



**PORTAL GOLF CLUB**

**JUNIOR HANDBOOK**

**2016 - 2017**

## **Mission Statement**

Portal Golf Club aims to create a welcoming and friendly environment where young people of all abilities and backgrounds can play, develop and enjoy golf in a professional and safe structure.

## **2016 - 2017**

### **Club Captains**

Patrick Roper and Seonaid Gow

### **Junior Organiser**

Pat Bowering

### **Macdonalds Director of Golf**

Andrew Cook

### **Club Child Welfare Officer**

Daphne Earl

## OUR HISTORY

Portal Premier was formerly known as The Oaklands, the club was opened in 1990. It then evolved into the Portal Golf and Country Club under the ownership of the Ferranti Family Trust alongside the neighbouring Championship Course. In 2007 the Macdonalds Hotel group took over management. They now own the Premier Course, Championship Course and Arderne Course. The Hotel and three courses and are now fully integrated and known as PORTAL GOLF CLUB.

The Members Council and Ladies Committee manage all aspects of members' competitions. The Junior Organiser can attend the monthly Competitions Committee as required.

Any activities or issues pertaining to juniors can be reported to the Portal GC Council at their monthly meetings either in person or by report.

The Club has changing facilities which is available to all members. Members are expected to change shoes in the appropriate Locker Room, however please do not leave any valuable items as the club cannot be responsible for lost items.

All the members of the golf club are responsible for ensuring they follow the rules set by the Council and the Macdonald's Management. They must ensure that any guests they bring to the club also comply.

### **Dress Rules on the course (See displays in Locker Rooms and Golf Shop)**

- Trousers must not be tucked into socks
- Tailored shorts of reasonable length require either above ankle sports or knee length socks
- Shirts must have collars and must be tucked into trousers
- Collarless or sleeveless shirts are not permitted, (girls may wear a sleeveless blouse)
- Changing is not allowed in the car park
- Mobile telephones must not be used in the clubhouse or on the course, but may be taken with you when playing for emergency use only.
- Dress code is relaxed for beginners coaching sessions at the club.

### **NOTE:**

Store the club contact telephone numbers on your phone in case of emergency.

Portal Premier Golf Shop 01829 733703      Premier Clubhouse / Spike Bar 01829 733884

CHAMPIONSHIP Golf Shop 01829 734160

Mobiles may be used in the car park.

## **JUNIORS AT PORTAL GOLF CLUB – Child Protection Policy Statement**

Portal Golf Club has a duty of care to safeguard all children from harm who are involved in the Junior Section, participating in coaching sessions or playing socially at the golf club.

All children have a right to protection, the needs of disabled children and others who may be particularly vulnerable must be taken into account.

The club will ensure the safety and protection of all children involved at Portal Golf Club through adherence to the adopted Child Protection Guidelines.

A child is defined as a person under the age of 18 (The Children Act 1989)

## **Policy Aims**

The aim of Portal Golf Club Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst at Portal Golf Club.
- Allow all staff and volunteers to make informed and confident responses to specific child protection issues.

## **Portal Golf Club will commit to:**

- Promote the game of golf in accordance with the rules and regulations of the Royal and Ancient Golf Club of St Andrews.
- Promote junior golf generally within the club and represent the interests of juniors through the Council and Management processes.
- Arrange and facilitate a programme of junior coaching and appropriate competitions to reflect the standard, experience and age of junior members.
- Promote Portal GC juniors who show the right attitude, behaviour and ability, to the various national/county bodies that are trying to encourage junior golf development.
- Provide basic instruction in rules, etiquette, assistance in gaining club or official handicap etc
- Promote the involvement of juniors in adult events if appropriate.
- Communicate forthcoming events and opportunities in a timely, concise and clear fashion.
- Help junior members to achieve their full potential, by encouraging goal setting, self assessment of results, and developing self confidence.

## **The Junior Member will commit to:**

- Adhere to the Rules of Golf and the Rules of the club.
- Treat all members and all other junior members with respect at all times.
- Display appropriate behaviour at all times.
- Treat the course with respect and leave it in the condition he/she would wish to find it.
- Attend events which promote the Rules of Golf within the club.
- Avoid “no shows” in all competitions entered or coaching sessions etc
- Never walk off the course during a competition unless due to illness or injury
- Complete all scorecards in a clear and correct fashion, including signatures.
- Support and participate in organised junior club events.
- Be prepared to play with anyone of any handicap.

## **Code of Conduct for Junior Members**

- Appreciate that you are valued for the role that you have in golf.
- Understand that you have the right to be treated as an individual.
- Accept that these guidelines are in place for the benefit of all concerned.
- Ensure that all golfers are able to participate in golf without fear of ridicule, harassment or restriction.
- Treat others as you would wish to be treated yourself.

- Look out for yourself and for the welfare of others.
- Demonstrate fair play on and off the golf course.
- Speak out if you have any concerns about anything, your own needs or the needs of others.
- Respect physical, cultural and racial difference.
- Treat organisers and coaches with respect.
- Never take part in any irresponsible, abusive, inappropriate or illegal behaviour. This includes smoking, consuming alcohol/drugs or using foul language.

### **To assist the golf club parents should:**

- Take an interest in the children's' activity and progress and be supportive.
- Introduce themselves to the adults involved in the supervision of any juniors including the Macdonald's Director of Golf, any event organisers, Club Welfare Officer and PGA Coaches.
- Find out what the club has to offer regarding coaching sessions, junior competitions and any playing restrictions for children.
- Know and abide by age restrictions regarding children playing on their own on the course – No child **aged 11 years and under** should be left at the club to play/practice on their own unless under direct supervision of an adult.
- Be punctual when dropping off and picking up their children for and from coaching and competitions.
- Take an interest in who their child is playing with and introduce themselves if it is an adult present that they do not know.
- When leaving a child at the club parents/guardians must ensure that they have the necessary provisions for their requirements for the weather conditions and they know when, where and who is collecting them.
- Parents/guardians must collect those **under 14 years** of age directly from the Greens, adjacent to the Spike Bar (Premier Course) and from Hotel Reception or Golf Shop at Championship Course rather than from the car parks.
- Advise the Club Welfare Officer or the Macdonalds' Director of Golf if their child has any particular needs (e.g. Allergies, learning disabilities) to ensure that they are provided for in the best possible way.



**FIRST AID KITS ARE AVAILABLE BEHIND THE SPIKE BAR  
(Premier Course) GOLF SHOP/HOTEL RECEPTION  
(Championship Course)**

### **JUNIOR PROFILE FORM**

Parents **MUST** complete this form providing all contact details, medical problems and various consent for golfing activities **BEFORE** their child can play on any of the courses.

### **CLUB WELFARE OFFICER**

**Daphne Earl is the CLUB WELFARE OFFICER. Should any junior, parent or friend have any concerns, Daphne is your point of contact. She is available on 07710 455445**

## **CHILD PROTECTION POLICY AND PROCEDURES**

A shortened version is displayed on the Junior Notice Board and in the changing rooms. The full version is available for inspection on the Members' website.

## **COMPLAINTS**

Minor complaints should be referred to the Macdonald's Director of Golf. However if there are more serious problems concerning child welfare, poor practice or abuse please contact the Club Welfare Officer directly

## **DISCIPLINARY PROCEDURE**

Disciplinary matters will be dealt with by the Macdonald's Director of Golf, Serious breaches of codes of behaviour may be referred to the Council and /or Macdonald's Management.

## **2016 REGULATIONS for JUNIOR PLAYERS**

These regulations apply to all junior members under the age of 18 and are in addition to the other Club Rules and Regulations. Please see contact Macdonald's Director of Golf, the Club Captains or Child Welfare Officer if you require any clarification.

### **1) HANDICAPPING SYSTEM FOR SYSTEM**

The Maximum allowance for a Junior Player (Under 18 of age) is 54.

Boys handicaps of 29 – 54 are recognised as 'club handicaps', currently Portal only provide Red Tees to play from.

Boys handicaps of 28 and below play from the Yellow or White Tees, their handicaps are officially recognised as CONGU handicaps.

Girls – all handicaps currently play from Red Tees. Girls with handicaps 37 and above will hold club handicaps. 36 and below will be recognised as official CONGU handicaps.

**Junior players should have an ACTIVE HANDICAP to compete in competitions.**

**Boys and girls have equal rights to enter any junior Competitions**

**There are NO RESTRICTIONS on Social Play for Juniors outside of Adult Competition Times**

- If transferring from another club as a full or 'away' member, they should provide a FULL HANDICAP CERTIFICATE with their CDH NUMBER to the Handicap Secretary; this will include their full playing history.
- To maintain an ACTIVE HANDICAP A PLAYER must play in 3 QUALIFYING competitions within the 12 month year January to December.

'Qualifying Competitions' can also include 'Supplementary Rounds'.

To submit a supplementary card a junior player must indicate their intention to play by signing in on the touch screen PRIOR to playing their round. On completion of the round the card must be marked SUPPLEMENTARY and signed by a member of Portal GC with an active competition handicap. The card must be left in the brown wooden Handicaps Box in the Spike Bar or for girls in the safe in the Ladies Locker Room. If no card is left the player's handicap will automatically go up 0.1.

- **FIRST HANDICAP** – to acquire the process is as follows:

A player needs to submit three cards played off a measured course. For juniors initially this will be from the Red Posts. One of the rounds must be played with a lady or gentleman committee member; the other two cards must be marked by a full member with an competition handicap. The correctly filled out cards (See sample cards attached) should be placed in the wooden Handicap Box situated in the Spike Bar next to the computer screen (boys) or in safe in Ladies Locker Room (girls).

The respective Handicap Secretary will inform the player of the handicap allowance awarded and their name will appear on the handicap list posted on the Notice board in the foyer by Greens Dining Room.

- **NON COMPETITION HANDICAP** – If a player does not submit 3 cards from qualifying competitions within the 12 month period, their Handicap will be flagged as non competition, which means while they can still participate in competitions, they would not be eligible to win any prizes.

To reactivate handicap, three cards would need to be submitted in the same way as they are for first handicap.

## **2) ETIQUETTE/PROCEEDURES ON THE COURSE**

- Green Staff have priority on the course – be aware staff may be working on the course.
- Honesty – the game of golf is based on honesty. Try to gain knowledge of the rules and always apply them fairly. You can always ask a more experienced player for advice on rules interpretation.
- You may not ask advice from playing partners or any spectators regarding technique, club selection, playing distance, slope of green etc.
- Supporters (parents, friends, team mates) following a match should stay at a discreet distance at all times once the match has started and must not give any advice or information to a player.  
Note ball spotting and assisting in search of a lost ball is permitted by spectators, to be fair both players should be assisted
- Exchange cards with your partners. Try to make sure your card is neat and clear. Whatever the competition you must record the gross score your partner achieved on each hole. Record your own score in the 'Markers' column.  
Check that both player and marker agree the score on each hole.
- Avoid dragging spikes, repair ALL pitch marks
- Replace all DIVOTS on fairways, green fringes and the rough. On Tees DO NOT replace divots but use sand/soil mixture. DO NOT take practice swings on the Tee.
- Rake bunkers after use and replace rake in the bunker.
- **YOU SHOULD NOT WALK OFF THE COURSE AT ANY POINT IN A COMPETITIVE ROUND UNLESS YOU ARE ILL OR INJURED.**

## **3) SAFETY**

- Junior members should be conscious at all times of their own safety, as well as the safety of other players and staff that might be working on the course.
- Extreme care must be taken with practice swings, particularly in the congested area of the tees and not risk taking a divot with a practice swing on a tee.
- All shots taken must be kept under observation and if there is any possibility of the ball striking any person (seen or unseen) 'FORE' must be shouted very loudly as a warning.
- Never play a ball if there is any chance that people ahead are within playing distance.



#### 4) CLUBHOUSE

- Juniors may use all the facilities of the clubhouse.
- Juniors may not purchase or have purchased for them alcoholic drinks

#### 5) PACE OF PLAY

- Keep up with the group in front of you rather than just in front of the group behind.
- Do not mark scores at side of green but move on to next Tee
- Player with the 'honour' ( had lowest score on previous hole) drives off and then marks his/her card.
- Watch your own and others shots carefully to follow the ball until it comes to a stop, take a line or landmark so it can be located quickly. If in doubt always declare and play a provisional ball. (This saves significant time if the ball is not found)
- If you need to search for a ball and the group behind are held up you should call that group through while you continue looking.
- Walk briskly towards your own ball being mindful of a player whose ball is behind you, try to be assessing the distance and your club selection as you approach your ball.
- Position your golf bag at the appropriate side of the green, ready to move on to the next tee immediately. Never take trolleys or bags onto the Greens or Tees, or between a green and greenside bunker, walk around!
- 5 seconds saved on each shot of a four ball will speed up your round by about half an hour!
- You should always call through a playing group behind you if your group is playing more slowly, ie the group behind are consistently waiting to play their shots. A 3 Ball will generally always play faster than a 4 Ball, a 2 Ball faster than A 3 Ball.  
BE AWARE of play behind you.

#### 6) JUNIOR BOYS PLAYING IN MEN'S COMPETITIONS

- To enter a Men's competition a junior member must have a Competition Handicap of 18 or under and be a minimum of 14 years old. Some players with low handicaps MAY be recommended by the Junior Organiser before the minimum age stated.
- **Junior Boys should contact the GOLF SHOP 6 days before the competition and book a tee time if it is available. They must say they are a junior member and must play with an adult also playing in the competition. Before play they should sign in on the touch screen computer and pay their entry fee in the Golf Shop.**
- One or two Juniors playing in a men's competition **MUST** always have a an adult man playing with them in the same competition.
- Juniors can compete in Full Members Singles Competitions, provided they have an Active Handicap of 18 or under and they are 14 years or older.
- A junior player can compete in Men's Pairs Competitions, when competing with an adult. They must have a competition handicap of 28 or below. There is no age restriction, but competition will probably be off white tees, so 14 years or older is suggested.
- See notices in Men's Locker Room for Men's Procedures on day of competition/marking & submission of cards/results which may differ from the Junior Competitions.
- Supporters (parents, family and friends) are discouraged from following a match, but if they do, they must stay at a DISCREET DISTANCE AT ALL TIMES ONCE THE MATCH HAS COMMENCED & MUST NOT GIVE ANY ADVICE OR INFORMATION TO A PLAYER. Note ball spotting and assisting in search of lost ball is permitted by spectators, to be fair both players should be assisted.



## 7) JUNIOR GIRLS PLAYING IN LADIES COMPETITIONS

- Any Junior Girl (18 years or under in year of membership) with a competition handicap is eligible to enter and win Ladies' Competitions subject to any specific restriction, in relation to age or handicap.
- In all such competitions an adult must mark a junior's card.
- Any Junior Girl member is eligible to play in the Junior Section Competitions.
- Before play they should sign in on the touch screen computer and pay their entry fee in the Golf Shop.

## 8) SOCIAL PLAY

- There are NO RESTRICTIONS on Social Play for juniors outside of Adult Competition Times apart from ruling that a junior under the age of 11 should be accompanied by a responsible adult.

## 9) CHANGING ROOMS

- **Parents are asked to sign and give consent for their child to use the Locker Rooms on the point of joining Portal GC.**
- It is the collective responsibility of all juniors to ensure that the Locker Room is kept neat and tidy at all times after use.
- No golf trolleys are allowed on the changing room. Clubs may be stored in here if necessary but only while junior is still onsite. The golf club will take no responsibility for any equipment left onsite.
- It is the responsibility of each junior member to ensure the door is shut when leaving the changing room.

## 10) NOTICE BOARDS

- The Junior Notice Board is positioned in the Foyer (at Premier Clubhouse) next to the Handicaps/Competitions Room. Look out for notices of Competitions Sign Up Sheets/Results and other information.  
Mens' and Ladies' information are posted on Notice Boards in their respective changing rooms.

## COACHING



Over the season coaching sessions will be provided by Macdonald-Hotels

All our junior members are welcome to participate

For more information contact the **Championship Golf Shop**

Phone: **01829 734160**

Email: **[golf.portal@macdonald-hotels.co.uk](mailto:golf.portal@macdonald-hotels.co.uk)**

## **PRACTICE**

It is important to practice regularly. All professional golfers spend hours practicing their shots – that is why they are so good. We have a putting green to side of the Golf Shop and a chipping/practice bunker area next to the 18<sup>rd</sup> Tee. Additionally there is a practice area behind the fence near the exit from Championship course.

There is also a private Driving Range located on the opposite side of the road from the entrance to the Portal Premier Course.

## **RULES OF GOLF**

Confidence and performance generally and in competitive play will improve if you know the rules of golf. The R & A offers an excellent website with an interactive rules quiz. All this can be viewed at: [www.randa.org](http://www.randa.org)

