



# Procedures Manual

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## **1. Introduction**

The information, in this Procedures Manual, has been assembled from existing rules at Alder Root Golf Club (ARGC). It incorporates rules and decisions made when ARGC first opened and subsequent rules and procedures approved by the Club Committee and notified by the sports' governing bodies.

This Manual is a live document by its very nature and will be updated, when necessary, by the Club Secretary or appointed deputy.

Where multiple copies of the Manual exist the electronic version, on the ARGC Website, takes precedence.

Where there is no Local Rule, R&A. Rules of Golf apply. If a conflict is found, between Local Rules and the R&A. Rules of Golf, then the R&A Rules of Golf will be used with clarification by England golf if appropriate.

This procedures document has been produced to HELP all members of ARGC by removing controversy and adding clarity in a range of subjects.

This document shall be used by all sections of the club and the procedures shall apply to all members of Alder Root Golf Club.

Authorised on behalf of the Committee by:

Gill Chruszcz  
Honorary Secretary.  
April 2024

## Mission Statement

Alder Root Golf Club aims to become the best presented, enjoyable and challenging 9-hole golf course in Cheshire, whatever the weather, for all golfers regardless of Age, Gender, or Ability.

Our aims will be achieved by:

- Continuously improve the course layout and features to enhance the individual challenge and enjoyment of each hole.
- Installing and maintaining the best drainage possible to all parts of the course
- Have three distance markers to each individual green.
- Install pathways to prevent excessive wear and facilitate less able golfers to enjoy the game.
- Retain our current membership and encourage new members to join.
- To talk and listen to our membership and encourage them to be active within the club.
- To provide vibrant Ladies, Senior and Vets golf sections.
- To promote Junior membership and golf in line with the golf foundation
- To promote competition and competitive golf at all levels
- To encourage new and non-golfers to take up the sport and become club members.
- To ensure a variety of social events are available to all our membership throughout the year.
- Demand and promote good etiquette with a smile.
- To operate an Equality, Diversity, and Inclusion Policy in line with England Golf – See Section 21

## **2. Roles and Responsibilities**

### **2.1 Mr Captain**

The Captain of the Club has responsibility for-

- Chairing Committee Meetings including the AGM.
- Officiating at club events such as prize presentations and club dinners etc.
- Participating in the House Committee.
- Ensuring that the Club and Committee remains consistent with its Mission Statement obligations.
- The day to day “management” of all sections of the Club to ensure that they operate within their own remit and are consistent with the Rules of Golf and this Manual.
- Liaise with sponsors prior to their competitions.

### **2.2 Honorary Secretary**

The Honorary Secretary has responsibility for the co-ordination of all Committee business including.

- The co-ordination of Committee Meetings.
- Preparation of Committee Meeting Minutes.
- Co-ordination of Committee and members correspondence.
- Participation in House Committee.
- Responsibility for the publication of local rules (with assistance of the Competitions Committee)
- Co-ordination of issues on behalf of the club with external bodies such as the R&A, Cheshire and English Golf Unions, England Golf and WHS.
- General advice and support to the Captain, Lady Captain, and the Proprietor.
- To ensure the Procedures Manual is maintained.

### **2.3 Vice-Captain**

The Vice-Captain of the Club has responsibility for-

- Supporting the Captain at Club events and prize presentations.
- Deputising for the Captain in his absence.
- Responsible for organising appreciations to sponsors.

### **2.4 Lady Captain**

The Lady Captain has responsibility for-

- Chairing Committee Meetings of the Ladies Section including the Ladies AGM.
- Being an active member of the Main Committee and House Committee (as required).
- Officiating at club events such as prize presentations and club dinners etc.
- Ensuring that the Ladies Section remains consistent with its Mission Statement obligations.
- Ensuring that the Ladies Section publishes its schedule of events to the Competitions & Handicap Secretary in a timely manner, and once accepted, ensuring that they are routinely adhered to without unnecessary alteration.

## **2.5 Lady Vice Captain**

The Lady Vice Captain has responsibility for-

- Supporting the Lady Captain at Club events and prize presentations.
- Deputising for the Lady Captain in her absence.
- Responsible for organising appreciations to sponsors.

## **2.6 President**

The role of President is an Honorary Position and as such has no direct role to perform other than to participate in Main Committee Meetings.

## **2.7 Treasurer**

The Treasurer has responsibility for-

- Administering the Members Fund (see Section 17).
- Ensuring receipts and payments are accurately recorded.
- Ensuring payment of accounts is made in a timely manner.
- Presenting financial reports to Committee Meetings.
- Presenting annual accounts to the Annual General Meeting having displayed them on the notice board one month prior to the AGM.
- Arranging for an annual independent audit of the accounts.

## **2.8 Junior Organiser**

The Junior Organiser is responsible for the organisation of golf related events for the benefit of the Club's Junior Section. The Junior Organiser represents the interests of the Junior Section on the Main Committee.

## **2.9 Senior Section Representative**

To represent the views and interests of the Club's Senior Section on the Main Committee Meeting.

## **2.10 VETs Representative**

To represent the views and interests of the Club's Vets Section on the Main Committee Meeting.



## **2.11 Competitions & Handicap Secretary (GENTS & LADIES)**

The Competition Secretary is responsible for the planning, operation, and any subsequent administration of all sanctioned competitions, and has the authority to appoint members to the Competitions Committee at his discretion. The main roles of the Comps Committee are as follows:

### **Competitions**

- Plan and organise the Yearly Schedule of events and organise competitions for the benefit of the members.
- Maintain a record of all the Club trophies and their winners each year. Arrange for the engraving of trophies and the updating of the Honour Boards annually.
- Provide relevant reports to Main Committee.
- To draw up a Prize List for each Competition (non majors), based on number of players in the competition.

### **Results & Handicap**

- Ensure that handicapping is conducted in accordance with WHS / England Golf rules and that a handicap list is maintained which reflects, as accurately as possible, the playing ability of all Club members. He/she has the authority to appoint members to the handicap committee at his/her discretion.
- Administer the WHS / England Golf system of Handicap management with overnight electronic updates.
- Finalise Competitions using the IG system which automatically publishes results electronically.
- Issue handicap certificates to members as requested.
- Correspond with Handicap secretaries of other clubs where members hold dual membership.
- Organise & attend handicap committee meetings.
- Maintain membership details on database.
- Attend and prepare reports for the Main Committee.
- All above will apply to the Ladies Secretary except for maintaining the membership database.

## **2.12 Greens Committee Representative**

To report to main Committee on all course related matters.

## **2.13 Nominated Deputies**

Where possible, Committee members should nominate a deputy to attend any Committee meetings where their participation cannot be guaranteed.

## **2.14 Club Ambassador Role**

This position is focused on building relationships with other local golf clubs to increase the profile of Alder Root Golf Club and create opportunities for competitive inter-club golf.

Duties of the Club Ambassador are -

- Organising and promoting inter club golf matches with other local venues.
- Be on the lookout for opportunities to integrate ARGC into a variety of external golf events.
- Act as the club representative for the Manchester & District Golf Alliance.
- Select and organise teams for above M&D team games or designate team captains within the club E.g., Ladies/Mixed competitions.
- Attend monthly committee meetings at ARGC to update on various events or plans which you wish to pursue.
- Act as a liaison between members and the committee to improve the experience for members at ARGC.

### **3. Committees**

#### **3.1 Main Committee**

The Main Committee consists of the members detailed below, all of whom will either be elected to the Committee by the membership, or have their nomination accepted by a majority of the Club Committee.

- Proprietor (Ernie/Paul Lander)
- Captain
- Honorary Secretary
- Vice-Captain
- Lady Captain
- President
- Competitions Secretary
- Handicap Secretary
- Treasurer
- Junior Organiser
- Senior Section representative
- Club Professional
- Greens Committee Representative
- VETs Representative.
- Club Ambassador Role

All the above positions have voting rights; however, no member of the committee may have more than one vote - even if they have more than one role.

A quorum is required for all decisions a minimum of 4 members (one must be the Captain or his Deputy)

#### **3.2 House Committee**

The House Committee is drawn from three out of the four Senior Officers of the Club detailed below:

- Captain (Mr Captain or Lady Captain)
- Proprietor
- Honorary Secretary
- Vice-Captain or Lady Vice-Captain.

The role of the House Committee is to oversee and enforce matters of discipline (see Section 22), etiquette, and standards of behaviour within the Club. The House Committee shall be convened by either receiving a complaint from a member or may be called at any time by a member of the House Committee if they feel that a situation requires the immediate attention of the House Committee. Where the subject of a matter of discipline for the House Committee is male then Mr Captain and/or vice-captain will be invited to attend, where the subject is female then the Lady Captain and/or lady vice-captain shall be invited.

### **3.3 Committee Responsibilities and Conduct**

Committee Members are expected to undertake the duties of their office with integrity and honesty. In addition, being a member of the Main Committee carries a level of responsibility and expectation which should also be fulfilled. Where it is deemed that any Committee member is failing in their duty either by their acts or omissions (e.g. failure to participate at committee) then the Main Committee can make their feelings known to the House Committee for their consideration.

Ultimately, the House Committee has the right to terminate their involvement with the Committee.

**Notes:** Members of the Committee will NOT give rulings whilst on the Course. They will assist with any rulings in the Clubhouse.

Committee members will, if they can, answer general questions regarding the Club.

Any other questions, complaints etc. should be put in writing and will be discussed at the next Committee Meeting.

### **3.4 Election to the Committee**

From time to time the need to recruit new members to any committee will be required.

The Main Committee is formed in several different ways, namely:

Election/advertisement will be by appointment of the Proprietor or automatically entry by nature of the post.

Those positions on the Main Committee where the incumbent is selected from a process which involves nomination, advertisement or election include:

- Mr Captain (1 year)
- Honorary Secretary (max 3 years)
- Vice-Captain (1 year)
- Lady Captain (elected by the Ladies Section for 1 year)
- Seniors Rep (nominated by Senior Section for max 3 years)
- Treasurer (max 3 years)
- Junior Organiser (max 3 years)
- Handicap Secretary (max 3 years)
- Competition Secretary (max 3 years)
- Greens Committee Representative (max 3 years)
- Vets Section Rep (nominated by Vet Section for max 3 years)
- Club Ambassador Role (max 3 years)

**Permanent members of the Committee include:**

Proprietor  
Club Professional

Persons appointed by the Proprietor:

Club President (1 or 2 years)

The appointment of a President will be at the sole discretion of the Proprietor.

Except for the Captains and Presidents positions, all affected Committee posts will be re-advertised by the Club Secretary. Current incumbents may apply if they wish, however no position is guaranteed past the date of election.

## **4. Sections of the Club**

The Club has several sections which are run for the benefit of the individuals connected with those sections namely:

- Men's Section - 7-day members & 5-day members
- Ladies Section
- Senior Section - Over 55 Seniors.
- Veterans Section - Over 70
- Junior Section (anyone still at school or 18 – whichever comes first)

It is important to note that while these sections exist, they are all bound by the rules and regulations of the Club and the rules of golf. No section has the authority to create and/or override any rule of the Club or directive of the Main Committee.

### **4.1 Ladies Day Tuesday**

Lady Members have preference on all tees on a Tuesday.

If the Lady Member is playing with a visitor or gentleman, she still has preference.

The above applies to all Lady Players, members, or guests.

### **4.2 Vets Section.**

The Vets Competition will be played off Red Tees in summer and Blue in winter.

A minimum of 2 participants will apply to ensure a competition proceeds.

There will be no merging of results with the Main Wednesday Comp.

The Vets will have their own committee to discuss and agree policies and procedures regarding prize allocation and finance.

Any decisions are subject to Main Committee approval.

## 5. On the Course

### 5.1

#### Priorities

Greens Staff have priority on the course always.

The Captain and Lady Captain always have preference on the tee.

Whilst on the course, players must clearly display either a member's bag tag or a visitor pass. Failure to comply with this will result in the player(s) being asked to leave the course.

### 5.2 Course Closures

The course can only be closed by the Greens Staff, not by a Committee Member.

The Competitions Committee or a member of the House or Main Committee can abandon a competition or reduce the number of holes to be played, if it is deemed that the course is unfit to be played for whatever reason.

### 5.3 Order and Pace of Play

Players out on the course enjoying a social/non-committee sanctioned round **must** allow players participating in a club and match play competition, to play through.

All play **MUST** start from the first hole unless sanctioned by the committee.

**Avoid slow play always. Keep up with the game in front, not in front of the game behind.**

**Any group falling a hole behind MUST allow the group behind to play through if requested.**

Children under the age of 10 years are not permitted on the course unless accompanied by an adult.

### 5.4 Behaviour during play

No one should move, talk, stand close to, stand directly behind the ball or the hole when a player is addressing the ball or making a stroke.

## **5.5 Dress Code**

- Members are expected to be neat and tidy and wear recognised golf wear on the course.
- Trainers, plimsolls etc., are not allowed.
- Track suits/denims/jeans are not allowed.
- Football/Rugby shirts and socks are not allowed; neither are Tee shirts bearing motifs/slogans/illustrations/numbers.
- Shirt tails must be worn inside the trouser waistband.
- Only Tailored Shorts are allowed.

Golfers are required to be properly dressed when out on the course and around the clubhouse. Golf shirts (e.g. collared polo shirts etc) should be tucked in when on the course and in the clubhouse. The Committee recognises that fashion and styles change over time, gents will be permitted to leave “dress” shirts loose in and around the clubhouse as this is how they have been designed to be worn. The club reserves the right to refuse admission to anyone who is in the Clubs opinion is inappropriately dressed.

## **5.6 Winter Mats and Buggies**

See Section 12 - Local Rule No 003

### **Use of Buggies**

It has been agreed that buggies may be used during competitions. The Club Secretary re-asserted the R&A’s position that they have a neutral position in relation to buggies, seeing them as neither an advantage nor disadvantage to the individual player, or the rest of the field. During winter conditions members should check the daily update to see if buggies are allowed and what restrictions are in place on the day to protect the course. A Buggy exemption Certificate will have to be signed by any user, a copy of which will be kept by the member advising them of the Rules- re usage.



## 6 Handicapping

### 6.1 New Members, Use of IG and England Golf Apps

Alder Root has adopted the World Handicap System. Full details of which can be found on the WHS website.

The system encourages players to submit score cards as often as possible, competition and social rounds (also called General Play rounds), with the objective of getting every player's handicap to accurately represent their playing ability.

The theory is that if every competitor in a competition has an accurate handicap, then everyone has an equal chance of winning.

The system creates a Handicap Index for every registered player. This Index is used to calculate how many strokes the player gets when he plays. The index will award a different number of strokes depending on how difficult the course is. Every Course, and every Tee box on a course, is individually assessed for difficulty and could result in a different number of strokes.

The system takes the best 8 scores (marked in yellow on 'IG') from the last 20 rounds of a players record and takes an average to get their handicap index. Every time a player enters a score their Handicap Index is recalculated at Midnight on that day and the revised handicap index can be seen the following morning. This is why it's important to enter your score on the system on the day of a competition. Even if the competition is not finalised, your handicap will still be recalculated overnight.

When a player has 20 scores on his record his handicap is classified as fully developed. Before the player has 20 scores several other factors are considered when calculating the handicap. (See the WHS web site for more information).

NB – Along with most Golf Clubs Alder Root restricts the winners of Majors and Boards Competitions to members with a fully developed Handicap. Those players without a fully developed handicap can still play but may have a maximum playing handicap imposed.

#### IG Golf App

**Alder Root GC uses IG Software to control several functions in the club.**

Most notable functions are the Competition Schedule, Club Communications, and Handicap management.

**To Instal the App on your phone –**

- 1) **Download the Ig Member App to your phone.**
- 2) **Load the Alder Root Golf Club website (address below).**
- 3) **On the home page click 'Member online Booking'**
- 4) **Open the drop-down menu (top right) and click 'MY GOLF'.**
- 5) **From the list click 'Preferences'.**
- 6) **Halfway down this page you will see a section called 'intelligent golf Ig member App'**
- 7) **Click on 'Pair with my device'**

**All new members should download and use the 'ig member' App to their phones.** The App will sync with the Alder Root Golf Club web site [www.alderrootgolfclub.co.uk](http://www.alderrootgolfclub.co.uk) and all the functions mentioned above will be available to you.

You will receive Daily Updates about the Course.

You can see your Handicap Record – showing your Handicap Index and a link to tell you your shot allowance for every Tee box on the course.

There is a link to the Club Competitions showing the entire schedule (usually for the year) and you can select 'future' competitions to see what Competitions are scheduled, and you can also see results for competitions that have already been played. If the Competition is less than 7 days away, you can enter it using the 'Enter Competition' link.

You can book tees for Social Golf and see what Tee times you already have booked in the 'Tee Time' Section.

If you decide to pay a subscription of £1.99 a year the 'Matches' link will show you the draw for any Knockout competitions, you are playing.

Finally, there is a messaging service in the top right-hand corner that allows you to send a message to any fellow member of the club. This is useful when arranging knock-out matches etc.

### **England Golf App.**

Some Members also download the 'England Golf' App. This app is run by England Golf who are the organisation charged with running the World Handicap system in England. The App will show you your Handicap Index, recent scores, and can be used when you travel to other courses to get your playing Handicap. The App is not specific to Alder Root so does not contain any information about the Alder Root schedule or events.

The England Golf App allows you to input the Scores for Social rounds of golf at any club you play in the UK. Please also see section 6.4 below.

*Please note that the system is protected by safeguards to prevent players from manipulating their handicaps using social rounds. All scores entered via the England Golf App are subjected to analysis by England Golf and if they feel something is awry, they notify Alder Root. All scores entered via the app are automatically entered on the members playing record for the club to see.*

### **New Members Without a Competition Handicap**

New members, without a handicap must play a minimum of 54 holes, in any combination of 9 or 18 holes of golf, with a member of A.R.G.C. with a WHS handicap. The three rounds can include: -

- A social round of golf
- Monthly Medals
- Qualifying Rounds
- Competitions

If a Monthly Medal or Competition is played the member concerned cannot win that competition, however, they can take part in the “two’s” competition and nearest the pin competitions. The completed cards (for 54 holes) should all be handed in together, SIGNED, for the attention of the Handicap/Competitions Secretary by placing them in the Spike Room Card Box. You will then be awarded a provisional handicap.

## **6.2 Three Competition Rule**

After you have received your provisional handicap, you will have to play in 3 competitions (with scores acceptable for handicap) to validate that your handicap is correct. During this probationary period, you cannot win a place prize, but you can win Nearest the Pins and 2’s competitions. After the 3 competitions have been completed the handicap will be reviewed (and may be amended) before being validated.

## **6.3 Members joining ARGC with a Competition Handicap**

If the player's handicap is confirmed on the WHS platform the player will assume that handicap at Alder Root, but the **‘Three Competition Rule’** still applies. The player cannot win a place prize in the first 3 competitions but can win ‘nearest the pin’, ‘2’s or any other subsidiary prize.

## **6.4 General Play Scores**

England Golf allows players to record scores for any round of golf to maintain their handicap. The England Golf App may be used, and instructions can be found on the App.

**To use this facility the Rules of Golf, and Rules of Handicapping MUST still be followed.**

This includes –

- 1) The round must be played to a recognised individual, stroke play format.
- 2) It must be played in the presence of at least one other player, one of which should be the marker.
- 3) At the end of the round the score must be attested by a player who has witnessed the round.
- 4) The round must be uploaded to EG on the day it is played OR the card must be placed in the club card box on the day of play.

Player should be aware that England Golf recognise the system may be open to abuse and have put a raft of checks in place to prevent players attempting to manipulate their handicaps.

## **6.5 Winter Competitions**

In accordance with WHS guidelines competitions will be held throughout the year allowing all members to maintain active WHS handicaps. All competitions will be ‘acceptable for handicap’ under the WHS definition unless the course is shortened by more than 100 yards, or more than 1 temporary green (9-hole comp) or more than 2 temporary greens (in an 18 hole comp) is in use due to bad weather.

## **7. Competitions**

The club organises several competitions each week. There is usually a mid-week 9-hole competition and a Saturday competition as well as competitions arranged by the Seniors, Vets, and Ladies sections.

A five-day member cannot pay a green fee and enter a weekend competition.

Exceptions could be made on Open Days, Christmas fun comps etc. Any exceptions that allow 5-day members to play can be seen on the IG App competitions page.

Handicaps for Match Play and Stroke Play Competitions will be in accordance with the England Golf Mandatory Allowances Table and are applied by the IG software system.

### **7.1 Match Play Competitions**

There are several Matchplay competitions for members.

ARGC arranges a Singles and Pairs Club Competition. In the club Pairs Matchplay competitions no substitutions are allowed. If one player is unable to play his partner can play solo against the other pair.

No extension to the deadline is allowed.

The Seniors section and Ladies section also arrange Matchplay competitions.

In the Seniors Pairs Matchplay one substitution, for one round, is permitted in the case of illness. This rule does not apply to the final when the originally registered pair must compete.

Extensions of one week may be granted by the competition secretary.

Recognised Formats of Match Play include Individual, Four-ball Betterball. The competition organiser will determine the format.

### **7.2 Stroke Play Competitions**

Recognised formats include Individual, Fourball, Foursomes, Greensomes, and Scrambles.

Only Competitions recognised by the R & A will be allowed, unless approved by Competition Committee, sanctioned by the Main Committee, and published at least one month in advance of announcement.

Other formats of play are periodically added to this list by England Golf and will be permitted.

### 7.3 Results

Results will be announced as soon as possible after the event. Major Competitions (and any previously advised) will be announced on the day to allow the Prize Presentation. If a 'ruling' is needed that requires R & A clarification the Competitions Secretary can defer publishing the result and announce a Provisional result.

### 7.4 Procedure for Signing on for Competition

Members can enter a competition using the IG App or Club Website one week in advance or on the day on the touchscreen.

#### For competitions with a start sheet-

On the IG App click 'Competition', then 'Upcoming', select the competition you wish to enter and Click 'Enter'. You will then be taken to the Tee Sheet page and can select you desired tee time. On the Day you will be asked to 'Check-in' and once you have done this you MUST submit a score card after the round because 'Checking in' is evidence you are declaring an intend to submit a score. If you fail to submit a score card you may be subject to a penalty score.

#### Thursday evening sign-on

Any member attending the club on a Thursday evening can sign on for the following weeks Saturday competition rather than having to wait till next Saturday morning. Members can only sign for players for the same tee.

#### For competitions without a start sheet (usually Play anytime comps)

You can go to the Alder Root Web Site home page. Click 'Members Online Booking', at the foot of the page find the section 'My Tee Times' and click 'Book a Tee Time'. Select the date and tee time you require.

You will still need to check in on the touchscreen in the spike room or on the App.

This does not apply to Ladies Section who can sign on in the Ladies Locker Room notice board.

If you have a tee time booked but are unable to play, please remove your name from the booking.

(ANY DELAYED START WILL BE ANNOUNCED BY THE COMMITTEE)

### 7.5 Captains/ Lady Captain Privilege.

It is a Captains privilege to reserve **ONE** tee time and to invite any members to join him. The Captain surrenders this privilege if he is invited to join a sponsor's tee.

## **7.6 Sponsor's Privilege.**

It is a sponsor's privilege to reserve **ONE** tee time and to invite any members to join him, should he wish to do so.

## **7.7 The Vice Captain's Privilege.**

He will have no invitation rights, except when using the Captain's privilege in the Captains Absence.

## **7.8 Intermediate Section – 19 to 29 yrs**

Intermediates with 7 day membership are eligible to enter competitions.

## **7.9 Juniors in Competitions – Still at school or up to 19 yrs old**

Juniors with a handicap of less than 18 can fully participate and win the main section competitions, **providing vacant slots are available after 2pm on the Friday before the competition. The full adult competition fee applies** (Maximum of one junior per tee).

Other Juniors with a handicap can participate in their own junior competition for their own "pot" during the main section Medal and Stableford competitions, **providing vacant slots are available after 2pm on the Friday before the competition.**

Juniors with handicap of 12 or over will not be allowed to play under any circumstances in a Major, Pairs or Scramble competitions (Scrambles: unless otherwise specified by the committee) except for the Committee Cup (Junior Section Prize only).

**This arrangement for the Junior Section is not a precedent and is under continuous review.**

## **7.10 Major and Board Competitions – Eligibility.**

**The following eligibility Criteria apply to Majors and Board Competitions and it is the players responsibility to check that they comply before entering.**

No member can win any prize in a Major or Board Competition without an official WHS handicap.

### **Mens Major Competitions (The five listed in 7.13 excluding the club championship)**

To win a Place Prize in one of the 5 Major Competitions a member should have a minimum of 20 rounds on their handicap record (known as a 'fully developed handicap'). This excludes the first 54 holes played to get a handicap.

Members with a fully developed handicap awarding them up to and including 28 strokes (after all adjustments) play off their handicap.

Players with a fully developed handicap of 28 or more strokes can play, and win all prizes, but play off 28 strokes.

Players without a fully developed handicap (less than 20 handicapped rounds on their record) may still participate but must play off 24 strokes, or their handicap, whichever is lowest.

To win a place prize players must have played a minimum of 4 competitions (with scores acceptable for Handicap) at Alder Root in the previous 6 months. Players without 4 competitions in the previous 6 months can still play but can only win 2s pot, nearest the pin, longest drive etc.

Major competition tee times are allocated by a draw. Players can select a time slot (approx. 30 minutes) and the IG system will randomly allocate a Tee time in your chosen slot. Please enter the competition using the 'enter competition' button on the IG App. DO NOT use the 'book a tee time' function as you will not be able to choose a time slot and could be allocated a tee time at any time of day.

As the competition tee times are allocated by a draw the competition. Entries will close at 4 pm on Friday and will be made visible Friday evening.

Once allocated a Tee Time players must start at the allocated time with the playing partners allocated.

Out of respect for the Sponsors, who provide all prizes for the Majors, all winners are expected to attend the presentation held in the evening. If a prize winner does not attend, they will forfeit the prize and finishing place in the competition. The prize will go to the next best player that attends the presentation.

The only exception is if the player gets the agreement of the Sponsor and nominates someone to attend and collect the prize on their behalf.

### **All Board Competitions, Seniors, and Ladies Majors (Any competition that appears on the clubhouse honours Board)**

To win a Place Prize in a Board Competition a member should have a minimum of 20 handicapped rounds on their playing record, excluding the first 54 holes played to get a handicap.

Male Members with less than 20 handicapped scores may still participate, and win a place prize, based on their handicap OR a maximum of 24 playing handicap, whichever is lowest.

Lady Members with less than 20 handicapped rounds may still participate, and win a place prize, based on their handicap OR a maximum of 36 strokes, whichever is lowest.

There is no handicap limit on players with 20 handicapped rounds on their handicap record.

The competitions committee reserve the right to impose limits on the number of qualifying rounds played, within a timeframe, leading up to all Board competitions.

For men this is 4 handicapped competitions, played at Alder Root GC, in the previous 6 months.

For ladies this is 4 handicapped competitions, played at Alder Root GC, in the previous 12 months.

Any member who believes they have a legitimate reason why that have not met the criteria may apply to the competitions committee for dispensation. E.G – a member not able to play in the previous 6 months due to illness may apply to be allowed to participate and win a place prize.

Juniors with a handicap of 12 or less may enter but will not be entitled to win a prize.

### **7.11 Club Championship**

Juniors, with a handicap of 12 or under may enter. They will pay a full entrance fee and be entitled to win the Club Championship.

Qualifying Juniors must indicate at the time of entry which competition they wish to participate in. i.e. entry is to **one** competition only **not both**.

The eligibility criteria in 7.10 apply to Round 2 of the club championship. All members can participate in Round 1 but only eligible members can progress to Round 2. Round 2 is a scratch competition.

### **7.12 Summer Competitions and Scrambles**

The Texas Scramble format competition is an increasingly popular competition at Alder Root. As the R&A does not recognise the format officially it is important that everyone understands how the format should be played.

All players tee off and select the “best” ball/position. **Note:** The player whose ball is chosen **must** play first ‘as the ball lies’.

If the ball selected comes to rest on closely mown area the position will be marked. The other players in the group shall place their ball within one club length. If the ball comes to rest in the general area, but not closely mown, players must mark the ball and drop their ball from knee height within one club length of that mark but not nearer the hole. If the dropped ball comes to rest more than two club lengths from the mark. Then the ball shall be re-dropped. On the third occasion the ball shall be placed. If the ball comes to rest in a hazard then normal rules/penalties apply. Relief from either a lateral or water hazard will be under penalty of one stroke.

If the ball comes to rest on the green, then the position of that ball is marked. The other players in the group shall place their ball on the green as close as possible to the marker up to a maximum of 6 inches (15 cm) not nearer the hole.

The Committee may impose other restrictions e.g., specify the minimum number of drives to be used per player (in which case, drives taken must be clearly indicated on the card). If the number of drives is not specified, the following rules apply-

18-hole 4-man scramble – 4 drives each with 2 spares.

18-hole 2-man scramble 8 drives each 2 spares.

9-hole 4-man scramble – 2 drives each with 1 spare.

9-hole 2-man scramble 4 drives each 1 spare.



### **Handicap calculation for Texas Scramble.**

There are different percentages dependent on the size of the teams, these are set by England Golf and are applied when the score card is entered and available on the IG App.

## **7.13 Definitions**

### **Mens Major competitions:**

Alder Root Cup, Captains Cup, Presidents Prize, Cleanhire Cup, Lander-Shield and Club Championship

### **Mens Sponsored competitions:**

All Majors (above) and the LGR Memorial

Each section of the club may run their own Major competitions that are subject to the same rules as Club competitions –

**Ladies Section Majors** – Isobel Lander. Diamond Challenge, Yvonne Lavelle Plate, Summer Mixed Pairs, Lady Captains Cup.

**Seniors Section Majors** – Seniors Committee Cup, Seniors Spring Cup, Senior Summer Shield, Seniors Club Championship, Seniors Autumn Trophy.

**Vets Section** – Vets Spring Cup, Vets Summer Trophy, Vets Autumn Trophy

**Summer Competitions:** All Competitions played between Alder Root Cup and Lander Shield.

## **8.0 Score Cards**

### **8.1 General**

When completing your score card there are two sets of rules to consider – The Rules of Golf and Competition rules. The rules of Golf were changed on 1<sup>st</sup> January 2023 so that players with poor literacy or poor numeracy could still enjoy the sport.

#### **The Rules of Golf.**

Failure to comply with the rules of golf will result in disqualification.

These include –

A score for each hole must be recorded against the correct hole.

Cards must be signed by the player and marker (who must have witnessed the entire round).

Cards must be returned within a reasonable time (see more details below).

Essentially now you must record the gross score for each hole and have two signatures on the card to avoid disqualification.

#### **Competition rules**

To help the committee process the cards we request that players also help by including the following.

These include -

The players name should be recorded and be legible. (Otherwise, who do we give the prize to!)

The markers signature should be legible and identifiable (in case of queries).

The Competition and date should be recorded. (Sometimes there can be cards from 2 comps in the box).

The Tee used should be identified.

The gross score should be added up in individual /stroke play competitions (so you can check its right when you put it on the system).

Cards should be legible and be kept as clear and as clean as possible.

Names should be in capital letters.

The 'Handicap index' and 'Strokes Received' may be recorded.

Before their round players should enter the competition on the computer or App.

Players should enter their own score on the computer or through the IG App.

## 8.2 Scorecards

### Returning of Scores & Scorecards to the Committee

Unless otherwise specified:

- Players should thoroughly check and return their scorecards as soon as possible and without undue delay following their round. Every player should submit his or her scores for each hole into the Intelligent Golf system via the Touchscreen (located in the spike room) or IG App (Intelligent Golf) and finally post their scorecard in the box found in the spike room.
- There is also an “out of hours box” located outside wall of the clubhouse but this should only be used in the unlikely event the clubhouse is closed.
- A scorecard is considered ‘returned’ once placed in the box
- **The deadline for returning Scores & and Scorecards is usually 1 hour after the final players have completed their round on the day of play.**
- Scores & Scorecards must be returned even if the round or any holes have not been completed. Where that is the case, the system will (from 1st April 2024) automatically apply an expected score for the holes that were not completed.
- A fundamental principle of the Handicap system is that all players will make every effort to score his/her best in each round of golf and submit a score and or scorecard on the day of play.

### Failure to Return Scores

Failure to return scorecards and/or failure to enter scores via the Touchscreen, or IG (intelligent golf) App or any other method required by the Committee without good reason may result in the Committee applying a **Penalty Score** to the player’s Scoring Record.

*Please note for persistent offenders a player may lose the right to compete in Club Competitions for a specified period or have their handicap suspended for an appropriate period.*

The above applies to the Ladies Section. However, if the computer is not on, Cards can be placed in box in the Ladies Locker Room.

## 8.3 Strokes Received

All players will receive a handicap Index. This can be seen on the England Golf App, Intelligent Golf App or the Spike Room touchscreen.

To get the Course Handicap you use your handicap index on the ‘look-up’ charts in the Spike room, My England App, Intelligent Golf App, or spike room touchscreen ‘Handicap Check’.

To get your ‘Strokes Received’ for the round the Course Handicap is multiplied by the Mandatory Handicap Allowance. For individual stroke play this is 95%. This calculation is also carried out by the IG App or on the touchscreen.

## 8.4 Scoring

**MEDAL:** The gross score on each hole is recorded and then the 'Strokes Received' is deducted from the total. The club has adopted a maximum of 10 stroke per hole rule.

**STABLEFORD:** The Gross score must be recorded for each hole and the Stableford points scored for each hole may be recorded (but is no longer Mandatory).

It will help the committee and the player to add up the Total Stableford points or gross score for the round so you can check you have put the correct scores on the system.

When it is obvious that a player will not score any Stableford points on a hole it is **recommended** that they pick up their ball and have NR (Non-Return) recorded on their scorecard. This will help to speed up play. The exception to this is if there is a BEST GROSS prize in the competition or the player's card is being used for handicap purposes. In all cases the Club operates a 10 stroke maximum score per hole. (See Local Rules Section 12).

## 9.0 Tied Scores

### 9.1 Club Championships.

If, in a Club Championship, the scores are all square at the end of the competition then the players concerned must continue and play holes 1,2,3,4, 9. If the match is still all square then the players will go back to Hole 1 and play the course 1 thru 18 and so on, but this time the first person to win a hole will be declared the winner.

### 9.2 36-Hole Competitions.

Except for the Club Championship, card play offs will be based on the last 18 holes played and shall be determined as described in 9.3 below.

### 9.3 18 Hole Competitions.

In medal competition, the handicap should be taken off at each hole, according to the Stroke Index. In Stableford competition, the handicap is taken off at each hole when determining the number of points to be recorded, so only the points scored are used to calculate the Nett score.

In the situation where two or more players return identical scores during a competition, we use the Intelligent Golf 'Count-Back' system to identify the winner. (Best score on the back nine, if still tied best score on the last 6 holes, if still tied best score on the last 3 holes).

If the players are tied by the IG system the holes are judged individually starting at the lowest stroke index to see which player scored the best score on the hardest hole, in sequence, to the easiest hole. If still tied the player with the lowest handicap index wins.

## 9.4 9-Hole Competitions

In medal competition, the handicap should be taken off each hole, according to the stroke index. In Stableford competition, the handicap is taken off each hole when determining the number of points. The points are used to calculate the nett score.

In the situation where two or more players return identical scores during a competition, we use the Intelligent Golf 'Count-Back' system to identify the winner. (Best score on the last 6 holes, if still tied best score on the last 3 holes).

If the players are tied by the IG system the holes are judged individually starting at the lowest stroke index to see which player scored the best score on the hardest hole, in sequence, to the easiest hole. If still tied the player with the lowest handicap index wins.

### Ties in Orders of Merit

When there is a tie in a competition that is part of an Order of Merit the IG will allocate points based on count back and if no clear winner points will be divided equally among the tied players

## 9.5 Match Play Competitions

All match play competitions shall be conducted within the Rules of Golf.

Players in all Club organised match play events are expected to abide by the rules for that event as specified by the Competitions committee or competition sponsor.

Players are expected to ensure that matches are played by the due date as extensions will not normally be granted. Both competitors are equally responsible for arranging the tie, If the tie has not been played or a result agreed by the stated date, **both** will be disqualified.

If a player has not arrived within ten minutes of the time which has been mutually agreed to start, his opponent is **entitled** to claim the match if he wishes to do so.

If a match is all square after 18 holes, play shall continue, under handicap from the first. The first to win a hole shall be the winner.

The **winner** of the tie has the **responsibility** for entering the result of the round played.

See also rules in section 7.10

## 10.0 Winter League Format and Rules

### 10.1 Winter League

The winter league rules are under annual review. The format for the coming year will be published before the start of the League.

### 10.2 Ladies Section.

The ladies Section will run their own format for Winter League which is currently a singles competition.

## **11.0 Presentations and Prizes**

Prize presentations form an important part of the Club's social and golfing calendar. It is important for the future wellbeing of the club, that as many Members as possible to attend these events. As a general principal, members attend the prize presentation evenings to collect their prize. All presentations begin at around 6.45 (unless otherwise advised on ig App) on the day of the competition. Once a competition result has been announced it cannot be undone.

Members are only permitted to remove trophies from the Clubhouse at the discretion of the captain and/or Sponsor.

### **11.1 Prize Collection:**

The Club operates a two-tier system for competitions, namely Majors and other events either sponsored or not.

### **11.2/3 Major Events:**

There are 6 Majors and one Sponsored Competition in the Men's Calendar each year with presentations following the event - with times notified on IG App –

#### **Majors**

- Captains Cup,
- Lander Shield
- Presidents Prize
- Cleanhire Cup
- Alder Root Cup
- Club Championship – presented at the end of season event.

#### **Sponsored**

- LGR Memorial

All the above events are classed as the prestige events in our golfing calendar and all prizes in Majors and Sponsored events are paid for by the Sponsor.

Out of respect for the sponsors, starting 1 Jan 2024, it is mandatory for all people to attend the presentation to collect any of the prizes on offer (this includes place prizes, and supplementary prizes such as longest drive and nearest the pin etc.)

If the overall winner of the event does not attend the presentation, they will forfeit their position. The member with the best score who has attended the Presentation will be declared the winner of the event. That member will be awarded first Prize and his name will appear on the Trophy and Honours Board.

If the winner has a genuine reason (or there are extreme extenuating circumstances) for not attending the Presentation, he can explain this to the Sponsor and, if the reason is acceptable to the Sponsor, his name may still appear on the Honours Board and Trophy.

Should any place or supplementary prize winner not attend the presentation, their prize will be forfeited and given to the member with the next best score who has attended the prize ceremony.

#### **11.4 Ladies Section**

Have separate arrangements for their presentations.

#### **11.5 Shop Accounts, Prizes - IMPORTANT NOTE TO MEMBERS:**

All members' accounts **must** be used within six months of winning the prize. Unclaimed money will be used to restock the shop.

When prizes are items presented by sponsors, the items may be exchanged in the pro shop **within 7 days** for an item / item of equivalent value, from stock, held in the shop at the time.

Prizes presented by sponsors **cannot** be exchanged for cash on account.

## 12.0 Local Rules

The Committee may establish local rules for local abnormal conditions if they are consistent with R&A and England Golf rules.

A request for a local rule should be put in writing and submitted to the Main Committee.

If the Main Committee considers the rule is needed the Hon. Secretary shall:

Ensure that the rule does not conflict with a rule of Golf,  
Draft the local rule within the agreed format below and publish it in this section.

The format shall be:

Title  
Local Rule Number,  
Scope,  
Definition of Local Rule,  
Penalty for breach of Rule,

### a) Relief from stone Paths and Road

#### **Local Rule No 001**

**Scope** – Taking relief from Stone Paths within the boundary on the course

**Definition of Local Rule** – All paths within the boundary of the course are immovable obstructions and subject to free relief under rule 16.1

If a player's ball comes to rest on a path, or so close that the players normal stance would be on the path the player is entitled to full relief.

Relief is one club length from the nearest point of relief, no nearer the hole.

**NB** – On the second hole - If the ball rests on the path next to the tall conifers on the left / start of the fairway relief may be taken on the fairway side of the path.

**On the 7<sup>th</sup> hole** – If the ball comes to rest on the path on the right hand side relief may be taken on the fairway side (under model rule 25).

**Penalty for Breach** – 2 strokes in Stroke Play, Loss of hole in Match Play.

### b) Definition of lateness for Competitions

#### **Local Rule No 002**

**Scope** – To define the arrival time at the Tee for Competitions

**Definition of Local Rule** – Players are expected to be on the tee 10 minutes before their start time. If the Player is not present and ready to play at his allotted Tee time the player is in breach.

**Penalty for Breach** – 2 strokes in Stroke Play, Loss of hole in Match Play.



**c) Use of Personal Mats**

**Local Rule No 003**

**Scope** – To define the use of personal mats during the winter months.

**Definition of Local Rule** - From the 1<sup>st</sup> of October to March 31<sup>st</sup>, Personal winter mats, approved by the R & A, must be carried by all players. If a player loses his mat during the round, he may borrow a fellow competitors mat for the remainder of the round.

Greens Staff will decide when Mats must be used. Daily updates are issued by the IG system and email.

The use of mats is governed by the following local rule –

*When a player's ball lies in part of the general area, cut to fairway length or less (fairways and green fringes) and a putter is NOT being used for the stroke, the ball must be lifted, cleaned, and placed on the Mat as close to the original position as possible. Where a putter is being used for the stroke the ball may be lifted, cleaned, and placed as near to the original position as possible. If the ball accidentally moves on the mat, it may be replaced without penalty. If a tee is used to secure the mat the ball must not be placed on the tee. Fairway mats must not be used on tees. Mats must not be used in the rough.*

**d) Removal of stones from Bunkers**

**Local Rule No 004**

**Scope** – To give guidance on removing stones from bunkers. Rule of golf 15.2

**Definition of Local Rule** – On the Grounds of Health and Safety the committee has declared stones on bunkers as **movable obstructions**. If the ball is not in contact with the obstruction the obstruction may be removed without penalty. If the ball moves it should be replaced without penalty.

If a ball in a bunker comes to lie in or on the obstruction the ball may be lifted, cleaned, the obstruction removed and replaced without penalty.

**Penalty for Breach** – 2 strokes in Stroke Play, Loss of hole in Match Play.

**e) Preferred Lies**

**Local Rule No 005**

**Scope** – To give guidance on the use of Preferred Lies that may be required between October 1<sup>st</sup> and March 31<sup>st</sup>

**Definition of Local Rule** – When notified on the 'Course Update' a player may take relief on the Fairway and Green fringes (often referred to as closely mown) under the Preferred Lies Rule.

The player shall mark the position of his ball, lift, clean and place the ball within 6 inches of the original point not nearer the hole.

**Penalty for Breach** – 2 strokes in Stroke Play, Loss of hole in Match Play.

**f) Protection of flower beds and plantations**

**Local Rule No 006**

**Scope** – To give guidance when a player's ball comes to rest in an area of planting.

**Definition of Local rule** – 'Through the green' a ball that comes to rest in a flower bed (behind the 4<sup>th</sup> green / adjacent to 5<sup>th</sup> Tee) or in a recently planted area (to the right of the 9<sup>th</sup> green, and to the left of the 3<sup>rd</sup> green / right of the second fairway) must be lifted and dropped clear of the area, within one club length, not nearer the hole.

**This rule effectively makes these areas GUR and removes the need for green keepers to marked them as such.**

**Penalty for Breach** – 2 strokes in Stroke Play, Loss of hole in Match Play.

**g) Embedded Ball Rule**

**Local Rule No 007**

**Scope** – To give guidance when a ball is embedded in its own pitch mark through the green.

**Definition of Local Rule** – ‘Through the green’ a ball that is embedded in its own pitch-mark may be lifted, cleaned, and dropped within one club length, no nearer the hole. Rule 16.3.

Relief is not allowed under this rule if the ball is in a position where a stroke cannot be made eg in a bush. In that case relief is available as ‘unplayable lie’.

**Penalty for Breach** – 2 strokes in Stroke Play, Loss of hole in Match Play.

**h) Bunker filled with water**

**Local Rule No 008**

**Scope** – To give guidance on the rule to follow when a bunker is declared GUR.

**Definition of Local Rule** – When bunkers are unplayable due to standing water or under repair, they will be declared GUR. This may be indicated by a blue stake, or on the ‘Course Update’. Relief is available, without penalty, one club length from the nearest point of relief no nearer the hole.

**Penalty for Breach** – 2 strokes in Stroke Play, Loss of hole in Match Play.

**g) Maximum Score**

**Local Rule No 009**

**Scope** – To adopt a maximum score of 10 strokes per hole.

**Definition of Local Rule** – Rule 21.1 allows the Committee to adopt a maximum score per hole to improve pace of Play in all competitions. The maximum score will be 10 strokes.

Players are encouraged to stop playing the hole when the maximum score has been reached.

A Player who does not hole out under the rules for any reason will be awarded the maximum score – The player will not be disqualified.

The hole is completed when the player holes out, chooses not to hole out, or when the maximum score has been reached.

Players must still complete their scorecard in accordance with Rule 3.3b but any ‘no score’ or score above 10 will be adjusted to 10.

## 13.0 Disqualification and Appeals

All appeals against disqualification should be made in writing to the Handicap Secretary.

The decision of the Handicap Secretary is final.

## 14.0 Complaints Procedure

Principle:

All complaints MUST be made in writing to the Committee (marked for the attention of the Honorary Secretary). The Committee **will not** action any complaint from a member which has not been made in writing.

Procedure:

On receipt of a formal written complaint, the Hon Secretary will speak to both/all parties to understand/obtain an impartial view of the alleged incident before making the decision whether the complaint should be discussed at the Main Committee or dealt with via the House Committee. Members are required to give as much detail as possible including:

- Their name and address,
- Description of the incident/circumstance,
- Parties involved,
- Witnesses to the situation (where relevant)
- Any other information thought to be relevant.

General Complaints: As a rule, matters relating to the Club, Course, Competitions, Social events etc shall be dealt with by the main committee.

Disciplinary Matters: Where an allegation is made of misconduct by another member or an allegation has been made that a member has failed in their duty to uphold the Rules of the Club then the House Committee shall be convened. See also section 22.

### 14.1 General Complaints:

Relevant complaints will be presented to the Main Committee by the Honorary Secretary at the next Scheduled Committee Meeting (normally the first Monday in each month) as part of the agenda for the meeting.

The Committee will endeavour to thoroughly debate the issue at hand and resolve the matter in a timely manner.

The Committee Meeting Minutes will reflect that the item has been discussed and all parties will receive a formal reply from the Hon Secretary explaining what has happened because of their letter.

## 14.2 Disciplinary Matters:

Where, in the opinion of the Honorary Secretary the matter is of a more serious nature than the House Committee (Proprietor, Captain and Club Secretary) shall be convened, and the Disciplinary Procedure fully outlined in Section 22 will be applied.

## 14.3 Gross Misconduct

The following offences are **examples** of gross misconduct and should not be considered as exhaustive:

- Theft of Club or members property,
- Serious and/or wilful damage to Club property,
- Falsification of scorecards, members accounts, expense claims,
- Violent, dangerous, or intimidating conduct to any member of the Club, member of staff, members guest or visitor,
- Acts or omissions which bring the Club into disrepute,
- Intolerable level of foul and abusive language,
- Assault – Physical assault whilst on Club premises or whilst representing the Club,
- Indecency – Committing any act whilst on Club premises which violates commonly expected standards of decency.

Each incident will be dealt with on a case by case basis. Members should note that under the Clubs Rules, the proprietor reserves the right to withdraw membership at any time without notice.

## 15.0 The Members' Fund

The Members' Fund is generated by the competition levies paid by men's competition entrants and by other fund-raising activities. It shall incorporate the Junior Section Funds, and VETs Fund but these shall be recorded as a separate entity within the Members' Fund. It shall not include the funds generated by the Ladies' and Senior Sections.

As high a proportion of the funds as practicable shall be maintained in a recognised bank account. The members' Fund shall be administered on behalf of the Committee by the Treasurer and shall be used for the benefit of Club members.

The Members' Fund shall be used to meet the following expenses:

- The Captain's grant (£660 per annum at 2014 values, and will be varied by agreement of the Main Committee) the grant shall be paid in three equal instalments in April, July & December
- One ticket for the Captain and one ticket for his guest for the Captain's inauguration dinner, plus two dinners of his choice (four tickets).
- The immediate past Captain's tankard.
- Entertainment at presentation evenings to a maximum of £300.
- Purchase of capital equipment and administration expenses as authorised by the committee.
- Any other expenses **must be** authorised by the committee **prior to purchase**.

## 16.0 General

### 16.1 Acceptable Behaviour on Club Premises:

Heckling, interruptive, and abusive language will not be tolerated anywhere on Club premises.

### 16.2 Practice Area:

Anyone found deliberately firing golf balls into the woods behind the practice area or towards the road will be reprimanded. This is for safety reasons and will not be tolerated.

### 16.3 Guidance on the use of mobile phones:

Over recent years the use of mobile phones has increased, and now forms part of everyday life. It is fair to say that their use, or rather misuse, often provokes hostile reaction. Alder Root Golf Club considers itself to be a modern Club in many of the policies that it adopts, and the use of mobile phones is no exception.

It is hoped that all mobile phone users will adopt common sense measures to preserve the pleasurable atmosphere around Alder Root.

The following guidelines have been provided for the benefit of all, users and non-users alike. It should be noted that the Club's facilities are provided for pleasure and relaxation of its membership and guests, and it is incumbent on all of us to uphold this ideal.

### **In the Club House:**

During functions/presentations/while an artist is performing and during other organised events, the use of mobile phones is **strictly prohibited**.

(Exception: where users can select a silent/or vibrate mode, then this can be selected. Incoming calls must not be answered in the lounge. The user shall leave the room to answer the call)

At other times, calls may be answered, but the user should leave the room **immediately** to carry on their conversation.

In either case, users shall leave the room before making outgoing calls.

There is no restriction on the use of mobile phones in the locker rooms or Pro shop.

### **On the Course:**

During competition, receiving incoming calls is strictly prohibited. (Suggestion – divert calls to voicemail & pick up when prudent to do so.)

Outgoing calls shall not be made except, in emergencies and with the consent of your playing partners. Users shall keep all calls brief and ensure that no undue inconvenience is caused to other competitors.

During general play, phone users should always inform their playing partners of their intention to use the phone. Phones should be switched off, to prevent annoyance to other players on the course. (Remember – ring tones are designed to be heard over long distances.)

### **16.4 Social Events:**

Members should be aware that ticket money for Club social events is not refundable but is transferable. If you put your name down for a function and don't turn up, you are still expected to pay.

### **16.5 Society Handicaps in Invitation Days:**

The Committee re-iterated that society handicaps will not be recognised as "valid" for the main prizes on our invitation day (e.g. Placement prizes 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc) however it was noted that those players could play for and win the supplementary prizes eg:- longest drive, nearest the pin etc.

### **16.6 Course record:**

It should be noted that for a course record attempt to be valid it first must be played by a bona fide competitor, over the full course (white tees), in Competition and beat the current gross record outright. (Card play-offs are not permitted.)

### **16.7 Encouragement of Juniors:**

Since Juniors are the future of the club everyone is encouraged to promote the well-being of Juniors on the course.

Further to reports of Juniors experiencing trouble when attempting to tee off at a legitimately reserved tee times, the House Committee reiterated that it will not tolerate this behaviour and any recurrence will result in immediate and decisive action being taken against offenders.

### **16.8 Competition Sponsorship:**

The minimum level of competition sponsorship required to sponsor a competition at Alder Root Golf Club will be £250.

The above does not apply to Ladies Section.

### **16.9 Consideration for other players**

In the interest of all, players should play without delay. We adopt a 'Ready Play' rule at the club.

No player should play until the players in front are out of range.

Players searching for a ball should signal the players behind them to pass as soon as it becomes apparent that the ball will not be easily found. They should not search for three minutes before doing so. They should not continue to play until the players following them have passed and are out of range.

When the play of a hole has been completed, players should immediately leave the putting green.

### **16.10 Members Assets**

Any of the Club's (members) assets e.g. Gazebo, Hot water flasks will not be loaned out for non-club activities, without seeking permission of the Club Committee.

A record of member assets will be kept by the committee and will be available at the A.G.M.

### **16.11 Insurance**

As members are affiliated with England Golf a degree of third-party insurance is provided by England Golf. Should members require further cover it can also be arranged through England Golf.

Members are reminded that the Club does not take any responsibility for the loss of equipment by Fire or Theft.

Members are advised to take up their own insurance to cover for any Third-Party Risks.

## **17.0 Care of the course**

See Care of the Course as stated in the R&A Handbook and The Rules of Golf.

### **17.1 Holes in bunkers**

Before leaving a bunker, a player should carefully fill up and smooth over all holes and footprints. Please use the rakes.

### **17.2 Replace divots and repair ball marks.**

Through the green, a player should ensure that any turf cut or displaced by him is replaced at once and pressed down and that any damage to the putting green made by the ball or the player is carefully repaired.

### **17.3 Damage to greens – flagsticks, bags, etc.**

Players should ensure that, when putting down bags, or the flagsticks, no damage is done to the putting green and that neither they nor their caddies damage the hole by standing close to it, in handling the flagstick or in removing the ball from the hole. The flagstick should be properly replaced in the hole before the players leave the putting green.

### **17.4 Golf carts**

Daily updates on ig regulating the movement of golf carts should be strictly observed.

### **17.5 Damage to hole**

Care should be taken not to damage the rim of the hole when replacing flagstick or when retrieving your ball from the hole. The practice of “hooking” the ball out of the hole with the putter head should cease as this causes irreparable damage. Anyone disregarding this rule may be asked to leave the course.



## **18.0 CODE OF CONDUCT – ALDER ROOT GOLF CLUB**

All Alder Root Golf Club members and staff have the right to be treated with dignity and respect always.

Alder Root Golf Club recognises this responsibility and on behalf of the Club, will ensure that members and staff behave appropriately and correctly.

It is expected that Alder Root Golf Club Committee members will positively and continually support this Code of Conduct always and in all contexts, including meetings, events and in dealing with Staff and Club Members.

Alder Root Golf Club deplores all forms of bullying, harassment, discrimination, and inappropriate behaviour towards, and by, Club members and employees. We do not condone nor accept any form of bullying or harassment and particularly because of gender, religion, race, age, sexual orientation or disability.

It is the responsibility of Club Members and staff to report immediately any improper conduct or offensive behaviour to the Club Secretary or to a member of the Committee.

Members of Staff are bound by their terms and conditions of employment and are expected to report any such behaviour to their line manager or the Secretary or to a member of the Committee.

The Golf Club Committee undertake to investigate any such allegation promptly in accordance with the procedure in Section 22, and take appropriate action based on the findings of that investigation. The actions which Committee may take, could include suspension or termination of membership, depending on the conclusion of the investigatory process.

Members, guests, and visitors are reminded not to engage in any form of sexual, racial, religious discrimination or harassment. The use of foul or abusive language such as swearing has no place in the clubhouse and any member heard using unacceptable or offensive language will be asked to either stop or leave the premises. Where someone is observed consistently using bad language after being warned then their continued membership will be reviewed accordingly.

Whilst fully acknowledging that adult banter contributes to creating a healthy atmosphere amongst members, these rules are to safeguard others who should not have to hear language that they would not personally use or make people feel uncomfortable. It can be viewed as intimidating and aggressive which could discourage usage of the bar/lounge areas by many members.

The taking of illegal substances will carry an automatic ban. No smoking is allowed in the clubhouse.

Mobile telephones must be switched on to silent, the making or receiving of phone calls using the mobile is prohibited in the clubhouse and on the course except for Emergency Use. They may only be used outside the clubhouse and in the car park.

This Code of Conduct is not intended to create a bureaucratic, regulatory environment, but rather to promote and enhance our club values. It also has allowed golf to retain its sporting values despite becoming a multi-million-pound global industry.

## 19.0 Health & Safety

### NOTICE TO GOLFERS

#### Playing Golf in Poor Visibility Weather

Please check with the Professional that the course is fit for playing golf. The Professional's / Green keepers' decision is final regarding the state of play.

**Clear visibility of the flag on the 10th green from the club house patio must be established before play can commence. Starting from any other point such as the 7th or 16th is not permitted in poor visibility.**

If visibility is not adequate, then **THE 1st TEE IS CLOSED FOR PLAY** until visibility is acceptable.

#### Lightning Policy

The Club operates a Klaxon at the Professional Shop when lightning is present. This is now extended in accordance with the Rules of Golf Appendix I

A decision to carry on playing during adverse weather conditions is left to the discretion of the player, who **MUST** accept full responsibility for their safety. However, if the **Horn** sounds, the instructions below **MUST** be followed:

One long blast - it is mandatory that you leave the course.

If the Horn is not sounded and a player believes there is a real danger by proceeding, they are entitled to discontinue play under Rule 6-8 (A)(ii)

Where there is not sufficient time to evacuate the course and there is a threat of lightning, you are advised to comply with the following procedure:

Keep as low down as possible, leave your golf equipment and stand away from it.

#### **DO NOT:**

Shelter under trees or go to high ground.

Use a mobile phone (switch it off).

Put your umbrella up in any circumstances.

Stand by a stream or pond.

Play should not resume for at least 30mins, after the final clap of thunder.

## Advice during Lightning Storm:

It is the player's own responsibility to discontinue play when, in his/her opinion, a danger from lightning exists. If a player is out on the golf course when lightning is about then the following safety considerations are advised:

1. KEEP AS LOW AS POSSIBLE AND IDEALLY CROUCH DOWN IN THE NEAREST BUNKER/HOLLOW.
2. LEAVE YOUR GOLF EQUIPMENT WHERE IT IS AND STAND AWAY FROM IT.
3. DO NOT USE A MOBILE PHONE – MAKE SURE IT IS SWITCHED OFF.
4. DO NOT PUT AN UMBRELLA UP IN ANY CIRCUMSTANCES.

Players have a duty of care not to behave in such a way that all golfers, ARGC Staff and members of the public may be injured by their actions.

No golfer should **commence or continue play** when the decision to cease play has been made by a Club Official.

## 20.0 Slow Play Thoughts

Every week complaints are received about slow players who unfortunately never realise that they are the slow players. If you observe Number **1** the rest will follow automatically.

1. GET ON WITH THE GAME.
2. Do not hold a score checking seminar after each hole.
3. A.R.G.C. encourages 'Ready Golf'.
4. Do not go 50 or 100 yards out of your way to help look for a lost ball until you have first played your own. Often the lost ball will be found before you get there. (In stroke play it is essential for the ball furthest from the hole to be played first).
5. Leave your trolley at the side of the green nearest the next tee.
6. When possible, study the line of your putt while waiting to play.
7. Do not be afraid of driving into players who are 280 yards ahead. You never will.
8. If there is a possibility that your ball may be out of bounds or lost, play a provisional ball immediately. If you must walk back it's demoralising to you and infuriating to the players behind.
9. Do not spend time practicing putting after holing out
10. Keep up with the group ahead not ahead of the group behind. Move directly to your ball whenever possible and be ready to play when it is your turn.
11. Try to average 12 minutes per hole this will result in rounds of 3.5 Hours not the 4.5 – 5 we have been experiencing.
12. If you lose a hole to the group in front you **MUST** allow the group behind to play through if they ask.

### **GET ON WITH THE GAME**

But spare a moment to

### **REPLACE YOUR DIVOT AND REPAIR PITCH MARKS**

## **21 Equality, Diversity & Inclusion Policy**

### **21.1. STATEMENT OF INTENT**

Alder Root Golf Club ('The Club') shares the belief of England Golf that golf belongs to everyone. All who play and all who aspire to play must have an equal opportunity to do so. The Club is committed to the principles of equality and diversity throughout its membership, its paid and volunteer workforce, and any others with whom the Club engages. The Club considers that everyone should play their part in making golf inclusive and aims to ensure that all people, irrespective of background or Protected Characteristics, have a genuine opportunity to engage with golf. We will not disadvantage any individual by imposing conditions or requirements which cannot be justified.

### **21.2 WHO DOES THIS POLICY APPLY TO?**

This Policy shall apply to, and be binding upon the Club, its committees, staff, volunteers, coaches, contractors, squad players, agents, and representatives working, holding office or acting for or on behalf of the Club.

### **21.3 OTHER IMPORTANT DOCUMENTS**

This policy works with other documents adopted by the Club, in particular:

- This Procedures Manual and all its contents which relate to the relationship between the Club and those it employs and the recruitment process.
- Disciplinary Regulations which may be used to deal with alleged breaches of this policy.
- Safeguarding Children and Young People Policy, and Safeguarding Adults Policy, which will be followed in respect of any matters which give rise to a safeguarding concern.
- Code of Conduct which set out the standards of behaviour and conduct expected from members, those who are attending Club events, or representing, working for of otherwise engaging with the Club in some capacity.
- Complaints Policy which may be used to deal with concerns raised about the actions of the Club.
- Data Protection Policy which sets out how we will handle personal data, including data collected to monitor diversity in line with this Policy.

## **21.4. POLICY IMPLEMENTATION**

### **A. WHAT WE WILL DO**

Promote fairness, equality, diversity, and respect for everyone working, volunteering, or participating in the sport of golf or otherwise engaging with the Club.

Ensure that all competitions, events, and activities administered by the Club are carried out in a fair and equitable way (except where specific situations and conditions prevent this, or where we consider that Positive Action is a proportionate way to achieve a legitimate aim).

Monitor and review Club policies, procedures, and regulations to ensure that they are consistent with the requirements of this policy, including policies relating to admission to membership.

Where practical we will take steps to monitor the diversity of the Club's members, participants, players, volunteers, and others that we may engage with to measure and assess the impact of this policy.

Provide appropriate training and support to staff, volunteers, officials, and others.

Make reasonable adjustments for those with a disability.

Publish this policy on the Club website.

### **B. WHAT WE WON'T DO**

Discriminate against anyone, either directly or indirectly, on the basis of race, gender, age, religion, disability or other Protected Characteristic.

Subject anyone to less favourable treatment based on them making a claim or complaint of discrimination.

Subject anyone to harassment in relation to a Protected Characteristic.

## **21.5 REPORTING PROCEDURES**

If you are concerned about the behaviour or conduct of someone at a Club event, someone representing the Club, or any other breach of this policy:

Please report the matter to a Main Committee Member giving as much detail as possible. If the matter is reported verbally, and you are able, please follow the verbal report in writing as soon as possible.

The Club will consider the appropriate way to deal with the matter, which may include referring the matter to and/or seeking guidance from England Golf.

## 21.6 HOW WE WILL DEAL WITH BREACHES OF THIS POLICY

When we receive a report or a concern that relates to this policy we will ask the Main Committee to consider the matter initially. They will consider the appropriate next steps, which may include the following:

- a. seeking further information in relation matters raised
- b. seeking guidance from England Golf or any other appropriate body or organisation
- c. referring the matter to another body or organisation
- d. dealing with the matter informally
- e. deciding which procedure is the most appropriate, such as the Employee Disciplinary Procedure, the Safeguarding Policies or the Disciplinary Regulations, to progress the matter formally.

The Club will usually inform the person reporting the matter of the next steps and/or the outcome of the matter. However, there may be circumstances in which we are not able to disclose full details to the reporting individual. This may be because the law prevents us from doing so, because some information is confidential or to protect the safety or wellbeing of those involved.

## 21.7 KEY CONCEPTS, DEFINITIONS AND EXAMPLES

### A. The Equality Act 2010 and Discrimination

Every individual and organisation to whom this Policy applies must not act in a way which is directly or indirectly discriminatory based on a Protected Characteristic.

The Equality Act 2010 makes it unlawful to discriminate directly or indirectly against individuals or groups with certain “**Protected Characteristics**”. The “**Protected Characteristics**” are listed in section 4 of the Act:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

## **Direct Discrimination**

Direct Discrimination is defined at section 13(1) of the Equality Act 2010: “A person (A) discriminates against another (B) if, because of a protected characteristic, A treats B less favourably than A treats or would treat others.”

For example, if an action or decision is taken by a club which treats females less favourably than males, this would be considered direct discrimination on the grounds of sex, which is a protected characteristic.

## **Indirect Discrimination**

Indirect Discrimination is defined at section 19(1) of the Equality Act 2010: “A person (A) discriminates against another (B) if A applies to B a provision, criterion or practice which is discriminatory in relation to a relevant protected characteristic of B's.”

Indirect discrimination occurs where less favourable treatment is not the main effect or objective of an action or decision.

The nature of indirect discrimination is that the discriminatory effect can be an unexpected or unforeseen effect of a good faith decision. Complaints of indirect discrimination should be considered carefully and objectively, and not dismissed out of hand purely because the effect was not an expected or intentional one.

If, for example, a club has a rule or practice that certain competitions are only played on Saturdays, this would prevent members with certain religious beliefs from taking part in the competition. Although it may not have been the intention of the golf club, the effect is the less favourable treatment of members on the grounds of religion or belief, which is a protected characteristic. This is indirect discrimination.

## **Actions and Intentions**

An action or decision can still be considered discriminatory even if the less favourable treatment is unintentional. It may not always be obvious to the perpetrator that their actions are discriminatory. Indirect discrimination is often unintentional, but it is not a defence to an allegation of discrimination to say that the perpetrator did not mean to discriminate against a person or group.

Discrimination can arise out of actions and decisions but can also arise out of omissions and failure to take actions or decisions.

## **Reasonable Adjustments**

Everybody to whom this Policy applies is under a duty to make reasonable adjustments to avoid discriminating against any individual or group with the Protected Characteristic of Disability.

The duty is to make *reasonable* adjustments. It is not unreasonable for adjustments to cost time, money, or other resources. However, an adjustment may not be reasonable if the cost is

disproportionately high or making the adjustment would be unfeasible. The resources required to make an adjustment are an important factor to be considered in deciding whether an adjustment is reasonable.

### **Positive Action**

It can be lawful to make decisions that discriminate on the basis of a Protected Characteristic in very limited and exceptional circumstances, if the discrimination is a 'Positive Action' taken in order to address an underrepresented group or Protected Characteristic. Positive Actions must be reasonable, justifiable, and clearly linked to a legitimate aim. Where a club decides to take Positive Action in respect of an underrepresented group, it should carefully record its decision making and the evidence it has considered and review the practice regularly to ensure that the Positive Action does not continue for longer than reasonably necessary.

### **Examples**

In a golfing context, some examples of discrimination might include:

- Not allowing the use of golf buggies, as this increases the cost of maintaining the course. Permitting the use of golf buggies may be a reasonable adjustment, and the increased course maintenance costs are a factor to be assessed in deciding whether or not the adjustment is reasonable.
- Restricting the number of tee times available to women during peak hours at a golf course. Whilst it may be permissible to limit access to the course at certain times, for example to allow a competition to be played, a club will need to be certain that it is providing equal opportunity to access the course for various groups.
- Not allowing competitions to be played on alternate days to accommodate for certain religious beliefs.

### **B. Harassment**

Harassment is defined in section 26(1) of the Equality Act 2010. Harassment occurs where a person engages in unwanted conduct related to a Protected Characteristic (outlined in the Equality Act 2010), which has the purpose of either:

- Violating the other person's dignity; or
- Creates an intimidating, hostile, degrading, humiliating or offensive environment for the other person.

In determining whether conduct amounts to harassment, regard is had to:

- The perception of the victim
- Whether it is reasonable for the conduct to have the perceived effect
- The wider circumstances of the matter.



## **Sexual Harassment**

Sexual harassment occurs where a person engages in unwanted conduct of a sexual nature, and the conduct has the purpose or effects outlined above.

## **One Off Incidents**

A single, isolated, or one-off incident can still amount to harassment. The key consideration is the purpose or effect of the conduct.

## **Protection from Harassment Act 1997**

Harassment can still occur even if it not based on a Protected Characteristic. The Protection from Harassment Act 1997 made it a civil, and sometimes a criminal, offence to carry out a course of conduct that amounts to harassment.

## **Examples**

In a golfing context, some examples of unlawful harassment might include:

- Employees making unwanted or inappropriate contact with colleagues at a golf club or facility.
- Targeting disabled golfers using buggies and demanding to see proof of a disability where this is not required by the terms of a competition, for example.
- Disproportionate and public criticism or sanctioning of an individual's behaviour by an organisation for irrelevant or personal reasons. A clear disciplinary procedure will help to ensure that those facing disciplinary action at a club are treated fairly.

## **C. Victimisation**

Victimisation is defined in section 27(1) of the Equality Act 2010.

Victimisation occurs where a person suffers a detriment because they do a protected act or are believed to have done a protected act.

## **Protected Act**

A protected act includes making a complaint (whether in writing or not, formally or informally) or bringing legal proceedings under the Equality Act 2010 in relation to discrimination, harassment, bullying, or any other issue related to equality, diversity or Protected Characteristics.

## **Detriment**

A detriment can be any less favourable treatment, including direct acts such as suspensions, fines, sanctions, and verbal and physical aggression.

It is not necessary to show that somebody is being treated less favourably than somebody else who did not do a protected act, only that they have been subject to a detriment because of a protected act.

### **Examples**

In a golfing context, some examples of unlawful victimisation include:

- Initiating disciplinary proceedings against a person as a result of making a complaint about discrimination or harassment.
- Ignoring a person's valid input into the management of a club or county after that person has made a complaint.  
De-selecting a player from a squad or team because that person has made a complaint.

### **8. Further guidance and support**

You can find further information from the following sources:

- [England Golf ED&I pages on website](#)
- [England Golf Equality Guidance](#)
- [equalityhumanrights.com/en](http://equalityhumanrights.com/en)

## **22 DISCIPLINARY PROCEDURE**

### **22.1 WHO IS BOUND BY THESE REGULATIONS**

These Regulations apply to all members, honorary members, players participants, staff members, volunteers, and contractors of or visitors to the Club.

### **22.2 JURISDICTION OVER DISCIPLINARY MATTERS**

These Regulations will apply to:

- Alleged breaches of the Club Rules, Regulations, Codes and Practices, and its statement of values or standards of behaviour.
- alleged breaches of the Rules of Golf, handicap infringements, disqualifications, and any breach of the rules of a Club Tournament; and
- any matter in which an individual engages in any conduct which is inappropriate, unlawful, unsporting or behaves in a manner which is unacceptable or opposed to the general interests of the Club or which brings the Club into disrepute.
- any matter in which an individual engages in any conduct which is inappropriate, unlawful, unsporting or behaves in a manner which is which brings the sport of golf into disrepute.
- Incidents of a safeguarding nature must be referred to the England Golf Governance team before any disciplinary action is taken under these Regulations.

### **22.3 RAISING OF COMPLAINTS**

Any person or body may raise a complaint to be considered under these Regulations. Complaints should be made in writing to the Honorary Secretary – Mr Ray Hunter.

The Club will make reasonable adjustments to deal with Complaints made in other ways where appropriate.

When the Honorary Secretary receives a complaint, he will consider the matter and decide how to proceed.

## **22.4 NEXT STEPS**

The Honorary Secretary may, without limitation:

- Commence an initial investigation to obtain more information or evidence.
- Contact the Respondent for a response.
- seek advice from or refer the matter to any other appropriate body.
- resolve to deal with the matter informally.
- conclude that no further action is required.
- refer the matter to a disciplinary panel for further action.
- In any event the Honorary Secretary will record the reasons for deciding on the appropriate next steps.

## **22.5 DEALING WITH THE MATTER FORMALLY: CONVENING THE HOUSE COMMITTEE**

If the Honorary Secretary decides that the matter should be dealt with formally, the House Committee will be convened to deal with the matter.

The House Committee is made up of 3 individuals, The Proprietor, Captain, and Honorary Secretary. The Proprietor is appointed as Chair.

If at any time a member of the House Committee either declares an interest or is deemed to have an actual or potential interest by the Chair (or if it is the Chair, another member of the House Committee) they will be replaced by another individual selected by the remaining members. The replacement will usually be the Vice Captain.

## **22.6 ISSUING A NOTICE OF CHARGE**

Once the House Committee has been formed the Honorary Secretary will notify the Complainant of the decision to deal with the matter under these Regulations, and send a Notice of Charge to the Respondent clearly setting out some, all of, but not limited to the following -

- The Regulation, rule, or provision that the Respondent is alleged to have breached.
- A summary of the facts or circumstances that led to the Complaint and the Charge.
- Confirmation that these Regulations apply to the determination of the matter; and

- The time, date and location of any meetings that have been organised to discuss or otherwise deal with the matter.
- The rights of the Respondent under these Regulations to have a fair opportunity to make representations in their defence.
- Instructions on what the Respondent must do to either admit or deny the Charge and the deadline for indicating their response.

## **22.7 ADMITTING OR DENYING THE CHARGE**

The Respondent shall have at least 14 days from the date of the Notice of Charge to respond and either:

Admit the Charge; or

- Deny the Charge, in which case the matter will be dealt with by a full disciplinary hearing.
- If the Respondent admits the Charge, the House Committee may deal with Decisions and Sanctions under Regulation 22.10. The Respondent may make written representations in mitigation within 7 days from accepting the Charge or having been deemed to accept the Charge.
- If the Respondent does not accept the Charge, the House Committee will call a Disciplinary Hearing in accordance with Regulations 22.8 and/or 22-9.
- If the Respondent does not respond to the Notice of Charge within the time period outlined at Regulation 22.7, the House Committee may call a Disciplinary Hearing, and may treat the Respondent as having admitted the Charge.
- If there are multiple Charges, the Respondent may admit or deny all or some of the Charges. The House Committee may deal with Charges that are Admitted and Denied separately.

The House Committee may deal with a disciplinary matter by way of an oral hearing either conducted in person or by audio or video conference call or deal with the matter by way of written submissions, whichever method is most appropriate and proportionate to the issues at hand, and considering the needs and wishes of the Respondent and any other witnesses in deciding how to deal with the hearing.

## 22.8 NOTICE FOR DISCIPLINARY HEARINGS

The House Committee will give reasonable notice of any hearing or deadline for written submissions and should consider at least one re-scheduling to take into account prior commitments.

## 22.9 ORAL DISCIPLINARY HEARINGS

The Respondent may be represented by a third party at any oral hearing, whether or not that person is a member of the Club (the “**Representative**”), and the Representative may make submissions but not give evidence on behalf of the Respondent.

The Respondent may be accompanied by another Member for support (the “**Friend**”), but the Friend may not make representations on behalf of the Respondent.

The procedure for an oral hearing will be at the discretion of the Chair. A standard hearing procedure is set out at **Appendix 1** of this document, which may be followed by the Chair.

Regardless of the procedures followed, the Respondent must be given a fair opportunity to make representations and present evidence in their defence. The Respondent must also be given the opportunity to review and challenge evidence in support of the Complaint and Charge.

If the Respondent does not attend the hearing as arranged above, provided that the House Committee is satisfied that notice of the hearing was received it may proceed and decide the case in the absence of the Respondent.

## 22.10 DECISIONS AND SANCTIONS

The Disciplinary Panel may reach such decision and/or impose such sanctions as it sees fit, including without limitation, to:

- Dismiss the Charge as unproven.
- Issue a warning or reprimand in respect of the misconduct or rule breach committed.
- Suspend or exclude the Respondent from the Club and/or Club Competitions, Tournaments, Teams, meetings or other activities.
- Suspend or exclude the Respondent from holding office within the Club for a specified or indefinite period of time.
- Suspend the Respondent’s Membership of the Club, and/or their ability or authority to attend the Club and exercise playing rights at the Club for a defined period.
- Permanently expel the Respondent from the Club; and/or

- A combination of any of the above or any other disciplinary action as considered appropriate by the Disciplinary Panel as appropriate.

The decision taken by the House Committee in relation to sanctions must be reasonable and proportionate in all the circumstances. The Disciplinary Panel will give reasons for its decision.

The decision of the House Committee may be communicated to the Respondent orally at any oral Hearing, but must, in any event, be communicated in writing within a reasonable time of the decision being made.

If a right of appeal exists from the decision, the written decision must set out how that right can be exercised.

## **22.11 MATTERS INVOLVING YOUNG PERSONS OR ADULTS AT RISK**

Where a disciplinary matter involves a Young Person and/or Adult at Risk of Harm, the Club, the House Committee must be mindful of the needs of the person in question and take these into account when deciding:

- The format of proceedings
- Whether any action is taken against such a Young Person or an Adult at Risk of Harm
- Whether any provisions in these Regulations should be varied.

The House Committee should inform the Club Welfare Officer or, in their absence, the County Welfare Officer or the England Golf Safeguarding team of the circumstances surrounding the Young Person and/or the Adult at Risk of Harm before taking any action under these Regulations.

Written permission should be obtained from any parent / carer of a Young Person or Adult at Risk of Harm where such person is asked to provide evidence and / or attend a hearing. Where a Young Person or Adult at Risk of Harm is asked to attend a hearing, they shall be afforded the opportunity to do so accompanied by any parent / carer and the Disciplinary Panel shall make sure that the Young Person or Adult at Risk of Harm fully understands the process taking place.

For the avoidance of doubt, the refusal of the parent, Young Person or Adult at Risk of Harm to cooperate shall not preclude Club from taking disciplinary action against the Young Person or Adult at Risk of Harm.

## 22.12 APPEALS – ENGLAND GOLF FRAMEWORK

Decisions which relate to the Rules of Golf or to handicapping infringements fall within the England Golf Disciplinary Framework and are subject to a right of appeal as set out below.

<b>Matters arising at-</b>	<b>Disciplinary body at first instance</b>	<b>Appeal level</b>
Club	Club	County
County	County	England Golf
National	England Golf	England Golf Appeals Panel

There will no further right of appeal.

If the Respondent wishes to appeal a decision of the House Committee, they (the “**Appellant**”) must lodge the appeal to the Honorary Secretary in writing (an “**Appeal Request**”) within 14 days of the date of the Disciplinary Panel’s original decision being notified to the Respondent.

The Appeal Request must set out one or more of the grounds of appeal below and any further evidence on which the Appellant wishes to rely, together with reasons why the ground of appeal(s) applies. The grounds of appeal are as follows:

The decision was based on error of fact or could not have been reasonably reached by the House Committee when faced with the evidence before it;

Significant and relevant new evidence has become available which was not available before the conclusion of the hearing but, had it been available, may have caused the House Committee to reach a materially different decision; and/or

The sanction imposed was manifestly unreasonable in the light of the facts before the House Committee.

Following receipt of a Notice of Appeal, the Honorary Secretary shall consider whether the Notice of Appeal is valid, that is received in time and sets out a valid ground or grounds of appeal (but not whether any grounds of appeal have been made out). If the Honorary Secretary considers that the Notice of Appeal is valid, he will forward it to the County Secretary of Cheshire Union or Association as appropriate. If the Honorary Secretary considers that the Notice of Appeal is not valid, he will return it to the Respondent and explain why it is not valid.

The Cheshire Union or Association Disciplinary Regulations will apply thereafter to any appeal, unless England Golf has determined that it should hear the matter, in which case the England Golf Disciplinary Regulations will apply.



## 22.13 APPEALS – INTERNAL CLUB MATTERS

### EITHER – OPTION 1 – APPEAL WITHIN THE CLUB

If the Respondent wishes to appeal a decision of the House Committee to which Regulation 22.12 does not apply, they (the “**Appellant**”) must lodge the appeal to the Honorary Secretary in writing (an “**Appeal Request**”) within 14 days of the date of the Disciplinary Panel’s original decision being notified to the Respondent.

The Appeal Request must set out one or more of the grounds of appeal below and any further evidence on which the Appellant wishes to rely, together with reasons why the ground of appeal(s) applies. The grounds of appeal are as follows:

The decision was based on error of fact or could not have been reasonably reached by the House Committee when faced with the evidence before it

Very Serious procedural or other irregularity in the proceedings before the House Committee (Minor procedural irregularities eg missing time deadline are not grounds for appeal.

Significant and relevant new evidence has become available which was not available before the conclusion of the hearing but, had it been available, may have caused the House Committee to reach a materially different decision, and/or

The sanction imposed was manifestly unreasonable in the light of the facts before the House Committee

Following receipt of a Notice of Appeal, the Honorary Secretary shall consider whether the Notice of Appeal is valid, that it is received in time and sets out a valid ground or grounds of appeal (but not whether any grounds of appeal have been made out). If the Club Secretary considers that the Notice of Appeal is not valid, he will return it to the Respondent and explain why it is not valid.

If the Honorary Secretary considers that the notice of appeal is valid, he will consider whether at least one ground of appeal being established, in which case he will appoint an Appeal Panel comprising 3 individuals who have had no prior involvement and have no actual or potential interest in the matter. If the Honorary Secretary does not consider that a ground of appeal has been established he will inform the Respondent with reasons.

The Appeal Panel shall determine whether an appeal of a House Committee decision shall be by way of review only or a full re-hearing of all the evidence presented to the House Committee, with due consideration being given to any requests made by any relevant party.

An Appeal Hearing may deal with an appeal on the basis of written submissions from the Appellant and the Respondent or by way of an oral hearing. If any party requests an oral hearing, then this will be facilitated unless exceptional circumstances mean that an oral hearing is impracticable.

The procedure for an Appeal Hearing shall be flexible and shall be at the discretion of the Appeal Panel, who may make such decisions as necessary to ensure the orderly and effective conduct of the hearing, subject to the overriding requirement of fairness.

The standard hearing procedure for disciplinary hearings set out at **Appendix 1** may also be followed by the Appeal Panel at their discretion.

The Appeal Panel shall have the power to:

Remit the matter for a re-hearing by the House Committee with the House Committee expanded to include all members of the Appeal Committee.

The Expanded House Committee can cancel, revise or confirm the original decision.

The decision of the Appeal Panel may be communicated at the Hearing, but must, in any event, be communicated in writing within 7 days of the hearing or deliberation of written submissions taking place.

#### **22.14 OPTION 2 – APPEAL TO THE COUNTY BODY**

If the Respondent wishes to appeal a decision of the House Committee to which Regulation 22.12 does not apply, they (the “Appellant”) must lodge the appeal to Cheshire County Union in writing (an “Appeal Request”) within 14 days of the date of the House Committees original decision being notified to the Respondent.

The Cheshire Union Disciplinary Regulations will apply thereafter.

#### **22.15 MISCELLANEOUS PROVISIONS**

The House committee will make decisions by a simple majority of over 50%. The House Committee may give a single decision and is not obliged to disclose to the Respondent how individual members of the Committee voted or whether the decision was a majority decision or a unanimous decision.

The standard of proof in all cases before the House Committee and the Appeal Panel is the balance of probabilities.

Any timescales or deadlines set in respect of matters dealt with under these Regulations may be extended by the Chair in the light of all material circumstances of the case and the individuals involved in the case.

The House Committee or the Appeal Panel may, where they deem it to be appropriate bearing in mind all the circumstances of the matter, request an independent person to act as adviser to the Panel(s).

The House Committee and Appeal Panel are not obliged to follow strict rules of evidence. They may admit such evidence, and attribute such weight to any piece of evidence, as they deem fit in the circumstances.

The Club will not be liable to any person, Member or Participant for any loss, however, caused, whether direct, indirect, financial or consequential arising out of or in connection with any matters taken under these Regulations.

Any relevant contact details for the Honorary Secretary and any other relevant parties shall be available from the Club and communicated to Members from time to time and upon request.

The laws of England & Wales shall apply to these Regulations.

**APPENDIX 1**  
**STANDARD DISCIPLINARY HEARING PROCEDURE**

- 1** If deemed to be required, prior to any hearing, the Disciplinary Panel will set appropriate deadlines for the submission of any written evidence / representations requested from the Disciplinary Secretary or the Respondent.
- 2** The hearing will be convened by the Disciplinary Panel at a time suitable to the parties and communicated to the parties by the Disciplinary Secretary.
- 3** The case against the Respondent will be presented by the Disciplinary Secretary, together with relevant evidence, including witness evidence, if appropriate.
- 4** The Respondent will be granted the opportunity to present its case, challenge the evidence presented against them, submit their own evidence, call witnesses and make representations to the Disciplinary Panel. The evidence of further witnesses not notified in accordance with the Regulations will be admitted only at the discretion of the Chair of the Disciplinary Panel.
- 5** A Representative representing a Respondent at a hearing may present and sum up their case, but they may not answer questions put to the Respondent.
- 6** Before being called, witnesses will not be allowed in the room while evidence is being given. This does not apply in relation to the Complainant or Respondent.
- 7** Questions may be put by the Disciplinary Panel to the Respondent and each witness on conclusion of their evidence.
- 8** The Respondent will have the opportunity to raise questions in cross-examination.
- 9** The Disciplinary Panel may limit cross-examination as it deems appropriate.
- 10** The Respondent and the Disciplinary Secretary will be allowed to make a closing statement to the Disciplinary Panel.
- 11** The room will be cleared, and the Disciplinary Panel will deliberate and determine whether, on the balance of probabilities, the disciplinary charge has been proven.
- 12** The hearing will reconvene, and the Chair of the Disciplinary Panel shall either communicate its decision to the parties at the end of a hearing or notify the decision in writing at a later date as set by the Disciplinary Panel.
- 13** Where a charge is proven the Respondent will have the opportunity to present arguments in mitigation.
- 14** The Disciplinary Panel will review the Respondent's previous disciplinary record, where relevant, to consider sanctions.
- 15** The room will again be cleared, and the Disciplinary Panel will determine the appropriate sanction.
- 16** A record kept of all disciplinary proceedings and hearings and decisions.