



Padeswood and Buckley Golf Club

Club Rules and General Information

A Member joining the club is considered to have submitted themselves to the Rules and Constitution of the Club, both as to the restrictions and the penalties imposed and, on these conditions, alone are entitled to enjoy the advantages and privileges of the Club

All Members are expected to conduct themselves in an orderly and sporting manner in the best interests of the Club and to support the Council.

Padeswood and Buckley Golf Club

1. CLUB RULES

- 1.1 The Club Council is responsible for making, amending or withdrawing rules for the use of the course and clubhouse which together with the Rules of Golf as published by the R&A shall be the Rules of the Club. A copy of the rules are available to all members.
- 1.2 All members will be able to access this information through the Club website. If any member requires a printed copy of the Rules one will be provided on request. It will only be up to date at the time of printing and may subsequently change.
- 1.3 Latest versions of Codes of Practice and Conduct and Policies for the Club (such as Health & Safety Policy, Safeguarding Children and Young Person Policy, Safeguarding Vulnerable Adults and Procedures and Buggy Policy) can also be found on the Website and printed copies provided on request. The codes and policies are rules of the Club and must be treated as such. They will only be up to date at the time of printing and may subsequently change.
- 1.4 This document includes information about the facilities and resources at Padeswood and Buckley Golf Club. These are the Club Rules, that all members are informed they must abide by when joining the Club.
- 1.5 The Club Constitution can only be changed with the approval of the membership at an Annual General Meeting or Extraordinary General Meeting of the Club. The Club Rules are drawn up by and can be changed by the Council at any time.

2. FEES

2.1 Joining Fee

- 2.1.1 Joining fees for admission to the Club are as set by the Council.
- 2.1.2 Details of the fees are available on request from the Club Secretary.
- 2.1.3 A prospective member must provide adequate identification (passport or driving license with photograph and documentation/utility bill showing their place of residence) with their application to join the Club, along with any other information as agreed by the Council.
- 2.1.4. Joining fees are not refundable.

2.2 Annual Subscriptions

- 2.2.1 Subscription rates are set by the Council each year.
- 2.2.2 The membership year runs from 1st October to 30th September or from 1st April to 31st March, and the member is liable to pay in full regardless of any termination of membership during the year. Members are eligible to pay via annual up-front payment no surcharge, or by ten monthly Direct Debit (plus any surcharge as

approved by Council). Any other method of payment shall attract administration fees. If a new member joins part way through the year a calculation will be made and their membership fee will be paid by a monthly direct debit until the renewal date, when their membership if still to be paid by monthly payments will revert to a maximum of ten payments in any membership year.

2.2.3 Requests for Subscriptions will be sent via email or letter, at least one month before the due date and notification publicised throughout the Club notice boards.

2.2.4 If any member has not made any payment within one week of the end of the first month of the start of the Subscriptions year, then they should be advised by email, letter or phone, by the Treasurer or Club Secretary that they are in arrears and now blocked from entering competitions until the arrears are cleared. Becoming unpaid means that the member will have access to the facilities of the Club and any bookings for competitions will be removed.

2.2.5 If payment has still not been received after another three weeks then the member is advised by letter or email from the Office that their membership has been terminated, and the Golf Club retains the right to recover any subscription due.

2.3 Unpaid subscriptions

Any member whose account goes into arrears after the second month of the subscription year will receive an email, letter or phone reminder from the Treasurer or Secretary and, if the arrears are not settled within three weeks of that email, then their membership becomes "Unpaid" until such time as payment is received and confirmed. Charges for unpaid subscriptions, the Golf Club reserves the right to add any additional charges when collecting outstanding monthly subscriptions. Should a member fall into arrears for three consecutive months then their membership will be immediately terminated, the outstanding subscriptions will still be due to the Club.

3. SUSPENSION OF MEMBERSHIP

3.1 Membership can be suspended for a period of up to 12 months for reasons of health or injury requiring medical treatment.

Any member who has a need to suspend their golf club membership will be required to pay £15:00 monthly for the period of the suspension. The minimum period for suspension will be 2 months from the date of their notification.

The Secretary may, at their discretion, allow suspension for extenuating circumstances.

3.2 Whilst suspended a member must not play the golf course but is able to use the Clubhouse facilities as normal. All handicaps and records will be maintained during the period of suspension. They will also be eligible to retain their loyalty card and continue with 200 Club entry.

3.3 Any members choosing to resign their membership for less than 18 months and wishing to re-join will be required to pay a % of that year's annual subscription..

4 CLUB OPENING HOURS

4.1 The Golf Course is normally open as follows:

Monday to Sunday – including all bank holidays except Christmas Day

4.2 The Club will be closed on Christmas Day. Course remains open for play.

4.3 The Council has the authority to vary the hours.

5 PARKING

5.1 You may only park in disabled spaces if you display a current, official 'Disabled Parking Permit' on your dashboard.

5.3 The Club takes every reasonable care to protect vehicles belonging to Members, guests and visitors but it cannot guarantee security and will not accept liability for damage, loss or theft whilst on Club premises. This also relates to any personal belongings contained within a motor vehicle.

6 Guests

6.1 The name and contact details of each guest will be recorded by the Club at the time of introduction.

6.2 The responsibility for the conduct of all guests' rests with the Member who signed the guest into the Club. The Member must always remain at the Club with their guests .

6.3 All guests must comply with all appropriate Rules of the Club and it is the responsibility of the signing Member to ensure compliance. The Council reserves the right to permanently refuse admission or to expel any guest.

7 General Course Bookings and Visitors

7.1 All bookings may be booked in advance via the BRS system or with the Professional Shop.

7.2 The BRS system operates from 9.30 am, prior to that time the course is only open for general play for members and their guests.

8 Coaching

8.1 Golf coaching can be booked with a Club Professional, the name, and details of which can be found on the Club's website.

9 Dress code

9.1 All players whilst on the Golf Course must wear only clothing specifically designed for the sport, including shoes which must be flat-soled and non-marking.

STANDARDS OF DRESS WITHIN THE CLUBHOUSE

- 1 All members, visitors or guests should comply with the dress code,
The rules are not intended to be fully prescriptive, and are in some cases open to interpretation, but Members are expected to take personal responsibility for observing standards of dress that reflect well on themselves and the Club.

Recognised golf or smart casual wear is acceptable in the Club House although there may well be certain events when the dress code will be different, on these occasions members and guests will be advised of the protocol

10 Etiquette on Course

- 10.1 For full rules on 'The Game, Player Conduct and the Rules' refer to the R&A: Players Edition of the Rules of Golf.

- 10.1.1 Standards of Player Conduct: All players are expected to play in the spirit of the game by:

Acting with integrity - for example, by following the Rules, applying all penalties, and being honest in all aspects of play.

Showing consideration to others – for example, by playing at a prompt pace, looking out for the safety of others, and not distracting the play of another player.

Taking good care of the course – for example, by replacing divots, smoothing bunkers, repairing ball-marks, and not causing unnecessary damage to the course.

11 CONDUCT WHEN ON CLUB PREMISES

- 11.1 All Club users are expected to display high standards of behaviour and are required to treat everyone with respect, not discriminating against others on grounds of age, gender, disability, race, ethnicity, nationality, sexuality, parental or marital status, religious belief, class or social background.
- 11.2 A Member is responsible for the behaviour of their child and of any guest they sign into the Club.

12 DISCIPLINARY ISSUES AND COMPLAINT REFERRALS

Please refer to Appendix 1. On the club web site

13 FORMAL COMPLAINTS

Please refer to Appendix 2 on the club web site

14 SMOKING

- 14.1 Smoking is not allowed in the Clubhouse. This smoking preclusion includes Vapes and other smoking devices.
- 14.2 If smoking outside the clubhouse, Members and Visitors must adhere to all no smoking signs and are asked to show consideration for non-smokers and to make sure they deposit cigarette and cigar ends in appropriate bins provided.

15 COURSE

- 15.1 Dogs may be brought into the Club grounds (excluding the course) provided they are kept on a leash. All dog faeces must be immediately removed and placed in a plastic bag and disposed of appropriately. The owner is liable for any damage or injury caused by a dog.
- 15.1.2 Dogs may not be brought into the Clubhouse. A welfare dog which is accompanying a Club user, or a dog which is being trained to be a welfare dog, will be permitted into the Clubhouse.
- 15.2 Fishing is not permitted anywhere on the course.

16 CLUB PROPERTY

- 16.1 Members are not allowed to remove from the Club any Club property of any description, except with the permission of any member of the Council. When there is non-accidental damage caused to Club property, the party causing that damage will be liable for its replacement.

17 CLUBHOUSE

- 17.1 Notice Boards are for use of the relevant officer of the Club and Members are not permitted to post any notice or placard or any other marketing/advertising material in the Clubhouse unless approved by the Council.
- 17.2 No food or drink must be brought into the Clubhouse for consumption unless it has been specifically agreed with the Club Secretary.
- 17.3.1 Children who are not members must be seven years of age or over before they are allowed on the course and must be accompanied by a responsible adult
- 17.3.2 During summer opening hours children are allowed in the Clubhouse up to 10.00 p.m. in an evening. At other times children must not be in the Clubhouse after 8.00 p.m. in the evening. Children should not be in the clubhouse when there is an evening social event on unless they have been specifically invited, and remain under the supervision of a responsible Adult.

18 HEALTH AND SAFETY

- 18.1 Members are asked to observe all safety signage and act in a way that does not endanger other Members, guests, visitors and staff.

18.2 All accidents, however trivial, must be reported to the Club Secretary, who will record the incident in the accident book in accordance with the Club's Health and Safety policy.

18.3 Whilst the Club has taken all reasonable precautions to ensure the safety of Club users, any individual using the Club's facilities does so at their own risk.

19 DATA PROTECTION

19.1 The Club takes the privacy of Members' information very seriously and we are committed to handling 'personal data' properly in line with the Data Protection Act 2018.

20 CORRESPONDENCE

All members must provide an email or postal address in order to receive communications sent by the club.

APPENDIX 1

Disciplinary issues and Complaint referrals

- 12.1.1 Disciplinary issues are acts of misconduct by Members, Juniors (who are the responsibility of their parent or guardian), or guests at the Club (who are the responsibility of the Member who introduced them). Where a Junior sign a visitor into the Club, the parent or guardian of that Junior will be deemed responsible for the visitor.
- 12.1.2 In addition to breaches of expected conduct set out in the Club Rules, acts of misconduct include, but are not limited to, any breach(es) or alleged breach(es) of the Club's Rules and/or Club Rules by a Member(s), or Visitor(s) while on the Club's premises or any reported act(s) of misconduct by any Member while on other premises as a representative of the Club. Also included are any act(s), omission(s) or misconduct by a Member(s), whether occurring on the Club's premises or not, which may, at the absolute discretion of the Council, be considered prejudicial to the Club's interest or which may bring or has brought the Club, or any section of its membership, into disrepute. The DC's authority will extend to any Member's responsibility for the conduct of a Visitor(s).
- 12.2 Any complaint must be in writing and made within the following timescales
- by a Member against another Member, within forty-eight hours of the relevant incident;
 - by a Member against a member of staff, or subcontractor, within forty-eight hours of the alleged incident;
 - by a member of staff or subcontractor against a Member of the Club, within a reasonable time and without unreasonable delay;
 - by the DC within seven days of the Chair of the DC or one of the DC's relevant panels deciding that they wish to make a complaint about any issue(s) arising out of the DC process and;

by the Council on its own volition and within a reasonable time of it becoming aware of any incident, issue or matter which it considers should be referred to the DC.

- 12.3 Where the Council wishes to consider making a complaint against a Member on its own volition, this decision will take place at any convened Council meeting. In all other circumstances, within five days of the Club Secretary being informed of the complaint (or any other Officer, should the Club Secretary be unavailable or conflicted) the Officer and two other Council Members (Referral Panel) will convene and decide whether to refer the complaint to the Disciplinary Committee (a decision may be by majority vote).
- 12.4 Any referral is made with the authority and on behalf of the Council.
 - 12.4.1 Where a Council Member(s) is the complainant, or has a complaint made against them, that person will be involved to the extent required by the DC during the disciplinary process.
 - 12.4.2 The Chairman (or other officer, should the Chairman be unavailable or conflicted) has the right to suspend any Member from attending and using the Club's facilities with immediate effect pending the decision by the [Referral Panel to refer any alleged incident.]
 - 12.4.3 If it is decided not to refer the matter to the DC, the Chairman will lift the suspension and inform the Member in question as soon as possible. There will be no liability on the part of the Club, its officers, Members and/or employees for the Member's loss of the use of the Club's facilities.
 - 12.4.4 The suspension of all rights of membership does not affect the complaint against the Member being dealt with through the DC process or the obligation of that Member to pay their subscription. All suspensions will be brought to the attention of the DC Chairman at the time of referral.
 - 12.4.5 Misconduct by a Member may be referred to the DC for investigation and, if appropriate, the DC may request an apology, or impose the sanction of a reprimand, caution, suspension or expulsion.
- 12.5 Appeal procedure; If the DC decision is not accepted by the member, the appeal will be heard in full Council. The decision of council is final

APPENDIX 2

Formal complaints

The conduct of any member of staff shall in no circumstances be made the subject of a personal reprimand by a member.

- 13.1 If you wish to make a formal complaint about the behaviour or actions of another Member, Visitor or member of staff, this should be put in writing to the Club Secretary, marked confidential, no later than forty-eight hours after the incident. Please refer to the Club Rules section **12. Disciplinary Issues and Complaint Referrals**. Appendix 1.
- 13.2 If you wish to communicate dissatisfaction with regard to the Club facilities, course or any general observation this should be put in writing to the Club Secretary, marked confidential. The Secretary will then refer to the relevant Officer of the Club for investigation or direct to Council for discussion at the next council meeting