



Course Policy Document for Aboyne Golf Club March 2021



Course Policy Document (C.P.D.)



Purpose Statement:-

The golf course should be the main focus of any Club's strategic planning. It is what the members/green fee payers mainly pay their subscriptions/green fees for.

The demands on Greenkeepers are increasing as they address the issues of climate change and all year round golf.

The CPD should be a valuable tool in assisting the Head Greenkeeper and Council in meeting the high expectations of today's golfers.





INDEX

Objectives	5
Roles & Responsibilities	5
Resources	6-7
Timing of Major Works on the Course	7

The Course

Greens	8
Tees	9
Approaches	10
Bunkers	10
Fairways	10
Rough & Semi Rough	11
Irrigation	11
Ditches & Drains	11
Machinery	12
Management of Trees and Ponds	12
Course Closure	13
Trolleys & Buggies	13
Winter Rules	14
Health & Safety	14
Communication	15
Professional Advice	15
Course Alteration/Remodelling	15

Appendices



Appendix 1	Greens Convenor – Job Description	16-17
Appendix 2	Tree Management Programme	18
Appendix 3	Head Greenkeeper’s – Job Description & Job Specification	19
Appendix 4	Greenkeeper’s – Job Description & Job Specification	20-21
Appendix 5	Winter Rules	22

Objective

To provide the members with a golf course in the best possible condition by means of a structured programme of maintenance and improvement.

To provide the members with year-round golf playing off grass tees and on the main greens and to continue during the winter months - providing it is not to the detriment of the long-term health and condition of the course.



Roles & Responsibilities

Policy making for the Golf Course:-

Vested in the Club Council in consultation with the Head Greenkeeper and any other relevant professional advisor (e.g. agronomist, course designer etc).

Management of the Golf Course and Greens Staff:-

The Head Greenkeeper or his Deputy.

Liaison between Head Greenkeeper and Council:-

Greens Convener; Director of Golf.



Resources

Staff:-

Head Greenkeeper	Colin Forbes
Greenkeeper	Bob Anderson
Greenkeeper	Euan Ferries
Greenkeeper	Calum Forbes
Casual Labourer	Summer season only - as required.

Qualifications Required:-

Head Greenkeeper	Job description & Job specification (appendix 5).
Greenkeeper	Job description & Job specification (appendix 6).
Apprentice	Induction course on commencement of employment.

Training Courses and Continuing Professional Development:-

Training courses to be identified by the Head Greenkeeper.

Refresher courses as required/available.

Qualifications obtained by the SVQ system.

Hands on training delivered in the work place.

Risk assessment training.

Manual Handling training.

Chain Saw training.

First Aid training..... (See H&S section).



Promotion / Career Development:-

Relevant experience.

Work related SVQ,s obtained at Elmwood College, Carslogie Road, Cupar, Fife, KY15 4JB.
(www.elmwood.ac.uk)

Ongoing on the job training and mentoring by the Head Green Keeper.

Membership of Associations:-

British & International Golf Greenkeepers Association (BIGGA).

Financial:-

Agreed annual budget for the purchase of materials and services for the successful implementation of the CDP.

Agreed levels of expenditure on machinery maintenance and renewal.

Timing of Major Works on the Course

Timing of essential maintenance operations such as the aeration programme will be communicated well in advance to the members by notices on the main club notice board.

The Head Greenkeeper will advise the Director of Golf of timings as far in advance as possible so that competitions and visiting societies can be fitted in around the maintenance programme.



The Golf Course

Greens

Objective:-

To provide true, firm and fast surfaces during the main golfing season.

To be achieved by:-

Aeration programme: (Refer to the Annual Aeration programme for details)

Hollow tining.....Once per year.

Pencil tining.....Three times per year.

Vertidrainage.....Two/Three times per year.

Scarifying.....Twice in Spring and Autumn.

Greens Iron.....Prior to Major Competitions(3/4 per week)
Once weekly(manpower permitting)

Fertilisers Nitrogen90-120Kg. per Hectare.

Phosphate5 Kg. per Hectare.

Potassium161.5 Kg. per Hectare.

Top dressing.....90-100 Tons per year.

Cutting heights.....Summer 3mm.
Winter 7mm.

Cutting Frequency.....Daily from May to September.

Verticutting.....Twice per month (In the growing season).

Changing Hole Location.....Three/four times per week.

Use of temporary greens.....As directed by the Head Greenkeeper or their deputy.

Frost policy.....See Winter Rules appendix 5.

Removal or pruning of trees that inhibit light and air circulation.....as required.



Tees

Objective:-

To provide a firm, even surface during the main golfing season.

To be achieved by:-

Maintenance programme:

Aeration.....Cored & Verti drained once per year.

Scarifying..... Once in Autumn.

Cutting height.....9-13mm.

Cutting Frequency.....Twice per week from May to September.

Divot repair.....Twice per week (Monday & Friday).

Rotation of tee markers..... Twice per week (Monday & Friday).

Fertilisation.....Potassium 101.5 Kg per Hectare.
Nitrogen 115.5 Kg per Hectare.
Phosphate 31.5 Kg per Hectare.

Policy on tees to be used:

General play.....Ladies from Red Tees.
Gents from Yellow Tees.
Juniors from Yellow Tees.

Competitions.....Ladies from Red Tees.
Gents from White Tees.

Visitors.....Play from the Yellow Tees.

A limited number of visitors may play from the White Tees; however, they must be **signed on and play with a member**. As a condition of this permission it is imperative that the member gains permission prior to play, and also reports to the Pro's shop before teeing off.

Winter Play A combination of winter grass tees and mats will be available from the 1st of November and will be in play according to course conditions, and in line with the club's policy for winter golf.



Approaches

Objective:- To provide a firm, even surface during the main golfing season.

To be achieved by:-

Maintenance programme:

Aeration.....Verti drained once per year.

Scarifying..... Spring & Autumn.

Top Dressing.....Two applications of 15 Tons

Cutting height.....9-13mm.

Cutting Frequency.....Three/Four times per week from May to September.

Fertilisation.....As Required.

Bunkers

Sand.....Washed builders sand from Park Quarry.

Depth.....3-4 inches.

Rakes.....Rakes to be left in the bunkers with handles out of the bunker.

Raking frequency.....Daily during the main playing season.
Once per week during the winter (Weather permitting).

Fairways

Cutting heights.....12 - 16mm.

Cutting frequency.....Three to four times per week.

Aeration programme.....Holes 10/11/13 Slit spiked three times per year.
All other holes vertidraind once per year.

Drainage.....As required/determined by the Head Green Keeper.

Shaping.....Landing areas for low handicap players narrowed to 20 meters.
Landing areas for general play 30-40 meters maximum.

Special preparation for major competitions.....Limited due to manpower restrictions.

Divot repair..... None due to manpower restrictions.



Rough & Semi Rough

Cutting Height for Rough.....No maintenance on the second nine holes.

Cutting Height for Semi Rough First Cut..... 31mm.

Cutting Height for Semi Rough second Cut..... 44mm.

Irrigation

Objective:-

To use as little water as possible whilst recognising that during periods of drought it will be necessary to irrigate in order to sustain grass growth.

Extraction from Aboyne Loch as required.

Limited only by the water level in the loch.

Timing.....Five minutes per green nightly as required.
Timers can be set depending on weather conditions.

Ditches & Drainage

Maintain all ditches ensuring they are clear and free running.

Method.....Manual cleaning and rodding.

Quantity.....Identified by the greens staff during the summer season.

Action.....Urgent cases to be dealt with as required.
Non urgent cases cleared during the off season.



Machinery

To put in place a timed rolling plan for the replacement and addition of machinery in line with the Clubs policy on asset depreciation.

Annual costed maintenance schedules.

Management of Trees & Ponds

Trees:-

Each hole to be assessed as follows:-

- Playability by all standards of golfer.
- Health & Safety of golfers, greenkeeping staff and other users of the golf course (e.g. walkers, fishers etc.).
- Condition of trees and the appropriate type of planting.
- Location and how this affects the playing strategy of the hole.

See structured programme for the management of trees which will be based on the principles above. (Appendix 4)

Programme for replacement planting will be biased toward more broad leaf species.

Ponds:-

A sluice and diversion mechanism has been installed which allows the burn at the 15th hole to be diverted onto its original course alongside the stone wall. This enables the pond to be emptied and all weeds/rushes removed as required whilst maintaining any aquatic plants which are non-invasive. After refilling, the level of the pond is controlled by the outlet pipe.

Diverting the burn also allows leaf litter which would end up in the pond to be flushed away.

Maintain the margins of Grants Lochie and clear as much as possible of the water surface.



Course Closure

The decision to close the course due to adverse weather conditions which could put the condition of the course and/or the safety of golfers at risk can be made by the following personnel:-

Head Greenkeeper
Duty Greenkeeper
Director of Golf

Staff rotas must ensure that at least one of the above people are on duty whatever day of the week.

Note: Suspension of play in competitions, or the abandonment of a competition may be taken by **the person responsible for the event**; as such a decision is concerned with the conditions for playing golf and not potential damage to the course.

Trolleys, Electric Trolleys & Motorised Buggies

Summer:-

Trolleys, Electric Trolleys & Motorised Buggies are permitted on the course under normal ground conditions.

Under extreme ground conditions such as excessive water on the course the use of motorised buggies will be at the discretion of the Head Greenkeeper, his/her deputy or the Director of Golf.

Winter:- **Course closure and white frost restrictions.**

These restrictions will be at the sole discretion of the Head Greenkeeper or his/her delegate.

Disciplinary action will be taken against players who do not observe the **COURSE CLOSED** notice. **WHEN WHITE FROST RESTRICTIONS ARE IN PLACE**

1. Carry your clubs.
Or
2. Use hedgehog protectors on the wheels of your usual trolley including power trolleys. These may be purchased from the Pro shop or a suitable trolley may be hired.
Or
3. Wait until frost restrictions are lifted and then use your usual trolley including power trolleys. If restrictions are still in place at 11.00 a.m. then trolleys will not be allowed that day.
4. Motorised buggies are not available for play during the winter season.



Winter Rules

See Appendix 5.

Health & Safety

The Head Greenkeeper will be responsible for ensuring that management of the course is carried out with due regard to the Club's Health & Safety Policy at all times.

The Club's Health & Safety Policy should ensure the following:-

- The workplace is safe and without risks;
- Safe methods of working are set and followed;
- Machinery and equipment is properly maintained and safe to use;
- Equipment and harmful substances are used properly and stored safely;
- The welfare of employees is not affected by noise, dust or fumes;
- Employees are provided with the protective clothing, training, information and supervision needed for them to work safely;
- Employees have healthy working conditions, including adequate lighting, heating, ventilation, and toilet facilities.

Regulations which apply to the above are:-

The management of Health & Safety at Work Regulations 1992 (MHSW).

The Health & Safety (First Aid) Regulations 1981.

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The Control of Substances Hazardous to Health 2002 (COSHH).

It is very important that staff when working on the course or in the green keeping compound are aware of their responsibilities for their own health and safety and that of their colleagues. In practice this means that rules and regulations emanating from Risk Assessments are strictly adhered to.

Note: - Aboyne Golf Club's H&S policy & records are held by the Greens Convenor and Director of Golf in both Electronic & Paper copy form.



Communication

The Head Greenkeeper and course staff should wherever possible avoid discussing issues relating to the condition of the course with members or visitors.

Note: Similarly members and visitors should not make any adverse comments or complaints about the course to greens staff, but direct them through the Greens Convener or Director of Golf.

Professional Advice

The Head Greenkeeper will when necessary be able to arrange a visit by the Sports & Turf Research Institute (STRI) to assess and give advice regarding any agronomy issues.

Course Alteration/Remodelling

Any major plans to alter the course to be approved by the members and Club Council.



Appendix 1

JOB DESCRIPTION

Role Title: Greens Convenor

Reports to: President / Club Council

Responsible for: Head Greenkeeper and greens staff

Spending Authority: Nil

Job Purpose

To oversee the golf course and the greenkeeping team as directed by the Club Council, in accordance with the Club's Course Policy Document (CPD), its Health and Safety Policy and the Greenkeepers Code of Conduct

The role of Greens Convenor is one of support and monitoring to ensure that the key requirements of the CPD are being implemented with the objective of presenting the course in the best possible condition for members and visitors.

Avoid at all costs daily or even regular interference in the management of the course – it should not be necessary. It is the Head Greenkeeper who is responsible for achieving this through his/her staff.

All enquiries from members and council about the course regarding condition, layout, management, staff etc. must in the first instance be addressed to the Greens Convenor.

Skills Required:

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Approachable with a friendly manner.

Main Duties:

- Implement the CPD assessing progress in relation to the objectives of the policy.
- Having due regard for the overall financial requirements of the club, ensure the Head Greenkeeper has the resources (staff, equipment, and consumables) to meet the aspirations and conditions laid down in the CPD.
- Assist the Head Greenkeeper in compiling the annual greens budget and submit expenditure proposals to the club council.
- Have regular meetings to review progress and to listen and discuss any problems or concerns the Head Greenkeeper may have.
- Discuss and identify training needs for the staff with the Head Greenkeeper.



- Ensure as far as possible specific tasks identified by the STRI are completed within the agreed timescale.
- Oversee the implementation of the objectives for the golf course in the Business Plan
- Send a written report to the Council Secretary prior to the monthly council meeting

Greens Policy Decisions – Council

- Adoption of the Course Policy Document.
- Approval of capital expenditure on new machinery.
- Course alterations.
- Approval of the greens budget.
- Annual staff wage and salary review.
- The staging of national or county events.
- Policy on visiting golf societies.
- Staffing levels.

THIS LIST IS NOT EXHAUSTIVE AND ALL MEMBERS OF THE CLUB COUNCIL MAY BE REQUIRED TO PERFORM DUTIES OUTWITH THEIR NORMAL RESPONSIBILITIES FROM TIME TO TIME.



Appendix 2

Tree Management Programme

The above programme is held by the Head Greenkeeper
Location: Filing Cabinet 1 Drawer 1

Also available on the web – About/Greens/Tree Management Programme

Ecological Issues

As part of the above programme due consideration will be given to any work which affects the flora, fauna, bird, insect and animal populations on the course.

Where possible to do so, any fallen branches or rotting tree trunks will be left in situ as food sources to encourage bird, insect and small animal populations.

Aboyne Golf Club is committed to supporting environmental issues providing they are compatible with the playing of golf, and the health and safety of all users of the course.



Appendix 3

HEAD GREENKEEPER's JOB DESCRIPTION

Golf Club Name: Aboyne Golf Club

Title: Head Greenkeeper

Reports to: Greens Convenor/Council

Spending Authority: Approval to spend up to £1000 before seeking authority from Greens Convenor.

Based at: Aboyne Golf Club, Formaston Park, Aboyne, Aberdeenshire, AB34 5HP.

Job purpose: To manage the golf course and the greenkeeping team, as directed by the Golf Club Council, in accordance with the Club's Golf Course Maintenance Policy, its Health and Safety Policy and the Greenkeepers Code of Conduct.

1. Appraise, train and assess greenkeeping staff
2. Manage budgets, finance and resources
3. Manage golf course policy
4. Manage environmental policy
5. Design golf course features
6. Evaluate golf courses
7. Negotiate and commission projects
8. Communicate with staff, golfers, other managers, the media and the general public

Head Greenkeeper's Job Specification

The person managing golf course greenkeepers **must** be a competent golf course greenkeeper/golf course supervisor and **must** also be competent in the following tasks:

- Manage and maintain a healthy and safe workplace
- Conduct risks assessments
- Managing meetings
- Inform members of impending works on the golf course which will disrupt play
- Communicating to staff, colleagues, other managers, golfers and others
- Briefing teams, managers and golfers
- Managing budgets and finance
- Manage the recruitment, selection and induction of staff
- Managing the performance, training and development of self and staff
- Manage conflict, discipline and grievance
- Promote the organisation and its values
- Motivating Staff
- Identify and determine policies for the development of the golf course
- Plan, monitor, evaluate and manage golf course maintenance in accordance with the golf course policy document
- Managing the greenkeeping team
- Managing the use of physical resources for projects and tasks
- Managing, implementing and evaluating golf course maintenance and the environment
- Plan and manage the control of weeds, pests and diseases
- Manage projects and events
- Manage themselves and their Professional Development
- Verbal and written presentation skills
- Using IT

NOTE: All of the above tasks **must** be carried out in a manner that minimises environmental damage.



Appendix 4

GREENKEEPER'S JOB DESCRIPTION

Golf Club Name: Aboyne Golf Club

Title: Greenkeeper

Reports to: Head Greenkeeper

Direct Reports: None

Spending Authority: None

Based at: Aboyne Golf Club, Formaston Park, Aboyne, Aberdeenshire, AB34 5HP.

Job purpose:

To carry out routine golf course maintenance tasks as directed by the Head Greenkeeper, in accordance with the Club's Golf Course Maintenance Policy, its Health and Safety Policy and the Greenkeepers Code of Conduct.

Key responsibilities and accountabilities:

1. Cut tees, greens, surrounds, fairways, rough and semi rough.
2. Set up the golf course, including changing holes, moving tee markers, indicating OOB, Drop zones and hazards.
3. Switch and brush greens
4. Apply top dressing and fertilizer
5. Identify and control pests and diseases
6. Renovate worn and damaged turf
7. Prepare and maintain machinery

GREENKEEPER'S JOB SPECIFICATION

A fully trained, qualified golf course greenkeeper **must** be competent in the following:

- Monitor and Maintain health, safety and security in the workplace
- Responding to emergencies
- Maintain good standards of health and safety for self and others
- Switching and brushing
- Mowing banks
- Mowing rough
- Mowing semi rough
- Mowing surrounds and approaches
- Mowing tees
- Mowing greens
- Mowing fairways
- Scarifying/verticutting turf
- Aerating turf
- Applying nutrition
- Applying top dressing
- Repairing divots
- Irrigating turf
- Identifying and controlling weeds



- Identifying and controlling pests
- Identifying and control of turf diseases and disorders
- Preparing ground to establish turf
- Establishing turf
- Identifying grasses on the golf course
- Marking of hazards, out of bounds and ground under repair
- Moving tee markers
- Maintaining bunkers
- Maintaining golf course furniture
- Changing holes
- Rolling turf
- Driving a tractor with implements
- Undertaking routine machine maintenance
- Preparing machinery for use
- Preparing machinery for storage
- Measuring green speed and interpreting the results
- The rules of golf relating to golf course maintenance
- Preparing ground to establish plants on the golf course
- Establishing plants on the golf course
- Maintaining trees and shrubs on the golf course
- Identifying plants on the golf course
- Communicating effectively
- Dealing with disagreements/conflict
- Keeping management informed
- Understanding their roles and responsibilities

NOTE: All of the above tasks **must** be carried out in a manner that minimises environmental damage.

Appendix 5



WINTER RULES

Winter rules are designed for the long-term health of the course and to minimise remedial work in the spring.

1. Carry Mats: A ball landing on a fairway or 1st cut of rough shall be played from the small mat which you carry with you.

OR

Option 1: On a hole where there are TWO heights of cut the ball must be moved to the nearest side and placed in the 2nd cut of rough (NO NEARER THE HOLE). Should it come to rest in the second cut of rough it must be played as it lies.

Option 2: On a hole where there is only ONE height of cut rough the ball must be moved to the NEAREST SIDE and placed in the rough (NO NEARER THE HOLE). Should it come to rest in the rough it must be played as it lies.

A ball within 25 yards of the green may be played from the fairway **provided there is no intention to take a divot.**

Members - Carry mats are available for purchase from the Pro Shop and Director of Golf's office for £10.

Visitors - may borrow mats from the Pro Shop and Director of Golf's office. A deposit of £5 will be payable and refunded on return of mat.

2. Practice Area: Mats must also be used on the practice area.
3. Tee mats: Players should play off tee mats where they are provided. If you deem it unsafe to play off the tee mat, you may play within two club-lengths of the mat, but no nearer the hole off your carry mat.
4. Course closure and white frost restrictions.

These restrictions will be at the sole discretion of the Head Greenkeeper or their delegate. Disciplinary action will be taken against players who do not observe the **COURSE CLOSED** notice.