

GOSPORT & STOKES BAY GOLF CLUB

CLUB RULES

November 2023

Below is the list of the current Gosport & Stokes Bay Golf Club - Club Rules. These Club Rules have been written and published so that the Members have a clear understanding of the way the Club is run on a day to day basis. The list below is not the definitive list. It is added to by the Club Committee as considered necessary to cover all aspects of the Club Rules required to run the Club in a controlled and efficient manner.

These Club Rules are held and maintained by the Management Committee and are updated and published as and when amendments are required.

List of CLUB RULES:

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Issue 9 of the Club Rules have been produced and were presented to the Club Committee for comments and incorporation of any details prior to being published in November 2023. Master copies are held on file by the Club Manager so that they may be referred to and any agreed changes incorporated.

A copy is displayed on the Main Notice Board and in the Members Section of the G&SBGC Website for ease of access by the Members.

Rule A – Club Committee Members Job Descriptions and Responsibilities

Below is a list of the Club Committee positions and a brief description of their respective activities and responsibilities. These positions in the Golf Club are voluntary (except for Club Manager) and so any tasks undertaken rely totally upon the goodwill of the holder. Not all posts may be filled at any one time.

1. Club President:

Is the titular head of the Club and normally chairs the Club's Annual General Meeting (AGM) and any Extraordinary General Meetings (EGM). As the senior member of the Club may attend the Club Committee meetings but does not have a vote.

2. Club Vice-President:

Assistant to the Club President and deputises when the Club President is unavailable.

3. Club Captain:

Responsible for all Managerial Functions, in the absence of the full time Club Manager, necessary to ensure the smooth running of the Club as directed by the Club Committee.

Chairman of the Club Committee Meetings which are held regularly.

Club's Representative at any official function and /or presentations (if requested).

One of the Bank Signatories.

Responsible for Club Committee decisions being conveyed to the Membership via the Minutes, Emails, Club News and personally, if necessary.

One of the Officers of the Club.

Has the Casting Vote at Club Committee Meetings in the event of a tie.

Previous year's Club Vice-Captain.

4. Club Vice-Captain:

Assistant to the Club Captain and deputises when Club Captain is unavailable.

One of the Bank Signatories.

One of the Officers of the Club and a voting Member of the Club Committee.

Elected at the Club AGM.

Automatically assumes the role of Club Captain, provided they have completed their term as Club Vice-Captain.

5. Club Treasurer:

Responsible for **All** financial transactions affecting the Club's Income and Expenditure, including VAT.

One of the Bank Signatories.

Report on the Club's Finances at the Club Committee meeting.

One of the Officers of the Club and a voting Member of the Club Committee.

Should preferably be Suitably Qualified.

May be assisted by a Finance Sub-Committee.

Elected at the Club AGM.

6. Immediate Past Club Captain:

One of the Officers of the Club.

May be one of the Bank Signatories if for any reason one of the other Nominees is unable to perform the function.

Ensure any changes to the Club Rules are brought to the attention of the Club Committee and incorporated into the Club Rules if agreed by the Club Committee.

Attend Club Committee meetings as a voting Member.

7. Men's Captain / Men's Section Representative:

Responsible for all matters concerned with Men's golf within the Golf Club.

Induct all Men who-become members of the Men's Section of the Club.

Attend the Club Committee meetings as a voting Member and raise any matters concerning the Men's section.

Elected at the Men's Section AGM.

8. Men's Vice-Captain:

Assistant to the Men's Captain and deputises when Men's Captain is unavailable.

A non-voting Member of the Club Committee.

Elected at the Men's Section AGM.

9. Lady Captain / Ladies Section Representative:

Responsible for all matters concerned with Ladies golf within the Golf Club.

Induct all Ladies who become members of the Ladies Section of the Club.

Attend the Club Committee meetings as a voting Member and raise any matters concerning the Ladies section.

Elected at the Ladies Section AGM.

10. Ladies Vice-Captain:

Assistant to the Ladies Captain and deputises when Ladies Captain is unavailable

A non-voting Member of the Club Committee.

Elected at the Ladies Section AGM.

11. Seniors Captain / Seniors Section Representative:

Responsible for all matters concerned with Seniors golf within the Golf Club.

Induct all Seniors who become members of the Seniors Section of the Club.

Attend the Club Committee meetings as a voting Member and raise any matters concerning the Seniors section.

Elected at the Seniors Section AGM.

12. Seniors Secretary:

Responsible to the Seniors Captain for the organisation of the Seniors AGM, maintenance of contacts and agreeing dates for matches with other golf clubs.

A non-voting Member of the Club Committee.

Elected at the Senior's AGM.

13. Chairman of the Greens:

Report to the Club Committee on the Condition and Maintenance of the Golf Course.

Liaise with the Head Greenkeeper to ensure that work approved of, by the Club Committee is carried out properly.

Get together regularly with the Head Greenkeeper to discuss any proposed course alteration or changes, which are reported to the Club Committee.

Discuss and report any financial effects on the Course Budget to the Club Treasurer and the Club Committee.

Attend the Club Committee meetings as a voting Member.

Elected at the Club AGM.

14. Social Secretary:

Provide Social Events for the benefit of the Membership.

Report regularly to the Club Committee on past and forthcoming events.

Advertise Social Events throughout the Club.

Present Income and Expenditure figures for the various events as required by the Club Committee and to the Club Accountant at the end of the Financial Year.

Attend Club Committee meetings as a voting Member.

Elected at the Club AGM.

15. Junior Secretary:

Development of Golf for the Juniors.

Organise their Matches and Competitions.

Advise them on Golf Rules and Etiquette.

Report on Progress of the Juniors Section to the Club Committee.

Attend Club Committee meetings as a voting Member.

Elected at the Club AGM.

16. Club Manager/Secretary:

One of the Officers of the Club.

One of the Bank Signatories.

Carry out all Managerial Functions necessary to ensure the smooth running of the Club as directed by the Club Committee.

Record and publish accurate Minutes of the Club Committee meetings.

Chase up any Actions placed by the Club Committee.

A non-voting Member of the Club Committee.

17. Other Posts within the Club. These are not Club Committee Members:

Bar Staff and Greenkeepers, who are paid and will come under Statement of Employment (as will The Club Manager).

18. Club Committee Nomination List

Position	Nominee	Proposer	Secunder	Nominee Signature of Acceptance
Club Captain		<u>N/A</u>	<u>N/A</u>	
Club Vice-Captain				
Club Treasurer				
Chairman of the Greens				
Social Secretary				
Junior Secretary				

Rule B – Financial Control, including 5 year Forward Looking Plan

The Club Treasurer is responsible for controlling the Clubs Finances in conjunction with the Club Captain, Club Manager and Club Committee.

The Club Treasurer may be assisted by a Finance Sub-Committee in accordance with the Constitution (Section 20 – Club Finances).

The Financial year runs from 1st February to the 31st January the following year.

The Club Treasurer will maintain the 5 year Forward Looking Plan to aid both short and long term financial control.

Online Banking is accessible by the Club Treasurer.

The Club Committee are appraised of the financial status of the Club at each Club Committee meeting.

Profit margins on all goods sold by the Club are set by the Club Treasurer and/or Management Committee.

Income arises from all or a combination of the following depending on the status of the activity:

- Member's Subscriptions
- Green Fees
- Bar Profits
- Facility Hire

Expenditure of Club Funds (excluding Ladies, Men's, Seniors Sections and Pro-Am funds) is controlled by the Club Treasurer, Club Manager and Club Captain. All outgoing Cheques, Standing Orders, Direct Debits will be signed by 2 of the designated signatories.

No individual shall commit the Club to more than £500. Amounts above this figure must be approved by the Club Treasurer, Club Captain and Club Manager.

Designated Signatories are the Club Captain, Club Vice-Captain, Club Treasurer, Club Manager and Immediate Past Club Captain.

Accounts/Audits

In accordance with the Constitution the accounts are prepared by a qualified firm of Accountants at the end of each financial year and the results presented to the Club AGM.

Intermediate audits may be carried out if deemed necessary by the Management Committee.

All financial transactions will form part of the Golf Club records and retained for a specified period.

VAT requirements are carefully monitored, settled in a timely manner and accounted for.

Rule C – Course Management including Changes and Improvements

The Chairman of the Greens is responsible to the Club Committee for the overall condition of the Golf Course.

The Chairman of the Greens in conjunction with the Head Greenkeeper carries out regular assessments of the Course.

Problems and proposed course changes and improvements are presented to the Club Committee.

Changes and improvements are costed and planned to ensure they are cost effective and do not as far as is possible interfere with the regular activities on the course.

Planning and funding release will take place prior to commencement of any work.

The grass cutting regime is the prerogative of the Head Greenkeeper.

Pin positions are set by the Green Staff on a timescale to cover the forthcoming matches.

For special occasions they are discussed and agreed with the Chairman of the Greens.

The Planned Maintenance Schedule is regularly reviewed by the Chairman of the Greens and the Maintenance Records checked.

The Greenkeeping Course Policy is reviewed annually by the Chairman of the Greens and the Head Greenkeeper.

The Course Conditions are updated on a regular basis by the Greenkeepers on Club V1.

The Chairman of the Greens is responsible for the promulgation of Local and Temporary Rules.

The Chairman of the Greens is responsible for the promulgation of Winter Rules.

Rule D – Rules governing Staff Recruitment and Management

Recruitment and Management of Staff is in accordance with the latest legal requirements.

Staff requirements are assessed by the Management Committee and the Club Committee are kept informed at all stages of recruitment.

The Management Committee will agree the recruitment procedure for any position to be filled i.e. applicant sift only, or assessment and interview panel. If an interview panel is convened, at least two Management Committee members will be panel members and the panel can include job specific qualified Club members.

All vacancies are advertised, and all applications are acknowledged within 14 days of receipt.

Job Descriptions are generated for each position. These consist of a “Statement of Principal Terms of Employment” with a “Staff Handbook”. These documents are produced by our Human Resource (HR) Company (Avensure).

This Statement of Principal Terms of Employment is presented to the Employee, on commencement of employment, for acceptance and signature within 2 weeks. Any queries are to be raised with the Club Manager and resolved within the 2 weeks.

The Club Manager signs on behalf of the Club.

The signed copy is held in the Club files.

All Staff have an annual appraisal with the Club Captain and another Management Committee member.

Salaries are negotiated on initial recruitment and assessed annually.

Staff positions may be contracted out, if the Management Committee so decide and a separate contract/agreement will then be raised.

The usual Staff consists of the following:

Manager

Bar Staff

Caterer

Head Greenkeeper

Deputy Head Greenkeeper

Assistant Greenkeeper

Cleaner

The Club Manager is responsible for the Line Management of all Staff.

Rule E – Men’s Section

1. Eligibility

Male members 18 years or more are eligible to be members of the Men’s Section.

2. Officers of the Men’s Section

The Officers of the Men’s Section will be:

Men’s Immediate Past Captain.

Men’s Captain, to serve for a period of one year.

Men’s Vice-Captain, to serve for a period of one year.

Men’s Competition and Handicap Secretary.

Men’s Secretary/Treasurer.

The Officers will be elected at the Men’s Section AGM.

3. Men’s Section Committee

The Men’s Section committee consists of the Officers of the Men’s Section and such other Men’s Section Members elected at the AGM of the Men’s Section.

4. Election of Men’s Section Officers and Committee Members

A list of nominations shall be displayed on the Men’s Section notice board 28 days prior to the Men’s Section AGM.

The elections shall take place at the Men’s Section AGM. Equal numbers of votes for any vacancy will result in a further ballot.

5. Men’s Section General Meetings

An AGM of the Men’s Section is held not less than nine months and not more than fifteen months after the previous meeting. The date of the AGM should be set by the Officers of the Men’s Section, preferably annually prior the Club AGM.

An EGM of the Men’s Section may be called at any time throughout the year by the Officers of the Men’s Section following the rules for EGM as laid down in the Club Constitution.

The Men’s Section Committee may call an EGM of the members of the Section whenever it thinks fit and must do so, on presentation of a requisition signed by more than 10% of the members of the section.

The Men’s Section Treasurer is to present a financial report to the members of the section at its AGM and a copy of the report is to be lodged with the Club Treasurer.

6. Men’s Section Competition and Handicap Secretary

Organise Competitions throughout the year for the Members of the Men’s Section (due to the volume of work entailed may be assisted by a Sub-committee).

Maintain Men’s Section members handicaps.

Organise competition prizes.

Arrange and organise the Men’s Section Presentation Evening.

Display entry sheets on the notice board well in advance of the forthcoming events.

The Men’s Section may arrange its own competitions and matches, in liaison with the Club Manager, and are responsible for establishing the rules and conditions for such events.

7. The Men’s Section Secretary and Treasurer

Organise Men’s Section AGM, EGM and regular committee meetings taking and publishing minutes to the members.

Present income and expenditure figures as required by the Men’s Section Committee and to the Club Manager at the end of the financial year.

8. The Men’s Captain will be a voting member of the Club Committee after having been elected at the Men’ Section AGM. The Men’s Vice-Captain will be a non-voting Member of the Club Committee.

9. Men’s Section Nomination List (Men’s Section Members only may vote on these Nominees)

Position	Nominee	Proposer	Secunder	Nominee Signature of Acceptance
Men’s Captain				
Men’s Vice-Captain				
Men’s Competition & Handicap Secretary				
Men’s Secretary/Treasurer				

Rule F – Ladies Section

1. Eligibility

Female members are eligible to be members of the Ladies Section.

2. Officers of the Ladies Section

The Officers of the Ladies Section shall be:

Ladies Immediate Past Captain.

Lady Captain, to serve for a period of one year.

Ladies Vice-Captain, to serve for a period of one year.

Ladies Competition and Handicap Secretary.

Ladies Treasurer.

The Officers will be elected at the Ladies Section AGM

3. Ladies Section Committee

The Ladies Section Committee consists the Officers of the Ladies Section and such other Lady Section Members as elected at the AGM of the Ladies Section.

4. Election of Ladies Section Officers and Committee Members

A list of nominations shall be displayed on the Ladies Section notice board 28 days prior to the Ladies Section AGM.

The elections shall take place at the Ladies Section AGM. Equal number of votes for any vacancy will result in a further ballot.

5. Ladies Section General Meetings

An AGM of the Ladies Section is to be held not less than nine months and not more than fifteen months after the previous meeting. The date of the AGM should be set by the Officers of the Ladies Section, preferably annually prior to the Club AGM.

An EGM of the Ladies Section may be called at any time throughout the year by the Officers of the Ladies Section following the rules for EGM as laid down in the Club Constitution.

The Ladies Section Committee may call an EGM of the members of the Section whenever it thinks fit and must do so, on presentation of a requisition signed by more than 10% of the members of the section.

The Ladies Section Treasurer supplies financials to the Ladies Section Committee meetings and presents a financial report to the members of the section at its AGM and a copy of the report is lodged with the Club Treasurer.

6. Ladies Section Competitions and Matches

The Ladies Section arrange their own competitions and matches, in liaison with the Club Manager and are responsible for establishing the rules and conditions for such events.

7. Ladies Captain and the Ladies Vice-Captain

The Ladies Captain will be a voting member of the Club Committee on introduction to the Club Committee after they have been elected at their Section AGM. The Ladies Vice Captain will be a non-voting Member of the Club Committee.

8. Ladies Section Nomination List (Ladies Section Members only may vote on these Nominees)

Position	Nominee	Proposer	Second	Nominee Signature of Acceptance
Ladies Captain				
Ladies Vice-Captain				
Ladies Secretary				
Ladies Competition & Handicap Secretary				
Ladies Treasurer				

9. Lady President

A Lady President shall be selected by the past lady captains for a term of two years with an optional third (Lady Presidents choice).

Lady President duties include chairing Ladies Section AGM / EGM and Ladies Past Captains meetings.

The Lady President may also be invited to attend Ladies Section committee meetings, in the case of equal votes, shall have the casting vote.

The Lady President shall be appointed at the Ladies Section AGM by the outgoing Lady President.

Rule G – Seniors Section

1. Eligibility

All members sixty (60) or over are eligible to be members of the Seniors Section.

2. Officers of the Seniors Section

The Officers of the Seniors Section will be:

Seniors Immediate Past Captain.

Seniors Captain, to serve for a period of not more than two years.

Seniors Vice Captain, to serve for the period of not more than two years. *(After serving as Captain/Vice Captain for a maximum of four consecutive years you cannot serve as either for two years.)*

Seniors Secretary

Seniors Competition & Handicap Secretary.

Seniors Treasurer.

The Officers will be elected at the AGM of the Seniors Section.

3. Seniors Section Committee

The Seniors Section Committee shall consist of the elected Officers of the Seniors Section and other Senior Members elected or co-opted by the Seniors Section committee.

4. Election of Seniors Section Officers and Committee Members

A list for nominations shall be displayed on the Seniors Section notice board 28 days prior to the Seniors Section AGM.

Elections for Officers shall take place at the Seniors Section AGM. Equal numbers of votes for any Officer will result in a further ballot.

5. Seniors Section Annual General Meetings

An AGM of the Seniors Section is held not less than nine months and not more than fifteen months after the previous meeting.

The Seniors Section Committee may call an EGM whenever it thinks fit and must do so, on presentation of a requisition signed by more than 10% of the members of the section.

The Seniors Treasurer supplies monthly financial statements to the Seniors committee and the Club Treasurer also an annual statement at the Seniors AGM.

6. Seniors Section Competitions and Matches

The Seniors Section arranges its own competitions and matches with other golf clubs and establishes the rules and conditions for these events. The Club Manager and Caterer are involved in agreeing the timing of these events.

7. The Seniors Captain and the Seniors Secretary will be members of the Club Committee on introduction to the Club Committee after they have been elected at their AGM. The Seniors Secretary will be a non-voting Member of the Club Committee.

8. Seniors Section Nomination List (Seniors Section Members only may vote on these Nominees)

Position	Nominee	Proposer	Secunder	Nominee Signature of Acceptance
Seniors Captain				
Seniors Vice-Captain				
Seniors Secretary				
Seniors Competition & Handicap Secretary				
Seniors Treasurer				

Rule H – Juniors Section

1. Eligibility

Junior Members shall be under 18 years of age. Date of change of status from Junior will be in accordance with a PGA directive.

2. Officers of the Juniors Section

The Officers of the Juniors Section will be:

Junior Secretary

Juniors Captain, selected by the Juniors Section, to serve for a period of one year.

3. Juniors Committee

The Juniors Committee will consist of the Club's Junior Secretary, Junior Captain, and other Members as co-opted by the Committee.

The Committee will meet on a regular basis.

4. Juniors General Meetings

An AGM of the Junior Section is to be held within 1 month of the start of the Golf Club year (April).

5. Juniors Competitions and Matches

The Juniors Section may arrange competitions and matches for the Juniors, in liaison with the Club Manager. The section is responsible for establishing the rules and conditions for any such competitions and matches.

6. Juniors' participation in Club Golf Competitions

If there are certain restrictions on Juniors participating in Golf Club competitions. The Competition & Handicap Secretaries and the Club Committee should ensure that these restrictions are promulgated and made available to all concerned.

Rule I – Playing and Competition Rules

1. Etiquette of Golf

All playing members, their guests and Green Fees players shall conform to the Etiquette of Golf as laid down in the R&A “Rules of Golf” and must agree to abide by the Gosport & Stokes Bay Golf Club – Club Rules (this document).

2. Priority and Activities on the Course

Priority and activities on the course will be as per the R&A “Rules of Golf”.

Slow Play – players should endeavour to keep up with the speed of play and in the event where they are one hole behind the group in front they should allow the following group to pass them.

Any club or competition match going to the 19th hole shall have priority on the tee.

One set of golf clubs per player when playing on the golf course (consisting of no more than 14 clubs).

Mobile devices are to be switched off or to silent on the course (see Rule K for further details).

Ball retrieval – players may spend up to the allowable period of three minutes to look for and recover their ball or the ball of another member of their current group, they are not permitted to spend time looking for or retrieving any other balls.

Bad language – players are to refrain from foul or abusive language.

The public have right of way down the road to the Forts and players are to exercise extreme caution when playing across the roads and be tolerant of the public using the roads.

3. No green-fee and reduced green-fee golf

Section Captains can authorise ‘no green-fee’ golf for the following events:

Open competitions, (entry fee covers cost of food and prizes),

Club matches (against other golf clubs – usually reciprocal arrangements),

National/Regional knockout competitions, (courtesy and competition rounds).

Section Captains can also authorise ‘reduced green-fee’ golf for other organised events, but must get agreement from the club committee.

4. 5 Day member weekend green fee

Any 5 day member who plays on a Saturday or Sunday will need to pay a 5 day member weekend green fee.

5. Inter Club Matches

Inter Club matches are not permitted until after 12 noon on a Saturday.

Rule J – Health and Safety

The Health and Safety Policy is held in the Club Office.

The management of Health and Safety in respect of employees and other persons rests primarily with the Club Committee.

A regular Fire Inspection is carried out by a qualified inspector to ensure that the Club premises conform to the current Fire Regulations.

An Emergency Evacuation procedure stipulating the actions to be taken and the position of the Assembly Points is displayed in the corridor.

All Staff are trained to the standard required to safely carry out their tasks.

Chemical Usage Awareness is included as part of the training.

Risk Assessments are carried out as and when considered necessary to cover all activities on or around the course. A record of these assessments is maintained by the Club Manager.

The Accident Book is completed to record all incidents on or around the course and Club. There is an Accident Book held in the following areas:

- Bar
- Greenkeepers Hut

Players should exercise caution if there is the likelihood of lightning in the area. The Klaxon will be sounded on the course as a warning, by the Greenkeeper/Bar staff. Players should vacate the course upon hearing the Klaxon, although it is not mandatory, it is at the players own risk if they decide to stay on the course. Any Juniors under the age of 16 **MUST** vacate the course upon the sounding of the Klaxon.

Rule K – Miscellaneous Rules

This Section will contain any areas not covered by the other Club Rules.

Car Parking: All vehicles should only be parked in the designated areas especially provided for the purpose. Parking is prohibited in any of the spaces “Reserved” for Club Officials and Staff other than those individuals currently holding the relevant position. When the car park is full then the public car park adjacent to the club house should be used.

Golf Wear: Appropriate Golf Wear must be worn on the Course. On special occasions Golf Wear may be relaxed with the express permission of the Club Captain.

Any Member, Visitor or Guest not appropriately dressed may be asked to leave the Club Premises.

Liabilities: Members must pay every expense they may incur in the Club before leaving the premises.

Mobile Devices: Mobile devices in the Club house and on the Course may be switched on but must be on silent. Any verbal communication must be made in the car park or changing rooms with the exception of emergency calls. The use of a mobile device on the course must not slow up the normal speed of play.

Insurance: Members are advised to take out the necessary insurance to cover themselves against any claims incurred whilst partaking of the game of golf; this should also cover loss or damage to their clubs and any other belongings that they may be using. The Golf Club does NOT have insurance to cover the Members activities or equipment. The Club cannot be held responsible for any loss or damage sustained to the property of Members, Visitors or Guests.

Buggy: Any member using a Buggy on the course must produce an Insurance Certificate to confirm they have 3rd party liability cover of at least £5,000,000.

First Aid Facilities: Emergency First Aid Boxes are held behind the bar, and in the Greenkeepers Office,. The kitchen also holds a special First Aid Box (A requirement of the Health and Safety Act).

Dogs: Dogs are not allowed on the course or on the Club premises. Assistance Dogs are permitted in the Club House.

Practise on the Course: The playing of two golf balls or more by individuals on the course is not permitted. Practise must be on the designated area NOT on the course.

Use of Practise Area: Members are to take care when using the practise area as it is quite small and other Club users do pass along its edge.

Children on the Course: All Children under the age of 12 are permitted on the course provided they are accompanied by an Adult aged 18 and over (note: Ratio = 1 x Adult in every 4 ball).

Social Media: No negative comments about the club or other members are to be posted on social media such as Facebook, etc.

Volunteers: Volunteers working with children under the age of 16 must obtain a Disclosure and Barring Service (DBS) certificate for Golf Club Activities and provide a copy to the Club Manager.

Complimentary Green Fees: Club Committee Members can sign for complimentary green fees for one person on 4 occasions throughout the calendar year.

Members Guest Sign In: Members may sign in three guests onto the course to play at any one time, that member must be present to sign those guests in and to play golf with them.

Swipe Card Balance: If a member resigns from the club, they have 3 months to spend any balance on their swipe card, after this time the card will be deleted from the system.

Rule L – Club House Rules

Changing Rooms: These are to be kept clean and tidy with clothing hung on the hangers and racks. Golf bags and trolleys are not to be taken into the changing rooms except by those Members who have a designated locker. Any loose items will be placed in the lost property and disposed of if not claimed. Members and their Guests are asked to change their shoes in the locker rooms and not in the car park.

A Shoe cleaning machine is located outside the Club Office for cleaning shoes and trolleys.

Guests of Members: Member introducing a guest must ensure that the guests name is entered in the Guest Book. This is a requirement of the Licensing Laws and is to be strictly observed.

Notice Boards: There are a number of notice boards around the Club House carrying general information as well as details specific to recognised sections of the Club. Members should make a habit of viewing these regularly and not rely on word of mouth to be kept aware of what is going on.

Emergencies: In the event of the fire alarm sounding, occupants of the premises should make their way to the car park in front of the putting green through the nearest exit. Instructions from a Club Committee member or member of staff are to be obeyed.

Club House Hire Charge: There is no charge to members for Club House Hire. Non members will pay the set hire charge.

Club House Hire: Club House hirers for private functions must complete the application form and return to the Club Manager. Caterers with the necessary certification and insurance provided to the Club Manager are permitted to provide catering for these functions. 18th Birthday Parties are not permitted to be held. Club House hirers must be in attendance at the function.

Rule M – Code of Conduct

The following Code of Conduct is displayed on the noticeboards

All members of the club agree to the following Code of Conduct. Any breach of Code may result in action being taken as per the Club's disciplinary policy. This may include sanctions or penalties up to and including expulsion from the Club.

Members and Visitors will be expected to:

- Help to create and maintain an environment free of intimidation and harassment, in particular towards members of staff
- Help to create an environment where all have an equal opportunity to participate
- Communicate with others in a manner that reflects respect and care
- Demonstrate proper personal behaviour and conduct at all times
- Promote the positive aspects of golf when representing yourself or the club (e.g., fair play, honesty and etiquette)
- Be organised and on time out of respect to others
- Treat organisers and club representatives with respect
- Observe instructions or restrictions required by club staff
- Respect the course and the property of both the golf club and other members
- Ensure that banter remains friendly and does not intimidate or offend others
- Avoid offensive language which may be overheard in the club house or on the course that could upset other members, visitors or members of the public walking on the footpath through the course

Examples of unacceptable conduct:

- Any form of verbal, physical, sexual, or emotional abuse including harassment & bullying
- Verbal abuse or harassment towards staff and other workers at the club
- Offensive and insulting written / email communications to staff, workers, committee representatives or other members. Including posting hurtful comments or personal attacks on social networking sites
- Any form of discrimination on the grounds of age, gender, marital status, race, colour, nationality, ethnicity, disability, sexual orientation, gender reassignment, religion or beliefs
- Illegal behaviour such as smoking indoors, consuming illegal or performance enhancing drugs or stimulants
- Excessive foul language and loud swearing, in particular in the club house
- Drunkenness which leads to offensive behaviour
- Any form of cheating, which may include deliberate manipulation of handicaps

This Code applies throughout the club premises, course, facilities and whilst representing the club at away events.