

# The Knaresborough Golf Club

## Bye-Laws

### 1) DRESS REGULATIONS

It is expected that all members, guests and visitors should be appropriately and smartly dressed at all times.

#### a) On the Golf Course

The wearing of the following is not permitted: -

- Footwear other than that designed specifically for golf (members aged 12 or under may wear training shoes).
- Tracksuits or similar style of clothing.
- Trousers or shorts that have 'cargo style' patch pockets at the side or at the rear.
- Denim garments of any type
- Rugby or Football shirts
- Sports or Beach shorts.
- Collarless or sleeveless shirts unless specifically designed for golf

#### **Please also note: -**

- Trouser bottoms may not be tucked into socks.
- The wearing of tailored shorts is permitted with either full-length colour co-ordinated socks or sports socks.
- When caps are worn, the peak must be to the front.

#### b) In the Clubhouse Lounge, Dining Room and Bar Areas

The wearing of the following is not permitted: -

- Tracksuits or similar style of clothing.
- Trousers or shorts that have 'cargo style' patch pockets at the side or at the rear
- Rugby or Football shirts
- Sports or beach shorts.
- Collarless or sleeveless shirts unless specifically designed for golf.
- Wet and/or soiled clothing or golfing rainwear.
- Caps or hats.
- Flip-flops

#### **Please also note: -**

- Smart casual wear is permitted throughout the year in all areas of the Clubhouse unless otherwise stated by the Committee.
- Members and visitors may not enter the clubhouse without shoes i.e. in socks only or with bare feet.
- Gentlemen attending prize presentations must wear jacket, collar and tie. Ladies should also be dressed in a consistent manner which is appropriate for these occasions.

### 2) PRIORITY ON THE COURSE

a) It is expected that all members will give courtesy of the first tee to the President, the Ladies and Men's Captains where no booking has been made

b) Members **MUST** give courtesy on the course to **all players** in competitions, which are played from the **WHITE** or **RED** tees. These competitions include: **All strokeplay** competitions; **Men's** Club Championship, Scales Foursomes, Cornish Cup, President's and Millennium Matchplay; **Ladies** Matchplay Championship, Rose Bowl and Standage Cup; **Junior** Matchplay Championship.

- c) Members **MUST** give courtesy on the first tee and on the course to **all players** in inter-club competitions, which are played from the **WHITE** or **RED** tees
- d) Temporary Members including Visiting Parties may play at times stipulated by the Committee.
- e) The Committee has the authority to reserve the course for competitions and visiting parties.
- f) Any match commencing at the first tee is entitled to pass a match commencing at a later tee.
- g) 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 invite the match following to 'play through'.

### **3) HEALTH & SAFETY**

#### **Greens Staff**

When mowing the greens the greens staff have priority over golfers who must wait until the green is clear before playing shots intended for the green.

At most other times the greens staff may offer courtesy to golfers and stand aside. However when the course is very busy or they are working to a schedule this may not be possible and in such instances golfers must wait until it is completely safe before hitting their shots.

#### **Golfers**

Golfers should give due attention to all safety notices located around the course and are expected to comply with all requests without exception i.e. to sound safety bells etc.

Golfers should report to the Secretary any actual or potential damage or injury caused by their golf balls for the purposes of Health & Safety reporting and insurance purposes. They should also report to the Secretary on any aspect of the Club's premises, which they consider to be potentially hazardous in order that preventative measures can be taken.

### **4) PLAY ON THE COURSE**

a) Members will comply with the rules of golf made or adopted by the Royal and Ancient Golf Club of St Andrews and local rules.

b) Players must not play from a shared set of clubs.

c) Only wide wheeled trolleys may be used on the course.

d) Practise on the course (defined as repeatedly playing more than one ball at a time) is not permitted. Members wishing to practise must use the extensive facilities provided by the Club. Any golfer who does not fully comply with the terms of this policy will be considered to be in contravention of bye-law 4h below.

e) Identification of Membership

When playing the course Members are required to display their current membership identity tag. Members' guests must display their current 'green fee' paid tag. Failure to comply could result in individuals being asked to leave the course.

f) Member's Guests

Members of the Club may sign in a guest upon payment of the member's guest fee applicable at that time. There is no limit to the number of times a member may sign in guests in any calendar year. However, an individual non-member can only be signed in as a members' guest up to a maximum of 5 times in any one subscription year. The member of the Club shall be responsible for ensuring that compliance with this matter is adhered to and that any guest they sign in abides by all Club Rules and bye-laws.

g) From time to time and in order to protect the course, the Committee shall make provision for Members, their guests and visitors to use "fairway mats". During such times, the mats so provided must be used when a player's ball is lying on any closely mown area through the green.

h) Failure to comply with Bye-laws 4d or 4f by a member or his guest will result initially with a written warning from the Committee to the member. Any further failure to comply by a member will result in the member receiving a two-week ban from the course. Visitors will be dealt with as appropriate.

Members, their guests and visitors who fail to comply with the conditions of trolley restrictions as defined in bye law 6 will also be disciplined as outlined in this bye law.

## **5) RESTRICTED HOURS OF PLAY.**

The course will be closed until 8.00am on all days from 1<sup>st</sup> December until 27<sup>th</sup> January and there will be no mid-course starts until 9.00am on these days.

## **6) COURSE CLOSURE & TROLLEY RESTRICTIONS**

a) The decision to close the course when it is unfit for play and to declare it fit for play will be taken by any of the following:

- Chair of the Greens Sub-Committee
- General Manager
- Head Greenkeeper

The decision will often relate to the whole day but, should weather or ground conditions improve, any of the above may declare the course fit for play at any time during a day.

In exceptional weather conditions we may reserve the right to ban trollies.

## **7) CLUBHOUSE AND BAR OPENING HOURS**

a) The Clubhouse will be opened daily from 7-00am and will close 30 minutes after the bar.

b) The Bar will be opened daily from 11am (except Sundays in the winter months when it will open from 12.00 noon)

c) Bar closing times will be displayed at the entrance to the lounge.

d) Smoking anywhere in the clubhouse is against the law. Smoking and Vaping are not allowed in the clubhouse and permitted only in designated external areas.

## **8) CATERING**

a) The times when catering is available will be displayed at the entrance to the lounge.

b) Only food purchased from the Club can be consumed in the dining room and lounge areas (except as agreed by the Committee).

## **9) GOLF ETIQUETTE at KGC**

a) Golf etiquette makes our game unique and special. It consists of an unbounded collection of principles, guidelines and requirements, which represent courtesy and consideration to fellow players as well as care of the golf course. Members are expected to acquire and demonstrate a real understanding of these principles. Doing so, well and consistently should be a source of pride to any golfer.

b) In particular every attempt must be made at all times to avoid slow play. Knaresborough Golf Club encourages 'Ready Golf'

c) Golfers are asked to be aware and considerate to golfers within reasonable proximity not just to those within their playing group.

d) Every consideration must be given to the safety of others before playing a shot.

## **COURSE CARE**

e) Before leaving a bunker, players should carefully fill up and smooth over all holes and footprints (please leave the bunker how you would like to find it) using the rake provided.

f) All divots taken (except on tees) should be replaced before moving on. We would expect players to use the divot bags provided.

g) All pitch-marks should be carefully repaired using a proper pitch mark repairer. We recommend that all golfers try and repair more than one pitch mark on each green.

h) Players should ensure that they avoid causing damage to the hole when handling the flagstick or when removing the ball from it.

i) Trolleys are not permitted on the greens or the fringes of the greens. All players **MUST** ensure that they and their playing partners abide by this restriction.

## 10) MISCELLANEOUS

### a) **GOLF BUGGIES**

Buggy hiring and driving is restricted to persons of 17 years and older (Who have a current driving licence) and must be in line with the Buggy Policy.

### b) **USE OF MOBILE TELEPHONES**

The use of mobile phones for making and receiving calls is restricted to the car park and ground floor of the Clubhouse. As a courtesy to fellow golfers' phones taken on the course, putting green or practice ground should be kept on silent mode and only used in the case of an emergency. The use of mobile phones as a GPS device for measuring distances on the course is permitted providing it does not infringe on the Rules of Golf.

### c) **USE OF LAPTOPS & TABLET DEVICES**

The use of laptops and tablet devices is permitted in all areas of the Clubhouse. However making or receiving calls via a laptop or tablet device is restricted to the car park and ground floor of the Clubhouse.

### d) **LOCKERS**

Members may rent lockers on such terms and conditions that the Committee may from time to time determine. The Club accepts no liability for items left in lockers and members are therefore advised to provide their own insurance cover.

### e) **DOGS**

Dogs are permitted in the car park area only and are not allowed on the course or in the Clubhouse unless they are registered as assistance guide dogs.

### f) **NOTICES**

No notice or document of any kind shall be exhibited in the Clubhouse except by the direction and authority or with the permission of the Committee or the Secretary/Manager. Non-approved notices will be removed.

g) Disciplinary Rules - Please note – These are summary notes – The full version is available from the Club Office

#### 1. OVERVIEW

1.1. THESE PROCEDURES DEAL WITH HEARINGS IN RESPECT OF:

**1.1.1. breaches of The Club's rules and Bye Laws**

**1.1.2. any complaint about any member; and**

**1.1.3. complaints regarding any person competing officially in any Club competition.**

1.2. THE PROCEDURES APPLY TO ALL MEMBERS OF THE CLUB.

1.3. DISCIPLINARY ACTION MAY BE INFORMAL OR FORMAL. INFORMAL DISCIPLINARY ACTION WILL INVOLVE DISCUSSING THE PROBLEM WITH THE MEMBER AND/OR THE COMPLAINER THROUGH THE GENERAL MANAGER WITH A VIEW TO RESOLVING THE ISSUE. FORMAL DISCIPLINARY ACTION WILL BE TAKEN IN ACCORDANCE WITH THESE PROCEDURES.

#### 2. membership and powers of committees

- 2.1. THE CLUB SHALL ESTABLISH A DISCIPLINARY COMMITTEE WHICH SHALL HAVE THE POWER TO ACT IN THE NAME OF THE CLUB AND DETERMINE DISCIPLINARY PROCEEDINGS COMING BEFORE IT.
- 2.2. THE MEMBERSHIP OF ANY DISCIPLINARY COMMITTEE WILL BE DETERMINED BY THE CHAIR OF THE MEMBERSHIP COMMITTEE AND WILL HAVE NO FEWER THAN 3 MEMBERS.
- 2.3. THE CLUB WILL ESTABLISH AN APPEALS COMMITTEE OF NOT FEWER THAN 3 MEMBERS TO CONSIDER ANY COMPETENT APPEAL. NONE OF THESE MEMBERS SHALL BE MEMBERS OF THE DISCIPLINARY COMMITTEE AND WILL BE DRAWN FROM THE MANAGEMENT COMMITTEE.
- 2.4. ANY PERSON WHO SITS ON EITHER THE DISCIPLINARY COMMITTEE AND APPEAL COMMITTEE SHALL:
  - 2.4.1. **be unbiased and have no personal interest in or involvement with the case;**
  - 2.4.2. **be familiar with these procedures;**
  - 2.4.3. **act within their powers under these procedures and fairly, reasonably and proportionately at all times;**
  - 2.4.4. **take advice where appropriate including, if necessary, appointing a solicitor or legal representative to attend and advise at hearing;**
  - 2.4.5. **have consideration and respect for all parties; and**
  - 2.4.6. **apply the standard of proof as the balance of probabilities.**

3. initial complaint handling

- 3.1. ANY COMPLAINTS ABOUT A MEMBER SHOULD BE MADE IN WRITING BY THE COMPLAINANT AND SENT TO THE GENERAL MANAGER AND BE SIGNED AND DATED. THE COMPLAINANT CAN BE THE GENERAL MANAGER IN WHICH CASE ALL THE GENERAL MANAGER'S RESPONSIBILITIES LISTED BELOW WILL BE DELEGATED TO THE TREASURER OR AN INDIVIDUAL NOMINATED BY THE TREASURER.
- 3.2. ANY COMPLAINT MUST BE LODGED WITHIN 7 DAYS OF THE ALLEGED INCIDENT OR GROUNDS FOR THE COMPLAINT ARISING OR BECOMING KNOWN OR SUCH FURTHER TIME AS IS REASONABLY ALLOWED BY THE GENERAL MANAGER (OR HIS/HER NOMINEE).

4. disciplinary hearing

- 4.1. ANY PERSON THAT IS SUBJECT TO A DISCIPLINARY HEARING SHALL BE SUPPLIED WITH A COPY OF THE ORIGINAL COMPLAINT AND ANY ADDITIONAL MATERIAL PROVIDED TO THE DISCIPLINARY COMMITTEE, INCLUDING NOTICE OF ANY WITNESSES TO BE CALLED OR THEIR EVIDENCE;
- 4.2. EACH MEMBER SHALL HAVE THE RIGHT TO THE FOLLOWING:
  - 4.2.1. **to be advised of the nature of the charge or complaint and the potential penalties that may apply;**
  - 4.2.2. **to be present in person at any hearing and to be advised 14 days in advance of the date, time and place of such hearing;**
  - 4.2.3. **to representation (legal or otherwise) at this hearing; responsibility for the payment of such legal or other representation will be that of the member.**
  - 4.2.4. **to state his case, call relevant witnesses and provide evidence at this hearing;**

5. APPEAL HEARING

- 5.1. AN APPEAL MUST BE LODGED WITHIN 14 DAYS OF THE DECISION BEING NOTIFIED IN WRITING TO THE MEMBER.
- 5.2. AN APPEAL SHALL BE LODGED WHEN A NOTICE OF APPEAL IS RECEIVED. THE NOTICE OF APPEAL SHALL BE IN WRITING, SIGNED BY THE APPELLANT MEMBER AND SHALL SPECIFY:
  - 5.2.1. **the name of the Appellant Member;**
  - 5.2.2. **the decision appealed against;**
  - 5.2.3. **the date of the decision appealed against; and**
  - 5.2.4. **the specific grounds of the appeal (including in relation to sanctions).**
- 5.3. ON RECEIPT OF AN APPEAL, THE GENERAL MANAGER WILL AUTOMATICALLY FORWARD ALL DOCUMENTATION TO THE MEMBERS OF THE APPEALS COMMITTEE.
- 5.4. THE CHAIR OF THE APPEALS COMMITTEE SHALL COMMUNICATE WITH THE APPELLANT MEMBER FOR THE PURPOSES OF:
  - 5.4.1. **setting a time, date, and place for the hearing of the appeal**
  - 5.4.2. **notifying the member of the composition of the Appeals Committee;**
  - 5.4.3. **notifying the member of the rules within this Procedure which govern the hearing and process.**

**11) COMPETITIONS**

- a) Members entering a competition agree to be bound by the rules of that competition.
- b) Members entering a competition must pay the entry fee prior to commencing play.
- c) Members who enter a Club Competition and fail to participate without prior cancellation or reasonable cause will be disqualified from 2 ensuing competitions (which would be specified by the Competitions Sub-committee) and will be required to pay the competition entry fee.
- d) Members who enter any Club Matchplay Knockout competition must be available to play on Finals Day if they reach a Final of one of these competitions. Any members who qualify for a final but are not available to play on Finals Day will not be allowed to participate in that competition in the following year.

**12) COMPETITION ENTRY CRITERIA**

Members are only eligible to participate and compete in Club competitions if they have a competition handicap. Members with a non-competition handicap can play in a strokeplay competition solely for the purpose of acquiring a competition handicap but they cannot compete in that competition or qualify for any subsequent competitions. (Players wishing to play in board competitions will need to have 5 qualifying scores)

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