



Members Handbook

The Whiteleaf Golf Club Ltd

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I. INTRODUCTION

A very warm welcome to Whiteleaf Golf Club.

Given its scenic location in an Area of Outstanding Natural Beauty the Club has an enviable reputation for both competitive and recreational golf and also its many social activities all of which you will be able to enjoy within a very friendly atmosphere and surroundings.

The Club celebrated its centenary in 2007. In 1924 it was incorporated as a private company limited by guarantee. The significance of the “guarantee” is that in the event of winding-up every member undertakes to contribute up to a maximum of £1 towards any shortfall. Otherwise a copy of the company’s Memorandum & Articles of Association, which set out the legal framework governing the Club’s operations and its management, is available for inspection in the clubhouse and also in the members’ area of the web site.

This handbook is intended to provide members with as much information as possible about The Club’s rules and regulations and about every aspect of the way golf and other related activities are administered. As a private members’ club every encouragement and opportunity is given to all members to participate in decision making over the way the Club is run from a suggestions book which is always available in the clubhouse through to the Annual General Meeting and the election of a Board of Directors and other officers.

The handbook is complemented by the distribution of an Annual Diary and Fixture List. If you do find that any information you need is not included in these publications or on the Club notice board then any officer of the Club, or the General Manager, or his assistant will be glad to help.

2. CLUB FACILITIES

The General Manager is a qualified PGA Professional who also presides over the well stocked shop which is normally open every day except Mondays. He also assists with the administration of club

competitions and, is the first point of contact for the payment of competition entry fees. There is a practice putting area beside the Pro-shop as well as a practice ground which runs across the 7th and 9th fairways. There is also a warm-up net above the 9th green.

The Club employs staff to run the bar and provide catering services, ranging from a simple bar menu to more formal meals. The bar will normally be open at times specified on the Club notice board.

By arrangement with the General Manager and the caterer it is possible for members to hold private functions at the Club provided they do not conflict with Club events and programmed activities.

3. SOCIAL EVENTS

The Club has a social committee which organises a number of events throughout the year such as summer BBQ, annual dinner dance, Captains' night, Christmas functions as well as many smaller events. Details of events as well as other useful briefing information is always displayed on the noticeboard just inside the club entrance door as well as on the members section of our web site www.whiteleafgolfclub.

For new members, we also organise regular new member evenings to enable you, and your spouse/partner as appropriate, to integrate quickly into the club.

4. MEMBERSHIP

No person shall be admitted as a Member of the Company until he/she has attained the age of twenty-one. However, the Board has the power to admit any person under that age to use the Club facilities in common with Members of the Company on such days and terms that the Board may determine.

Members are divided into the following categories.

- (a) **Full Members** - persons entitled to use the golf course at any time excluding occasions of scheduled matches, and trophy competitions.
- (b) **7 Day Restricted Members** - persons who are not entitled to use the golf course on Saturday and Sunday mornings, except as specified in the Club diary.
- (c) **5 Day Restricted Members** – persons who are entitled to play only during the week. This group includes some members on a discontinued form of membership who are permitted to remain as 5 day members for as long as they wish and members admitted since 2015 who are permitted to remain on 5 Day terms for only 12 months.
- (d) **Life Members**

The above categories are Members of the Company and may attend and vote at any General Meeting.

- (e) **Junior Members** – persons under the age of 18 who may use the course at times specified by the Board. On reaching the age of 18, a Junior Member will become eligible for Intermediate Membership.
- (f) **Intermediate Members** - persons over 18 but under 21 years who may use the course and participate in Club competitions as specified by the Board. On reaching the age of 21, an Intermediate Member will be considered by the Board for Full or 7 Day Restricted Membership.

- (g) **Intermediate Plus and Extra Members** - persons between the ages of 21 and 25, and 25 and 30 respectively who may use the course and participate in Club competitions as specified by the Board. They enjoy the benefit of reduced membership fees but do not have voting rights
- (h) **House/Social Members** - persons who are entitled to use and enjoy the club premises, but are not entitled to play on the course.
- (i) **Country Members** – persons who reside more than 50 miles from the clubhouse and shall be entitled to play the course no more than 20 times a year, including participation in medals & stablefords but not other competitions, times to be at the discretion of the General Manager.
- (j) **Temporary Members** – persons who are visiting Whiteleaf Golf Club to play golf as either a green fee payer, member of a society or a member of a visiting team taking part in a match with Club members.

5. ELECTION OF MEMBERS

An applicant for any category must be proposed / introduced by a Member of the Club. The introduction will normally take the form of a courtesy 9 holes on the course with the Member.

The potential Member's application is then shown on the club noticeboard for a minimum period of 7 days, and thereafter upon election, the candidate must pay the Entrance Fee and Subscription within one month.

6. SUBSCRIPTION

The Board shall determine the Entrance Fee and the Annual Subscription.

The subscription is due and payable in advance on the first day of June. Any member whose subscription is unpaid by the 1st July shall cease to be a member. The member may be re-instated at the discretion of the Board on payment of all arrears.

External levies on Membership, which are not within the control of the Club, are shown separately on the subscription invoice.

These levies are payable to: -

- England Golf (formerly the English Golf Union and the English Women's Golf Association).
- The Bucks, Berks and Oxon Union of Golf Clubs

7. OFFICERS AND THE BOARD

Only Full Members and 7 day restricted members may be elected as Officers or Directors of the Company.

The Officers consist of the Men's Captain, Men's Vice-Captain, Ladies Captain, Ladies Vice Captain, Treasurer and Company Secretary all of whom are elected on an annual basis.

The Board consists of the Officers and the Directors. The number of Directors is decided ahead of the AGM by the outgoing Board but the expectation is that each Director will have a specific function to perform (e.g. in charge of Greens & Chair of Greens Committee).

The Board of Directors appoints the Chairman from its elected Directors and Officers.

Each year at the Annual General Meeting one third of the Directors must stand down and may offer themselves for re-election.

Nomination lists for the election of Officers and Directors shall be posted in the clubhouse.

Any two Full Members may nominate any other Full Member or 7 day restricted Member to serve as an Officer or Director.

8. GENERAL MEETINGS

An Annual General Meeting is held each year in February/March. Members normally receive at least 21 days notice of the AGM.

Business will include presentation of annual accounts, Report of the Directors, election of Officers and Directors.

A member who wishes to place an item on the agenda for the AGM must submit a request in writing at least 28 days prior to the Meeting.

Notice for an Extraordinary General Meeting (EGM) shall be at least 14 days in writing. The Board has authority to call an EGM.

The Secretary will also summon an EGM on receipt of a written request from 10% of members. Notice of the meeting shall contain the terms of any motion submitted.

9. CONDUCT OF MEMBERS

If any Member refuses or neglects to comply with the Rules of the Club or his/her conduct is considered by the Board to be unworthy or injurious to the character or interests of the Club, that Member is liable to suspension or expulsion by a resolution of the Board. In these instances the club will follow the Instructions for the Procedure and Conduct of Disciplinary Committees drawn up by the EGU, a copy of which is available on request.

10. FINANCIAL YEAR AND ACCOUNTS

The financial year begins on the first day of November.

Correct accounts shall be kept by the Treasurer showing in detail the income and expenditure of the Club together with an abstract of the accounts as at the last day of October in each year.

The Auditors will duly examine such records and a copy of the accounts will be sent to each member at least 21 days before the AGM

11. GREEN FEES AND VISITORS

Visitors shall not be admitted to the Clubhouse or the Course unless either: -

They have signed the Visitor's Book and paid a green fee.
They are members or supporters of visiting teams competing in events.

They are members of golfing societies having prior contracts with the Club.

They are attending a Club function or social event with a member.

A member may sign in up to three green fees at any one time on weekdays ; at weekends/public holidays one green fee only before midday, up to three green fees after midday.

12. GETTING STARTED WHEN YOU'VE JOINED

You may want to settle in for a while before you think about competitive golf, but when you feel ready there are plenty of members willing to help you on your way. Additionally our membership committee will allocate you a “buddy” to help you integrate into the club – no compulsion to take up this offer but you know the support is there if needed.

If you are relatively new to the game of golf, then you will probably want to play when the course is reasonably quiet. Best time in that case is most afternoons, other than a Friday, and early evenings will also suit you well.

If you don't arrive with a handicap, then in order to enter competitions your first step will be to get a handicap. It's not as daunting as you may have been led to believe!

You will need to enter at least 3 cards having played with a full or 7 day restricted member scoring your card. Don't worry if you have a nightmare on a few holes – we've all been there! For handicap purposes such holes will be reduced in the overall assessment of your final handicap.

If you don't know an existing member to ask to mark your card, then enquire of our Professional who will be able to point you in the direction of a friendly face.

There are a number of regular “roll ups” at the club. For the lady members, Tuesday mornings is the normal time for ladies events and competitions. Alternatively, weekend ladies tend to tee off around 11.30am on a Sunday.

For the men, there are regular gatherings on Monday, Wednesday and Friday mornings, and Friday lunchtime for social golf. Golf of a more competitive nature is played at the weekend on a Saturday or Sunday morning. Remember that on weekend mornings, which are probably the busiest times on the course, the first tee is closed between 10am and 11.30am in order to allow players to continue smoothly through from the 9th to the 10th hole. Again, our Professional can point you in the direction of that friendly face.

The beauty of Whiteleaf is that if you arrive to play on your own, it's most likely you will be invited to join some fellow members for a game, other than if they are in a match or competition.

13. GOLF – GENERAL PLAY

Generally the club operates on a turn-up and play basis with no requirement to book tee times.

However there are exceptions, notably times when the course is closed to all bar those playing in competitions and events shown in block capitals in the diary. If in doubt always check with the General Manager and Club Professional.

Playing times for all categories of membership are clearly displayed on the club notice board. Members should also note the restriction to playing times displayed on the board behind the first tee. Before attempting to play members should check the diary and the notice board to ensure the course is clear.

The Club has a number of sections : Ladies, Senior Ladies, Men, Senior Men and Juniors. The following notes may help those seeking to integrate with other members and take full advantage of all playing opportunities.

Ladies/Senior Ladies

Ladies always play together on a Tuesday morning. Most internal competitions are played on a Tuesday and Home Club matches are usually played on a Friday.

For the benefit of new members in particular there is a notice in the ladies locker room giving a contact name and telephone number for notifying the organiser of those wishing to take part in mid-week "roll-ups".

All competition entry sheets are posted on the notice board well ahead of the event. Competitions, which are normally played as three-balls, are listed in the club diary. There is normally an entry fee and lady members should pay the required fee in the Pro shop and also sign the competitions book prior to arriving on the first tee approximately 10 minutes ahead of their allotted tee time. At the conclusion of a competition round a signed score card should be handed in to the Pro shop or posted through the Pro shop letter box if the shop is closed. Results are published on the locker room notice board and on the How Did I Do web site.

Alternate Day Players (ADPs) are ladies who play on alternative days to the regular competition days because of work commitments. They normally play on Saturdays or Sundays from 11.30am. ADP times are shown in the diary.

A number of friendly matches against other clubs are held between March and October and all lady members are invited to participate by adding their name to the list in the locker room.

Men

7 Day restricted members can only play at times available to that category of membership. However there are still occasions when a number "roll-up" to play regularly. One group tee off at 8.15am on Mondays and Fridays, others at 8.30am on Wednesdays, 1.00pm on Fridays and 12.00noon on Saturdays. All new members in this category are very welcome to join in these "roll-ups". For full members there are regular Saturday and Sunday competitions.

All competitions are listed in the diary and advertised on the main notice board in the clubhouse. 7 Day restricted members are only able to play in mid-week competitions and in non-trophy competitions after 12.00 noon on a Saturday and Sunday. Full members may play at any time. Events such as Monthly Medal or Stableford do not require prior notification of entry time and can be played as a "roll-up" (with an appropriate scorer) at stipulated times after signing in in the Pro shop or in the competition book in the locker room if the shop is closed.

Other Cup and Trophy competitions call for names to be added to a list on the main notice board. In most cases entry fees have to be paid in advance of play either via the competition entry box in the locker room or to the Professional's shop when it is open. Qualifying competitions such as Monthly Medal & Stableford can only be played in 2 or 3 balls to avoid slow play on the course. Results from all competitions will normally be published early the following week on the notice boards in the club house and locker room and also on the How Did I Do web site.

Players are not allowed to combine match play with stroke play competition. Failure to comply with this requirement will result in disqualification from both competitions. In match play competition it is the responsibility of each player/pair to arrange mutually convenient dates for matches. Matches not

played by the date of the next round will lead to the elimination from the competition of both players/pairs.

A number of friendly matches against other clubs are held between March and October. Selection for these matches is available to both full and 7 day restricted members. All that is required is for names to be written on the entry sheet posted on the clubhouse notice board. Selection is not based on handicap although a formal "competition" handicap is normally required. You must later check the team sheet to see if you have been chosen to play and then confirm your availability by placing a tick against your name on the team sheet. Matches are normally played on a Saturday afternoon, usually with brunch before and sandwiches afterwards or, very occasionally, followed by a meal which requires jacket and Club tie. A match fee is charged to cover the cost of the catering.

Seniors

All members over the age of 55 are welcome to participate in Seniors section events. Members tend to play predominantly during the week with all the mid-week morning "roll ups" predominantly Seniors. There is a separate notice board in the locker room dedicated to the Seniors' section and all new members over the age limit plus established members who are about to reach the age limit are urged to familiarise themselves with it.

A series of friendly matches against other clubs is held between March and October and arrangements for participation mirror those for the Gents section, the only exception being that team sheets etc. are posted on the dedicated notice board in the locker room and not in the clubhouse.

Juniors

We are keen to encourage Juniors to take up the sport, and in particular the children of existing members. Junior roll ups are organised from time to time and these usually take place on Sunday afternoons from 3.00pm.

14. ON THE COURSE

Tee Area

The white tees are normally reserved for club competitions and matches to reduce wear and tear. All social matches and green fee visitors should use the yellow tees unless advised to the contrary by the Pro shop. To limit any possible damage to the permanent tees the green-keeper or greens committee may at any time take the decision to play off temporary tees including mats. Ladies play from the red tees on all occasions.

Children

Children under the age of 12 are not allowed on the course unless accompanied and supervised by an adult who shall remain responsible for their safety and conduct at all times.

Dogs

No dogs are permitted on the course or in the members' areas of the clubhouse other than those specially trained to aid the visually or aurally handicapped.

Mobile Phones

Mobile phones may be carried on the course but must remain switched off except in the event of a medical emergency. Mobile phones should not be used in the clubhouse or surrounding areas (this includes the terrace area and the entrance paths but not the car park).

Practice

Practice swings on the teeing areas are not allowed except immediately before taking a stroke as part of a player's pre-shot routine. Likewise neither practice chipping onto the greens nor practice putting on the greens is allowed.

Conditions for Play

Decision on the suitability of the course for play, including the greens, rests with the head green-keeper, when present. If not present the responsibility passes to the assistant green-keeper, chairman of the greens committee, Club Professional or a member of the Board of Directors, in that order of precedence. In poor light (fog, mist etc), suitability for play is determined by the level of visibility measured from the first tee to the public footpath which crosses the first fairway – the decision on this is taken by the Club Professional. At times when the course is closed a notice will be displayed by the Professional's shop. Other notices will be displayed on the course from time to time relating to the use of temporary greens, trolleys etc.

Safety On and Around the Course

We have a group insurance policy, and any ball hit out of bounds that may do damage to nearby property or any accident on the course must be reported. It is also very important and in the Club's best interests for incidents involving balls struck out-of-bounds into or near neighbouring property to be recorded in the **incident books** which can be found in both locker rooms.

Please take care to avoid wayward tee shots around the boundaries of the course, perhaps through more sensible club selection on the 2nd / 11th, 3rd / 12th and 4th / 13th tees in particular.

When teeing from the 1st / 10th or 6th / 15th please be aware of walkers who may be about to cross the course on the public footpath. Always give way to walkers and do not tee off until they are completely off the golf course. Remember, walkers may also be coming up the right hand side of the first fairway from the Cadsden Road.

In the event of fog on the course players must cease playing immediately if they cannot clearly see further ahead than the distance their ball might travel. Players must not start from the first tee unless the complete length of the footpath crossing the 1st/10th and 6th/15th fairways is visible from the first tee.

A klaxon will be used in the event that thunder and lightning are seen in the vicinity – the course is closed immediately when the klaxon is sounded and players must cease play and return to the clubhouse until the danger has passed and the course is re-opened.

Some specifics on our course layout:

On the 1st/10th always look out for players coming up the 6th / 15th and vice versa.

On the 3rd / 12th hole do not make your approach shot to the green until the 4th / 13th tee is clear unless called up by players on that tee.

On the 4th/13th Tee, do not drive off if the second green is occupied (this is when calling players on the 3rd fairway forward to the green will help to maintain speed of play)

Similarly on the 4th / 13th hole wait until 5th / 14th ladies and 14th men's tee is clear before making your approach shot to the green.

If a shot on the 4th/13th hole ends up within the green line surrounding the 2nd green, use the marked dropping zone on the left of the 4th fairway before the 2nd green. The ball may be marked cleaned and placed (once) after it has been dropped in the drop zone but make sure the second green is clear before taking the next shot.

On the 7th / 16th tee, look out for players on the 9th tee and do not move onto the tee until they have all played their shots. Similarly, on the 9th/18th tee priority is given to those already on the 7th / 16th – do not tee off until it is clear.

Equally, when on the 7th/16th tee, be aware of anyone using the practice facilities in the valley and make sure they are aware of you playing before you tee off.

Once on the 18th green, invite the group behind to take their tee shots. Make sure when doing this that the flag is in the hole, and stand well clear of the green at the back – not to the side.

Remember – an early shout of “FORE” is an essential part of the game of golf – better shouted in error than a player be hit with no warning.

15. HANDICAPS AND COMPETITIONS

There is a Handicap and Competitions Committee responsible for allocating handicaps and maintaining handicaps based on individual performance in competitions.

Once a new member has submitted the required number of cards marked by a Full or 7 day restricted member then a handicap will be allocated and published on the notice board in the relevant locker room.

From the diary you will see that Whiteleaf runs a considerable number of competitions through the season. Entry to these competitions is always via an entry form on the notice board well ahead of the competition date.

16. GENERAL GUIDANCE AND CONDUCT

Etiquette

There is much written about golf etiquette, but if we could distil that literature into 4 key headlines for the well being of our course and membership, they would be as follows:

- **Avoid slow play**
- **Repair pitch marks on the green**
- **Replace divots in the fairway or rough**
- **Rake the bunker after your shot**

Avoid Slow Play

It is important to note that many of the guidelines below have nothing to do with **rushing your play**, but rather with simply being **ready to play**, and with using common sense and good etiquette on the course. Being aware of players in other groups around the course is an important part of general awareness – do not become over-involved in your own conversations.

On The Green

1. Leave your clubs convenient for collecting on the way to the next tee – not at the front or ‘wrong’ side of the green.
2. Mark and clean your ball and look for the ‘line’ of the putt as your partners do the same. Be ready to putt as soon as it is your turn.
3. Leave the green immediately all players have putted out and before marking your cards.
4. If you are closest to the hole it is your responsibility to tend the flag.

On The Tee

1. If it is your Honour, make sure you are first to the tee and play as soon as it is safe to do so. Other players should stand in a safe position close to the tee-ing position so as to be ready to play immediately it is their turn.
2. Complete your scorecard for the previous hole while your partners are teeing off.
3. Leave the tee as soon as the last player has played.
4. When waiting on the tee for the group in front to move forward on the fairway out of the likely range of your drive, don’t be so strict about order of play. Let the shorter hitter – who can’t reach the group ahead anyway – go ahead and hit even if it isn’t his or her turn.
5. If your ball looks difficult to find, or may be out of bounds, play a provisional. Do remember though that if the ball is found (in bounds) it is the ball in play and the provisional cannot be used. If you decide the found ball is unplayable, follow Rule 28.

On The Fairway

1. If it will be you to play first, make every effort to reach your ball first.
2. Walk down the fairway to YOUR ball briskly – ambling along is unfair to your partners, and every player behind you.
3. If a fellow player or partner is to play first, then select your own club, and be ready to play as soon as he/she has played his/her shot.
4. If your ball looks difficult to find, or may be out of bounds, play a provisional

General – All Play

1. Remain still, and keep silent when your partners are taking their shots.
2. Do not stand in the line of sight of your partners – in particular directly behind their swing.
3. In sunny conditions, be aware of the effect of your shadow particularly around the greens.
4. Work on building a concise pre-shot routine. If your pre-shot routine is a lengthy one, it is probably in your best interests to shorten it anyway. Limit practice strokes to one or two at the most.

If you are playing in a three ball, and you all save 15 seconds on the tee, fairway and green, you will reduce the time for a round by 40 minutes.

Remember, your speed determines the speed of every group behind you for the rest of the day.

Some other snippets

Medal / Stableford:

All official competitions must start at the first tee.

On the first tee the player with the lower/ lowest handicap plays first. Thereafter the player with the lower/ lowest score on a hole takes the honour on the next tee (Rule 32-1 refers – in stableford competitions the lowest net score takes the honour). If scores are matched on a hole, the order on the next tee reflects the order on the previous tee.

For handicap-qualifying medal or stableford competitions you can only play as a 2 ball or 3 ball for speed of play reasons. For Bank Holiday competitions only (which are not normally qualifying), 4-ball groups are permitted but you will be disqualified if you try to submit a medal or stableford competition card having played as a 4 ball at other times.

Matchplay:

On the first tee the player at the top of the draw has the honour. A visiting team to the club usually takes the honour also. Thereafter the player who wins the hole takes the honour on the next tee.

Priority On The First Tee:

Being a 9 hole course, priority on the first goes to players who are playing the 9th and about to continue their round from the 10th. In practical terms this means that if you see a group on, or approaching, the 9th / 18th green you should enquire if they are playing on, or finishing their round. Thereafter players take it in turns to tee off the 1st / 10th.

Should there be a number of players looking to tee off from the first at the same time, then when the whole group (usually 3 players for a medal or stableford) is on the tee, one member can insert a ball in the chute and priority for teeing is set by the order in the chute.

Damage and Insurance

During the course of play, or at any time whilst within the Club premises, all members/players are required to report any damage/injury whether to property or persons, both on and off the course, which they consider they may have caused. Reports should include all incidents of golf balls flying out of bounds in proximity to people, property or vehicles where the member/player could be responsible for causing damage/injury even though there may be no obvious sign of such.

Details should either be lodged with the General Manager at the Pro Shop as soon as possible or recorded in one of the incident books available in the locker rooms.

All members and visitors should ensure they carry adequate personal insurance cover for all golf risks in addition to the group insurance policy held by the Club.

Dress Code

On the course

Smart clean golf clothing must be worn at all times. Trousers and shorts should be tailored. Shirts should have collars or turtle necks. Jeans, trainers and T shirts are not permitted. Golf shoes must be worn.

In the Clubhouse

Smart casual wear is permitted including smart jeans. Dress code will be specified at formal functions.

Car Parking

Please ensure that when parking your car, you do not restrict access of other vehicles or block the 5 bar gate to the course. Please respect spaces allocated to Club Officers and employees.

Cars must not be parked in the lane before the main car park, as this would hinder access for emergency vehicles to the clubhouse and neighbouring houses. Similarly it is important not to park too close to the gap between the main and rear car parks as this can inhibit access for both emergency and delivery vehicles.

Security

Vehicle crime, theft from changing rooms and course vandalism are a ever-possible threat. It is the responsibility of individuals to be vigilant and behave responsibly at all times. Do not leave personal possessions on display in your car. Ensure that locker room doors are kept closed so that the coded entry system provides some protection. Report any breaches of security to the General Manager.

17. SUGGESTIONS

Suggestions for improvement at the golf club in any matter whether related to the course, the clubhouse, or any aspect of our administration are welcomed.

There is a suggestion book at the end of the bar in the clubhouse – please record your suggestion in the book, and it will be directed to the appropriate board member by the Company Secretary.

18. RULES OF GOLF

It is strongly recommended that members acquaint themselves with The Rules of Golf as issued by The Royal and Ancient Golf Club of St Andrews. The Rules are sacrosanct and cover all conditions of play. Members are advised to obtain a booklet of the Rules, available from the Royal and Sun Alliance, and carry it in their bag for referral.

Local rules are published by the Whiteleaf GC to cover abnormal conditions, whilst remaining consistent with the policy of the R and A.

These Local Rules are normally printed on the back of the scorecard. Additions or revisions are displayed on the club notice board.

19. SUMMARY

We hope this handbook has helped introduce you to Whiteleaf Golf Club, and what we hope will be the start of a long association.

If there is anything that has not been covered then please do not hesitate to ask our General Manager & Club Professional or alternatively any member of the board.

A very warm welcome to Whiteleaf Golf Club from all your fellow members – we hope you will become as proud of our course and its members as we are to have you with us.