



## **CODE OF CONDUCT** **(For Members, Personnel and Visitors)**

*The Code of Conduct is not intended to create a bureaucratic, regulatory environment, but rather to promote and enhance the Club values.*

*Each section of this Code of Conduct is designed to promote honesty, civility and equality and to serve as a constant reminder to Members to show due consideration to fellow Members, visitors and employees of the Club sharing in our facilities.*

### **AMENDMENTS**

While every attempt is made to ensure that the content of this document is correct and relevant at all times, the changing nature of the Club and the community is acknowledged and hence this document should and will require correction and amendment from time to time.

Any proposals for amendment of the contents of this document should be submitted in line with the standing Constitution in effect at the time of the submission of the proposed amendment.

The proposed amendments for this document should be submitted to the Management Committee.

### **1. CLUB HOUSE AND SURROUNDS:**

#### **1.1. Dress Code**

Members and their guests should dress in a manner that is acceptable by the general golfing community. Inappropriate dress shows a lack of courtesy to fellow players. The general rule is smart casual, appropriate to the occasion.

Golfers are expected to wear clothing designed primarily for golf. Club Management and staff have the authority to insist golfers comply with the dress code.

### **1.1.1. DRESS REGULATIONS ON AND OFF THE COURSE**

#### **PERMITTED – GENTLEMEN (GOLF COURSE)**

- Recognised golf or running shoes. Must be flat soled or soft spiked
- Tailored, conventional trousers or denim jeans (zip and button)
- Tailored shorts with belt
- Long socks or short socks
- Recognised golf shirt (long or short sleeved) with collar. Polo neck or high round collared golf shirts are also permitted

#### **NOT PERMITTED – GENTLEMEN (GOLF COURSE)**

- Flip flop or open sandals
- Sleeveless shirts, vests or t-shirts (low round neck)
- Tatty denim jeans, shorts with draw string or elastic waist, running shorts

#### **PERMITTED – LADIES (GOLF COURSE)**

- Recognised golf- or running shoes – must be flat soled or soft spiked
- Tailored skirts, golf shorts or trousers or denim jeans
- Recognised golf shirt or shirt with high round neckline

#### **NOT PERMITTED – LADIES (GOLF COURSE)**

- Tatty denim jeans, running shorts or vests

#### **CLUB HOUSE AND SURROUNDS (BAR)**

T-shirts, Flip Flop or open sandals are permitted in the bar and surrounding areas. Barefoot is not permitted.

Denim jeans are permitted. Shorts with draw string or elastic waist, running shorts (“PT shorts”) and vests are not permitted.

### **1.2. Cell phones**

The discreet use of cell phones is permitted on the Club premises, but players are requested to exercise good manners and consideration to fellow players. Please ensure cell phones are turned to silent during prize giving.

All cell phones required to be on silent or low vibration on and off the course. Not to be used near tee boxes or practice area.

### **1.3. Club Property**

Club property should not be removed from the Club premises. Except with express permission of the Club Captain.

#### **1.4. Members/Players Property and Sports Bags**

Members/Players are responsible for the safekeeping of their property (in particular sports bags). Sports bags or golf equipment should not be brought into the bar or lounge areas.

#### **1.5. Guests and Private Functions**

Members are expected to ensure that their guests adhere to this Code of Conduct.

#### **1.6. Club Management and Staff**

Club employees have to provide excellent service to the Members and their guests and it is imperative that they be treated with respect and courtesy at all times.

#### **1.7. Damage to Private Property**

The Club is in a residential area and there is always the risk of damaging someone else's private property. In the event of you damaging property you should immediately report the matter to the person on duty at the Club House. Any damage to property is the liability of the player concerned and not the Club.

### **2. MEMBERS AND GUESTS**

It is expected that Members and guests will conduct themselves in a proper and dignified manner and abide by the rules and regulations of the Club as stipulated in this Policy, the Constitution, or as per the acceptable norm of the general golfing community.

In the event of misbehaviour on the part of a Member or guest, the Club reserves the right to investigate the incident and if necessary, take appropriate disciplinary steps against the person(s) concerned.

#### **2.1. Responsibility and Liability for Guests**

Members are responsible for ensuring that their guests comply with our Code of Conduct.

Members are personally liable for all expenses incurred by their guests at the Club.

#### **2.2. Disqualified Guests**

Without the prior written consent of the Club Captain, no member may sign-in anyone as a guest whose presence, in their opinion, is undesirable or who has been rejected as a Member or suspended or expelled from membership of the Club.

#### **2.3. Use of the Golf Course**

The Management Committee may reserve the golf course for any competition, Corporate or Sponsored day and may from time to time pose restrictions on the use of the course and/or practice areas.

#### **2.4. Club GOLF Competitions (Members' Days)**

The rules of the Royal & Ancient Golf Club of St Andrews shall apply, subject to such local rules as the Management Committee may decide.

On days that the course has been reserved for official Club competitions, players who have reserved tee-off times are obliged to participate in the competition.

The Club Captain has the right to decide on the handicap limit for all Club competitions.

#### **2.5. Golf Bookings**

A player's name must be entered on the time sheet for every individual on whose behalf a tee-off time is reserved, failing which the reservation will not be valid, and the individual tee-off time will be released.

If any reserved tee-off time is not cancelled at least 24 (twenty-four) hours beforehand, except a valid reason has been accepted by the Captain, the player(s) whose name(s) have been entered on the time sheet, shall become liable for the green fees unless other players take up the tee-off time.

#### **2.6. Participation in Club Competitions (Member Days)**

Only Members with official HNA Handicap may participate in Club Competitions.

Members with visiting family or guests (with/without official handicap or with/without membership of a club) can request the Club Captain to allow such persons to participate in the Club Competition. The Club Captain has the discretion to determine the handicap of such players.

#### **2.7. Fees and Registration**

Prior to the commencement of play, players are to report to the bar, show their HNA member card to be registered, pay the applicable fee and receive a receipt. The receipt must be retained throughout the round and any Club official may request a player to produce such a receipt.

Failure to produce a slip may result in a player being requested to leave the course.

#### **2.8. Practice Areas**

Practice may only take place in areas demarcated for such purpose.

Practicing on any other area of the course is not permitted.

#### **2.9. Starting Times**

Players are to abide by tee-off times according to their bookings on the time sheet.

Players may tee-off without their partner, but their tee-off time will then be at the discretion of the Club Captain.

#### **2.10. On-Course Behaviour**

The use of alcoholic drinks on the course is not permitted (unless per occasion approved by the Management Committee).

Players are requested to have due consideration for other players and respect course staff and other officials you might encounter on the course. Shouting and use of

abusive language is strongly discouraged.

All players should prevent slow playing - searching for lost ball should be limited to 3 (three) minutes.

Players are obliged to rake bunkers as best possible, repair pitch marks, fill divots and pick up litter. All players are obliged to have sand bags for the repair of divots.

### **2.11. Scorecards**

To facilitate the calculation of competition results, players are expected to hand in scorecards as soon as they have completed their round. Failure to hand in a scorecard within 15 (fifteen) minutes after the last four-ball has completed the round may, at discretion of the Club Captain, result in disqualification.

Players are expected to fill in scorecards correctly and completely including the signatures of the players and markers and any omission will result in disqualification of the players concerned.

### **2.12. Capturing of Scores**

Members are responsible for recording their scores on the handicap system within the time frame as prescribed by GolfRSA after the completion of the round of golf. Failure to comply with this requirement may result in the imposition of a penalty score as determined by NHA.

### **2.13. Handicap System**

After every round of golf, the GolfRSA handicap system, obliges each golfer to record his/her gross score for handicap purposes. The appointed Club Handicap Committee shall conduct random audits on scores entered and has discretion to adjust a Member's handicap if the Member does not record the relevant scores or otherwise does not observe the spirit of the handicap system.

In an extreme case of non-cooperation by a Member, the Club may withdraw a Member's handicap or expel the Member from the Club and notify the Golf Union.

### **2.14. Dishonesty**

Any case of dishonesty will be thoroughly investigated and if necessary disciplinary action will be taken against a Member found guilty. Dishonesty takes a number of forms, but is not limited to:

- Entering the incorrect score for a hole;
- Entering the incorrect score for handicap purposes;
- Deliberately scoring poorly during a round
- Deliberately moving a golf ball to improve it's lie;
- Not penalising oneself where applicable in terms of the rules of GolfRSA

**2.15. Visiting Other Clubs**

It is expected that Members visiting other Clubs will conduct themselves in a proper and dignified manner and abide by the host rules and regulations. In the event of misbehaviour on the part of the Member, the Club reserves the right to investigate and if necessary take appropriate disciplinary steps against him/her.

**2.16. Prize Giving**

As a courtesy to other competitors, Players should always strive to attend prize giving, especially those players who have won prizes. Players who win prizes and who do not attend prize giving without an appropriate prior apology to the Club Captain or who persistently fail to attend prize giving may, at discretion of the Club Captain, have their prizes declared forfeited. Non-attendance by an individual competitor or at least one member of a team may, at discretion of the Club Captain, result in the automatic loss of any count out if the opponent or at least a member of the opposing team is present.

I understand that my failure to comply with the above may lead to an order to terminate my membership of GBGK and accept the decision of the appointed Disciplinary Committee as binding.

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Member Name

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Signature

Date