



# The Dumfries and County Golf Club



## STANDARDS and EXPECTATIONS

**Dumfries and County Golf Club** is committed to a discrimination-free, harassment-free, and intimidation-free environment for all. We expect everyone to maintain high standards of behaviour throughout the Club and on the course.

Members should ensure the Club's Rules are respected and good golf etiquette is followed at all times. Together, we can create a welcoming and enjoyable atmosphere for everyone

### Dress Code

The Club has traditional values but is also aware that a modern view needs to be accepted with regard to the dress code. The Committee's aim is to maintain a friendly, accessible and relaxed atmosphere but still maintain a high standard of presentation.

We respectfully ask members and visitors to respect our dress code whilst both on the Course and on the Club premises, please do not put our staff in a position where it is necessary to draw your attention to our policy.

***The Dress Code in the Clubhouse does not apply to Children under 12 year's old.***

### In the clubhouse

#### **Acceptable**

Smart casual dress including  
Smart Denim  
Sandals / Deck shoes  
Clean Training Shoes  
Socks ideally to be worn

#### **Not Acceptable**

Tracksuits / Shell Suits  
Rugby / Cricket / Football shirts  
Combat / Camouflage trousers  
Flip Flops / Beachwear  
Caps / Hats  
Waterproof Jackets and/or Trousers

Shoes worn on the course should not be worn in the lounge.

### On the course

Men are requested to wear smart collared shirts/polo shirts/golf designed shirts, golfing footwear must be worn, tailored shorts with any length of sports sock are acceptable Ladies are allowed to wear capped or sleeveless tee shirts with the provision of smart tops allowable outside skirts/shorts and trousers.

The following are **NOT** acceptable on the course:-

Tracksuits - Shell Suits  
Running shoes  
Rugby - Cricket - Football Shirts or Shorts.  
Denim Jeans  
Combat - Camouflage Shorts or Trousers.

Unless medical conditions apply and are advised to staff.

FINALLY, MEMBERS are reminded not to challenge other members/visitors regarding the dress code but to report to the appropriate member of staff who will discuss it with the offender. The bar staff have been instructed not to serve anyone and the Professional not to let anyone onto the course who is incorrectly dressed.



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### **Approaching Committee Members on course.**

Committee members represent and assist all members; however, we ask that you refrain from approaching committee members with questions or complaints prior to or during their round.

### **Slow Play**

- 1] Any game which is not keeping its place on the Course and which allows one clear hole or more to appear in front of it must invite the game behind to pass.
- 2] In the interest of all, players should play without delay. If a player believes his/her ball may be lost outside a penalty area or out of bounds, to save time, he/she should play a provisional ball.
- 3] Players searching for a ball should signal the players behind them to pass as soon as it becomes apparent that the ball will not be easily found. They should not search for more than three minutes, they should not continue to play until the players following them have passed and are out of range.
- 4] The Committee shall take such action as they consider necessary to eliminate slow play.

### **Players starting elsewhere than the First Tee**

- 1] Players shall not start at the 10<sup>th</sup> Hole when there are players approaching the 8<sup>th</sup> Green, Putting on the 8th Green or playing the 9<sup>th</sup> Hole.
- 2] No player shall cut in at any Hole when other players have left the Tee at the previous Hole.

### **Practising**

If playing more than 2 balls, please use the designated Practice Area.

### **Buggies and Trolleys**

- 1] Buggies and Trolleys must not be taken on to any tee or green, between greenside bunkers and the green, or on to prepared green aprons or fringes. Nor must they be taken where it is manifested that a restriction has been made about their use. Buggy users must use prescribed routes.
- 2] All Members who wish to use a privately owned Buggy should in the first instance make an application to the Committee in writing accompanied by a Medical Certificate, showing that there is a disability which would prevent them from playing golf if a Buggy was not used. Members who use their own buggies must have appropriate Insurance cover in place.
- 3] Notices regulating the movement of Buggies and Trolleys should be strictly observed.

### **Competition PLAY**

- 1] Entries for Competitions should be made through the app, online or Pro shop in advance of each event.

***ENTRY FEES - No player may commence play in any Competition or Tie unless their entry fee has been paid.***

- 2] Members who have entered their names through the app, online or Pro shop and fail to turn up or withdraw from the competition will be disqualified. Rules of Golf 5-3 (a) entry fee is non-refundable.
- 3] Competitors who decide not to start at the time they have entered on the Tee Sheet because of inclement weather shall not be entitled to play later in the day when the weather may have improved.



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### **Matchplay Competitions**

- 1] Ties must be decided by the final dates for rounds as shown on the Draw Sheet.
- 2] Handicaps altered during a match-play competition are applicable from the date of the alteration.

***Only under exceptional circumstances will an extension of time be granted by the Match Secretary.***

- 2] The first named player or side is the challenger and will offer a minimum of three dates on different days, not all in the same week. Challenges must be issued during the first week of the period allowed for the playing of the tie.
- 3] If a challenge has been issued in accordance with the previous rule and the tie has not been decided by the final date for the round, it shall be the duty of the challenger to claim the tie. In the event of this action not being taken, the Committee will assume that no proper challenge has been issued and disqualify the challenger.
- 4] Handicap allowance for single matches will be the difference between Course handicaps and for foursomes matches,  $\frac{1}{2}$  the difference of the combined handicaps. In fourball matches, players will receive 90% of the difference between their handicaps and that of the lowest handicap player in the match.
- 5] All ties level after 18 holes must play sudden death starting at 1<sup>st</sup> hole.

### **Ladies Competitions**

- 1] Ladies Competitions are normally played on Tuesdays. The first tee is reserved from 8am.
- 2] No Casual Play from the first tee between 7:30 and 8am
- 3] Casual golf times will be provided throughout this day so please check the booking sheet for available casual golf times on the day.
- 4] Casual play members are required to respect ETIQUETTE, especially during Medal rounds.
- 5] Special Rules and conditions for Ladies' Competitions are posted on the Notice Board in the Ladies Locker Room.

***DECISIONS - The decision of the Committee on all matters related to the playing of a Competition or a Tie shall be final.***

### **Handicaps**

The club will maintain handicaps in accordance with CONGU UHS (unified handicapping system)

### **Player Responsibilities**

- Make the best score possible on each hole
  - Pre-register any intent before starting play
  - Return all acceptable scores
  - Play to the Rules of Golf
  - Certify scores for fellow players after witnessing the round
  - Submit scores, both Home and Away. Rules of Handicapping require scores from competitions to be returned promptly after play following the Rules of Golf: whereas a general play score is required to be submitted before midnight.
  - Act with integrity following all relevant rules, and refrain from using or overcoming any rule to any gain or unfair advantage
  - Have only one handicap record, administered by a home club



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### **Junior Members**

Junior Members that Do Not have a Handicap must be accompanied on the course by a parent or guardian.

### **Special Playing and Competition Arrangements for Junior Members**

- 1] Any Junior Member wishing to play in Adult Gents or Ladies Medals/Competitions can apply in writing with parents permission to the Gents Match Secretary or Ladies Match Secretary and Match Convenor. A decision based on ability/age/experience will be made on a case-by-case basis.
- 2] Such a Junior is eligible to win Adult Competitions, with the exception of the Henderson Trophy, Standard Cup, Fred Allan, Arrol Johnston Cups and Ladies Jubilee, which are confined to Adult Members. A Junior Member playing in any Adult Pairs Competition must be paired with an Adult Player. No Junior may participate in a sweep.
- 3] Junior Members have priority on the First Tee between 4.00 – 6.00 p.m. on Junior Competition Days.
- 4] It is compulsory that a Junior Member plays with 2 Adult Members in Adult Competitions or one Parent, throughout the said Competition.

### **Use of Tee's**

- 1] Dumfries and County have adopted a tee system which allows players to select the course best suited to their ability.

This club operates with four courses,

- white course
- yellow course
- red course
- blue course.

- 2] Competitions will be played on a designated course.
- 3] Juniors will play from yellow/blue or red tees in general play unless permission has been granted to play in senior competitions.

### **Playing the First Hole** – because of legal difficulties:

- 1] Under no circumstances shall any player attempt to drive the first green.
- 2] Under no circumstances shall any player attempt to retrieve a ball from the gardens to the right of the 1<sup>st</sup> Hole.
- 3] Where a ball is played so that it crossed over the boundary to the right of the 1<sup>st</sup> Hole, or should any player damage the houses adjoining the course, that player MUST report the incident immediately to the Club Administrator, failing whom, the Club Professional, the Clubmaster or a Member of the Committee, giving details of the shot played and the club used.



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**Playing the Second Hole** – because of insurance constraints:

Members and visitors must report all incidences of Golf Balls playing out of bounds onto or across Edinburgh Road. Forms for reporting such incidents at either the 1<sup>st</sup> or 2<sup>nd</sup> Hole [at the end of your round] are available from the Office, Pro Shop and the Bar.

*Because of the very serious effect any breach of these Rules might have on the Club, the Governance Board will take a serious view of the conduct of any player who is found to have broken these rules, and may reserve the right to invoke Paragraph 13 of the Club Constitution.*

### **Priority on the Course**

1] Except during Competitions, the Captain should be accorded the privilege of priority on the 1<sup>st</sup> tee. Tee-off times should be booked on the Online/App Booking System, or through the Professional Shop. Bookings can be made up to 14 days in advance. Casual visitors may book times similarly.

2] Visitors may commence play only at the 1<sup>st</sup> Tee, unless otherwise instructed, i.e. In some circumstances the Professional has the authority to instruct play to be from the 10<sup>th</sup> tee. The Professional shall allocate consecutive starting times to pre-booked visiting parties. The Club Professional must ensure bookings fall within the times allotted to visitors by the Club. The Club grants the Professional discretion to maximise Green Fee income, subject to the best interest of Members, Course Management, traffic and existing commitments. No bookings will be taken during Open Competitions.

### **Open Competitions - No Visitors**

*NOTE – The Course is closed to all Members on any Open Competition Day until 30 minutes after the final group have teed off. In exceptional circumstances, approval out-with these procedures would require the agreement of the Captain or in his absence, the Vice Captain.*

1] The Committee have authority at any time to indicate that the First Tee is reserved for some special purpose, provided that notice is given to the Members, for example, by notice on the Board, Professional Shop

### **Local Rules for Play**

1] The permanent Local Rules are printed on the current scorecard.

2] Temporary Local Rules are printed on the Club Notice Board or the online App from time to time.

### **Safety on Course**

1] Prior to playing a stroke or making a practice swing, the player should ensure that no one is standing close by or in a position to be hit by the Club, the ball or any stroke or swing. A detailed hole-by-hole risk assessment leaflet is available from the Club Administrator.

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



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### Care of the Course

Holes in Bunkers – before leaving a bunker, a player should carefully fill up and smooth over all holes and footprints.

AREA between Bunker and Green - To protect bunker edges and aprons, players are reminded not to take trolleys or buggies between the Bunker and the Green area.

### Replace Divots, Repair Ball marks and damage by Spikes

Players should ensure that any turf cut or discarded by him/her is replaced at once and pressed down and that any damage to the Putting Green made by a ball is carefully repaired. **On completion of the hole by all players in the group** – damage to the putting green caused by golf shoes spikes should be repaired. Care should also be taken when putting bags down, and replacing the flagstick so that no damage is done to the putting green. The flagstick should be properly replaced in the hole before the players leave the green.

Damage through Practice Swings - in taking practice swings, players should avoid causing damage to the course, particularly the tees by removing divots.

## THE CLUBHOUSE

### Junior Members

- 1] A locker room is provided for use by all Junior members of the Golf Club and is located within the rear corridor. It can be used for the purpose of changing footwear and storing golf clubs only. There are no toilet or washing facilities available within this room.
- 2] Junior members should use the Disabled toilet, they should also change out of wet clothes there.
- 3] Junior members are NOT permitted to use adult locker rooms unless accompanied by a parent or guardian.
- 4] The definition of a Junior by Scottish Golf is age under 18.
- 5] Parents/Guardians can apply in writing requesting permission for their child to use Adult Toilets.

### Visitors

- 1] A guest may not use the Clubhouse unless a Member has signed in him/her.
- 2] A visitor who has paid the appropriate green fee is a temporary member of the Club and may use the full facilities of the Clubhouse.

Property of the Club – no article, which is the property of the Club, may be removed from the Clubhouse except with the authority of the Committee.

### Property of Members

- 1] Members are responsible for their own property and should insure all personal effects, including golf clubs against loss or theft.

Notices – NO notice or intimation may be posted or exhibited in the Clubhouse except with the authority of the Committee.

Dogs – are not permitted in the Clubhouse, except Guide Dogs.

### General



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- 1] A member who introduces a guest shall be responsible for the conduct of his or her guest.
- 2] The Clubhouse staff have, at any time, authority to take appropriate action in the case of any breach of the Rules applicable to the Clubhouse.
- 3] A Disabled Toilet with a baby changing facility is situated in the Clubhouse in the Bar area. Juniors are also permitted to use this toilet facility.

### **Car Parking**

- 1] In the vicinity of the Clubhouse, cars may be parked only within the marked bays. No vans are allowed unless on Club business and are to park at the top car park by Edinburgh Road.
- 2] No car shall be parked in such a way as to impede the rights of other users of the golf course access road.
- 3] No cars shall be parked on the area of the ground belonging to the Air Cadet Corps.
- 4] Members shall not park in reserved areas that are allocated to Officials and Staff.
- 5] Disabled parking areas are situated next to the Clubhouse entrance.

### **Public Liability Insurance**

A mandatory members insurance scheme was introduced with effect from 1 Jan 2004. The Club pays all Junior premiums.

### **Health and Safety**

Members should ensure they adhere to all Health and Safety Notices and Fire Regulation instructions, which are posted in the Clubhouse.

### **Members Guests.**

- a] A ticket at the lower fee payable in respect of a Guest introduced by a Member will be issued at the Professional Shop. A Guest may use the Club's playing facilities, only in the Company of a Member who has introduced him/her.
- b] The Committee has the power to withdraw the privilege of a Member to introduce guests, especially those locally resident when they consider that the privilege is being abused.
- c] A Member may introduce, for a single round on any one day, not more than 3 guests, not more than 12 guests per annum, and a Country Member may introduce not more than 6 guests per annum.
- d] A resident of Dumfries and Galloway region may play only once per calendar month as a Member's Guest.
- e] A Junior may not purchase a Visitor's ticket unless accompanied by a Member or an Adult.
- f] Charges for Visiting Parties and any special conditions which will apply to the visit will be fixed by either the Golf Professional or the Committee, on application by a person responsible for the visiting party.



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### Social media policy

Dumfries and County Golf Club realises that social media and networking websites have become a regular part of every-day life and that many people enjoy membership of such sites. However, we are also aware that these sites can become negative and care must be taken not to breach our confidentiality or offend members, visitors, suppliers, employees or our Professional and his staff when using these services.

For the purposes of this Policy, social media is any type of interactive online media that allows parties to communicate instantly with each other or share data in a public forum. This includes online social forums such as X formerly known as twitter, Facebook and LinkedIn. Social Media also covers blogs and video and image-sharing websites such as You Tube and Flickr.

Members should be aware that there are many more examples of social media than can be listed here and this is a constantly changing area. Members and staff should follow these guidelines in relation to any social media that they use.

The absence of, or lack of, explicit reference to a specific website or service does not limit the extent of the application of this Policy. Where no Policy or guidelines exist, members must use their judgement as to what is and what is not appropriate use or comment on such sites.

### **SOCIAL NETWORKING AND VIDEO SHARING WEBSITES**

When logging on to and using social networking and video sharing websites and blogs at anytime -

Members must not:

1. Conduct themselves in a way that is detrimental to the Club or brings the Club into disrepute.
2. Allow their interaction on these websites and blogs to damage relationships between employees and fellow members of the Club.
3. Make any derogatory, offensive, discriminatory or defamatory comments about the Club, its employees, contractors, suppliers, customers or fellow members.
4. Make any comments about the Club's employees that could constitute unlawful discrimination, harassment or bullying contrary to the Equality Act 2010.





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5. Disclose any trade secrets or confidential or sensitive information belonging to the Club, its employees, contractors, suppliers, customers or Members or any information which could be used by one or more of the Club's competitors, for example information about the Club's work, its products and services, technical developments and staff morale.
6. Breach copyright or any other proprietary interest belonging to the Club including the Club Logo.

**Members who are discovered contravening these rules may face disciplinary action under the Club's Disciplinary Procedure.**



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