**The Code of Conduct for Helsby Golf Club**

**Effective from 4th January 2018**

**Introduction**

This code of conduct is designed in light of experience to enhance the values of our club and to ensure that all members and their guests enjoy the game of golf in a pleasant and friendly environment.

The Club promotes the values of

* *Integrity*
* *Respect and*
* *Fairness*

*This code applies to all members of Helsby Golf Club.*

For the purposes of this code Helsby Golf Club uses the following definitions;

**Misconduct :**

For the purposes of this Code, is the improper interference, in the broadest sense, with the proper functioning or activities of the Club, or those who work or play in the Club or action which otherwise damages the Club.

**Complaint:**

An expression of dissatisfaction of a member that requires a response from the club management.

OR

An expression of dissatisfaction relating to how a procedural matter was handled by the club.

**Definition of Misconduct**

Subject to the general definition above, the following shall constitute misconduct:

* Disruption of, or improper interference with the administrative, sporting, social or other activities of the club, whether on club premises or elsewhere.
* Obstruction of or improper interference with the functions, duties or activities of any fellow member, member of staff or other employee of the company or any authorised visitor.
* Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on club premises or engaged in any club activity.
* Fraud, deceit, deception or dishonesty in relation to the club or its staff or in connection with holding any office in the club or in relation to being a member of the club.
* Behaviour likely to cause injury or impair safety on club premises.
* Sexual, racial or any other form of personal harassment of any fellow member, member of staff or other employee of the club or any authorised visitor.
* The use of any unfair means in competition.
* Damage to or defacement of club property, the property of other club members caused intentionally or recklessly, or the misappropriation or misuse of such property. Misuse or unauthorised use of club premises or items of property, including inappropriate use of computer.
* Conduct which constitutes a criminal offence where that conduct

1. takes place on club premises, or
2. affects or concerns other members of the club or members of the public, or
3. itself constitutes misconduct within the terms of this code, or
4. is an offence of dishonesty, where the member holds an office of responsibility in the club.

* Conduct, which contravenes a previously imposed penalty, requirement or undertaking under this code.
* Members must not approach any member of the management committee on the course to make a complaint or to discuss any issue concerning disciplinary matters.

**Appropriate behaviour and golf etiquette for members**.

Subject to the broad examples of misconduct herein, this code of conduct specifically states that the following are examples of appropriate etiquette.

1. All the rules of the Royal and Ancient Golf Club of St Andrews (generally referred to as ‘the rules of golf’) apply, without exception. So too do the rules and regulations governed by The Council of National Golf Unions Limited (CONGU). It is the duty of every member to become familiar with all such rules.

2. All local rules, as displayed in the clubhouse or on the score card must be adhered to. It is the duty of every member to become familiar with all local rules and to all changes to the local rules.

3. Players in competitions must turn up in good time prior to tee time, report to the professional and pay the entry fee before commencement of play.

4. Late competitors will forfeit their allotted time. A record will be kept of all late-comers and of all who fail to give adequate notice of a cancellation.

6. While playing on the course members and their guests must:

* Show respect to fellow golfers and staff.
* Avoid the use of abusive or profane language.
* Avoid slow play at all times.
* Avoid the use of mobile phones.
* Not play until the group in front is out of range.
* If a match fails to keep its place (one clear hole) it must allow the players behind through on request.
* Must signal players behind to pass if searching for a ball for more than five minutes.
* Must always repair divots.
* Must repair plug marks on the green, including where practical the plug marks of others.
* Must carefully rake bunkers after playing their shot and leave the rake inside the bunker.
* Mark scorecards only after leaving the green.
* Must mark one another’s scorecard after each hole.
* Must adhere to the Club’s Dress Code.

7. While playing in competition**:**

* Members’ scores must be recorded by the marker of the scorecard.
* Competitors must return all cards in competitions.
* Scorecards must be signed and have correct handicap and date.
* Local rules posted in the clubhouse or on entry to the course must be observed without exception.
* Only fully paid up members of Helsby Golf Club can participate in club competitions after 31st March each year.
* All notable scores obtained in other courses, including with societies, must be brought to the attention of the Match and Handicap.
* Mobiles are allowed on the course provided they are switched to silent and only used in an emergency.

8. In the Clubhouse:

* Members must adhere to the Club Dress Code when attending social functions organised by Helsby Golf Club.
* The clubhouse is frequented by all age groups and it is important to be mindful not to cause offence by improper utterances or bad language.
* The use of mobile phones isnot allowed in the clubhouse. If taking a call please proceed to the balcony to continue a call or if you need to make a call.

*Note: The above is not meant to be an exclusive list of rules or etiquette and may be amended by (a) at a properly convened meeting the club management (b) at an AGM or (c) at an EGM of members.*