



# ***JUNIOR MEMBERS HANDBOOK***

## **A GUIDE FOR JUNIOR GOLFERS and THEIR PARENTS / CARERS**



***Welcome to your guide to being a Junior Member at Broomieknowe Golf Club. We are a friendly, fun club and we hope you enjoy being a member here. If you have any problems or questions, then please feel free to contact the Director of Junior Golf, Administrator or appropriate contact.***

## CONTACT INFORMATION

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## **MISSION STATEMENT**

**The aim of our Junior Section is to help you to enjoy your golf whatever level you may aspire to. We wish to make your golfing experience one of fun, whilst in a friendly and safe environment, where great friendships can be made. Development of juniors is vital for the future of the club, and we will do everything we can to help you achieve your goals in the game.**

### **1. JUNIOR MEMBERSHIP**

Junior membership is limited to 10% of the overall limit of Golfing Members as detailed in the Club's Articles of Association / Standing Orders, these numbers will be administered by the Club Administration Team and the Director of Junior Golf.

Every Junior Member who at the time of joining the club does not have a World Handicapping System (WHS) Handicap is encouraged to get a handicap as quickly as possible in line with their individual ability, junior members between the ages of 12 and 17 are encouraged to participate in at least 3 Broomieknowe GC Junior competitions.

Access to the course for Junior Members will only be permitted once the SafeGolf Consent Booklet which was issued with the member's application form or membership renewal has been completed and returned to The Director of Junior Golf, in addition all Junior Members must attend an induction course, details are in Appendix 1.

### **2. SAFEGUARDING POLICY**

Broomieknowe Golf Club is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines Broomieknowe Golf Club's commitment to protecting children.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

Broomieknowe Golf Club will:

- Promote the health and welfare of children by providing opportunities for them to take part in golf safely.
- Respect and promote the rights, wishes and feelings of children.

- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Safeguarding Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.
- Review this Policy and these Procedures on a regular basis:
  - In accordance with changes in legislation and guidance on the protection of children or following any changes within Broomieknowe Golf Club.
- Following any issues or concerns raised about the protection of children within Broomieknowe Golf club.
- In all other circumstances, at least every three years.

Club Safeguarding Officer: John McMillan

Contact Number:

### **3. CODE OF CONDUCT FOR PARENTS/CARERS**

As a parent/carer of a junior member of Broomieknowe Golf Club you are expected to abide by the following code of conduct.

You should:

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with club staff/officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Always use correct and proper language.
- Never use threatening or abusive behaviour towards children, officials, coaches or other parents.
- Always notify the Junior Organiser if you will not be attending or going to be late for a coaching session/competition

#### 4. CODE OF CONDUCT FOR YOUNG PEOPLE

As a junior member of Broomieknowe Golf Club you are expected to abide by the following code of conduct.

You should:

- Help create and maintain an environment free of fear and harassment.
- Demonstrate fair play and apply golf's standards both on and off the course.
- Treat others as you would wish to be treated yourself.
- Respect physical, cultural and racial differences.
- Tell someone in authority if you are leaving a venue or competition.
- Treat organisers, coaches and golf club members with respect.
- You should not take part in any irresponsible, abusive, inappropriate or illegal behaviour which includes:
  - Consuming alcohol or illegal or performance-enhancing drugs or stimulants.
  - Smoking.
  - Using foul language.
  - Publicly using critical or disrespectful descriptions of others.
- Violations of the Code of Conduct will be dealt with by the committee.

***The club's full Policies and Procedures for Child Wellbeing in Sport are available within the Junior Section of the club website under the heading of "Important Documents".***

#### 5. WHEN CAN I PLAY GOLF?

Junior members are permitted to book a Tee-Time in order to commence play as follows:

- Monday to Friday - at any time before 5.00pm and after 7.00 pm
- Saturday & Sunday - after 11.00 am

Junior members in full-time employment may play at any time from Monday to Friday but only at the above times at weekends.

Players may play individually or in two balls, three balls and four balls. NO five balls or over are ever permitted on the course. Tee off times can be booked on the Club V1/How Did I Do App or via the Club Professional.

At certain times the course will be closed for Competitions so remember to check that the course is open before you come up to play. The easiest way to do this is via the Club V1/How Did I Do App or phoning the Club Professional.

## **6. WHAT DO I WEAR FOR GOLF?**

Members and visitors using the course are asked to ensure that they conform to a good, neat and clean standard of dress and must adhere to the dress code as stated below and as posted on the Club noticeboards. The Course Ranger and the Professional will ensure that the dress code is observed.

The following must not be worn: T-shirts and sleeveless shirts (Boys only), vests and football or rugby tops, blue denim jeans, trousers with patches or holes.

Tailored crew/turtle-neck golf shirts are not categorized as T-shirts and are acceptable. All other respectable golf attire can be worn.

Golf Shirts can be left untucked if designed for playing golf.

Only tailored shorts/cargo shorts are acceptable, socks also must be worn. Beach or football shorts are not acceptable.

Golf shoes are to be worn however Juniors under secondary school age may wear trainers.

## **7. JUNIOR COMPETITIONS**

Junior Monthly Medals run throughout the main golfing season (01<sup>st</sup> April – 31st October) on a Sunday afternoon and during the school summer holidays we have a competition every Thursday afternoon. These are for golfers of all abilities and are over 18 and 9 holes.

Junior Boys and Girls with a Handicap of 18 or less can play in the normal field in either the Gents or Ladies Club Monthly Medals when accompanied by an adult member in the group. Where junior members wish to play as a group together they then must play at the back of the field, i.e. after the last group of Adult Members have commenced their round.

Appendix 2 – explains different types of competitions that may be organised.

Appendix 3 – explains how to get and maintain a World Handicapping System, handicap and how to maintain it.

## **8. A FEW SIMPLE RULES FOR THE COURSE**

### ***THE GOLF BAG:***

Golfers should never carry more than 14 clubs in their bags. These vary in type and may include a driver, putter, chipper, sand wedge, fairway woods or irons. Each player must have their own Bag and Clubs.

Make sure you have some tees, ball markers, pitch mark repairers, pencils, score cards, gloves, and balls which are all essential for golfers. A small towel is also handy for cleaning clubs and balls.

Living in Scotland an umbrella and waterproofs are also essential!

It is also important to carry a rule book so that you can look up anything you are unsure of or there is a Rules of Golf App from the R&A. That way you will get to know the Rules of Golf quite quickly.

If you want to carry your golf clubs a nice lightweight bag is good to have. You may use a trolley for your Clubs but remember do not take them onto Tees, Greens and areas around the greens i.e.. backs of bunkers, aprons, fringes etc.

## MAINTAINING A GOOD PACE OF PLAY

- Keep up with the group in front of you rather than just in front of the group behind.
- Maintain a GOOD PACE OF PLAY Keep your group's round moving by being prepared to hit your shot when it is your turn. You probably don't like waiting on other groups – don't make other groups wait on you.
- You only get 3 minutes to look for a ball so do not spend too much time looking for a lost ball, particularly if there is a group behind you waiting to play. WAVE FASTER GROUPS THROUGH!!! Always try to keep pace with the group ahead of you. If you hit a wayward shot that you feel you may not be able to find, then play a provisional ball
- Do not mark scores at side of green but move on to next Tee
- Player with the 'honour' (had lowest score on previous hole) drives off and then marks his/her card.
- Watch your own and others shots carefully to follow the ball until it comes to a stop, take a line or landmark so it can be located quickly. If in doubt always declare and play a provisional ball. (This saves significant time if the ball is not found)
- If you need to search for a ball and the group behind are held up, you should call that group through while you continue looking.
- Walk briskly towards your own ball being mindful of a player whose ball is behind you, try to be assessing the distance and your club selection as you approach your ball.
- Position your golf bag at the appropriate side of the green, ready to move on to the next tee immediately. Never take trolleys or bags onto the Greens or Tees, or between a green and greenside bunker, walk around!
- 5 seconds saved on each shot of a four ball will speed up your round by about half an hour!
- You should always call through a playing group behind you if your group is playing more slowly, ie the group behind are consistently waiting to play their shots. A 3 Ball will generally always play faster than a 4 Ball, a 2 Ball faster than a 3 Ball. BE AWARE of play behind you.

## 9. KEEPING IT SAFE AND THE ESSENTIAL ETTIQUETTE ON THE COURSE

Do not swing your club until you know that others in your group are at a safe distance.

Keep your distance when others are swinging.

When practicing your swing, never swing in the direction of another player.

Do not hit the ball until you are certain that the group ahead of you is out of range. If your ball is headed toward another player or group, give them warning by yelling out **FORE!**

Always watch the other player hit the ball and watch where their ball goes. Never walk ahead of another player and always be aware of what they are doing.

When on the putting green, always use the appropriate club (putter) for your stroke. This area is NOT suitable for full swings or raised clubs at any time.

When chipping in a short game area, always use the appropriate club for your stroke – this area is not always suitable for full swings.

If full swings are to be practiced, the normal rule for ensuring the area is safe apply.

When using the practice area, only hit a Club that will stay within the Blue Stakes and take extra care when collecting balls.

Never throw clubs in anger. It is both dangerous and sets a bad example to others

Always leave the putting green as soon as your group has finished putting.

Be Kind to the Course

Always repair DIVOTS on the fairways and pitch marks/ball marks on the green

Always RAKE BUNKERS after playing your shot and leave the bunkers as you would like to find them

Keep Quiet during another player's swing. Do not yell out following a shot. Even if boisterous behaviour doesn't bother your playing partners, REMEMBER there are other people on the course who may be within earshot.

Never walk through a playing partner's putting line. Your footprints might alter the path of a partner's putt. You can step over the putting line or walk around (behind) the partner's ball.

Mobile phones must always be kept on 'silent' mode on the Course. Making or receiving calls on the Course is prohibited except in an emergency.

Fairway Mats must be used during the winter period in accordance with instructions issued by the Club Council.

## **KEEPING IT SAFE – AGE RESTRICTIONS**

### ***UNDER 12 YEARS OLD.***

For safety reasons, this age group will not be allowed out on the course on their own, and when they do go out to play golf they must be accompanied by a responsible adult of at least 18 years.

### ***12 - 14 YEARS OLD.***

Juniors in this age group, who do not have a handicap, may not play on the course without having a responsible adult with them of at least 18 years.

Juniors in this age group that DO have a handicap may play on the course without an adult providing that there are at least two juniors playing together.

### ***15 – 17 YEARS OLD.***

No restrictions

## **10. BRINGING GUESTS TO PLAY GOLF**

Guests may be introduced to play on the Course by Junior Members:

- Only at the times Junior Members are permitted to play on the Course.
- Guests shall pay the green fees prescribed by the Council, prior to the commencement of play. In the event of the Professional's Shop being closed, the green fee ticket shall be obtained from the Bar or Club Manager's Office. All guests' tickets must be visibly displayed on their bag.
- Members shall not introduce more than three guests at any one time to play.
- A Member and guest(s) introduced by that Member must play together. No guest, whether introduced by the same or another Member, shall be allowed to play on the Course more often than 3 times a month and 12 times a year.



- All guests must produce their green fee receipt, on request, to any Official, Employee of the Club or Club Member.
- Members should ensure that their guests are aware of the dress code for the course and Clubhouse.

## **11. INSIDE THE CLUBHOUSE**

The Clubhouse is for the use of all Members.

Younger Juniors are only allowed in the clubhouse when the bar is open and there is official supervision for them, and once inside, they must always behave well. If there are any problems, staff or officials of the club may ask them to leave and will report the incident to the Director of Junior Golf.

Junior Members should use the main lounge; the 1905 lounge is only to be used by Junior Members when instructed to do so by a member of staff.

NO junior member under the age of 18 is allowed to drink alcohol on the premises or on the golf course.

Juniors under the age of 18 should not be in the clubhouse after 8pm unless accompanied by a parent or a designated adult.

Unaccompanied Junior Members under the age of 18 must have parental permission to use the Adult Changing Rooms when other members are present.

Only food and drink supplied by the Club may be consumed in the Clubhouse, except by prior arrangement with the Council.

Dress Code: Members and Visitors using the Clubhouse must adhere to the dress code as stated below and as posted on the Club Noticeboards.

A reasonable standard of dress is always required. Appropriate footwear must be worn and should be clean. No football shirts are to be worn in the Clubhouse. No golf shoes are permitted upstairs within the clubhouse.

After golf any waterproof clothing and hats must be removed if going into the clubhouse.

## **12. SIMULATOR ROOM**

### **Who can Book the Simulator?**

The facility can be booked by any member who is 18 years of age or over.

Junior members can use the simulator, but they must always be accompanied by an adult member or a responsible adult.

The full policy and procedure document "***Policy and Rules for Use of the Simulator Facility***" can be found on the Club Website.

### **13. JUNIOR LOCKER ROOMS**

A Junior Locker Room is available for Boys, it has 8 individual lockable lockers and racking for the storage of 12 Trolleys.

Girls can have a lockable locker in the Ladies Locker Room.

Lockers cost £20 per year and are allocated by the Clubhouse Manager, junior members wishing to get a locker should enquire about availability with the Clubhouse Manager.

Parents are asked to sign and give consent for their child to use the Locker Rooms at the time of joining Broomieknowe GC.

- It is the collective responsibility of all juniors to ensure that the Locker Room they are using is always kept neat and tidy after use.
- No golf trolleys are allowed in the Ladies Locker / Changing room. Clubs maybe stored in here if necessary but only while the junior member is still onsite. The golf club will take no responsibility for any equipment left onsite.
- It is the responsibility of each junior member to ensure the door is shut when leaving the changing room.

### **14. COACHING**

Details and costs of coaching sessions will be communicated directly to Parents and Carers of Junior Members by the Director of Golf as and when they are arranged.

## **Appendix 1**

### **Induction Courses**

All New Junior Members under the age of 16 must attend the Junior Member Induction Course, these are held monthly and are held in the clubhouse, this is a pre-requisite of Junior Membership.

Dates of Induction Courses can be found on the website or on the notice board in the foyer.

New members under the age of 16 will not be able to book a tee-time until the course has been completed

## Appendix 2

### *Types of Competitions*

- **MEDAL OR STROKE PLAY**

Each shot is counted and added up at the end of the round. If it's a handicap competition the golfer plays using their playing handicap.

- **MATCH PLAY**

Head-to-head golf. Each hole is treated as a separate competition and players can either win, halve or lose a hole. The winner is determined by the number of holes won. The lowest handicap player plays off scratch and the other players get the balance of shots which are applied via the stroke index of each hole, i.e. a player with a balance of 3 shots gets 1 stroke on the holes where the stroke index is 1, 2 & 3.

- **STABLEFORD**

A point-scoring system depending on the shots taken on each hole. This is a very popular format because one or two bad holes do not rule out a good overall score.

- 1 point is gained for a Net Bogey (1 over Par)
- 2 points for a Net Par
- 3 Points for a Net Eagle (2 under Par)
- 4 points for a Net Albatross (3 under Par)

- **FOURSOMES**

Golfers play in pairs and take alternate shots to complete the hole. One player will commence play from odd numbered holes and the other will commence from even numbered holes.

- **GREENSOMES**

Similar to foursomes except both players tee off at each hole before choosing which ball to play. For the rest of the hole, they take alternate shots.

- **TEXAS SCRAMBLE**

Texas Scramble is a popular team format in golf. Each player in a group tees off. The best of these shots is then chosen to be used for the next shot. Each member of the team hits their shot from that spot. This continues until you finish the hole.

- There may be other rules like a minimum number of drives per team member must be taken

- **FLAG COMPETITION**

A round where players have a total number of shots equivalent to the Par of the course plus their handicap to complete the round. They then play the round until their allotted number of shots runs out and they place a flag in the ground at the place where their number of shots run out.

## Appendix 3

### GETTING A HANDICAP

The Handicapping System enables golfers to compete on a fair and equitable level regardless of skill. To gain a handicap, you must submit scores for a minimum of 54 Holes; this can be 3 x 18 Holes or 6 x 9 Holes. For Boys it is recommended that if you are a beginner you play from the Red Tees to start with before progressing further back to the yellows and then the whites.

Whilst gaining a handicap your card can be signed by any responsible person who will record your scores on each hole for you. Please hand your card into the Pro Shop or put it in the boxes next to the PSI Terminal.

Ensure you clearly mark that it is a card for handicap, and it has your name, date, scores and is signed by both the player and marker. Once your scores start to be recorded you will be allocated a CDH number which is a unique number for all your golf scores please ask in the Pro Shop for your number.

When you have completed 54 holes a handicap will be given by Scottish Golf. If you register for the Scottish Golf App using your CDH Number, you will be able to see your scores. You can also register for the Club V1/How Did I Do systems where you can sign up for competitions and book tee times.

If you wish to have a greater understanding of how your handicap is calculated, you need to talk to the golf professional when he has some time spare to be able to explain how it all works. Follow this up by reading all the information provided online at Scottish Golf. You will soon realise that it is not as complicated as it sounds.

All Junior Members are encouraged to gain a Handicap as soon as possible through the World Handicapping System by the end of their first year as a member.

### GENERAL PLAY SCORES

Once you have a handicap you can submit what is known as a General Play Score , these are rounds of golf which you can play out with competitions with you friends or family. You must follow the same rules as you would during a Medal Strokeplay and mark a scorecard and have it marked and verified by another player. To do this you MUST register for a general play score before your round via How Did I Do or the Scottish Golf App. It is not within the rules of golf to register for a general play score after your round and this is monitored by the Club. (Note: even if you have a No Score on a hole, you must put a zero in the computer for that hole as normal)

### SCORECARDS

Scorecards will help you to see yourself making progress. So, always aim to complete one each time you go out on the course. Get used to recording your name, handicap, colour of tee you played from, time of play and type of game - even when you are not in a specific competition.

The cards are important for recording scores obtained during competitions or for general play scores. Players should swap cards with each other and record the score of the player they are marking for in the Player "A" Column and keep a note of their own score in the marker column. At the end of play each pair checks the scores at each hole to ensure they are correct. Once you have agreed the scores sign the cards and give the card back to the person you marked it for. If you are completing a card for a competition or general play score you must record it on, "How Did I Do" or the "PSI Terminal" in the foyer immediately after your game.