

**RULES, BYELAWS AND REGULATIONS FOR
 HARLEYFORD GOLF CLUB MARLOW LTD**

Harleyford Estate, Henley Road, Marlow, Bucks. SL7 2SP

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1. NAME OF THE CLUB

The name of the Club shall be Harleyford Golf Club (“the Club”).

2. OBJECTIVES OF THE CLUB

2.1 Members

Increasing the number of members at the club who regularly participate both in competition and social golf. Improving the long-term outlook for the provision of golf in the Marlow area and the Thames Valley region more generally through the achievement of a robust and sustainable business model.

2.2 Improved Image

Changing the perception of our club and our game more generally in the local area. Improving communication with members, guests and visitors to ensure the very best outcomes for all stakeholders.

2.3 Outstanding Golf Events

Providing excellent championships for members and access to competition and fun play for golfers of all levels. The provision of such golf will be driven through member led committees in conjunction with the management of the club. The emphasis will be on delivering a great playing surface and providing value added benefits before, during and after play.

2.4 Improved Governance

Building the infrastructure of the club so that committees have access to the latest decisions and directions from the R&A and England Golf, the best technology to manage golf and sound strategic advice from the professionals and management of the club.

3. CATEGORIES OF MEMBERSHIP

Subject to availability and acceptance, membership is available to such persons as subject to the rules of the Club. Membership shall be continuous when annual subscriptions and the card levy are paid (unless waived) unless appropriate notice to resign under these Rules (as may be amended from time to time) has been given and has expired.

The membership of the Club shall consist of the following categories of members as hereinafter defined:

3.1 Seven-day Member

Seven-day members shall enjoy unrestricted playing rights subject to the availability of tee times. Seven-day members are entitled to free range ball tokens and use of the driving range and all practice facilities. Subject to the Club’s fair usage policy (4).

3.2 Five-day Member

Five-day members shall have Monday to Friday playing rights excluding public holidays, but including the Captains’ drive-in competition, Joint Captains’ Day, Captains’ Charity events and other competitions as may be agreed by the Club from time to time. Additional rounds will be charged the appropriate members guest fee. Five-day members are entitled to free range ball tokens and use of the driving range and all practice facilities. Subject to the Club’s fair usage policy (4).

3.3 Associate Member

Associate members will be full time employees of Her Majesties Armed Forces or recognised Blue Light services. Associate members shall enjoy the same playing rights as seven-day members subject to the availability of tee times. Associate members are entitled to free range ball tokens and use of the driving range and all practice facilities. Subject to the Club's fair usage policy (4). Official photo ID must be provided for this category.

3.4 Intermediate Member

Intermediate members will be persons in the age range 19 to 35. Incremental increases in the annual subscription will be levied between the ages of 19 and 35 to bring subscription levels closer to seven-day membership levels. Intermediate members shall enjoy the same playing rights as seven-day members subject to the availability of tee times. Intermediate members are entitled to free range ball tokens and use of the driving range and all practice facilities. Subject to the Club's fair usage policy (4). Official photo ID must be provided for this category.

3.5 Flexible Member

Flexible membership is designed for people who only want to play a limited number of rounds throughout the year and do not wish to commit to a seven-day member subscription. Flexible members may participate in Club competitions (excluding Majors and Board events) and maintain an official handicap. The number of rounds (charged through pre-paid credits) that can be played with flexible membership depends on the day and time when a round is played. A full breakdown is available on request. The Club's software keeps a real-time record of the credits used. Unused credits at the end of the subscription year may be rolled forward for another 12 months providing the following years subscription has been paid. Flexible members may use the Driving Range and practice facilities on payment of the appropriate range ball token fee.

3.6 Junior Member

Junior members will be persons under the age of 19 at their renewal date in any membership year. Junior members under the age of 12 may not play on the course alone unless supervised by an adult member. Junior members may participate in official Club competitions when they have obtained an official handicap, together with golf etiquette and behaviour on the course accreditation from the junior section organiser. Junior members are entitled to free range ball tokens and use of the driving range and all practice facilities. Subject to the Club's fair usage policy (4). Official photo ID must be provided for this category.

3.7 Corporate Member

A variety of individual corporate membership packages are available and will be offered by the Club from time to time. Corporate membership packages will include named members and a set number of unnamed player bearer cards. Named corporate members shall enjoy the same playing rights as seven-day members. Bearer cardholders will have seven-day use of the course (subject to tee-time availability) but may not take part in official Club competitions or hold a handicap. Corporate members and bearer cardholders are entitled to free range ball tokens and use of the driving range and all practice facilities. Subject to the Club's fair usage policy (4).

3.8 Country Member

Country members shall be entitled to play a maximum of 20 rounds in a membership year and may participate in all official Club competitions. Additional rounds will be charged the appropriate members guest fee. This category of membership shall enjoy a reduced annual subscription and such members must declare their permanent residential address to be more than 30 miles from the Club (as measured by post code directions to the Club at SL7 2SP using Google Maps). NB: Second home and holiday home addresses do not qualify. Country members are entitled to free range ball tokens and use of the driving range and all practice facilities. Subject to the Club's fair usage policy (4). A council tax or utility bill must be provided for this category.

3.9 International Member

International members shall be entitled to play a maximum of 20 rounds in a membership year and may participate in all official Club competitions. Additional rounds will be charged the appropriate members guest fee. This category of membership shall enjoy a reduced annual subscription and such members must be ordinarily resident outside the UK. NB: Second home and holiday home addresses do not qualify. International members are entitled to free range ball tokens and use of the driving range and all practice facilities. Subject to the Club's fair usage policy (4). Proof of residence must be provided for this category.

3.10 Driving Range Member

Driving range members are entitled to free range ball tokens and use of the driving range and all practice facilities. Subject to the Club's fair usage policy (4). Driving range members shall be permitted to play golf at the member's guest rate on six occasions after which they will pay the appropriate members guest fee.

3.11 Social Members

Social members will be persons over 18 years of age who wish to use the Clubhouse facilities. Social members shall be permitted to play golf at the member's guest rate on six occasions after which they will pay the appropriate visitor green fee. Social members may use the driving range and practice facilities on payment of the appropriate range ball token fee. Subject to the Club's fair usage policy (4).

3.12 Estate Members

Estate members will be persons over 18 years of age and who either: live on Harleyford Estate, live at RAF Medmenham or, moor a boat in Harleyford Marina, who wish to use the Clubhouse facilities. Estate members shall be permitted to play golf at the member's guest rate on six occasions after which they will pay the appropriate visitor green fee. Estate members may use the driving range and practice facilities on payment of the appropriate range ball token fee. Subject to the Club's fair usage policy (4).

3.13 Honorary Member

On the recommendation of the Club a person may be elected as an Honorary Member. Honorary members shall enjoy the same playing rights as seven-day members subject to the availability of tee times. The Club shall reserve the right to terminate such membership. Honorary members are entitled to free range ball tokens and use of the driving range and all practice facilities. Subject to the Club's fair usage policy (4).

3.14 Academy Member

Academy members shall enjoy unrestricted playing rights after midday subject to the availability of tee times. Academy members are entitled to free range ball tokens and use of the driving range and all

practice facilities. Subject to the Club's fair usage policy (4). Academy members will each have a teaching schedule issued to them at the start of their membership which they are encouraged to follow.

4. FAIR USAGE POLICY

Membership categories (detailed in section 3) entitled to free use of the driving range may request up to two range ball tokens (i.e. one large basket – approx. 50 balls) per day. Members requesting more than 50 balls per day may be charged for each additional token.

Flexible, Estate & Social members (and members guests) who do not qualify for free use of the driving range and practice facilities must advise the Pro shop and purchase range ball tokens in advance. Range balls must not be collected from the course nor taken away from the Club for future use. Anyone found to be using the driving range or practice facilities without paying the appropriate fee will be charged £10 to their Levy account.

4.1 Out of Hours

The driving range is only available to use during Pro-shop opening hours. After the Pro-shop has closed, members cannot get balls for the driving range. The chipping green, putting green and practice nets will remain open until dusk.

5. CAPTAINS & VICE CAPTAINS

The procedure for selecting the Men's Vice Captain & Women's Vice Captain (Men's Captain & Women's Captain designate) is as follows. All current adult male and adult women members who have been a member for the previous two years are eligible. The current Men's Vice-Captain & Women's Vice-Captain will assemble a short list of potential candidates. The Men's Vice-Captain and Women's Vice-Captain may seek advice from their respective Captain and Playing Committee and past Captains. Vice-Captains will then offer the position to their preferred candidate. The selection process can start as soon as the current Vice-Captain wishes but should be completed by at least three months before the start of the Captaincy Year.

6. COMMITTEES

There are three main committees within the Club:

1. The Men's Committee
2. The Women's Committee
3. The Seniors Committee

These are responsible for the day-to-day running of golf within its respective section, including competitions, matches, member's handicaps and any social events relating to their sections. They usually meet every other month and are chaired by the respective playing section Captain.

Representatives on the Committee are selected by the Captain and will comprise the Vice-Captain plus members representing Handicaps, Competitions, Finance and Fixtures. The Men's section also includes the Senior Men's Captain and a member representing the Junior section. Members can be invited to attend for specific areas of interest on either a long term or ad-hoc basis. The Committees are quorate with four

members including the Captain or Vice-Captain. Members of the Committees can attend meetings via videotelephony when appropriate and as agreed with the Chair.

Any disputes or issues which cannot be agreed within the Playing Committee will be resolved with the Operations Director. Any member who would like to join a Playing Committee should contact the Men's Captain or Women's Captain to discuss timescales, roles and responsibilities. The Operations Director has final say on all decisions that relate to membership or the wider golf club.

Minutes from all Committee meetings will be posted on the Club website in the members area and be available for a period of 12 months from the date of the meeting.

7. COMPETITIONS & RULES OF THE GAME

The rules under which the game shall be played at the Club shall be those adopted from time to time by the Royal and Ancient Golf Club of St. Andrews (R&A) in so far as they may be modified by the members committees and detailed in the Competition Programme and Rules posted in the members area of the Club website.

8. MANAGEMENT AND STRUCTURE OF THE CLUB

The Operations Director shall be appointed by the Club and is responsible for the running of all aspects of the Club. The Operations Director will report to the Managing Director of the parent Group.

9. MEMBERSHIP

9.1 New Members

The recruitment of all categories of members to the Club and the procedure for acceptance (including, in the case of former members) shall be determined by and at the discretion of the Club or as delegated by the Club to the Operations Director. Every candidate for admission to any category of membership of the Club must submit an application on the form prescribed by the Club.

All new members must agree to have read and understood this document which is always available on the Club's website. New members shall not be entitled to the privileges of membership until acceptance of the terms thereof by paying the entrance fee, if applicable, and membership fee or the first instalment thereof as may be agreed by the Club.

9.2 Subscriptions, Card Levy and Entrance Fees

All members join and renew each year for a minimum period of one year.

The membership year runs for 12 months from the anniversary of first joining. Unless a member has resigned by giving the correct notice under these Rules, a request for payment of the annual subscription and card levy shall normally be made not less than 30 days in advance and emailed to the designated email address. NB: It is the duty of every member to inform the Operations Director in writing of any change of his/her permanent residential or e-mail address. Payment is due in full on the anniversary of the previous

membership year unless paying on the authorised payment plan scheme. The Club shall determine membership fees.

If full payment, or a confirmed payment plan, is not received by the anniversary of first joining in any year, membership and the use of Club facilities shall be suspended and the Club shall immediately suspend the membership until payment has been made. The Club shall take immediate steps to request the membership fee unless informed that the member does not wish to renew.

On full payment, or against a confirmed payment plan, each member shall be issued with a membership card (if not already in issue), a tag to be attached to the member's golf bag (if not already in issue), and a car sticker that allows entry to the Harleyford Estate. The membership card is to be carried when at the Club. When making purchases at the Club, member's Levy discounts are only available on presentation of the membership card and provided the member's account is in credit.

9.3 Payment Methods

Membership payments may be made by:

- Credit Card
- Debit Card
- Bank Transfer
- Approved Phased Payment Plan

Under the phased payment plan, subscriptions and any applicable locker fees are payable over nine months. A £50 administration fee applies. The administration fee and associated bar levy must be paid in the first month.

The phased payment plan is not available to Academy, Flexible, Junior, Social, Country, or International membership categories.

9.4 Phased Payment Plan Conditions

Members paying via the phased payment plan acknowledge that membership remains an annual commitment and cannot be cancelled part way through the membership year.

Any failed or missed payments may incur an administration charge and must be settled promptly. The Club reserves the right to suspend membership and to pursue any outstanding debts through formal recovery processes where necessary.

9.5 Resignations

Members may resign their membership at any time by notifying the Club of their intention not to renew. Membership is an annual commitment and, once commenced, cannot be cancelled part way through the membership year. All members remain liable for subscriptions and any other charges until the end of their current membership term. Where a member does not provide notice of their intention not to renew, the Club may assume continuation of membership and apply the relevant annual subscription.

In the event of termination of membership part way through the membership year, for whatever reason, there will be no refund of membership subscriptions unless there are exceptional and legitimate medical grounds for such termination. The Club reserves the right to request written documentation from a

Medical Professional to confirm such grounds. The final decision on whether a refund is granted rests entirely with the Club.

9.6 Conduct of Members – Suspension or Termination

If the Operations Director is of the opinion that there has been a breach by a Club member of any of these Rules; or conduct on the part of any Club member, either in the Clubhouse or elsewhere, such as might endanger the reputation, character, interest or good order of the Club, or might offend its other members or any of the Club employees, or the conduct of any member is the subject of a written complaint to the Operations Director signed by a member of the Club or by a Club employee, it shall be the duty of the Operations Director to furnish the member concerned with a statement of the facts or complaint and to invite the member to respond by written statement. If the matter is not resolved to the satisfaction of both parties then the complaint will be referred to a special meeting with the Operations Director.

The Operations Director shall be empowered to caution the member, suspend the member for a period not exceeding 12 months, require the member to resign or expel the member. Any such decision shall have immediate effect and shall be communicated without delay to the member concerned in writing, or in person followed by confirmation in writing. If a member of the Club is suspended from membership for a period, the member shall during that period cease to enjoy any of the rights and privileges of membership but if the Club so decide the member shall remain liable to pay the subscription. A member expelled in accordance with the Rules shall immediately cease to be a member of the Club. However, a member so expelled, or a member who has been suspended, may, within three weeks of the date of expulsion or suspension, lodge an appeal in writing with the Club's Managing Director. The Managing Director's decision on the appeal is final.

A member expelled or who resigns under this Rule shall have no automatic right of refund of any subscription, entrance/joining fee or any other charges paid. Notwithstanding the provisions of this Rule the Club may elect, at any time or times they deem suitable, to adopt the disciplinary powers which are delegated to member Clubs by England Golf. Suspension or termination of membership may take place if membership subscriptions and the card levy are not paid.

9.7 Public and General Liability

Members, visitors and guests are reminded that they may be personally liable for any loss or damage they may cause to property or injury to other persons, while on the Club property and grounds and, as a result, are advised to insure against any such personal liability. Although the Club will ordinarily maintain insurance providing a limited amount of personal cover for members, visitors and guests, individuals have the responsibility to check for themselves whether this is sufficient for their needs and extend it as necessary.

NB: The Club only provides limited public liability for members, visitors and guests whilst using the facilities of the Club.

The Club and any employees, representatives or agents (including any Committee members) do not accept any liability or responsibility for:

- Any personal injury to members, guests or visitors while on the Club premises or grounds unless such injury is caused by negligence for which the Club is legally responsible.
- Property or vehicles and their contents when left on the Club premises or grounds .

- Any member, guest or visitor who makes use of any equipment, privilege or service provided by the Club, or who engages in any activity organised, arranged or sponsored by the Club on or off the Club premises and grounds does so at his or her own risk.
- The golf course and surrounding areas is a natural environment, with many different types of terrain and landscape and there can be unexpected conditions under foot (frost, water logged ground, grass cuttings, rabbit scrapings etc). Whilst all efforts are made to make this as safe an environment as possible we must balance that with a desire to leave the environment as natural as possible. The Club cannot be held liable for any injury caused by slips, trip or falls or any other such incident.
- Any other loss, cost, injury, damage or other liability even if it results from any act or omission by those organisations or persons except as provided for in Rule 7.5 above.

10. NOTICES

All notices under these Rules will be deemed to be duly given when posted on the Club noticeboard and on the Club website (harleyfordgolf.co.uk) in the members' area.

11. IDEAS AND SUGGESTIONS

The Club encourages members to contribute to the running of all aspects of the Club in a meaningful and constructive way. Ideas, complaints or suggestions about any Club topic, or any Club employee, must be made in writing, signed and addressed to the Operations Director. If any such matter is specifically and wholly golf related it may be presented to the Club Captain.

12. INTERPRETATIONS AND AMENDMENT OF RULES

The Club shall be the sole authority for the interpretation of these Rules and the byelaws and regulations made hereunder and the decision of the Club upon any questions of interpretation or upon any matter affecting the Club and not provided for by these Rules or the byelaws and regulations shall be final and binding on the members.

The headings to these Rules are for ease of reference only and shall not be considered in their interpretation. The Club shall have the powers to amend or vary these Rules from time to time. All references to age in these Rules shall mean the age on the 1st January in the relevant year.

13. BYELAWS AND REGULATIONS

These byelaws and regulations serve to complement the formal rules of the Club. The Club shall have the power to make, repeal and amend such byelaws and regulations (not inconsistent with the rules) as may from time to time be deemed expedient for the well being of the Club. All byelaws and regulations, repeals and amendments shall have effect until set aside by the Club.

14. MEMORIALS

All memorials must have written permission from the Operations Director to be placed on any land owned by HGCM. All memorials placed on the property will have a two year life. This gives HGCM the right to remove, move or adapt the memorial after two years. All memorial donators will be informed of any changes needed before two years of age. All maintenance or replacements will be at the expense of the donator. No memorials are guaranteed to be approved by the Club.

15. GENERAL CLUB USE

15.1 Opening Hours

The Club shall be open as determined from time to time. Hours of opening will be appropriately displayed on the Club notice boards. The bars shall be opened in accordance with the licensed premises notice issued by the Local Authority. At the time of publication the Clubhouse will open at 07:00 and the kitchen will open within one hour of that time. Closing times will be published from time to time depending on the commercial needs of the business.

15.2 Conduct Standards

Members, guests and visitors shall comply with a high standard of conduct and do nothing to bring the Club into disrepute, or to offend or embarrass other members, guests, visitors or employees.

15.3 Mobile Telephones, Tablets & Laptops etc.

The use of mobile telephones is not permitted on the Golf Course except in the case of an emergency such as injury to a player or if they are being used to record a digital golf score. They may be used in the Clubhouse in 'silent mode' (e.g. texting), providing they are used discreetly and do not cause offence to other members. Members, guests and visitors are asked to put their devices into 'silent ring' when in the Clubhouse.

15.4 Food & Beverage

All food and beverage consumed in the Clubhouse must be purchased from the Club.²

15.5 Dogs

Members are permitted to take dogs onto the course when they are playing recreational golf, but may not take dogs with them when taking part in an official members' competition. Members are also allowed to take dogs into the Clubhouse. Dogs must be kept on at lead at all times when on the course or in the Clubhouse.

15.6 Newspapers, Magazines & Other Publications

The Club provides newspapers, magazines and other publications for the benefit of members, guests and visitors. Unless these are for 'free distribution' they may not be taken away or damaged.

15.7 Children

Members, guests and visitors are responsible for ensuring the good behaviour of children under their supervision so that no offence is caused to members and their guests. Junior members and children are permitted in the bar area for the purposes of purchasing non-alcoholic drinks and food.

15.8 Breakages & Other Damage

Where members or their guests cause breakage or other damage through accident or negligence the member concerned shall pay any renewal, repair or replacement costs to the Club.

15.9 No Smoking Policy

A smoking ban in England, making it illegal to smoke in all enclosed work places in England, came into force on 1 July 2007 as a consequence of the Health Act 2006. Smoking is allowed in the vicinity of the Clubhouse on the front and rear patio areas.

16. MEMBERS GUESTS

16.1 Number of Guests

A member may introduce and play with no more than three guests at any one time. A guest may not play as a guest more than six times in any membership year. There is no limit to the number of guests a member may bring into the Clubhouse.

16.2 Members' Responsibilities

Members are responsible for the behaviour of their guests and shall ensure that they comply with Club rules at all times and that they are competent to play the course.

16.3 Guest Fee Payment

Guests are required to complete a registration and pay the appropriate green fee in the Pro-shop on arrival at the Club. Members shall be responsible for all charges incurred by their guests.

17. VISITORS

17.1 Bookings

Visitors are welcome and may book tee times up to seven days in advance.

17.2 Visitor Green Fees

Visitors are required to complete registration and pay the appropriate green fee on point of booking. They must also check in with the Pro-Shop on arrival at the Club.

17.3 Visitors' Compliance with Club rules

Visitors are required to comply with the rules of the Club.

17.4 Visiting PGA Professionals

A visiting PGA Professional will be given courtesy of the course if he/she has given a minimum of 24 hours notice and either the Operations Director or the Head Professional have agreed to accommodate them. A valid PGA proof must be shown to the Club on arrival to the Pro-shop. He/she may not use the course for teaching purposes.

17.5 Visiting Club Captains

Similarly, and on production of evidence, visiting captains will be given the courtesy of the course having given 24 hours notice to the Operations Director or another manager. This privilege is also available to a member of the Golf Club Managers Association having first introduced himself/herself to the Operations Director.

17.6 External Event Organisers' Responsibilities

Where a visitor is part of a society or corporate booking it is the responsibility of the organiser of the event to ensure that visitors are aware of the relevant Club rules and these byelaws and regulations and that

those playing the course are competent to do so. A list of all participants in such events should also be provided to the Pro Shop on the day of the event.

18. BOOKING TEE TIMES

18.1 Advance Bookings

Members may reserve tee times two (2) weeks in advance from 06.30hrs via the on-line booking application on the Club website, or in the Pro Shop, by quoting their membership number and the names and numbers of other players in the group.

18.2 Members' Guest Numbers/Names

When inviting guests, members should confirm the number and names of the guests at the time of booking. Any guests booked on as anonymous will be removed by the Pro-shop.

18.3 Buggy & Trolley Hire

The hire of buggies and trolleys should be arranged at the time of booking. Junior members, visitors and guests under the age of 18 years are not permitted to drive the buggies.

18.4 Reporting to the Pro-Shop

On the day of play the member responsible for booking the tee time(s) shall report to the Pro shop before play and provide the membership number of their playing partners. If the Pro shop is closed (for any reason) members must notify a member of staff in the bar that they are about to play. In the unlikely event the clubhouse is also closed, members must contact the Club by email (within 24 hours) that they used the course so that accurate activity records are maintained. If playing with guests, members must ensure that guest green fees, and any other charges due, are paid in full. Guests must complete the registration.

18.5 Internal Event Organisers' Responsibilities

Where a group of members is playing in an event recognised by the Club (eg. seniors day, Women's day, roll-ups or a nominated competition) the organiser or steward of the event shall provide a list of players and their membership numbers to the Pro Shop on the day of play.

18.6 Over Capacity on the Course

In cases where the demand to play the course is over capacity the Club reserves the right to make up groups of three or four persons to play together.

19. CANCELLATION OF BOOKINGS

Members who have reserved tee times and find themselves unable to play must inform the Pro Shop at the earliest possible opportunity to allow the tee time to be reallocated.

20. BUGGIES & TROLLEYS

Buggies and trolleys may only be taken onto the course when ground conditions permit and with the consent of the Golf Course Manager. Junior members, visitors and guests under the age of 18 years are not permitted to drive the buggies.

21. PRACTICE AREAS

The Club provides a driving, chipping practice and putting area for members, guests and visitors that is situated adjacent to the 18th fairway, with access via the Public footpath. The charge for use of these facilities is dependant on the membership category of the user (3). There is also a practice putting green and warm-up nets adjacent to the first tee: chipping is not allowed in this area. Otherwise, practice is not allowed on the course at any time unless part of a supervised lesson.

22. ETIQUETTE

Members, guests and visitors should be familiar with “Golf Etiquette” in The Rules of Golf (randa.org). In particular the section that covers safety, consideration for other players, care of the course and the pace of play. Play should always proceed without delay and other players called through if a gap of more than one hole opens up in front for any reason. <http://www.randa.org/RulesEquipment/Etiquette/Behaviour-on-the-Course>.

23. DRESS REGULATIONS

23.1 Employee/Club Officer Authorisations

The Operations Director and members of staff are authorised to remind members, their guests and visitors of the dress regulations, and to refuse access to the course or the Clubhouse where they are infringed.

23.2 In the Clubhouse

Smart casual clothing is permitted in the Clubhouse.

23.3 On the Course

Official golf attire must be worn on the golf course and at the practice facilities. The wearing of tee shirts and shorts with baggy “cargo” pockets is not permitted.

23.4 Golf Shoes

Golf shoes with soft spikes are preferred, particularly from 1st April to 31st October. Metal spikes are permitted when Winter Rules are enforced. The wearing of golf shoes is mandatory. The wearing of metal spiked shoes in the Clubhouse, other than in changing rooms and exit lobbies, is prohibited at all times. Clean soft-spiked shoes may be worn in the Clubhouse before playing. During the period of Winter Rules, and during the summer months in wet conditions when notices are displayed in the entrance to the Clubhouse, members wearing soft spikes must change these before entering the public areas of the Clubhouse. Special concessions are given to those very few members with medical conditions preventing them from using the spiral staircase to the men’s changing rooms.

24. HARLEYFORD BAR LEVY

24.1 Annual Payment

Club rules provide that payment of the annual levy shall be made when paying the annual subscription on the set categories.

24.2 Unused Levy Credit & Top Ups

Credit remaining on the card levy account at the 12-month anniversary of membership payment, unless a value larger than the levy has been spent, will revert to the Club. Any credit on the card of a member whose resignation becomes effective at the end of a membership year shall revert to the Club. The card

levy may be 'topped up' at any time at the Clubhouse bar in multiples of £10 cash or debit/credit card payment. 'Top-ups' do not have an expiry date.

24.3 Members' Discounts

Provided the member's account is in credit and the Club card is presented at the time of purchase, food and beverage in bar areas shall be discounted by 10% or such percentage as The Club may agree. Green fees, hired items and Pro Shop purchases do not qualify for discount. The Club may specify other non-qualifying items where appropriate. Any other method of payment does not qualify for discount.

24.4 Card Levy Statements

Members may view their statement online. However, discrepancies must be raised within 28 days of the transaction date.

24.5 Lost, Stolen or Damaged Cards

Where a card is lost, stolen or damaged a replacement card can be provided at a cost of £10, which shall be charged to the member's account.

24.6 Method of Charging Members for Club Events

In the case of Club events (members' group lunches/dinners, Club nights, social events etc.) the organiser of the event shall prepare a list of those members attending and their membership numbers. Payment for the event shall be charged to individual card levy accounts prior to the event. Late cancellations and 'no-shows' will be charged at the full rate. Members using the Club for a private function are not permitted to pay for the function with their levy card, but drinks purchased from the bar can be paid for with the levy card.

24.7 Golf Lessons or Club Repair Payments

Payment for golf lessons is to be made direct to the Golf Professional or his/her deputy. Payment can not be made by Bar Levy.