



# KEMNAY GOLF CLUB

## MEMBERS PROTOCOL DOCUMENT



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### **INTRODUCTION**

This document has been produced to assist members to understand and comply with the operating protocols within the Club.

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## The Club

Kemnay Golf Club is owned by the members and is managed by a **Management Committee** of 5 elected members. It operates in accordance with the Rules of Golf as defined by the R and A, and under the governance of Scottish Golf. Details of the Management Committee members are found on the Notice Board to the left of the main entrance. Elections are held at the AGM held in February each year. Details of how Kemnay Golf Club is managed by the Management Committee are defined in the **Club Constitution**, which is available on the website, under Notices.

The Roles and Responsibilities for the Management Committee are defined in a separate document – **Management Committee – Roles and Responsibilities**, also available on the website.

Those using the Club's facilities **must be a member of the Club**. To play on the course you must be:

- 1) a playing member or
- 2) a temporary member (in the case of visitors, guests or competitors in an Open competition)

To use the Club House, you must be a playing or temporary member (as above) or a social member or guest.

## Membership

Kemnay Golf Club has a variety of different Membership categories reflecting the range of members of the Club. Age as at 1 January each year, determines a member's Membership Category.

### Full and Restricted Members

Full members (i.e. Adults, Seniors, Honorary, Life and Young Adult) have no restrictions on the times they can play. Members are admitted to the Senior category of membership on reaching age 60, on or before 1 January of the membership year.

Restricted members are those members who have been a full member for at least 3 years, have chosen to pay a reduced membership fee and are restricted on the times they are able to play. Young Adult membership is available to those who are aged 18-23. Both full and restricted members receive notice to attend the Annual General Meeting and are eligible to vote. Restricted members (Adults or Seniors) can play in club competitions provided they play within their restricted times. They cannot enter any Gents/Ladies Club match play competitions or any other competition which would result in them playing outwith their allocated times. Restricted members are eligible to play in the Senior Gents matchplay competitions.

### Youth, Junior and Juvenile Members

Memberships for younger players are structured as follows:

- Juvenile Members (7-11 years). Juvenile members must be accompanied at all times by an Adult Member or Social Member.
- Junior Members (12-15 years or Juveniles with exceptional golfing skill).
- Youth Members (16-17 years or Juniors with exceptional golfing skill).

Junior/Youth membership is offered to Juvenile/Junior members who reach the age of 12/16 on or before 1 January of the membership year. Players who have been promoted to the next membership category pay the increased fees from the following season.

Young Adult membership is offered to Youth members who reach the age of 18 on or before 1 January of the membership year. Youth, Junior and Juvenile members have no voting rights.

### Medical Cases

Should a member have a medical condition that prevents them from playing golf on a temporary basis, the Club will allow a break in membership. The Club will encourage a continuation of social membership during this time, and allow them to re-join on the same membership category, and/or at a pro rata basis at the discretion of The Management Committee.

### Get Into Golf – Beechbank Membership

This initiative is a partnership between the Scottish Golf and Professional Golfers' Association, working together to grow the game in Scotland. As part of this, Kemnay Golf Club has introduced a Get Into Golf programme to attract new adult beginners to the game. Potential new members join up to dedicated lesson blocks led by the Head Professional as a starter. This can then lead to becoming a Beechbank Member initially, and ultimately a full member of the Club. Beechbank membership will be limited and linked specifically to the Get into Golf Scheme.

### Corporate Member organisations

Corporate members are Companies or organisations who have joined the Club on a special corporate package. Corporate Member organisations have a number of 'floating cards' allowing their staff or clients to use the Club facilities. The majority of Corporate Member organisations use the cards to establish new business contacts or entertain clients on a one-to-one basis.

### Corporate Nominee Members

Corporate Member Companies or organisations may introduce a limited number of individuals to become a Corporate Nominee member. These members have restrictions on the times they can play. They may hold a handicap at the Club and are eligible to play in selected club competitions/medals. They are not eligible to play in club matchplay competitions, the Club Championship or inter club competitions. Corporate Nominee members have no voting rights.

Since 2017, Kemnay Golf Club now has CONGU Memberships available through the Top 100 Golf Courses website. Players joining this scheme have their handicap maintained by the Club.

### Social Members

The Club encourages social members of the Club to enjoy the Club House facilities. Social members may sign in up to 3 guests at a time. Social members have no playing or voting rights. Renewal of Social Memberships is completed in September each year.

Appendix 1 lists the playing times applicable to each membership category.

### Guests playing with a Member

Full and Restricted Members may pay a reduced green fee for guests. They must produce their membership cards (fixture booklet) at the Professional Shop. Discount will then be given and the membership card marked accordingly. Twelve concessions per annum are given to each member.

Guest concessions at weekends will be deducted from your allocation but weekday ones will not. Offers to buy Guest Fees at a special price may be made from time to time; these are valid for the specific season only and cannot be carried over to the next season.

### **Membership Fees**

The annual subscriptions (or Membership Fees) are set at the AGM in February each year. Fees are payable within 30 days of the date of the AGM or by a date set by the Management Committee. Any member who has not paid by the due date will be considered as having resigned. Members who default on their direct debit payments at any time throughout the payment period, similarly, will be considered to have resigned.

## Development of Junior players (clubgolf)

### Junior Membership Structure

Juvenile Members (7-11 years). Juvenile members must be accompanied at all times by an Adult Member or Social Member.

Junior Members (12-15 years or Juveniles with exceptional golfing skill).

Youth Members (16-17 years or Juniors with exceptional golfing skill).

## ClubGolf

ClubGolf is Scotland's national junior golf programme supporting the early development of young golfers through structured coaching. Kemnay Golf Club actively participates in ClubGolf coaching for young children aged from 9 and upwards. Coaching is given using the ClubGolf training standards and materials and is delivered by a number of qualified volunteer coaches and PGA Professionals at our Beechbank Practice Facility.

Children taking part in ClubGolf coaching **must** be Juvenile or Junior members of the Club.

Juvenile members progress through the ClubGolf programme until they achieve a standard to move into the 'transition' group. The transition group members build up experience of supervised play over 7 holes on the main course. Once they are assessed as ready to gain a handicap and play unsupervised on the main course, they will play cards (usually 6 x 9 holes) and be allocated the appropriate junior or club handicap.

The progression of Junior members is monitored carefully to ensure they fulfil their potential and receive the appropriate degree of challenge as they develop and grow. A promotion policy exists to promote Juvenile members to Junior status, when they are deemed capable of playing on the course unsupervised and are ready to gain a handicap. In the same way, a promotion from Junior to Youth can be made when they reach a certain handicap, demonstrating exceptional golfing ability for their age and show the maturity to play in wider competitions.

### Promotion to Youth

Junior Boys will become eligible to play in Gents competitions once they achieve Youth status (either by age or achieving a handicap of 12 (12.4)), and will then play off white tees. Junior Girls may play in Ladies competitions once they have a handicap and will become eligible for Youth status, either by age or when their handicap reaches Silver division (handicap 20.4).

Youth members may play in Adult competitions and will play off the same competition tees, provided they book a time on the day of play. They can also play in Adult Open competitions, provided they play off the appropriate competition tees.

Youth members may play in their respective Gents/Ladies Club Championship, but are not eligible to enter Adult matchplay competitions, unless they come through qualifying rounds.

## **The Course**

### **Health and Safety**

Health and safety is integral to our business as a responsible employer and service provider and we have put in place the necessary arrangements to achieve this. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Our Policy Statement can be viewed on the main Noticeboard to the left of the main entrance of the Clubhouse.

Important **Course Health and Safety Information** which details the risks involved around the course are shown on Appendix 13. Members are asked to familiarise themselves with this information and ensure that this is shared with any guests they may introduce to the course in the future.

### **Child Protection Policy**

Within the overall aim to provide a safe environment for all our members and visitors, the safeguarding of children is of the utmost importance to us. As an affiliated club, we follow the child protection policies and procedures as provided by Scottish Golf.

The club engage in junior golf programmes and activities and we ensure that all our paid and unpaid junior workers are PVG (Protection of Vulnerable Groups) checked prior to undertaking regulated work. All Junior Coaches sign a Code of Conduct prior to working with young people as well as attending a Safeguarding & Protecting Children workshop. The Child Protection Policy is displayed on the Junior Notice Board. Should anyone have any concerns about the welfare of a child within or out with golf please contact our Child Protection Officer in the first instance, Kirsty Ironside on 01467 642225. Opt 3 or [kirsty.ironside@btconnect.com](mailto:kirsty.ironside@btconnect.com).

All coaches must be a playing or social member of the Club.

### **Course Facilities**

Kemnay Golf Club facilities comprise an 18 hole course and, since June 2011, Beechbank Practice Facility which has 3 driving bays and a 6 hole par 3 course. Operating guidelines covering Beechbank Practice Facility is given on Appendix 2.

### **Professional Shop**

Head Professional, David Brown, stocks a wide variety of quality clothing, golfing equipment and accessories and offers rental equipment. The Pro Shop staff deal with bookings, police the first tee and deal with numerous telephone enquiries on a daily basis. David also offers golf tuition, including video analysis and a custom fitting service to both Club members and visitors. Opening hours for the Professional Shop are listed on Appendix 3.

### **Greenkeeping staff**

Kemnay Golf Club employs a talented and enthusiastic team of Greens staff under the leadership of Phil Don, Head Greenkeeper.

## **ADVERSE WEATHER AFFECTING SUMMER SEASON COMPETITIONS**

Reference is made to the Scottish Golf's document 'Guidance on Running Competitions Affected by Adverse Weather' dated July 2016:

- The Rules of Golf are written with the underlying assumption that all players in the field will be able to complete their stipulated round (excepting for Disqualification or No Returns etc); if that is not possible the round will be cancelled.
- There is no authority within the Rules of Golf for a Committee to determine that a competition result will be declared if a certain percentage of the field e.g. 50% / 75% have completed their rounds.
- A Committee has no power to reduce the number of holes of a stipulated round once play has commenced on that round (Decision 33-1/2).

### **IN THE EVENT OF COURSE CLOSURE DURING DESIGNATED COMPETITION TIMES:**

If competition play has already started, the competition will be abandoned and made 'reduction only' for handicap purposes. Fees already paid will be refunded or carried over to future competitions.

If there is a delayed start (normally due to frost or fog), of **up to half an hour**, players will be asked to integrate into later times. If the delay is longer than half an hour, the competition for that day will be cancelled. Trophy competitions, qualifiers, club championship rounds etc. that have been abandoned or cancelled will be re-scheduled where possible. The protocol for play in adverse weather conditions is shown on Appendix 12.

### **Course Closure**

In the event of inclement weather the course may be closed. When the Course is closed Beechbank Practice Facility is also closed. The responsibility for closing the course lies with the Head Greenkeeper, or Pro Shop staff. Once the Course Closed sign is erected all players will be brought off the course and no one should tee off. In the winter, during periods of snow, the course may be closed for prolonged periods. Daily inspections will take place and an appropriate message left on the telephone answering machine (option 4) advising of course status and inspection times when appropriate.

For safety reasons, in the event of adverse weather, the Head Greenkeeper or Pro Shop staff will sound a klaxon and all players will be brought in from the course.

The club procedure for course closure is shown on Appendix 12.

### **Course Records**

Details of the historical course records held as the course has developed over the years, are shown on the Kemnay GC website. Scorecards detailing the current course records are in a frame upstairs in the Clubhouse. Course records may be set in strokeplay or stableford competitions. Course records will not be recognised if preferred lies are in operation or if gross scores in a stableford competition are not recorded.

## **Playing the game**

### **The Spirit of the Game and Etiquette**

Golf is played, for the most part, without the supervision of a referee or umpire. The game relies on the integrity of the individual to show consideration for other players and to abide by the Rules. All players should conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times, irrespective of how competitive they may be. This is the spirit of the game of golf.

A great deal of time and effort goes into the preparation of a golf course so it is important to play your part in taking care of the course. Members are encouraged to read the Etiquette Section in the Rules of Golf, and in particular:

- show consideration to other players
- play at a good pace and be ready to invite faster moving groups to play through
- raking bunkers and placing rakes in the middle of bunkers after use
- replacing divots and repairing pitch marks on the greens
- disposing of litter in the bins provided. Please ensure that cigarette butts are also placed in the bins.

If a player consistently disregards these guidelines during a round or over a period of time to the detriment of others, the Management Committee will consider taking appropriate disciplinary action against the offending player.

### **Rules of Golf**

Members are reminded that when playing in any Club Competition the only rules that may be used are the R&A's Rules of Golf. If you are in any doubt about the application of a Rule during a competition you must seek the advice of a Management Committee member, or one of the Professional staff, before signing your card. Rule books are available from the Club Administrator on request.

If a player breaches the rules of golf, the Management Committee will consider taking appropriate disciplinary action against the offending player.

### **Preparing to Play**

Tee times are administered using an electronic Booking System, called BRS. Members use their membership numbers to access the system to book tee times and times are confirmed by an e-mail message. Tee times may be booked for casual golf ('bounce' games) or for competition play.

Each section (Gents, Ladies, Senior Gents, Senior Ladies and Juniors) have stipulated competition times each week and these are detailed on Appendix 4. These times are pre-booked on the booking system by the Administrator. Appendix 5 details the Club policy on booking tee times.

The procedure for reporting for a game of casual golf and for registering for a golf competition is listed on Appendix 6.

Golf Buggies may be hired from the Professional Shop. Appendix 7 gives the Club policy on the use of buggies in competition play. Appendix 7 also details the Local Rule which allows the use of distance measuring devices.

### **Slow Play**

Kemnay Golf Club aim to give members and visitors the best experience possible on the course, by encouraging good pace of play at all times. Steps have been taken to improve the timing of rounds, particularly on busy Medals days to ensure that situations of slow play are kept to a minimum. A list of tips to try to alleviate slow play is on Appendix 15. Kemnay Golf club also expects their members to play 'Ready Golf' and this is detailed on Appendix 16.

### **Club competitions**

The Club organises a number of club competitions throughout the season. The competitions may be in stroke play, stableford or match play format. Further information on the details and format of the competitions for each section are shown in poster format on the appropriate notice boards throughout the Clubhouse.

Competitions are open to Gents, Ladies, Senior Gents, Senior Ladies and Junior members who hold a competition handicap. Members may play in Senior Gents competitions from age 55 or Senior Ladies competitions from age 50. They can play as soon as they reach the age of 55 (or 50 for ladies). Note that this is completely separate from the 'senior' membership category which applies for members who are age 60 on 1<sup>st</sup> January of the membership year.

Appendix 8 details how to gain and maintain a handicap.

Restricted members (Adults or Seniors) can play in club competitions provided they play within their restricted times. They cannot enter any Gents/Ladies Club match play competitions or any other competition which would result in them playing outwith their allocated times. Restricted members are eligible to play in the Senior Gents matchplay competitions.

Prize money for Gents and Ladies competitions are paid into players Pro Shop Accounts. Prize money for Senior Gents competitions is currently banked and issued in vouchers at the end of the season.

Entry to all section's Club Matchplay competitions is closed early April, to allow new members to enter. To ensure that club matchplay competitions run smoothly throughout the season, Matchplay Rules have been developed. These are listed on Appendix 9.

### **Magic Twos and Card Raffle**

An optional Magic 2s competition and Card Raffle is played alongside most of the regular competitions on Tuesdays (Gents), Thursdays (Ladies) and Sundays (for both Gents and Ladies). Entry is by touch screen in the Pro Shop. Those who score a 2 win their share of the 'pot' but a hole in one takes all!

2s money for Gents and Ladies is credited to Pro Shop accounts. The exception to this is when a hole in one is scored, when the player can opt to be paid cash. 2s scored in Senior Gents competitions are rewarded by golf balls

In June 2017, the Management Committee took the decision to set up a sub-group to review the competition/2s money payout with the aim of defining a common process across all Sections for the 2018-19 season.

The Card raffle winners are drawn and announced on results pages on the website. Money is put into winners' Pro Shop accounts.

Competition conditions (including the impact on Magic Twos and Card raffle) are shown on Appendix 10.

## **Trophies**

Kemnay Golf Club has a large number of Trophies to reward members for their play in various competitions in all the membership sections. Although winners are able to take their trophies home to share their success with family/friends, trophies must be returned to the clubhouse by 1<sup>st</sup> January each year, for insurance purposes.

## **Open Competitions**

Kemnay Golf Club run a number of Open competitions throughout the season and these are open to any player from other clubs etc, providing they hold a competition handicap. Members are reminded that they may only play an Open competition at another club if they have a valid competition handicap.

Bookings for Open competitions can be made and paid for online or by completing an entry form and submitting it with the appropriate fee to the Administrator. Bookings can also be made in person in the Administrator's office or by telephone on 01467 642225 option 3. Open entry forms are available in the Locker Rooms.

## **Inter Club leagues and competitions**

Kemnay Golf Club participates in the following inter club leagues:

GENTS - Gordon District Pennant League- a team of 8 players, play scratch matchplay 4-ball better ball matches against local Clubs. David Brown, the Head Professional, manages the Pennant league team.

GENTS – Gordon District League- a team of 10 players play handicap matchplay greensomes matches against local Clubs. The league team is currently led by Mark Lawrie.

LADIES -Bennachie League - a team of 8 players play handicap matchplay greensomes matches against local Clubs. These matches are organised by the Ladies Assistant Representative.

JUNIORS – Junior Pennant League- 10 players play against local clubs. First 6 players ( 3 pairings) play scratch matchplay 4-ball better ball. Last 4 players ( 2 pairings) play handicap 4-ball better ball. Maximum handicap boys 28/ Maximum handicap girls 36. These matches are co-ordinated by the Junior Pennant Team Manager, Ewen MacIver.

Details of other inter club competitions are posted on the appropriate Notice Boards.

If you are interested in taking part in any of the inter club matches, please put your name up on the notice board in the appropriate locker room.

### Club Funding Protocol

Each Section is responsible for the relevant funding towards their Section, and this will be overseen by each Member Section. If required, copy invoices can be obtained from the Finance Administrator to support any applications submitted to external bodies.

When entering external competitions each Section should be mindful of the costs involved as the team/individual progress within the competition and ensure there are sufficient funds available prior to entering. Requests for any additional funding should be applied for in writing/e-mail to administrator@kemnaygolfclub.co.uk at least 4 weeks prior to requirement and will be considered by and at the discretion of the Management Committee.

The Junior Section and ClubGolf should be seen as separate entities and as such any income and expenditure will pertain to either ClubGolf or the Junior Section.

### Reciprocal Agreement with Newburgh

In June 2014, Kemnay agreed a reciprocal arrangement with Newburgh so that members can have access to play on a coastal course. The summer green fee rate is £15 per round.

The intention is to manage these times mainly in our 'off peak' periods with a shortened pre-booking ability, and have in place a capping mechanism to limit play. Members will be able to book times at Newburgh on any day excluding Saturday mornings and during designated club competition times. Tee times may be booked up to 5 days in advance by calling their Professional Shop on 01358 789058 option1. There will be a maximum of 12 players able to play on any one day. They will require your Kemnay GC Bag Tag or your Kemnay Members Loyalty Card for identification purposes. The same arrangements will be in place for Newburgh players to play at Kemnay (except that it will exclude Sunday mornings, rather than Saturdays).

### Reciprocal Agreement with Duff House Royal

We also have a reciprocal arrangement with Duff House Royal Golf Club for 2017. The offer for our members is to play three rounds a year at a rate of just £10 per round. This offer is available on any day of the week, subject to availability of tee times and will exclude times blocked off for competition play. We hope that members will enjoy having this option to play Duff House Royal and that this will be a fruitful arrangement for both clubs.

### Visitors

Kemnay Golf Club welcomes visitors to play the course. The Club has linked up with Golf Now/BRS to market visitors tee times at variable online rates, depending on the time of booking. This is mainly targeted on quieter days/times, and tee times can be booked and paid for online, either as golf only or as a combined golf/food of golf/Pro Shop package. These times offer significant savings for visitors who can avoid the busiest times, or if they can book at short notice.

## **Outings and Corporate Days**

The Club welcome society outings and Corporate days. However, to ensure sufficient tee times are available for members, these are restricted as follows:

- Monday to Friday up until 4:00 pm only
- Saturday – only one outing (maximum 24 players) allowed, afternoon only
- Sundays – no outings accepted
- 2-round outings are only accepted on weekdays.
- Outings with 'shotgun' starts may only be booked before 10:00 am on weekdays.

Members who want to book an outing at the Club will be able to make an advance tee booking through the Admin office.

Although handicap certificates are not required, golfers are expected to be of a reasonable standard and organisers are requested to verify that at the time of booking.

## **Scottish Golf Cards**

Once members have a handicap, they receive a membership card from Scottish Golf. The Scottish Golf Membership Card is personalised with your name, club and Scottish Golf ID CDH (Central Database of Handicaps) number. This will help identify you as a member whether playing a Club Open or playing as a visitor, and can be used to access a number of member benefits - see the SG website for further details. If you lose your card, a £5 charge is made for a replacement.

## **The Clubhouse**

From April 2017, the Clubhouse Bar and Catering Operation has been outsourced to Alamar Limited. Members are encouraged to bring guests into the Club. However, in line with licencing regulations, guests **are required** to be "signed-in". Members may sign in up to three guests into the Clubhouse, as follows:

- Guests for dinner or drinks should use the visitor's book, available in the Bar area.
- Members of other Clubs should be signed in using the golfing visitor's book, also available in the Bar area.

In line with legislation, the Club operates a no-smoking policy within all public areas at all times.

Appendix 11 gives the Dress Code applicable, both on the course and in the Clubhouse.

Opening times for the Bar and Catering are shown on Appendix 3.

## **Clubhouse Levy**

In 2017, a Clubhouse Levy was agreed as an integral part of the Membership Fees for all adult paying and playing members. As such, it becomes payable at the same time as the Membership Fees. It does not apply to Junior or Social membership categories. The Clubhouse Levy is not mandatory for Honorary, Life and Complimentary categories ,or any pre-paid membership offers prior to the Levy being applicable, however these groups are encouraged to top up Loyalty cards regularly and use the Clubhouse facilities.

## **Member Loyalty Scheme**

Member Loyalty Cards allows members to take advantage of discounted drink prices behind the Bar. Cards can be topped up at the bar so that members may benefit from this scheme. The minimum top up is £10.

Loyalty cards can also be used to purchase food in the restaurant at discounted prices. The Club aims to further extend the use of Loyalty cards and in future intend to increase the 'cashless' experience by e.g. using the swipecard to enter and pay for competitions (as appropriate), and possibly pay for goods in the Pro Shop.

Should cards become lost, stolen or damaged, one replacement card will be available free of charge, thereafter a charge of £5 per card will be made.

## **Half Way House**

The Halfway house situated on the 10<sup>th</sup> tee is open during the summer season at weekends selling a range of refreshments and snacks. It can also be opened for corporate/society bookings on request. Opening times for the Half Way House are shown on Appendix 3.

## **Social events**

A range of social events are organised throughout the year. Details of these events are communicated to members by email, posters and through social media.

## **Administration**

The Administrator, Kay Law, and Financial Administrator Kirsty Ironside are responsible for the day to day administration, secretarial and financial operations of the Club. They cover the following main activities:

- Membership administration and renewals
- Arranging appropriate advertising/marketing for the Club
- Identifying potential new Corporate Members and Sponsorship opportunities
- Administration of Corporate members and Corporate Nominee members
- Processing applications from prospective new members and making membership offers
- Administering the online bookings system on BRS
- Administering and processing results of weekly competitions
- Arranging society outings and Corporate Days
- Arranging, running and administering Open competitions
- Administering handicap information for members, including away scores
- Payment of staff wages
- Payment of invoices
- Monitoring costs against budget
- Maintaining KGC Website information

## MEMBERSHIP CATEGORIES &amp; PLAYING TIMES

MEMBERSHIP CATEGORY	DAY	PLAY RESTRICTED TO THE FOLLOWING TIMES
<b>Adults, Seniors Honorary, Life and Young Adult members</b>		No restrictions
<b>Restricted Adults or Restricted Seniors</b>	Monday to Friday Saturday & Sunday	up to 4:00pm after 4:00pm
<b>Corporate Members</b> using 'floating cards' or <b>Corporate Nominee Members</b>	Monday Tuesday Wednesday Thursday Friday Saturday & Sunday	up to 4:00pm OR after 6:00pm up to 4:00pm up to 4:00pm OR after 6:00pm up to 4:00pm OR after 6:00pm up to 5:00pm OR after 6:00pm after 1:00pm during summer season after 12:00pm during winter season
<b>Beechbank Membership</b>		Year 1 - Unlimited use of Beechbank Year 2 - Unlimited use of Beechbank plus 5 rounds on main course
<b>Youth Members (16-17 years or Juniors promoted to Youth status)</b>	Monday	No restrictions
	Wednesday & Friday	Up to 4:00pm, bookable a week ahead
	Thursday	Junior time 5:30-6:00 for bounce games or matches (unless another fixture is booked)
	Saturday-Sunday	Book on day of play. The exception to this is for any Junior competition, where specific times are booked.
	Playing in Adult Competitions	Book on day of play, no restrictions
<b>Junior Members</b> (12-15 years or Juveniles promoted to Junior status)	Monday	No restrictions
	Wednesday & Friday	Up to 4:00pm, bookable a week ahead
	Thursday	Junior time 5:30-6:00 for bounce games or matches (unless another fixture is booked)
	Saturday & Sunday	Book on day of play. The exception to this is for any Junior competition, where specific times are booked.
<b>Juvenile Members</b> (7-11 years)	Juveniles must be accompanied at all times by an Adult Member or Social Member. Unlimited use of Beechbank. Tee times on the main course must be booked by the adult via the Pro Shop to ensure play at "quiet times".	
<b>Social Members</b>	No playing rights	

**BEECHBANK PRACTICE FACILITY**

The Club rules around the use of the Beechbank Practice Facility are as follows:

- 1) Beechbank may be used by Members and their guests. Guests must be accompanied by a member.
- 2) Juvenile members must be accompanied by an Adult member or Social member at all times.
- 3) No booking is required.
- 4) The facility is reserved for Junior Coaching on Monday evenings from 4:30 pm to 7:30pm and on Saturday afternoons once a month for Juvenile medals.
- 5) The facility is reserved on defined Saturday mornings during the winter months for Junior Development Academy Coaching.

<b>Beechbank Facility</b>	<b>Summer season (April – October)</b>	<b>Winter Season (November – March)</b>
<b>6-hole par 3 course</b>	Opens at 7:00 am, the same as the main course	To protect the smaller teeing areas and greens, the 6-hole course is normally closed during the winter season.
<b>Driving Bays</b>	Open for coaching/instruction only	Driving Bays will be open during period of settled winter weather.

**NOTE:** When the main course is closed due to adverse weather conditions, Beechbank Practice Facility is also closed.

## OPENING HOURS FOR PROFESSIONAL SHOP, BAR AND CATERING

Professional Shop		
January & February		09:00 am to 2:00 pm
March	Monday to Sunday	08:00 am to 4:00 pm
April – September	Monday to Friday Saturday & Sunday	08:00 am to 6.00 pm 07:00 am to 5:00 pm
October	Monday to Sunday	08:00 am to 4:00 pm
November & December		09:00 am to 2:00 pm

The Pro Shop will open earlier when required and will remain open to fulfil all booked tee times.

Bar		
Summer (April – October)	All days	11:00 am to 11:00 pm

The opening times above are a fairly accurate guideline, however when the weather is inclement, decisions will be made on the day whether the Bar will remain open.

<b>Halfway House (10<sup>th</sup> Tee)</b>	Saturday & Sundays and Open Competitions	10:00 am to 4:00 pm
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Catering		
Summer (April – October)	Monday Tuesday - Friday Saturday & Sunday	11:30 am to 2:30 pm and 5:00 pm to 9:00 pm 11:00 am to 2:30 pm and 5:00 pm to 9:00 pm 10:00 am to 9:00 pm

The opening times above are a fairly accurate guideline, however when the weather is inclement, decisions will be made on the day whether the Kitchen will remain open.

## STIPULATED COMPETITION TIMES

The following tee times are booked for competition play during the summer season:

Section	Day	Times / Comments
Juniors	Monday	Monday tee times booked from 4:00 pm to 6:00 pm. This extends to 7:00 when ClubGolf juvenile members play on the main course. Earlier times may be booked during school holiday periods.
Senior Ladies	Tuesday	Unless specified otherwise, Tuesday competitions may be played at anytime during the day with a fellow competitor or someone with a current handicap. There is a block booked time from 09:34 am to 10:30 am where play is in a 3-ball and all players must play in the competition.
Gents	Tuesday	Tuesday Medals may be played at anytime during the day (from 08:00am) with a fellow competitor or someone with a current handicap. There are block booked times from 08:06 – 09:26 and 3:00 pm to 6:00 pm where play is in a 3 ball and all players must be participating in the competition.
Senior Gents	Wednesday	Unless specified otherwise, Wednesday competitions may be played at anytime during the day with a fellow competitor or someone with a current handicap. There is a block booked time from 08:06 am to 10:06 am where play is in a 3-ball and all players must play in the competition.
Ladies	Thursday	Unless specified otherwise, Thursday competitions may be played at anytime during the day with a fellow competitor or someone with a current handicap. There is a block booked time from 4:22 pm to 5:26 pm where play is in a 3-ball and all players must play in the competition.
Gents & Ladies	Sunday	Sunday (or Saturday) medals and competitions: Block booked time from 7:00 am to 1:00 pm where play is in a 3-ball and all persons on the course must be playing in a competition. From 1:00 pm fourballs are allowed and these players may either play in a competition or a bounce game.

**All tee times booked for competition play are booked solely for members playing in the competition; no bounce games, visitors etc are allowed.**

No match play ties and no cards for handicap can be played during pre-booked Competition times.

See Noticeboards in the appropriate Locker rooms for details of winter competitions.

## BOOKING TEE TIMES

### General

From the 2017 season, all tee times (competition and casual golf times) will be released for booking at **9:00 pm 8 days before, except for Saturday/Sunday pre-booked competitions, where release will continue as 9 days in advance**. Tee times should be booked by using the online booking system. They can also be booked in person or by telephoning the Professional Shop on (01467) 642225, option 1. The table below shows when times are 'released' for booking:

	Competition times	Club Matches	Non Competition times (or casual golf)
<b>Tee times released for booking</b>	Mon-Fri – 9:00 pm 8 days prior Sat – Sun – 9:00 pm 8 or 9 days prior	8 days in advance (via the Pro Shop)	9:00 pm 8 days prior
<b>Number of players able to book</b>	Self and one other	Full tee time	Full tee time

The actual release time for tee times for all forthcoming competitions is shown on the BRS system.

### *Sunday Tee Time Bookings*

Tee times for Sunday (or Saturday) competitions may be booked on the Friday 9 (or 8) days prior from 9:00 pm onwards either through the online booking system or by telephoning the Professional Shop (01467 642225) option 1. Members are able to reserve a tee-time for themselves and one other player.

Club Match Play competitions can be booked up to 8 days prior i.e. you can book on a Tuesday for the following Wednesday. This concession can only be arranged via the Professional Shop (not online).

'Block' booking of tee times is not permissible. Additionally, Pro Shop staff have been instructed not to book tee times before their release time, other than for Club matchplay ties.

### **Changing or Cancelling Tee Times**

Popular competition tee times tend to be 7am – 11am on Sundays and in order to allow all members greater opportunity to book for these times, the following protocol will apply **during all times stipulated for competition play**:

- Any member booked to play in a competition **must** play at their booked time.
- Any member may cancel a tee time using the online system, by telephone or in person at the Professional Shop. In order to allow cancelled tee times to be utilised, the Management Committee request that cancellations are made in a timeous manner - with due respect to other members, guests and visitors. Players who cancel their tee time within 24 hours of play on a regular basis (twice in any 4-week period) may be subject to sanctions imposed by the Management Committee.

- Any member who fails to cancel a **booked Competition tee time** (i.e. no show) will be reported to the Management Committee and the following sanctions will apply:
  - Following the 1<sup>st</sup> breach of this protocol, the member will receive a letter, asking for an explanation of why they did not turn up for their tee time.
  - Following the 2<sup>nd</sup> breach of this protocol, the member will be banned from playing competition play and will have their tee booking ability disabled for a period of one week.
  - Following a 3<sup>rd</sup> breach of this protocol, the member will be banned from competition play and have their booking ability disabled for a period of one month.
  - Any subsequent breaches are likely to result in a member being banned for a longer period or expelled from the club.

Any member who fails to cancel any other tee time i.e. for matches or for casual golf, will also be reported to the Management Committee.

The time period for sanctions will be for any one playing season (April to October).

## PROCEDURE PRIOR TO TEEING OFF

To ensure that play runs smoothly from the first tee, the following procedures need to be followed:

1. **ALL MEMBERS** and their guests **MUST** ensure that they register with the Professional Shop at least 10 minutes prior to their tee time.
2. Members should give their name and Membership number (found on the front of the membership card/fixture list) to Pro Shop staff.
3. All play must commence on the first tee unless advised differently by Pro Shop staff.
4. Practice is allowed at the Beechbank Practice Facility, and there are chipping areas, practice bunkers and greens for members to use. **However, under no circumstances are any members, guests or visitors allowed to practice on the main Course.**

## ENTERING COMPETITIONS

In addition, all members playing in the competitions should:

1. Sign in using the touch-screen computer (if appropriate) located in the Professional Shop, indicating your intention to play in the Medal, and also enter into Magic 2's (optional) and Card Raffle (optional). **PLAYERS WHO FAIL TO SIGN IN WILL BE CONSIDERED TO HAVE NOT PARTICIPATED IN THE COMPETITION.** Players can sign in using either their Member Loyalty swipecard, name or membership number. Players are not permitted to get someone else to sign in for them after they have played from the first tee.
2. Where appropriate, pay the competition entry fee, magic 2's monies (if entered) and card raffle (if entered).
3. Take a score card, write your name, the competition name and the date on it. Swap the card with your playing partner.
4. Tee off at the exact playing time – not before, not after. Teeing off too early will cause a log jam and harass the players in front of you. Teeing off late (unless held back by the Professional shop staff) may result in penalty strokes being applied.
5. On completion of the round, check your scores hole by hole with your partners, add up your scores, deduct your handicap, sign your card and input your scores into the touch-screen computer in the **bar area** of the Clubhouse. Again, players can access their record by using either their Member Loyalty swipecard, name or membership number. Even if returning an N/R ('no return'), players should still enter the card. **REMEMBER TO SIGN YOUR CARD AT THE END – FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION.**
6. A summary of competition conditions is shown on Appendix 10.

## **USE OF GOLF BUGGIES**

Use of a Golf Buggy for competition play requires the player to have a medical certificate.

If a Buggy is used in a competition, a fellow competitor or partner is not allowed to ride in the buggy and/or carry their clubs on the buggy (unless they themselves have a medical certificate).

## **USE OF DISTANCE MEASURING DEVICES**

The Committee have introduced a Local Rule to permit the use of measuring devices at Kemnay Golf Club, as below.

For all play on this course, players may obtain distance information by using a device that measures distance only. If, during a stipulated round, a player uses a distance-measuring device to gauge or measure other conditions that might affect his play (e.g. elevation changes, wind speed, etc.), the player is in breach of Rule 14-3.

## GAINING AND MAINTAINING A HANDICAP / SUPPLEMENTARY SCORES

Handicaps are allocated, maintained and administered using the CONGU (Council of National Golf Unions) Unified Handicap System. Kemnay GC has a Handicap Committee comprising the Club Captain, Vice Captain, Membership Representative and Administrator. They oversee all handicapping issues at the club and are responsible for the allotment, monitoring and annual review of handicaps.

### GAINING A HANDICAP

A handicap is allotted to a Member after full consideration of his/her previous playing history, including any handicap held previously at any other club or under another handicap system. To obtain a first handicap a player must submit a required number of 9 and/or 18-hole cards played over a measured Course at Kemnay. Any permutation of 9 and 18-hole cards may be submitted but must total a minimum of 54 holes. Cards are required to be marked and signed by a playing partner, played from the Yellow box tees (for Gents or Junior boys) or Red tees for Ladies (or junior girls). The playing partner must have a competition handicap, from any Club. Cards should be marked 'for Handicap'. The requisite cards should normally be submitted within a period of six months. Completed cards should be handed into the Administrator's office and a handicap will be calculated. The handicap will be advised to the player by the Administrator and posted on the appropriate handicap listing in Locker Rooms/ Notice boards.

National Unions and their Affiliated Clubs are seeking 'to grow the game' and make it more attractive to new and inexperienced players. In support of these initiatives CONGU has introduced Club Handicaps up to a maximum of 54. When the initial Handicap calculation results in a handicap above the CONGU maxima 28 (for men) or 36 (for ladies), a Club Handicap (which would not bear the 'c' annotation) will be allocated, up to a maximum of 54, for all. The Club will continue to restrict the use of club handicaps to Juniors until we get a critical mass of adult members playing at this level, or unless requested by a player.

Players with Club handicaps will be able to submit Supplementary score (see following page) and/or play in competitions where those with a club handicap are eligible to play.

Category 1 handicaps will be referred to Scottish Golf for verification.

Playing for a handicap is not permitted during club competitions.

To **maintain** a competition handicap, players must return 3 qualifying scores/supplementary scores in a season.

If 3 cards are not submitted in the season, the handicap will cease to be valid for competition play. The procedure for **restoring/regaining** a c (competition) status handicap is for the player to submit 3 supplementary cards (or equivalent in 9-hole scores). These will be added to handicap record to determine the new handicap level. Kemnay GC require players regaining a handicap to submit cards as supplementary scores, rather than qualifying competition scores.

*[INFORMATION TAKEN FROM CONGU UNIFIED HANDICAPPING SYSTEM 2016-2018]*

Supplementary scores allow Members additional opportunity to return scores in the period between *Annual Reviews* to maintain a handicap that reasonably reflects their current ability. This may not be possible for some players in regular competition play due to:

- work or family commitments preventing participation in competitions;
- difficulty in obtaining an acceptable starting time on competition days in clubs with a large playing membership; or
- a declining desire to play regular competitive golf

A *Member* may return a *Supplementary Score* for handicapping purposes in compliance with the conditions set out below.

<b>Handicap Category</b>	<b>How many * in season</b>	<b>At Home Club?</b>	<b>At Away Club?</b>	<b>18 or 9 holes?</b>
Cat 1 up to 2 (2.4)	@	Y	N	18 only
Cat 1 2.5 - 5.4	10	Y	N	18 only
Cat 2 6 - 12	10	Y	Y	Y
Cat 3 13 - 20	10	Y	Y	Y
Cat 4 21 - 28	10	Y	Y	Y
Cat 5 Ladies 29 - 36	10	Y	Y	Y
Club Handicap	No limit	Y	Y	Y

\*one score per week (defined as Monday to Sunday)

@ may only return *Supplementary Scores* during the period 1 September to 31 December and only to the extent necessary to ensure that the minimum requirement for *Qualifying Scores* is met.

- An acceptable score for *Supplementary Score* purposes is any score under *Competition Play Conditions* played over either:
  - an 18-hole *Measured Course* in either Stroke Play or Stableford format; or
  - a *designated 9-Hole Course* in a Stableford format.
- A player intending to return a *Supplementary Score* is required to signify his/her intention prior to commencement of play by completing the Supplementary Sign in sheet in the Pro Shop.
- A *Competition Scratch Score* is not calculated and adjustments to handicap, in accordance with Clause 20.6 for 18-hole scores, shall be made in respect of the *Standard Scratch Score*. For 9-hole *Supplementary Scores* adjustments to handicaps shall be made in accordance with the process for 9-hole scoring.
- *Stroke Play returns are subject to Stableford/Nett Double Bogey Adjustment* in compliance with Clause 19.
- The *Supplementary Score* must be recorded in the Player Handicap Record.
- If a player who has registered for a *Supplementary Score* subsequently does not return a card an increase in handicap of 0.1 must be applied.
- When *Supplementary Scores* are returned at an *Away club* the *Member* must:
  - register his/her intent to play in the manner directed by that club;
  - return the card to the *Away Club*; and
  - ensure that the score is returned to his/her *Home Club*, taking a copy or duplicate card if necessary.



## KEMNAY GOLF CLUB - MATCHPLAY RULES

1. The responsibility for arranging matches lies equally with **both** players or teams. It is their responsibility to agree the name or team that will progress through by the due date.
2. Contact should be established **as soon as possible** after the draw is made or the previous round is concluded.
3. It is strongly recommended that 2 dates be agreed to allow for any cancellation of the first date, for any reason.
4. Individual circumstances will not be a reason for granting an extension to play a match. **This will be strictly adhered to.**
5. Extensions may be given due to a long period of adverse weather when the whole competition may be extended. Extensions may also be given if the course is closed on the day a match was booked to be played in the week immediately before the round was due to be concluded. Where an extension is agreed on that basis, it will apply to all ties in that round of that competition.
6. If a match is all square after 18 holes, extra holes ('sudden death') should be played until a conclusion is reached. Playing the match again over 18 holes is not an option. If handicap strokes are involved, they apply in extra holes at the same holes as in normal time.
7. If darkness or adverse weather prevents a match from being concluded, players should resume the match from where they finished. Playing the match again over 18 holes is not an option. A maximum of 2 days will be allowed to complete the match.
8. In pairs matches, substitutes may be made, provided the team have not played any rounds in the competition.
9. It is the responsibility of the winning player or team to ensure that their name(s) is entered on the drawsheet as soon as a match has been concluded.
10. If a match has not been played (or no name or team is put forward) by the due date, both names or teams will be eliminated from the competition.

*Any difficulties in getting matches played should be referred to the Membership Representative on the Management Committee, via the Administration Office – tel : 01467 642225, option 3.*

## COMPETITION CONDITIONS

All competitions are played according to the conditions set out on the Competition Posters in the various Locker Rooms.

The following table shows the rules around competition entry and the completion and signing of scorecards and the impact on handicap and twos/raffle payments as it applies to Ladies and Gents competitions.

CLARIFICATION OF CLUB RULES REGARDING SCORECARDS	Handicap adjustment if appropriate	Twos payout if appropriate	Card Raffle payout if appropriate
Entered competition, card completed and signed	√	√	√
Entered competition, card completed but not signed	√ DQ	X	√
Entered competition, card completed, N/R and signed	√	√	√
Entered competition, card completed, N/R but not signed	√	X	√
Did not enter competition, card completed and signed	X	X	√
Entered competition, score not entered, card not handed in	√ N/R	X	X
Entered competition after play, card completed and signed	X DQ	X	√

Entry to the competition must be by signing into the computer PRIOR to play; otherwise the member will be disqualified and reported to the Management Committee.

## DRESS CODE

In line with the general ethos of most sporting members clubs and reflecting the standards of behaviour and dress that our members expect when we visit other golf clubs:

Kemnay Golf Club respectfully requests all members, members' guests and social guests to dress in a **"smart but informal"** manner.

- There is no place for untidy, ripped or "holey" jeans.
- Smart t-shirts are acceptable – sleeveless t-shirts / vests and football tops are not.
- Hats / caps should not be worn in the Clubhouse.
- Tailored shorts may be worn.
- Under no circumstances should spikes be worn on the stairs or in the upstairs area of the clubhouse.

If in doubt, please always err on the side of smart / casual – not scruffy!

## WINTER GOLF

Winter competitions are run for members who want to keep playing competitive golf through the winter season. Scores returned will qualify for official handicap increases/decreases for as long as play is from yellow tees and to normal greens i.e. the summer course. Thereafter, winter cards will be used and unofficial handicap increases/decreases will be applied when play is on the “Winter” course. After completion of the Winter League, handicaps will revert to the level at the end of the main summer season.

### **Winter Course**

The winter course is defined hole by hole on winter scorecards (an intermediate winter course and full winter course) for both the Gents and Ladies. Normally the intermediate winter course is in play through November and March, with the full winter course normally in play December through until end February but this is variable according to the weather.

Where winter competitions are run, it needs to be clear what course is played and how handicaps are to be adjusted. When we move to the winter course i.e. no longer playing the officially measured course, the Club Systems software will be amended to apply ‘Winter Handicaps’ throughout the winter season. Winter cards will also be used from this point. Handicaps will revert to summer handicaps at the start of the new season (there is no electronic option to switch between winter and summer handicaps).

### **Qualifying rounds for Winter competitions**

Before the winter competitions starts, the qualifying rounds will be defined. This will normally mirror the rounds played on the winter course i.e. from November through to end February. Any winter competitions played in October and March on a mix of summer and winter greens/tees will not qualify for the Winter League Stableford played on Tuesdays/Sundays or the Senior Winter Quaich Stableford played on Wednesdays. This will hopefully ease the situation where irregular scores result from play during the transition from summer to winter course during October (and winter to summer in March) using winter scorecards.

### **Winter Play**

- Play tee shots from the winter tee boxes/mats. If a player feels that the winter mat is unsafe due to frost/ice, playing from a turfed area adjacent to the mat is acceptable.
- Players are required to tee the ball up on the fairway OR move the ball to the edge of the rough to play shots.
- Preferred lies are in operation.
- Bunkers are OUT OF PLAY and the ball should be tee’d up alongside the bunker.



# KEMNAY GOLF CLUB

## ADVERSE WEATHER CONDITIONS

### INTRODUCTION

The rules around dealing with adverse weather situations are not clear cut, every eventuality cannot be anticipated and guidance therefore cannot be black and white! Individuals themselves will have a major influence on what happens in these situations e.g. a player on a good score or who is a few holes up in a match may not want to suspend or abandon play; players may also have very different views on their willingness to play in adverse weather e.g. heavy rain or lightning.

This document has been put together to raise awareness on the Rules of Golf and the guidance from Scottish Golf on this issue so that we can all better understand and manage adverse weather situations on the course.

### What the RULES OF GOLF say

The main Rules of Golf around this issue are:

#### **Rule 33.2.d Course Unplayable:**

*If the Committee or its authorised representative considers that for any reason the course is not in a playable condition or that there are circumstances that render the proper playing of the game impossible, it may, in match play or stroke play, order a temporary suspension of play or, in stroke play, declare play null and void and cancel all scores for the round in question. When a round is cancelled, all penalties incurred in that round are cancelled.*

#### **Rule 25-1 b (iii) Abnormal Ground Conditions– On the Putting Green**

*If the ball lies on the putting green, the player must lift the ball and place it, without penalty, at the that is not in a hazard or, if complete relief is impossible, at the nearest position to where it lay that affords maximum available relief from the condition, but not nearer the hole and not in a hazard. The nearest point of relief or maximum available relief may be off the green.*

*A player's ball lies just off the putting green and casual water on the green intervenes between the ball and the hole. Is the player entitled to relief? No - Rule 13-2 prohibits the player from removing casual water from his line of play.*

#### **Rule 6-8 Discontinuance of Play; Resumption of Play a. When Permitted**

*The player must not discontinue play unless:*

- (i) The Committee has suspended play;*
- (ii) he believes there is danger from lightning;*
- (iii) he is seeking a decision from the Committee on a doubtful or disputed point (see Rules 2-5 and 34-3); or*
- (iv) there is some other good reason such as sudden illness.*

*Bad weather is not of itself a good reason for discontinuing play.*

*If the player discontinues play without specific permission from the Committee, he must report to the Committee as soon as practicable. If he does so and the Committee considers his reason satisfactory, there is no penalty. Otherwise, the player is disqualified.*

**Exception in match play:** *Players discontinuing match play by agreement are not subject to disqualification, unless by so doing the competition is delayed.*

#### **Procedure when play is suspended by Committee**

*When play is suspended by the Committee if the players in a match or group are between the play of two holes, they must not resume play until the Committee has ordered a resumption of play. If they have started play of a hole, they may discontinue play immediately or continue play of the hole, provided they do so without delay. If the players choose to continue play of the hole, they are permitted to discontinue play before completing it. In any case, play must be discontinued after the hole is completed.*

*The players must resume play when the Committee has ordered a resumption of play.*

**PENALTY FOR BREACH OF RULE 6-8b: Disqualification.**

Scottish Golf highlight the following key points from the Rules of Golf and ask that Committees make a judgement call based on the particular situation and must try to be as fair as possible to all competitors in any competition field. No one solution fits all situations.

- The Rules of Golf are written with the underlying assumption that all players in the field will be able to complete their stipulated round (excepting for Disqualification or No Returns etc); if that is not possible the round will be cancelled.
- There is no authority within the Rules of Golf for a Committee to determine that a competition result will be declared if a certain percentage of the field e.g. 50% / 75% have completed their rounds.
- The Committee has no power to reduce the number of holes of a stipulated round once play has commenced on that round.

**WHAT PLAYERS CAN DO IF THE COURSE IS STILL OPEN**

If members feel that adverse weather conditions are making the course unplayable, they are asked to call the Professional Shop on **01467 642225 option 1** in the first instance. Pro Shop staff will contact Greens Staff to initiate a course inspection if a routine inspection is not already underway.

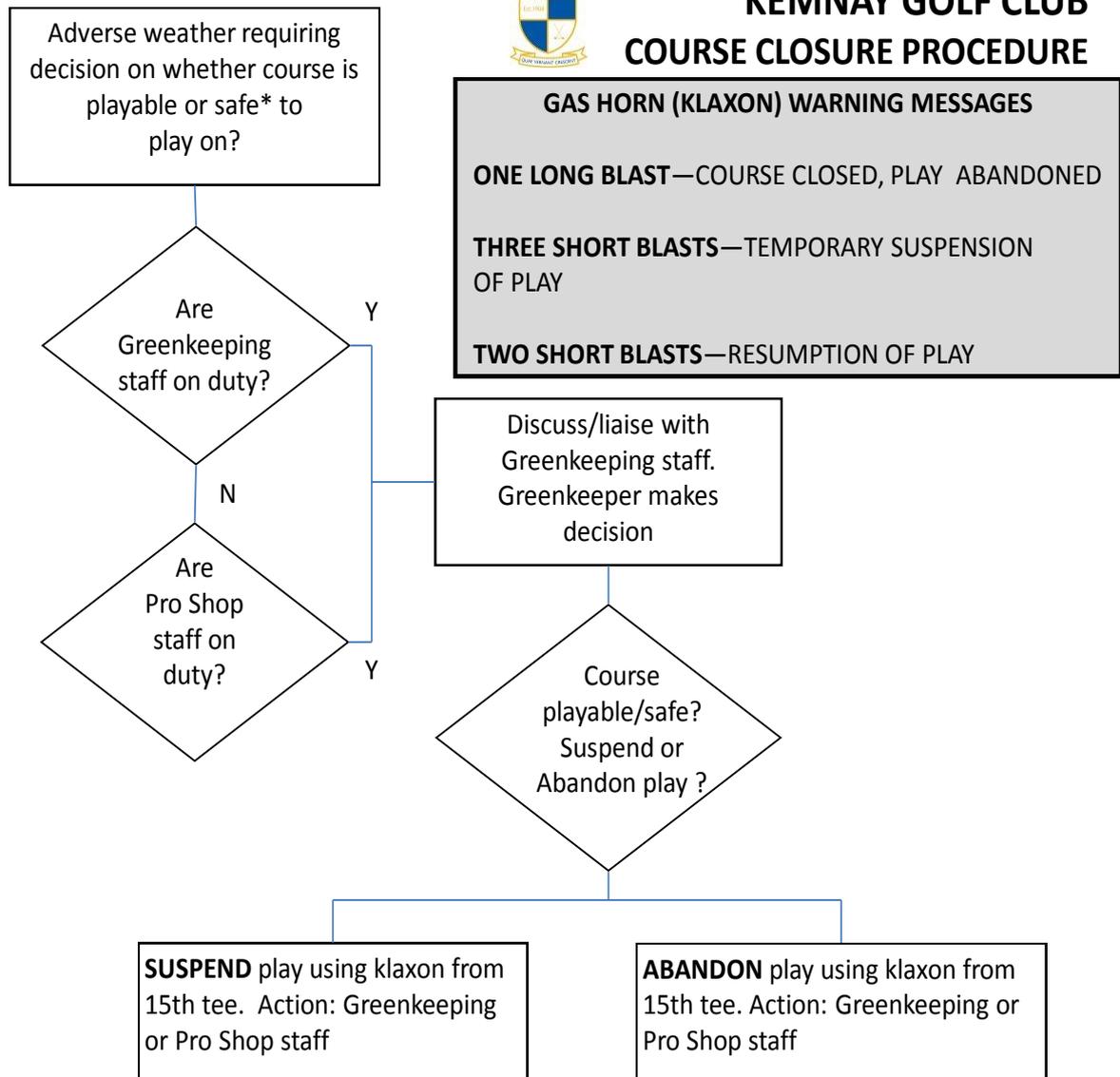
If you are playing a bounce game, it is entirely your choice as to whether you continue, suspend or abandon play. In a competition situation, the following guidance should be used if the course remains open or if the situation has occurred after the Greens Staff have finished work and the Pro Shop is closed:

Playing in a strokeplay competition	Playing in a matchplay competition
<ul style="list-style-type: none"> <li>• If greens are affected, move your ball to another place on the green, no nearer the hole. Note that the nearest point of relief may be off the green.</li> <li>• If a squeegee is in place, this can be used to help remove the surface water.</li> <li>• Mark your ball and take temporary shelter.</li> <li>• You can choose to abandon your game, and accept that you may get 0.1 handicap adjustment.</li> <li>• If you feel the course is unplayable, take a picture of the green and send it into the Office and the Head Greenkeeper will make a decision on the course status the following morning.</li> </ul>	<ul style="list-style-type: none"> <li>• If greens are affected, move your ball to another place on the green, no nearer the hole. Note that the nearest point of relief may be off the green.</li> <li>• If a squeegee is in place, this can be used to help remove the surface water.</li> <li>• Mark your ball and take temporary shelter, allow other groups through if appropriate.</li> <li>• Agree with your opponent(s) to suspend play and re-start (from where you left off) at a later date – note that if this is near the end of the round, only 2 days would be allowable for this).</li> </ul>





## KEMNAY GOLF CLUB COURSE CLOSURE PROCEDURE



### NOTES

- The Management Committee will operate a rota system to oversee this process during our main Open Competitions and inter Club Championships.
- This process is for both competition play and casual golf. For competitions, refer also to the Scottish Golf document 'Guidance on running Competitions affected by Adverse Weather Conditions'.
- \* safe (as in situation of thunder/lightening).
- Play may be suspended temporarily if it likely that a competition may be resumed within 30-60 minutes, and where players remain on the course and wait for resumption of play. This may be used for thundery showers or during a large competition to avoid course closure.
- 15th Tee is recommended communication point. If no buggies available, Beechbank car park should be used as an alternative position from which to suspend, abandon or resume play.
- When the Course is closed, Beechbank Practice Facility is also closed.



## Kemnay Golf Course - Health & Safety Information

All golfers must show the utmost regard for the safety of other golfers and members of the public adjacent to and on the golf course. It is each golfer's responsibility to ascertain that it is safe to play a shot.

All golfers must be aware of the signals for suspension of play e.g. course closure, be aware of risks to personal safety e.g. lightning and read carefully any notices at the first tee detailing any green-keeping work which may be hazardous.

All golfers must be aware of the procedures for contacting help in the event of emergencies on the course e.g. collapse/acute illness.

All golfers should be aware that Kemnay Golf Club is built on natural parkland/woodland terrain with many areas of undulating and uneven ground, with slopes in places. Golfers should pay particular attention to ground conditions and ensure that footwear appropriate to the conditions is worn. Particular care should be exercised when ascending or descending slopes when underfoot conditions may be slippery.

In the interests of safety, golfers must not intentionally drive the ball to adjacent fairways.

**The following holes have been identified as having specific safety features which are detailed against the named holes and two holes have specific warning signs on the tees. These are worded for right handed golfers.**

- 1<sup>st</sup> hole: A public road on the left and a crossing to and from the 17<sup>th</sup> medal tee.
- 2<sup>nd</sup> hole: Adjacent tree lined avenue blind from the tee and a road crossing 70 yards short of the green which is unsighted.
- 5<sup>th</sup> hole: Be aware of a risk to players on the 14<sup>th</sup> green from a sliced (right) drive
- 7<sup>th</sup> hole: Sliced drive risk to players on the 15<sup>th</sup> and a hooked second shot risk to players on the 8<sup>th</sup> tee which is unsighted.
- 9<sup>th</sup> hole: Risk to players on the 13<sup>th</sup> tee from a hooked (left) drive. Beware of the steep slopes on the fairway during adverse weather.
- 10<sup>th</sup> hole: Significant risk to players on the 11<sup>th</sup> tee from a pulled or hooked tee shot. A warning sign is displayed on the tee.
- 11<sup>th</sup> hole: Significant risk to players on the 10<sup>th</sup> tee and at the halfway house from a pulled or hooked tee shot. A warning sign is displayed on the tee.
- 15<sup>th</sup> hole: Second shots from the fairway are blind to the green and the 3<sup>rd</sup> tee to the right of the green.
- 16<sup>th</sup> hole: Caution should be observed descending the steep path from the tee and the hand rail should be used.
- 17<sup>th</sup> hole: Players using the medal tee should exercise due caution crossing the first fairway and should use the steps provided to check the fairway is clear before teeing off.
- 18<sup>th</sup> hole: Pulled or hooked tee shots can endanger people and property at the clubhouse. Protective screens have been installed but a warning shout of "FORE LEFT" should always be given.

All golfers must use all footpaths and bridges. Balls in ditches should be retrieved with the ball scoops provided.



## KEMNAY GOLF CLUB Tips on trying to alleviate Slow Play

Please read and take on board to help all of us who enjoy the game. Some things below may look simple but not everybody does all of them well.

- First of all, arrive in plenty of time and tee off **exactly** on your tee time not before and not late (teeing off late you are already breaking the rules of golf).
- If you hit your ball towards trouble visually mark that spot and then walk directly to it. You'll have a much better chance of finding your ball this way. And don't forget, the Rules of Golf say that no matter how much time you take looking for a lost ball, after five minutes, it's lost so go play your provisional. That's the second ball you have hit knowing you are in trouble.
- Speaking of playing a provisional, one should be hit whenever there's ever a question as to whether your ball may be lost.
- Watch to see where the people in your playing group hit the ball. The more eyes on the ball, the better the chance of finding it when you get there.
- Walk quickly to your ball. Simple but true.
- Limit your conversations to when you're walking to your ball. You should never delay hitting because you're waiting for someone to finish a conversation, or worse yet, because you're talking yourself.
- It's not that hard, be ready when it is your turn.
- Don't wait until you get to your ball to decide what you'll hit next – make that decision on the way to your ball, especially if you're walking. Pace off the distance from the nearest marker behind your ball so by the time you reach your ball, you know roughly what you're going to hit and can do so in a timely fashion.
- If you're waiting to hit a long shot that you can't reach play the shot.
- Limit your pre-shot routine. Don't rush your shot, but there's no need to over-analyse it either the ball's not moving, hit it!
- Park your trolley or set your clubs down on the way to the next tee. You should never have to walk back to get your clubs. Then mark your score's down on the way to or on the next tee while you're waiting to hit.
- If you're hitting a chip shot, take the club you will use and your putter don't return to your bag for the putter after taking your shot. Do it all in one step.
- You're playing partner just played from the bunker, go ahead and putt your ball while you're waiting for them to rake the bunker. Even if you're still closer.
- Read your putts while you're playing partners are putting. And if you're putting first, start to read your putt on the way to the ball.
- If you're not standing in someone's line and you can, putt out. More time is wasted marking putts, and replacing the ball than in any other place on the golf course.
- In a competition of three or four-balls, there is simply no excuse not to keep up with the group in front.
- Finally, if you're playing and the ranger comes up to tell you that you're out of position absolutely do not get aggressive. If you can't keep pace, you need to re-examine your game. While you may be frustrated, you need to be aware that those behind you are even more so.

*Common courtesy is part of the game of golf*

*- observe it in your pace of play and keep up with the group in front.*

## PLAY READY GOLF

“Ready golf” is a commonly used term which indicates that players should play when they are ready to do so, rather than adhering strictly to the “farthest from the hole plays first” stipulation in the Rules of Golf. “Ready golf” is not appropriate in match play due to the strategy involved between opponents and the need to have a set method for determining which player plays first. However, in stroke play formats it should be actively encouraged. The term “ready golf” has been adopted by many as a catch-all phrase for a number of actions that separately and collectively can improve pace of play. **Ready Golf means being READY to play....not playing when you’re ready!** Some example of ‘Ready Golf ’ in action are:

### On The Tee

The player with the honour should **be READY to play** first. If you have the honour, mark your scorecard after you’ve played your tee shot not before. Shorter hitters should play first from the tee if longer hitters have to wait. If the player with the honour isn't ready, then someone else should go first. If you’re not sure if your ball can be easily found after a wayward tee shot ... declare and play a provisional ball.



### On The Fairway

Walk to your ball as soon as possible, so that you can choose your club and think about the shot in advance, and **be ready to play** as soon as it is your turn to do so. Do not wait until it’s your turn to begin this process! Shorter hitters should play first if longer hitters have to wait. Go ahead and hit a shot when safe to do so if a player farther away faces a challenging shot and is taking time to assess their options. While waiting, players can survey their shots, select the club and if necessary, take required practice swings. All this can be done without distraction to fellow competitors and speeds up play considerably. **Helping To Find Lost Balls** -It is important that players try to help out to find a lost ball in order to keep play moving. But players should do it AFTER hitting their shots, not BEFORE.

### Approaching the Green

Hit a shot if a player who has just played from a greenside bunker is still farthest from the hole but is delayed due to raking the bunker. When a player’s ball has gone over the back of a green, any player closer to the hole but chipping from the front of the green should play while the other player is walking to their ball to assess their shot. ALWAYS, leave your clubs at the back or side of the Green closest to the next tee.

### On The Greens

Playing Ready Golf around the Greens means getting READY to putt BEFORE it is your turn! Players should line up their putts WHILE other players are putting, so they're **ready to putt** when it's their turn. Putt out even if it means standing close to someone else’s line. Ready Golf DOES NOT mean RUSHING. If you prepare in advance to putt, you can take your time AND play Ready Golf.

