



Heworth Golf Club

Welcome Pack for New Members

2020 Version

Last Updated March 2020

Welcome to Heworth Golf Club

The Committee, the Staff and other Members hope that you enjoy the experience of playing your golf at Heworth

We believe that you have made the right decision to join our club – Heworth is a long established course which presents a testing challenge for golfers of all abilities. It is easily accessible but above all it is a friendly club where you will be welcomed and accepted as a Heworth member

This document will provide you with the information you will need to be easily assimilated into the club if that is what you want. It will tell you who makes the club tick, who its employees are and how the club itself is organised. It will tell you what competitions are available to you, how they are organised, how to enter them and what to expect

It will inform you of the less formal groups of golfers that you can engage with and how you can join them

It will tell you about the bar and catering facilities

In short it will tell you all you should need to enable you to enjoy your experience at Heworth

If you have any questions just ask!!!

Contents

1. Covid 19 pandemic – temporary measures and guidance to members
2. Who's who in Heworth Golf Club?
3. Golfing etiquette and general behaviour
4. Course and Course Card.
5. Informal Golf.
6. Competitions
7. Social Events
8. Contacting Us
9. Getting a Handicap
10. Club House
11. Web Site
12. York Union of Golf Clubs
13. Notice Boards
14. Formal Meetings
15. Heworth Golf Club Rules
16. Data Protection Notice

1. Coronavirus (covid 19) – temporary measures and guidance to members

It is absolutely vital that all new members read this section and abide by the contents

We are only allowed to reopen the course for play subject to the rules laid down by government and England Golf.

Failure to adhere to these rules could result in the closure of the course

Failure by individual members to abide by the guidance in this section could put yourself and others at risk and the Executive Committee (the ruling body of the club) reserve the right to discipline members who do not conform to this guidance.

Disciplinary action might include the following:

- A verbal warning on the day
- Ejection from the course on the day
- A ban for one month
- Ejection from the club

The guidelines are subject to change as the lock down is relaxed. You will be informed of these changes by email from the membership software – so please check your emails

At present you are only allowed to play in the following formats:

On your own

With members of your household (i.e. people living together)

In 2-balls if the second person does not live with you

In addition, whilst in and around the clubhouse and whilst on the course you must continue to exhibit social distancing.

At the present time the only the clubhouse door is open to provide access to the locker rooms and the lavatories

ALL other parts of the clubhouse are out of bounds

Projected timetable for reopening

Some aspects of this timetable are subject to change and will be based on government rules and advice

June 1 st	Online green fees accepted
June 1 st	New members have access to the course
June 15 th	Green fees accepted at course
July 1 st	Lounge opened for the use of the coffee machine
July 1 st	Competitions restarted
August 10 th	Bar reopens fully to members
September 1 st	Bar reopens for private functions

Advice to Members

There are going to be a lot of changes to the way in which we play golf but the basic message continues to **Keep Safe**

The following things are intended to keep you all safe whilst on the course and in and around the clubhouse. The advice is intended to be comprehensive and complete but possibly has gaps!!!

The simplest thing to remember is to exercise caution and common sense

If your behaviour or that of someone around you feels unsafe then adjust your own behaviour and be prepared to challenge those around you. Also do not feel offended if you are challenged. **This virus is very nasty and we all have a duty of care to each other – after all – we are friends!!!**

- ✓ Do keep your clubs and other equipment at home initially if at all possible
- ✓ Do be careful to social distance whilst using the locker rooms
- ✓ Do wash or sanitise your hands regularly. Soap and sanitiser are present in the locker rooms. Sanitiser points are also outside the clubhouse door, outside the office door and by the coffee machine in the dining room
- ✓ Consider bringing your own sanitiser
- ✓ Do minimise touching your face, mouth nose, eyes and ears without prior hygiene measures first
- ✓ Do not share food or drink whilst at the club either indoors or outdoors
- ✓ Do minimise the time you spend indoors
- ✓ **Do maintain social distancing at all times**
- ✓ Do respect each other's point of view
- ✓ Do follow guidelines on card marking when formal competitions resume
- ✓ Do take extra care to keep your distance on the putting green or we will close it
- ✓ Do take extra care to keep your distance when queuing for the first tee
- ✓ Do not remove flagsticks
- ✓ Bunkers are to be regarded as GUR
- ✓ Do not touch lost equipment or lost balls
- ✓ Do not touch each others equipment
- ✓ Do not shake hands at the end of each round

- ✓ **Do not play golf if you feel at all unwell especially if you have covid-19 symptoms – dry cough and/or fever, you lose your sense of smell or taste etc.**
- ✓ Do inform us if you subsequently feel unwell. Do this by phone or email to the club email address – see website. This is important as it allows us to inform those you may have come into contact with whilst you were at the club
- ✓ Do self isolate if you are exposed to someone with covid-19
- ✓ Do understand that the various restrictions that the Executive Committee have introduced are conforming to government and ruling body guidelines and are designed to get you all playing safely. **For the moment it will not be the same**

Code of Conduct for Play

This section includes advice from Bigga and the R&A for conditions of play i.e. what we need to do in order to set up the course and, importantly, what golfers need to do to remain safe.

1. Course Set-up & On-Course Items

- Rakes have been removed
- Ball washers have been covered up
- Drinking fountain has been covered up
- Benches are marked with tape to avoid use by players
- Bins are marked with tape to avoid use by players
- All other removable items have been removed, except that stakes defining areas of the course can be treated as immovable obstructions

Hole and Flagstick

- Flagsticks are retained but we will append a sign to the flagstick stating that it is not to be touched
- Hole liners have been inserted into the hole cups so that all of the ball does not fall below the surface of the putting green and can be easily retrieved by handling the ball only
- Flagsticks on putting green have been permanently removed

2. Before the Round

Tee times etc.

- Maximum number of golfers in a group per tee time is confirmed as two for social golf but more where people live together but, in any case, must be in accordance with any government requirements
- Tee times must be 10 minutes apart

Arrival and Waiting to Play

- Clubhouse door and locker rooms will be open for access to toilets and lockers
- You are encouraged to take equipment home to eliminate the need to access locker rooms
- You are advised to maintain social distancing requirements
- No trolleys or other items are available for hire until we can ensure sanitising practices can be guaranteed
- You are discouraged from crowding on the practice putting green

3. During the Round

Social distancing must be maintained at all times – you are reminded to ensure that you keep at least two metres apart during the round

Teeing Areas

- You are reminded to keep two metres apart at teeing areas

General

- You are reminded to stay more than two metres apart when walking to the ball, searching for a ball and playing shots
- You are reminded not to touch lost equipment or stray balls

Bunkers

- Are regarded as GUR

Putting Green

- You are reminded to keep two metres apart on the putting green

4. After the Round

All golfers are reminded that social distancing is as important after a round as it is during the round, so when the round is over all golfers must leave the course and the clubhouse immediately so that there are no large gatherings around the clubhouse area.

However, as the clubhouse is progressively reopened according to the timetable above then this stipulation will be relaxed

5. Rules of Golf-Related Matters

To enable some of the changes to the way the game is played there are a number of changes to the Rules of Golf. Members will be informed if there are further measures introduced but from immediate effect the following apply:

Forms of Play and Scoring

Social golf will be the only option of play until further notice

Stroke play competitions involving players in different groups will be avoided

During competitive stroke play (when it is introduced) then the following measures apply. These are intended to eliminate the need for handling or exchanging of scorecards

- **Players should enter their own hole scores on the scorecard** (it is not necessary for a marker to do it)
- **It is not necessary to have a marker physically certify the player's hole scores**, but some form of verbal certification should take place at the end of the round
- **It will not be necessary to physically return a scorecard to the Committee** if we have adopted the Played Score Input device. Alternatively scores can be returned to the Committee by email or text ideally copying to your playing partner

Bunkers

- Are regarded at present as being GUR and golfers whose ball lands in a bunker should behave accordingly

Flagstick

- Golfers are required to leave the flagstick in the hole at all times and not to touch it

Hole and Holed Balls

- The hole liner (sometimes referred to as the hole 'cup') is set so that all of the ball cannot be below the surface of the putting green, so the ball is considered holed if any part of it is below the surface of the putting green
- In social golf to minimise the need to lift the ball from the hole, it is recommended that provided that a ball is holed with the next stroke if it is within 12 inches of the hole (which is just over the length of a standard putter grip). This does not prevent a player in match play conceding a stroke that is outside this length

2. Who's Who in Heworth Golf Club

Heworth Golf Club was established in 1911 and has occupied its current site for the whole of its history, although there have been many changes to the course during this time. It is a members club run by an Executive Committee.

The Committee is responsible for the day to day running of the club and is usually comprised of four Officers (Captain, Vice Captain, Honorary Secretary and Honorary Treasurer) and up to four other voting members of the club who are elected by the membership. Each of these four members will usually adopt some special responsibility e.g. Chairman of Greens, Chairman of Handicaps and Chairman of House

In addition, there is a Lady Captain and a Lady Vice Captain

Current members of the Executive Committee, the Lady Captain and Lady Vice Captain are listed on a notice on the main notice board in the foyer of the clubhouse

Staff:

Clubhouse Manager Victoria Giannini 07581 001830

Head Greenkeeper Mark Hirst

Assistant Greenkeeper Robbi Etherington

Assistant Greenkeeper Hughie Birstwith

3. Golfing etiquette and general behaviour

This section is primarily aimed at those new members who are relatively new to golf.

For experienced golfers the content of this section will not be news!!!

Behaviour on the Course

- Do abide by the dress code – this is displayed in the clubhouse
- Golf shoes must be worn on the course at all times
- Shirts must be tucked in at all times
- Shorts must be tailored i.e. not sports shorts
- Do not share golfing equipment at any time – you must use your own clubs etc.
- Do not take trolleys onto or across tees
- Do not take trolleys onto or across greens
- Trolleys must be kept on the path to the right of the fence on the 8th/17th hole
- Golf balls should be marked in some way to aid in identification on the course
- Wayward golf balls on the course – shout ‘Fore’ if you hit a ball that might endanger another members. **Please note that this behaviour does NOT absolve you from potential legal action following injury. Your EGU Affiliation Fee (paid by all members) currently provides you with up to £10 million pounds of liability insurance. You should note that this insurance does not insure your equipment nor cover you for hole in one payments**
- Wayward golfs balls out of the course – if your ball is hit out of the course (particular problems may be encountered on the 1st, 8th/17th and 9th/18th) then you must inform the Secretary by email or letter if the incident providing your name, date and time, hole involved, what happened and any details of apparent injury or damage caused
- Pace of play – try to keep up with the group in front of you and do not hold up groups behind you. If you are failing to keep ahead of the group behind you then be prepared to wave that group through
- Putting green – chipping onto the putting green is NOT permitted
- Greenkeeper notices – occasionally the greenkeepers may place notices around the course. Examples include ‘putting course closed’ ‘chemicals on greens’. Players should adjust their behaviour as appropriate to the notice
- Winter conditions – greenkeepers may use notices and/or ropes to prevent access to certain areas by trolleys. These must be adhered to

General Behaviour

- Abusive language is not acceptable and may result in disciplinary action being taken including ejection from the club
- Aggressive behaviour is not acceptable and may result in disciplinary action being taken including ejection from the club
- All staff (greenkeepers and clubhouse staff) and members must be treated with respect. Any reported incidents of failure to behave appropriately will be investigated and may result in disciplinary action being taken including ejection from the club
- Particular care must be shown when using the internet especially social media. Any inappropriate posts may result in disciplinary action being taken including ejection from the club

Behaviour in the Clubhouse

In addition to the above requirements the following apply:

- Dress in the clubhouse must be golfing attire or smart casual
- Golf shoes must not be worn in the clubhouse other than in the locker rooms and when accessing the locker rooms
- Care must be taken in the lavatory areas if members choose to wear golf shoes. These areas are tiled and the club accepts not responsibility for injury under these circumstances
- Drunken behaviour can result in ejection from the clubhouse by staff

Annual Subscriptions

- Annual subscriptions must be paid no later than January 15th of each year – failure to pay by this date will result in termination of membership
- Annual subscriptions **MUST** be paid in full – no partial payments are acceptable under any circumstances
- Annual subscriptions can be paid by BACs, cheque and, only in extreme cases, by cash and then only in the presence of witnesses. Subscriptions can be paid by Fairway Credit in ten monthly instalments but the company operating this scheme charges the member about 6% for the privilege. Members should note that the club receives the full membership fee from Fairway Credit and the member's debt is then to Fairway Credit
- No refunds are given on annual subscriptions
- In the event of serious illness (three months or more) then that period of illness is credited to the member the following year by method of a discount on that year's subscription. Members wishing to avail themselves of this **MUST** email

or write to the secretary with details of their illness and period of illness prior to the end of the subscription year

- Renewal notices are issued towards the end of October
- In addition to your annual subscription which is based on your category of membership you may wish to rent a locker, become a member of the hole-in-one club or rent a space in the trolley charging shed (limited availability). Additional charges are made for each of these and details are available from the Secretary

Course and Course Card

The Course

Heworth has 12 holes but in a full round 18 holes are played. There is a plan of the course on the back of the score card. As you play the course you will soon become familiar with its layout

On the first hole, you should give way to players playing the 9th/18th

On the 3rd you should give way to players who are playing the 12th

Please take care crossing the road to and from the 10th, 11th holes and the practice area

You do not need to book a tee but you should ensure that there are no competitions or other events taking place.

You can find out what competitions are happening by checking the website fixtures page and also looking at the fixtures notice board next to the putting green. We also issue a handy fixtures card when your renewal subscription is received although the content may change through the year

When on the golf course you should try to be aware of other players on the course and be considerate in your play. You should try to keep pace with the group in front of you. If you are slower than those behind you, it is courteous to let them go through. You should always give way to anyone playing in an official competition.

Safety is a major consideration at all times

Please take care of the course and remember the 3 R's –

Rake bunkers

Repair pitch marks

Replace divots

There are three differently coloured tees:

White – Men's competition tees

Yellow – Men's non competition tees

Red – Ladies competition and non competition tees

Course mobile

The course is sometimes closed due to adverse weather conditions – snow, ice, water logging etc. When the course is closed a sign to that effect is hung outside the clubhouse. However, the club also has a course mobile that will tell you whether the course is closed

The number is 07486 518414

Putting Green

This area is provided for putting practice only. **Members should not practice their chipping skills onto the putting green**

Practice swings should also not be taken on the fringes of the putting green

Practice Areas

There are two areas for practice situated either side of the 10th and 11th holes. Care should be taken when using these areas and practice using woods is not permitted. Due to the danger of hitting balls on to the Malton Road. Only chipping is permitted in the area beside the 11th green and fairway. Unfortunately the practice areas are not available when the course is closed due to weather condition

Please note that Michael Dennington (PGA Professional) uses the left hand practice area for teaching purposes and has priority at all times

Should you require any training please contact Michael on 07860 535107 or at info@yorkgolfacademy.com

Michael's contact details are also on the website

Dress Code

The dress rules for the course are displayed in the club house

Golf shoes should always be worn on the course

5. Informal Golf

Men's Section

There are various groups who meet at various times during the week for informal golf. New members are welcomed by all these groups. Format of play varies between the groups and on different days depending on numbers playing. Most groups play for a small stake!

Players usually assemble on the practice putting green. Partners are usually decided by drawing balls

Each group may play by slightly different rules. For example, some groups insist that all holes are putted out whilst others give short putts to opponents. Play is subject to course availability with regard to formal competitions. Groups will rearrange their time of play to fit in with competitions. So, for example, if there is a competition on a Saturday then the group may meet on Sunday instead

Existing groups are:

Monday:	08.30 & 12.00
Tuesday:	08.00
Wednesday:	08.30 & 12.00
Thursday:	08.00 (11 holes only)
Friday:	08.30 & 12.00
Saturday:	08.00, 12.00

Ladies section

There are no restrictions on when ladies may play the course. There are various opportunities for social golf. The main time is Tuesday mornings, the format varies but 11 holes are played.. Partners are decided by drawing balls at 09.45. Tuesday afternoons meet at the clubhouse at 12.30

The Thursday morning format varies but 11 holes are played, partners being decided by drawing balls at 09.45

Sunday afternoon is by arrangement but usually meet at 13.00 hours

Guest players

Members can bring guests to play golf. The green fee rate for 'With member guests' is clearly displayed in the lobby. Please ensure that you sign the guest in as per the instructions displayed.

Most importantly please ensure you enter your guest's details in the 'With Member Green Fees' book which can be found in the foyer of the main

clubhouse – this is to avoid visitors ‘piggy backing’ off the ‘With Members Fee’

6. Competitions

Fixture details of men’s formal golf, Lady’s, Mixed, Junior and York union competitions can be found on our web site

York Union Competitions – Heworth Golf Club Selection Criteria

Men’s summer competitions - selection will be by draw

York Foursomes - representatives will be selected by the Handicaps Committee

Cross Trophy (winter competition) – selection will be as follows:

There will be six Cross Trophy dates during the winter. On each date we will need to provide 7-8 pairs for each of two venues. The four best scores from each venue will count towards the Trophy. The upper handicap limit for entry is 18

The selection policy will continue to be based on a ladder system in an attempt to ensure that everyone has an equal opportunity to play. In order to streamline selection the following system will operate:

Players will be expected to play with the same partner throughout the Cross Trophy season. Having put their names forward for consideration it will be assumed that each pair will be available for selection on all six occasions. If a pair is selected and subsequently cries off they will forfeit their place and revert to the bottom of the ladder

Reserves that actually play and represent the club will also revert to the bottom of the ladder. Reserves that cannot play if, asked, will also revert to the bottom of the ladder

The Captain will gain automatic selection at the venue of his choice

The best team score at either venue will gain automatic entry into the next round. In the event of a tie back nine scores will count. To begin the season’s selection process a random computer draw will be made and published. Thereafter, selection will be based on a strict rota system

Scratch Team

Throughout the golfing season the Heworth Scratch Team compete against the best players from other clubs. Notices will be posted on notice boards throughout the year detailing forthcoming matches, venues etc

Any member wishing to support or play in the team should contact the organiser – ask the Secretary for details

Entering Competitions

Formal competitions fall into two categories, those where the entry fee is paid in the shop in advance – generally knock out competitions with multiple rounds e.g. Plummer Trophy, Jackson Cup, June Cup etc. and those where the entry fee is paid in the shop on the day of the competition – generally single day events e.g. medals, Hunter Cup, Pulleyn Cup etc.

Entering these competitions is as follows:

Competitions where the entry fee must be paid in advance:

Entrants must sign up on sign up sheets displayed on the locker room noticeboard

Entrance fees should be placed in an envelope clearly marked with competition name, player(s) name and fee paid

The envelope should be posted into the honesty box

Competitions where the entry fee is paid on the day:

Enter your name(s) on the signing up sheets, which are displayed on notice boards in the men's or lady's locker rooms. Signing up sheets for mixed competitions are displayed on the notice board in the foyer

Entrance fees should be placed in an envelope clearly marked with competition name, player(s) name and fee paid

The envelope should be posted into the honesty box

7. Social Events

Social events may take place from time to time and these are advertised on the notice boards in the clubhouse entrance

For some events you need to register your interest as spaces may be limited. Otherwise just turn up on the night! Details are provided when the events are advertised. You are welcome to bring your friends and family to these events. All we ask is that non members are signed into the Visitors' Book which is located on the left hand side of the lounge bar. As we are a members only club, this is a requirement of the licensing authorities and our insurers

8. Contacting Us

In the foyer of the clubhouse are a series of pigeon holes for the Captain, Vice Captain, Secretary, Treasurer and Sub Committee Chairmen. You are welcome to place written notes to any of these individuals in these slots.

Contact details for specific individuals are provided on a notice on the main notice board

9. Getting a Handicap

You will need to submit three score cards over 18 holes or 6 score cards over 9 holes marked by someone in the club with an existing handicap. Once the cards are submitted, your handicap will be allotted by the Handicap Committee. Scores can be over 9 or 18 holes, using the yellow tees for men or the red tees for ladies

Junior members who are under 18 must have their cards marked by senior members

Why do I need a Handicap?

Once you have a handicap you can enter club competitions, play in club matches, play in York Union competitions and join in any social groups who play competitively. You can also play in Open Days at other golf clubs

Some golf clubs require you to have a handicap before you play. They may also want to see your handicap certificate which the Handicap Committee can provide for you on request

The new World Handicap System (WHS) is being introduced in the UK later in the year

Full details are not available at present but essential features of the system are:

- Course rating and slope rating
- Minimum number of scores to obtain a handicap
- Competitive and recreational scores to count for handicap
- Handicaps will be calculated from an average of recent scores
- Maximum handicap of 54
- Abnormal course and weather conditions adjustments

As details are released then members will be informed

10. Clubhouse

Access to the clubhouse is via the front door which has a key pad lock. You will be told the code when you join but if you forget it or when it is periodically changed you can ask in the bar

Leaving the clubhouse by the main door can only be achieved by pressing the door lock release button which is located to the right of the door

Security is important so this number should not be given to strangers

Lounge and bar

These are open to playing and social members. Non-members must be signed into the Visitor's Book by their host to satisfy the licensing authorities and our insurers

The bar opening times are given on the notice board in the clubhouse entrance, on the web site and at the side of the bar. Food is available at certain times

There is also a tea and coffee machine located in the dining area of the lounge

Members are offered a member's discount card which can be used to pay for drinks at the bar at a discount. These are obtained from the Clubhouse Manager

Bar and Catering Hours

These vary seasonally and are displayed on the main noticeboard

Hiring the clubhouse

Any member or member of the public can hire the clubhouse for a small fee for any event they may require – birthdays, anniversaries, christenings, weddings etc.

These events form a vital part of our finances and all members are encouraged to consider using the clubhouse for such events

Should you or your friends wish to use the clubhouse for an event please contact the Clubhouse Manager directly

The Clubhouse Manager is also able to provide catering if it is required

11. Web Site

Our web site, www.heworthgolfclub.co.uk/ is one way of allowing us to communicate with you so please take the time to occasionally access the site and review any new information that is displayed

12. York Union of Golf Clubs

All golf clubs are organised into local unions and Heworth Golf Club is one of the founder members of The York Union, which has expanded over the years and now has 14 member clubs

The Union runs various competitions; supports member clubs, holds social events etc. For more information visit their web site. www.theyorkunionofgolfclubs.co.uk/

13. Notice boards

A lot of information is made available to members via notice boards so it is helpful to look at them regularly. A fixtures board showing the current week's golf fixtures is located outside, close to the practice putting green on route to the first tee

Various notice boards that provide information about social and mixed events plus general information for all members are located in the foyer

Information about competitions (including sign up sheets) and other events as relevant can be found in the locker rooms

14. Formal Meetings

Annual General Meeting (AGM)

The AGM is held before the end of April, usually towards the end of March. Business includes the election of Officers and Committee, presentation of the accounts and report and any other business of which notice has been given

It is also the point at which the incoming Club Captain takes over from the retiring Captain

Special General Meetings (SGM)

A SGM may be called at any time by the Executive Committee or by a requisition to the Executive Committee signed by not less than 20 voting members and stating the object for which the meeting is required. Usually there is at least one SGM per year which is held in October and is primarily to decide the level of the membership fees payable for the following year. It should be noted that the Executive Committee can raise subscriptions fees by up to 5% per annum without a vote being put to the membership

Open Forums

These are open meetings that are occasionally held to encourage open and frank discussion of what is happening at the club as and when required. They are normally advertised on the various notice boards and on the web site

15. Heworth Golf Club Rules

Copies of the Club Rules are displayed on the notice board in the foyer. Printed copies can be obtained from the Secretary.

16. Data Protection Notice

This notice is to inform you of the information that we currently hold concerning you, what we use it for and your rights concerning this information

Data we hold:

These data will be collected from information you gave on your membership application form and from your competition results. These data will be securely stored on the club laptop and on paper records. We will keep your information safe by keeping our files, computer and building secure

Details include:

- Full name and contact details including email address
- Date of Birth
- Date of Joining
- Details of fees payable and payments made
- Details of competitions played and handicap information

Use of these data:

- These data will be used only to administer your membership and handicap
- These data will be shared with third parties to comply with local and national golf unions and the England Golf Handicapping Authority
- We will not sell your personal information to third parties
- If we plan to use personal data for a new purpose, we will update our privacy information and communicate the changes before starting any new processing
- We will not keep your information longer than necessary

Your rights:

A member has the right to:

- View the information stored
- Edit the information stored
- Lodge a complaint with a supervisory body
- Revoke permission for us to hold these data when membership is terminated

If you require a copy of this notice, require further information or have a complaint about the use of your personal information please contact the Secretary by email at heworthgc@gmail.com or in writing to:

Heworth Golf Club
Muncastergate
York
YO31 9QA

You can also contact Data Protection Commission at <https://ico.org.uk>