attending local meetings
6. To assist in the preparation and monitoring of annual budgets
7. To record all purchases and sign off invoices to be paid relating to the course
8. Keep the course information phone line up to date
9. Keep the Club website on course restrictions up to date
10. Write a monthly report published as Turf Talk

## **Green Staff Working Hours**

Month	Working From	Working To
January	7.30	2.30
February	7.30	2.30
March	7.00	2.30
April	6.00	2.30
May	5.30	2.30
June	5.30	2.30
July	5.30	2.30
August	5.30	2.30
September	6.00	2.30
October	7.00	2.30
November	7.30	2.30
December	7.30	2.30

## **Course**

### **Greens**

The policy is aimed at attaining firm, true and consistent putting surfaces all year round. Applications of fertilisers, fungicides, wetting agents etc will be made in conjunction with advice from the current Agronomist. The Agronomist will visit the Club twice a year and send a written report.

A regular programme of aeration, verti-cutting/brushing, topdressing every 2/4 weeks.

Irrigation only to be used to keep grass alive not to soften the surface. Hand watering will be applied to local dry spots.

During the main growing season, the greens will normally be cut daily in conjunction with the use of the turf iron. Cutting height would be 3 ½ mm (minimum 3mm).

Outside of main season cutting height would be lifted to a maximum 6mm depending on conditions.

Two weeks will be kept free for special operations one in Spring and one in August.

Hole positions to be changed 2/4 times a week. During Summer competitions holes will be changed on a Sunday.

### **Tees**

The main objective is to maintain tees with even stances over a sufficient area to withstand the demands of regular play.

At the appropriate time tees will be aerated, top dressed, fertilised, verti-cut and irrigated as required. Markers to be moved to prevent excessive wear. Divot holes to be filled weekly during the growing season. Height of cut minimum 9mm to maximum 12mm. Summer tees will normally be used from 1<sup>st</sup> April to 31<sup>st</sup> October.

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### **Aprons/Approaches**

The programme on the aprons/approaches will be similar to that used on the tees. (irrigation at this time is limited). Height of cut minimum 9mm to maximum 12mm.

### **Fairways**

The fairways will be cut at a height of minimum 13mm to maximum 16mm. Fairways will be shockwaved annually during late Autumn. Weed and pest control treatments as required. Divoting will be carried out at least twice a year. The maximum carry from the men's medal tee shall be 1.20 metres. The maximum carry from the ladies medal tee shall be 85 metres. Irrigation is not available at this time.

### **Green/Tee Banks and First Cut of Rough**

To be cut weekly during the main growing season with a rotary machine with a height of cut of 50mm. Green side areas to be fertilised twice a year. First cut to be left during the Winter period to help with fairway definition.

### **Rough**

The rough will be cut to a height of 63mm as required (normally weekly during the main growing season).

### **Bunkers**

Bunkers are to be kept trimmed to keep a well-defined edge. Sand depth to be 25mm on the faces and 75mm on the base. At least one rake will be provided per bunker, rakes being placed in the bunker. The Green Staff will rake all bunkers a minimum of twice a week. Bunker sand depths will be checked periodically, and the sand will be re-distributed, or bunkers will be topped up with the specified sand being used at the time. At this time the Club are considering a full bunker renovation programme.

### **Trees**

The management of trees and copses requires a long-term perspective. The Club should give consideration as the trees grow to overcrowding that in time will cut out light killing off any vegetation below. All trees should be consistent with the local landscape. All tree bases to be sprayed annually to kill off weeds and grass to improve growth.

### **Stream/Ditches**

All banks to be kept cut and tidy. Any debris or weed to be removed as required.

### **Irrigation**

At this time the Club are considering installing a completely new irrigation system to include valve in head sprinklers. The system will cover all greens, approaches, tees

and the worse traffic areas. Each sprinkler will be able to operate separately from a computerised controller.

### **Public Rights of Way**

Instructional notices will be erected and maintained which identify to both golfers and the public areas of potential danger. People on the footpath have the right of way. Golfers must wait until it is safe to continue.

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### **Practice Area**

The practice area shall be treated similar to the fairways. Practice tees to be divoted weekly. Collection and washing of balls to be done by the Green Staff unless volunteers from the Membership can be found. The Pro Shop will be responsible for inside the driving bays.

### **Buggies**

Green Staff to make sure all buggies are kept fuelled. Pro Shop to keep clean and tidy.

### **Security**

All Greenkeepers sheds should be kept locked when unattended. Alarm set outside working hours.

### **Course Closure**

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

1. When the ground is severely waterlogged
2. Parts of the course are flooded
3. When there is snow cover
4. When it is dangerous to staff or players

A decision to close the course can only be made by the Course manager or his deputy. The course can only be re-opened following a full inspection by the Course Manager or his deputy.

### **Suspension of Play**

Play may be suspended for periods when:

1. Conditions become too severe for golf to be played (eg, heavy rain)
2. It is dangerous to staff and players (eg, fog, highwinds)

A decision to suspend play can be made by the Course Manager or his deputy, the Club Manager or the Professional. The sounding of a horn should be used to warn players on the course that play has been suspended. Any player on the course who feels conditions are unsafe should stop playing immediately.

### **Trolleys/Buggies**

During the Winter months soil compaction and wear should be minimised by roping off certain traffic areas. Members are asked to refrain from walking in such areas. A trolley and buggy ban will be introduced when ground conditions are such that



excessive damage to the course will occur. A separate buggy ban may be applied for safety reasons.

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### **Temporary Greens**

1. Temporary greens will be cut out during October ready for the Winter. Due to minimal use no other maintenance other than mowing is deemed to be necessary. Temporary greens will be used if there is a hard frost. Hard frost is defined as the ground remaining frozen for 24 hours or longer. Main greens will not come back into play until there has been a complete thaw as this is the time when most damage can occur.
2. To allow major work to be carried out on or around the main green.

### **Players and Green Staff**

Green Staff have priority on the course. Players are to ensure it is clear to play without endangering Green Staff. They must not play if work is in progress unless Green Staff indicate that it is safe to proceed. Staff will then stand aside. The Course Manager shall take care to arrange the work programme to take into account all competitions.

### **Complaints**

All complaints must be made in writing to the Club Manager. He will discuss the matter with the Course Manager. If appropriate these complaints will be discussed by the Green Committee.

