



## **ELGIN GOLF CLUB - BYELAWS**

### **MEMBERSHIP**

#### **Ordinary and Junior Members – house membership card**

The annual subscription for an Ordinary and Junior member includes House membership for another adult living at the same address. On payment of an administration fee the nominated adult will be issued with a card. Only one adult can be nominated in any subscription year.

#### **Guests**

Ordinary, Restricted and Junior Members may introduce a number of guests to play at a reduced rate as determined by the Council (juniors may only introduce junior guests).

Members may only introduce the same guest to play a maximum of 3 occasions in any one year (January – December).

Guest may be asked to produce either proof of handicap or golf club membership.

Members must play with their guests.

Members must ensure that their guest's green fee receipt is carried at all times whilst on the golf course.

### **CHILD PROTECTION**

Elgin Golf Club is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

Elgin Golf Club affiliates to the Scottish Golf and recognises the policies of this governing body, as set out in the Guidelines for Child Protection for Golf Clubs and Facilities.

Elgin Golf Club is committed to working in partnership with parents whenever there are concerns about a child. Parents have the primary responsibility for the safety and wellbeing of their children.

Allegations of abuse will always be taken seriously. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information will be responded to on the same day in line with the procedures as outlined in the Scottish Golf Guidelines.

It is not the job of anyone in the Golf Club to decide whether or not a child has been abused. It is, however, everyone's responsibility to report concerns.

No member of the Golf Club shall investigate allegations of abuse or decide whether or not a child has been abused.

## **CODE OF CONDUCT**

All our staff, members, guests and visitors have the right to be treated with dignity and respect at all times. Reciprocally, it is expected that everyone will positively and continually adopt and support this Code of Conduct at all times, in all contexts and anywhere on the Club's premises. Furthermore, it is also an expectation that, at all times, all Council members will display the professional standards of behaviour required of an employer.

Elgin Golf Club staff, members, guests and visitors are to:

- Respect the rights, dignity and worth of every person.
- Help create an environment where everyone has an equal opportunity to participate, speak openly and be at ease.
- Help create and maintain an environment free of bullying, fear and harassment.
- Avoid engaging in any behaviour that constitutes any form of abuse (verbal, physical, sexual, emotional, neglect or bullying)
- Avoid engaging in any behaviour that constitutes any form of discrimination or defamation.
- Avoid publicly criticising or engaging in demeaning descriptions of others.
- Challenge any form of discrimination or prejudice.

### **Reporting Procedure**

- Any alleged or perceived violation of this Code should be reported immediately to the Club Manager or any member of the Club Council.
- Within 24 hours, a report of the incident should be submitted in writing by email or letter to the Club Manager or any member of the Club Council.
- Should the incident relate to a child, the Club's Child Protection Officer must also be informed, without delay, by the Club Manager or any member of the Club Council.

The Club Council undertake to investigate any such allegation promptly, and take appropriate action based on the findings of that investigation. The sanctions open to the Club Council include suspension or termination of membership, and a formal interview, depending on the conclusion of the investigatory process.

## **COMPLAINTS PROCEDURE**

Members wishing to complain may do so by addressing their complaint to Council, via the Club Manager, in writing.

### **Disciplinary, Suspension or Expulsion Procedure**

#### **Step 1. Statement of ground for complaint and invitation to meeting**

The Council must set out in writing the Member's alleged conduct or characteristics, or other circumstances, which lead them to contemplate discipline, suspension or expulsion against the Member.

The Council must send the statement or a copy of it to the Member and invite the Member to attend a meeting to discuss the matter.

#### **Step 2. The Meeting**

The meeting must take place before action is taken, except in the case where the disciplinary action consists of suspension.

The meeting must not take place unless:

- The Council has informed the Member what the basis was for including in the statement, under Step 1, the ground or grounds given in it; and
- The Member has had a reasonable opportunity to consider their response to that information.

The Member must take all reasonable steps to attend the meeting.

After the meeting, the Council must inform the Member of their decision and notify them of the right to appeal against the decision if they are not satisfied with it.

Members have the right to be accompanied at the meeting. Step 3: Appeal

If the Member wishes to appeal, they must inform the Council.

If the Member informs the Council of their wish to appeal, the Council must invite them to attend a further meeting.

The Member must take all reasonable steps to attend the meeting.

The appeal meeting need not take place before the discipline, suspension or expulsion takes place.

Where reasonable practicable, the appeal should be dealt with by a more senior Council Member (or Members) than attended the first meeting (unless the most senior Council Member attended that meeting).

After the appeal meeting, the Council must inform the Member of their final decision.

Members have the right to be accompanied at the appeal meeting

## **COURSE & CLUB FACILITIES**

### **Security**

Golf equipment and personal belongings should not be left unattended anywhere on the premises. Elgin Golf Club will not be liable for the loss or damage to any personal belongings.

### **Dress Rules**

Smart casual dress is expected both on the golf course and in the clubhouse. Replica football/rugby shirts, cut down jeans, non-tailored shorts, shell suits, gents' sleeveless shirts or vests, tracksuits or jogging trousers are not acceptable. Headwear and spiked golf shoes must be removed before entering the clubhouse foyer, lounge, sports bar or dining room areas.

Golfers must wear shoes specifically designed for golf. However, juniors may wear trainers.

### **Playing Entitlement**

Members should display the current year's membership bag tag on their golf bag at all times whilst on the golf course and shall permit inspection of the tag by the Course Ranger, any other Member, or employee of the Club if required.

Members not displaying a valid club bag tag may be asked to leave the course.

Visitors without a valid green fee receipt will be asked to leave the course.

Restricted Members are limited to playing the course on Monday to Friday inclusive only and must commence play **before** 4.30pm.

### **Tee Booking Arrangements**

Tee times must be booked via the BRS system. Alternatively, Members may book at the Professional's shop. New users will have to register.

Tee times, subject to availability, may be booked anytime within 8 days in advance of playing.

Members unable to take up a booked tee time should cancel their booking as early as possible.

Members should report at the Professional's shop prior to starting their round.

### **Priority on the Course**

Players 'cutting-in' on the course must give way to players playing a full round.

If a match fails to keep its place on the course and loses more than one clear hole on the players in front, it should allow the match following to pass.

### **Dogs**

Members may take dogs on the course but not during competitions.

Dogs must be kept under control on a short lead.

Members are responsible for picking up their dog's faeces and disposing of it in the appropriate bin.

### **Etiquette**

Members and visitors must observe golf etiquette as laid down in section 1 of the Rules of Golf and in particular:

- Rowdy behaviour, the use of profane and provocative language or actions, which cause offence to other Members or guests, is forbidden.

- Avoid slow play at all times. Offending players may be asked to leave the course.
- Replace divots on the fairways.
- Repair pitch marks made on the putting greens.
- Rake bunkers of all holes and footprints.
- Should not play until players in front are out of range.
- Note that sharing of clubs is not permitted.
- Mobile telephones must be on silent while on the course.
- Not search the course for lost balls for personal gain.

Furthermore,

- Not take golf equipment through the main clubhouse entrance.
- Not store trolleys in the Locker Rooms.
- Not leave personal golf equipment and items of clothing including shoes in the Locker Rooms overnight, unless stored in personal lockers.
- Note that consumption of alcohol is not permitted on the golf course other than at designated areas and on specific occasions.
- Conduct telephone conversations outside the Lounge, Dining area and Sports Bar.

### **Juniors – Clubhouse**

Juniors under 18 years of age may not purchase alcoholic drinks in the Clubhouse.

Juniors under 18 years of age may not play the Gaming Machines.

## **COMPETITION RULES**

### **Handicaps**

To obtain a handicap, a player shall submit scorecards for 54 holes, in any permutation of 9 and 18-hole scores, played from White or Yellow tees for Gents and red tees for Ladies. The scorecards shall be signed by a 'responsible person' who is acceptable to the Council, and that person does not necessarily have to be a golfer.

World Handicap System (WHS) handicaps no longer lapse, however, players must have a minimum of 3 registered counting scores on their Central Database of Handicaps (CDH) record to be eligible for all competitions and opens. Players who do not have the minimum amount of registered rounds may be disqualified from the competition or prevented from claiming prizes.

A handicap can be allotted only to a Member of an Affiliated Club, who must have a designated home club.

The maximum **competitive** playing handicap for Gents is 54, Ladies 54 and Juniors 54. The only exclusions to the above handicap limit are the Club Championships (Handicap, Seniors and Ladies) and matchplays where the restrictions will be Gents 28 and Ladies 36.

*Open competitions handicaps are restricted to Gents 28 and Ladies 36.*

It is a player's responsibility to ensure they are playing off the correct handicap.

### **Away Scores**

Members are responsible for reporting all scores returned 'away' from their home club as soon as practicable (including No Returns). Failure to do may lead to a suspension of handicap.

### **Juniors playing Adult Competitions**

All Junior Members are permitted to play in adult competitions:

- With handicaps of 28 (boys) or 36 (girls) and below, they may participate for handicap reduction purposes only.
- With handicaps of 18 or less they may enter and win competitions including their respective Club Championship.
- Entry to their respective Club Championship can be made up to 7 days prior to the competition closing time, allowing priority to Ordinary Members to book times in advance.
- With handicaps of 18 or less and if they are aged 16 or over they may enter matchplay competitions.
- Entry to matchplay and strokeplay events is restricted to one junior per tee time.
- All Juniors are excluded from events sponsored by alcohol related companies.

### **Match Play (Men's, Seniors, Ladies and Juniors (hcap 18 or less))**

Entry to Match Play Competitions is limited to Ordinary Members with a current WHS Handicap. Junior Members may play if they are aged 16 or over and have a WHS handicap of 18 or less.

Closing date for entries will be publicised annually.

The Entry Fee to each competition shall be £3 (£6 per pair).

Current WHS Handicaps will apply. Strokes will be given/received in accordance with the Course Stroke Index (SI).

Matches must be completed by the deadline stipulated on the Draw Sheet.

The Council will grant no extensions to time of play.

Both players are equally responsible for ensuring that the match is played before the due date. If difficulties arise in arranging a mutually agreeable date, the Golf Operations Committee must be consulted before the due date. If a match has not been played before the due date and the Golf Operations Committee has not been consulted, both players will be eliminated from the competition.

Each match will comprise one Round played over eighteen holes. In the event of a tie after eighteen holes, the competitors may EITHER arrange to play a further Round(s) until a winner is established (provided there is time before the deadline for that round) OR they may opt to play 'sudden death' (continuing play until a hole is won). Strokes will be given/received in accordance with the SI. A result must be reached by the deadline stipulated on the Draw Sheet.

Failure to comply with these Rules governing Match Play Competitions will result in one or both sides being eliminated from the competition.

### **Juniors in Adult Matchplay fixtures**

Juniors may only be picked to play in adult matchplay fixtures against other clubs if there are no junior matches on the same day.

**Stroke Play including Walk-on Medals (Men's, Seniors and Ladies)**

Entry to Men's Saturday Stroke Play Club Competitions is limited to Ordinary Members.

Junior members with a current WHS Handicap of 18 or less may enter Men's and Ladies stroke play competitions, provided they have taken part in Junior Matchplay competitions.

Restricted Members (male) may only enter the Wednesday section of each Monthly Medal Competition (including the Spring and Autumn Meetings) subject to commencing play before 4.30pm.

Country Members may only compete in Monthly Medal Competitions (including the Spring and Autumn Meetings).

Competitors wishing to play in any stroke (medal) play competitions must enter via the BRS system or at the Professional's shop up to 14 days in advance of the competition date

Competitors should note that where possible play will be in threes.

Competitors wishing a change of time can do so on the BRS system or at the Professional's shop.

Competitors must report in at the Professional's Shop at least 10 minutes before their allotted start time.

Entry Fee for competitions will be deducted from members Gold Card Balances at the time of signing in to the competitions or when entering matchplay competitions.

Competitors wishing to withdraw from a competition MUST advise the Professional or his staff as soon as possible.

Competitors who persistently are 'no shows', without prior notification, will be disqualified from the following stroke play competitions as determined by the Golf Operations Committee.

On Saturdays (Daylight allowing) the draw periods are between 6.30am and 10.00am, 12.00noon and 2.30pm, 4.15pm and 5.00pm unless otherwise stated. For Monday to Friday competitions and walk- on-medals the draw periods will be designated in BRS.

On completion of each round, competitors must ensure that all scores, including no returns, are entered in the computer system in the clubhouse or via the designated Mobile Score Input system. Completed scorecards must be posted in the box provided. Failure to do so may lead to disqualification from future stroke play competitions.

**Club Championship (Men's)**

The Club Championship will be played over 72 holes with the leading 24 players after 36 holes competing in the final two rounds in score order.

If after 72 holes players are tied for first place, the Championship will be decided by a play-off over 2 holes, thereafter sudden death played immediately.

**Club Championship (Ladies)**

The Club Championship will be played over 72 holes. If after 72 holes players are tied for first place, the Championship will be decided on a count back. (i.e. best second round, last 9, 6 holes, etc.).

**Handicap Championship (Men's)**

The Handicap Championship will be played over 36 holes.

If after 36 holes players are tied for first place, the Handicap Championship will be decided on a count back. (i.e. best second round, last 9, 6 holes, etc.).

**Senior Championship (Age 55+)**

The Senior Championship will be played over 36 holes.

If after 36 holes players are tied for first place, the Senior Championship will be decided on a count back. (i.e. best second round, last 9, 6 holes, etc.).