



# Bury St Edmunds Golf Club

## Byelaws (Rev 2023)

### 1. INTRODUCTION

These Byelaws have been made by the Business Committee and by the Golf & Membership Committee in accordance with the Constitution and Rules.

All Members, guests and visitors are expected to comply with the Byelaws. Members are responsible for all the actions and appearances of their guests.

The Business Committee and the Golf & Membership Committee periodically review Byelaws. A current copy will be displayed on the Main Noticeboard. Additional copies are available from the club office.

A Committee may add to, delete, or amend these Byelaws, temporarily or permanently. It must publish a notice of the change on the main Noticeboard.

Enforcement of the Byelaws is the responsibility of ALL Members.

Organisers of societies and visiting groups are responsible for persons within their group.

Club Byelaws should be read in conjunction with the Club's Constitution & Rules, a copy of which is in the club office.

### 2. HEALTH & SAFETY

The Club has a Health & Safety Policy that is displayed on the Noticeboard. Members should familiarise themselves with the document in order that they may take all reasonable steps to protect themselves and other persons whilst on Club premises.

Members and visitors must treat staff and contractors with dignity and respect.

Playing golf on the Club's courses or practice grounds is conditional upon the person's acceptance of the inherent risks and hazards. The person is responsible for his/her own safety and the safety of those in the vicinity. The person agrees that neither the Company, nor the Club, nor their staff will be liable for injury or loss except where the cause is culpable negligence by the Club.

The Club may, but is not obliged to, close either course or the practice grounds to prevent damage to them or because the playing conditions present a risk. But this Byelaw does not absolve a person from being solely responsible for his/her own safety.

Defibrillators on site

- Halfway House: Access code **354**
- Clubhouse: entrance hall near cloakrooms (no code required)
- Golf Club Postcode: IP28 6LG

### 3. ELECTION OF MEMBERS

Membership Application & Induction Procedures, Bury St Edmunds Golf Club

In no circumstances will any priority be established by any of the following:

Membership of the Club and the use of Club facilities shall be open to anyone interested in the sport of golf on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

#### Induction Objectives:

Bury St Edmunds Golf Club seeks to ensure that all new members have:

- Respect for the values of Bury St Edmunds Golf Club
- Ability to play without causing undue delay
- Knowledge of the rules and etiquette

1. Applications must be made in writing on the standard application form available from, and returned to, the secretary's office in person, website or by email.

2. The membership application process and all decisions about membership applications have been delegated by the Golf and Membership Committee to its Marketing and Membership Sub-committee ("M&MC") which reports to the Golf and Membership Committee.
3. The M&MC is authorised by the Golf and Membership Committee ("G&MC") to delegate specific membership application issues to the General Manager.
4. The M&MC shall manage membership numbers in accordance with Rule 8.2 of the Club Constitution and Rules in conjunction with the General Manager.
5. All applications shall be reviewed monthly by the General Manager who shall decide (as per paragraph 6. below), how to proceed. The progress of all applications through the system will be monitored by the M&MC at their meetings.
6. The review process in 5. above allows for 3 eventualities:
  - 6.1 In the event of full membership, applications may be added to a waiting list.
  - 6.2 Where a player has no current handicap index & CDH number an invitation to attend an applicant's playing assessment programme, see 7. below. At this point applicants should be advised of 2 possible outcomes, see 7.1 and 7.2.
7. The New Members playing assessment programme should be carried out by the Professional who advises the General Manager. That Professional should decide with the induction objectives in mind to:
  - 7.1 Invite the applicant to proceed with their application.
  - 7.2 Recommend that a combination of lessons and practice on the 9-hole course. The club professional shall have absolute discretion to manage the process in 7.2 and vary the price of published tariffs.
8. Once completed and re-assessed by the Pro Shop the applicant may then progress to 7.1.
9. The decision(s) of the M&MC are considered final. They will report at six monthly intervals to the G&MC on their operation of the system. Applicants who are successful will be invited to become members of the Club and to participate in the ongoing induction organised by the M&MC.
10. All correspondence on application matters should, for consistency, be signed off by and addressed to the General Manager or his deputy and copies retained on file.
11. Decisions on the wording of public notices regarding the availability of memberships by signage or on the Club Website shall be agreed by the General Manager and M&MC.
12. In the event of the number of new applications taking numbers above the total optimal limit, priority will be established by the date of receipt of the application.

However, the M&MC may exercise discretion in favour of the applicant's existing handicap index or the category of membership. Where such discretion is exercised the reasons must be recorded.

#### **4. 18 & 9-HOLE COURSE**

- **Tee Times**

**18-Hole Course (Tee times will change during summer/winter to follow sunrise and sunset)**

- Members can book 8 days in advance via BRS App, Laptop, computer from 18:58pm.
- Visitors can book 7 days in advance Monday to Friday (Weekend booking at the discretion of the Pro Shop)
- 2 Ball play Monday, Wednesday & Friday from first tee booking time to 08:54 (winter) 09:26 (Summer)
- 3 & 4 ball play only Monday, Wednesday & Friday from 09:30 to 12 noon (2 ball bookings will be removed).

- Monday, Wednesday & Friday during the 3 & 4 ball play only if there are spaces then a 2 ball may book through the Pro Shop on the day to utilise course. Any 2 balls booking through the BRS app will be deleted.
- Monday, Wednesday & Friday from 12noon any combination at a 3 & 4 ball pace.
- Tuesday, Thursday, Saturday & Sunday any combination from course opening to closures but the course will play at a 3 & 4 ball pace.
- **Pace of Play:** Any combination playing times will be at 3 & 4 ball pace.
- **Normal rules apply:** if the group in front have lost a hole, the group behind is expected to play through.

#### **Play from the 10<sup>th</sup> Hole (times may vary due to conditions)**

- Summer: 07:00am to 08:30am for 9 holes only
- Winter: 08:00am to 09:30am for 9 holes only

If members wish to play 9-holes only, please utilise playing from the 10<sup>th</sup> tee or use the 9-hole course where possible.

#### **9-Hole Course**

- Members can book 8 days in advance via BRS App, Laptop or computer from 18:58pm.
- Visitors can book 7 days in advance for 9 holes only. To play a further 9 this must be booked on the day with the Pro shop subject to availability.

#### • **Tees**

- The first tee (1st) is the only official starting point unless otherwise stated by the Golf and Membership Committee.
- The Course will be completely closed, with no play at all before any Major Competition. A competition so deemed as "Major" will be decided by the Handicaps and Competitions Subcommittee

#### • **Green Fees**

- Bank Holidays are treated as a weekend rate.
- Green fees must be paid before the round commences and the green fee tag displayed.
- **\*\*Members may sign in guests at the reduced rate Monday to Friday.**
- **\*\*Members may sign in guests at the reduced rate at Weekends from 12 noon.**
- Visitors are permitted on the 18-hole course Monday to Friday after 12 noon.
- Visitors are permitted on the 18-hole course at weekends subject to the discretion of the Professional.
- County Cards are accepted weekdays after 3pm April to September or at the discretion of the Pro Shop.
- Society Bookings are permitted Monday or Wednesday first tee 11am May to September. Minimum numbers 16 maximum 24 and subject to availability.

**\*\*A Full Member may sign in at the reduced rate, up to three guests at the same time. A guest is only allowed to be signed in for a maximum of three visits at the reduced rate per subscription year. The Member must play with his/her guests.**

#### • **Course Etiquette**

The Committee endorses and expects all persons using the courses to comply with The Rules of Golf, Section 1 Etiquette. Copies of the Rules of Golf are available from the club Office.

#### • **Bunkers**

When leaving a bunker, rake over all marks and footprints and leave the rake with the prongs inside the bunker and the handle outside the bunker edge.

- **Divots**

Divots should not be replaced on the tees. Use the soil/seed mix provided.

- 1 Ball play has standing on the course.
- A current Membership Tag must be displayed whilst on the course.
- Practice on the course is not permitted.
- Sharing of clubs is not permitted.

- **Special Rules**

The President, Men's Captain and Ladies' Captain shall have courtesy of the tee and shall be offered priority on the course. (Not in use when tee times are in operation)

Other Course Priority is in the following order:

- National Competitions organised by England Golf
- County Competitions organised by Suffolk Golf Union and/or Suffolk Ladies County Golf Association.
- Official Club Competitions
- Inter-Club Match
- Societies and Approved Events
- Social Play

- **Mobile Phones on the Courses**

The use of mobile phones is not permitted except in an emergency. Members are encouraged to carry their phones, but these should be turned off or on silent whilst on the course.

## 5. **COMPETITION RULES**

The Rules of Golf and Golf Equipment of the Royal and Ancient Golf Club of St Andrews shall apply with the addition of any permissible Local Rules made by the Golf and Membership Committee. Local Rules shall be printed on the scorecard and posted in the Club House.

- **Bury St Edmund's Club Championship**

All members are entitled to enter this competition, but the winner will be a member who has designated Bury St Edmunds as their home club for handicap purposes, and also qualifies under the rules 5b).

- **Knock Out Match Play Competitions**

- a) It is the responsibility of all competitors to acquaint themselves with the draw sheets. [www.burystedmundsgolfclub.co.uk](http://www.burystedmundsgolfclub.co.uk) and on club noticeboards.
- b) Entry into Board and knock-out competitions is restricted to those members who hold a handicap index and in the previous rolling 12 months prior to the closing date of the competition have completed the following:
  - **2022** you must have submitted 6 cards in the previous rolling 12 months, either to the closing date for entries for knockouts, or the competition date for Strokeplay events. These cards need to be made up of a minimum of 3 competition cards from Bury St Edmunds Golf Club events and 3 others, either competitions or casual rounds.
  - **2023** you must have submitted 12 cards in the previous rolling 12 months, either to the closing date for entries for knockouts, or the competition date for Strokeplay events. These cards need to be made up of a minimum of 3 competition cards from Bury St Edmunds Golf Club events and 9 others, either competitions or casual rounds.
  - For new members joining during the year competition cards from their previous club will count.
  - All 3 cards submitted must total 54 holes  
All 9 cards submitted must total 162 holes

- c) All competitors should approach the arrangement of ties with fairness and flexibility.
  - d) Competitors should be available to play both weekends and weekdays. If you cannot do this, you must seriously consider whether you should enter the draw.
  - e) All competitors are responsible for ensuring matches are completed within the stipulated time. Extensions will only be granted for course closures due to bad weather-
  - f) Substitutions may be made for a partner at the Committee's discretion and before the completion of the first round.
  - g) Prior to the start of each match, competitors must agree on the form of resolution in the event of a draw. This must be sudden-death play-off, or a replay. Sudden-death play brought to close by bad light will continue from the point play stopped once play begins again. (in the case of a sudden death play-off, a competition can filter in on the first tee)
  - h) The winners of each match are responsible for entering the result on the draw sheet by the closing date for that round. In the absence of any result being entered on the draw sheet by the closing date of that round, both sets of competitors will be eliminated.
  - i) If a course closure due to inclement weather happens, the closing date will be extended by one week for that particular round. If the closure is longer than a week a notification will be emailed by the pro shop to all members.
  - j) If a match is not completed by the closing date of a round, both sets of competitors will be eliminated.
- **Procedures for arranging a match:**
    - a) Top player[s] **MUST** contact the bottom player[s] within the first week of the draw being published, or within the first week of the previous round ending.
    - b) They should offer at least 4 dates to play the match, including 2 weekdays (not in the same week) and 2 weekend dates (not in the same weekend).
    - c) The bottom player[s] is expected to accept one of these dates, or to negotiate a date acceptable to all players.
    - d) In extreme situations, the committee's representative i.e.: the professional will use and enforce.
    - e) If the bottom player[s] have not been contacted within the time at 5 a), they should report this to the Professional, and offer dates as in 5 b). The Professional will contact the top player[s] and offer these dates. The top player(s) **MUST** accept one of these dates or forfeit the match.
  - **Stroke Play Competition**
    - a) Competitors in Stableford and par competitions must pick up their ball when no points can be scored, or the hole is lost.
    - b) Ties in scratch stroke play competitions will be decided in accordance with the Competition Rule for that event.
    - c) Ties in handicap stroke play competitions will be decided as follows: 36-hole competitions – best score on the last round or count back in the following order 10 – 18, 13 – 18, 16 – 18, 17 – 18 and 18.
    - d) A member unable to participate in a competition for which he/she has entered should give notice to their partner and/or opponent and, in stroke play competitions, the Professional. Failure to notify the Professional in competitions for which a starting sheet has been posted may, at the discretion of the Handicap and Competitions Subcommittee, result in a ban of up to three months from competitions. No further entries will be accepted after the entry closing date.
    - e) Full details of the conditions for all competitions including methods of deciding ties and allocating prizes will be posted in the Pro Shop or Club Office.

- f) A member, who has chosen a tee time, may not withdraw from that tee time and play in the same competition at an alternative time in the day.
- g) In a competition that includes both published tee times and free play, then free play is only permitted after the published tee times.
- h) Each competition is covered by its own specific rules and reference should be made to those rules.

- **Competitions held over 2 days (ie: Saturday & Sunday)**

Please note if you intend to enter a competition on a Sunday you cannot play the course on the Saturday as this is deemed as a practice round and will result in disqualification. If you wish to play twice over a weekend you must play your competition round first.

## 6. **HANDICAPS**

- a) Handicaps are administered in accordance with England Golf World Handicapping System.
- b) Where a handicap limit applies to a competition, then this will be shown in the individual Rules for that competition. This will normally be shown on the Competition Entry Sheet.
- c) A copy of individual competition rules is held in the Pro Shop and Club Office.

### **Score Cards**

- a) All markers must hold a current handicap index & CDH number from an affiliated club.
- b) Juniors may **not** mark scorecards for players unless they are also competing.

### **Prize Funds**

For most Competitions 50% of the total entry fee is allocated to the general prize fund used to buy medal prizes, replica trophies, cup engraving and board signwriting.

From the balance, individual monetary prizes allocated, and these are limited to a maximum of £25 for a single round event. For longer events including matchplay knockout events the maximum prize is limited to £50.

## 7. **JUNIORS**

- a) **Safeguarding Children & Young People:** The Club has a Safeguarding Children & Young People Policy & Club Welfare officer information available to view on Bury St Edmunds Golf Club website [www.burystedmundsgolfclub.co.uk](http://www.burystedmundsgolfclub.co.uk) or copies available from the office. The Club Welfare officer's contact details and the SafeGolf certificate are on the club noticeboard.
- b) The Club's Junior Organiser will work with the Pro Shop and hold Junior Committee Meetings. The CWO will be invited to attend the meetings.
- c) The Club Rules and Byelaws shall govern all junior members except where specifically excluded.
- d) The G&M committee is the final arbiter for all matters of Junior Membership and discipline.
- e) **Junior Competitions:** a player is prohibited from using a caddie. The G&M committee may give some dispensation on medical grounds.
- f) **Junior eligibility for entry into Club Competitions:**
  - Junior Boys with a course handicap of 28 or less may play in a Men's Qualifying Competition.
  - Junior Girls with a course handicap of 36 or less may play in a Ladies' Qualifying Competition.
  - A Junior Boy with a course handicap of 12 or less may play in a Men's Club Competition and a Mixed Club Competition.
  - A Junior Girl with a course handicap of 36 or less may play in a Ladies Club Competition and a Mixed Club Competition

- A junior playing in a stroke play competition must have his card marked by a non-family adult member.

g) **Junior Tee times on the 18 Hole Course** if not part of an organised Golf Club Event:

**i) 18H Course Handicap 15 & above**

weekdays – unlimited (see Junior restrictions 7.i)

Saturday - play permitted after 12 noon (see Junior restrictions 7.i)

Sundays - play permitted after 10am (see Junior Restrictions 7.i)

**ii) 18H Course Handicap 14 & under**

weekdays – unlimited (see Junior restrictions 7.i)

weekends – unlimited (see Junior restrictions 7.i)

h) **Junior Tee times on the 9 Hole Course** if not part of an organised Golf Club Event:

**9H Course** no handicap limit weekdays & weekends (see Junior restrictions 7.i)

i) **Junior Restrictions:**

**All players 12 years and under** must be accompanied by an adult (16 years of age or over) for their entire time at the club unless part of an organised Golf Club Event.

j) **Junior Handicaps:** will be administered in accordance with the England Golf World Handicapping System.

## **8. GOLF VEHICLE (BUGGIES)**

Golf Buggies are permitted in all Club competitions subject to the following conditions:

- The buggy must not carry any equipment that is not the equipment of the competitor/s using the buggy.
- Buggies may not be used for 36-hole competitions played over one day unless accompanied by a doctor's letter.
- During adverse weather, use of buggies may be withdrawn. This does not constitute a valid reason for an extension of time for knock-out competitions.

## **9. DRIVING RANGE RULES**

- Only hit range balls from the machine, do not collect balls, use all balls purchased.
- Only hit shots from the AstroTurf unless rope markings are on the grass area for use.
- The range is 185 yards long, do not hit clubs that travel further than this.
- The professional staff and greens staff have priority on the range.

## **10. PRACTICE HOLE RULES**

- The practice hole is for members only, no range balls, please use your own balls and collect after use.
- Repair all pitch marks.
- Drivers only hit from the bottom tee towards the practice green.
- No irons to be hit from the practice tee.
- Play is only permitted toward the practice green (not down to the practice tee).

## **11. ADMISSION TO COURSE, CLUBHOUSE & FACILITIES**

a) Admission to the Course, Clubhouse and Club Facilities will be restricted to:

- Members elected in accordance with the Club's Constitution.
- Guests of Members.
- Visitors who have paid the appropriate charge to use the Club's golfing facilities.

- Persons attending the Club to take part in an organised golf competition or match.
  - Persons attending the Club to organise an approved golfing event or other approved function.
  - Persons not playing golf but supporting a visiting team.
  - Persons attending the Club for a non-golfing function that has been approved by the General Committee.
  - Persons attending the Club as a guest of the Club.
- b) Dogs (other than dogs accompanying disabled persons) are not permitted on the course or in the Clubhouse.
- c) Persons who bring young children to the Club are responsible for their safety and behaviour in accordance with the Club Byelaws.
- d) The Club accepts no responsibility for the personal possessions of Members or visitors to the Club.
- e) Members and visitors must carry adequate insurance against damage to Club property, and property belonging to other Members or visitors.
- **Clubhouse**
    - a) The Clubhouse operates in accordance with a Premises Licence that is displayed on the Noticeboard. Details of the Licence are held in the club office.
    - b) Normal Clubhouse opening and closing times are published on the Noticeboard.
    - c) Normal bar opening and closing times are published on the Noticeboard and in the bar area.
    - d) Golf trolleys are not permitted in the changing rooms other than when stored in lockers.
    - e) All items of clothing and equipment remaining in the changing rooms at the end of the day are removed for disposal.
    - f) Smoking and use of e-cigarettes/vapers are not permitted in the Clubhouse or on the terrace.
    - g) Card playing is not permitted in the lounge or dining room except for functions approved by the Committee.
    - h) The use of mobile phones is not permitted in the Clubhouse except for emergency.
  - **Car Parking**
    - Parking in the area between the changing rooms and the staff accommodation is restricted to persons whose vehicles show a disabled badge, members of staff and service vehicles delivering to the Clubhouse.
    - Members are not allowed to park in spaces reserved for Club Officers.
    - Specific spaces are reserved for the safe loading/unloading of golf buggies.
    - To ensure access for delivery and emergency vehicles, parking must be within the marked spaces. Parking on yellow hatching is not permitted. If the main car park is full, then the overflow car parks should be used.
    - Vehicles must not be parked overnight unless authorised by the General Manager.
    - All vehicles are parked at the owner's risk.

## 12. **DRESS CODE**

The Dress Code is displayed on the club noticeboard.

- **18-Hole Course**
  - No jeans, shell suits or track suits to be worn on the course.
  - Tailored shorts with socks are permitted.
  - Shirts must have a collar or at least a 1-inch neck cover.
  - Golf shoes must be worn.
- **9-Hole Course**
  - Collared shirts/smart jeans/shorts & trainers (no vests)



- **The Clubhouse and Terrace**

We expect a smart appearance. Vests are not acceptable. Hats must be removed in the clubhouse.