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**MEMBERSHIP INFORMATION PACK**

Board of Directors

Richmond (Yorks) Golf Club

September 2023

Version 3.0

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**Welcome from the Chairman**

I would like to take this opportunity to welcome you as a member of Richmond (Yorks) Golf Club (RGC), and I hope you will enjoy playing golf on our great course and socialising in our friendly clubhouse for many years to come.

Founded in 1892, golf has been played at its current site, Bend Hagg, since 1904 after members decamped from the old racecourse half a mile away. RGC prides itself as being one of the best courses in the region. The facilities also make it one of the best venues for hire for meetings, birthdays, wedding celebrations or private parties.

Inside this Membership Information Pack, you will find everything you need to make the most of your membership.

I look forward to meeting you on the course and in the clubhouse.

Welcome to your Club!

Mick Campbell,

Chairman

**New Member Welcome Process**

RGC prides itself on being a friendly Golf Club and this process, to welcome a new member, is designed to make them feel at home and understand the benefits of belonging to this great Club, whether a Lady, Gent, Junior, Senior, Corporate or Flexible Category of membership.

The new member will have met the Club Secretary as part of the joining process who will notify the relevant Club official of their contact details, e.g., Captains, Junior Coordinator, etc. The official will make contact with the new member as soon as possible and meet them in the Club and offer to play golf with them, or ensure another official does so (e.g., Vice-Captain, Board Member, other representative, etc).

The Junior Coordinator will meet new Juniors and get them involved through a separate process. The Secretary will present the new member with their Membership Information Pack, together with their Membership Discount Card, Guest Vouchers and Bag Tag.

**First Aid & Emergency Services**

Staff within RGC have been first aid trained and a list of such personnel is held in the Office.

A defibrillator is located in the Office and instructions on use are within the case. During out of office hours, keys to the Office are held in the bar and the Club Shop.

In the event of an emergency on the course or within the clubhouse dial 999, or for non-urgent issues 111. An accident book is held within the Office and any incident should be reported to the Secretary and recorded.

Health and Safety is our number one priority, so do remember two important instructions :-

* On entering and leaving the car park, please STOP as indicated on the road crossing the 3rd fairway, and wait until clear to pass.
* Greenkeepers have priority on the course and never endanger them or other golfers or walkers by playing a shot which could cause injury.
* Be aware of walkers with rights of way across and adjacent to the course, eg 9th, 12th, 13th, 16th, etc and take care with your shots.

Further detailed advice and guidance on Health & Safety and Course Management can be found on the RGC website… <https://www.richmondyorksgolfclub.co.uk/policies/>

**Club Governance**

Richmond (Yorks) Golf Club Ltd is a Private Company Limited by guarantee without share capital and was incorporated on 15th December 2015. The Company is registered at Companies House and the Articles of Association are available in the Club’s Office and on the Club’s website. The golf course is located on land owned by Zetland Estates for which the Golf Club has a 90-year lease. The Directors currently in Office are shown in the table below together with the Club Secretary, President, Head Greenkeeper, Teaching Professional, Shop & Caterers, with their respective contact details: -

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Telephone** | **e-mail** |
| Mick Campbell | Chair | 07810-201405 | [mdrcc@hotmail.com](mailto:mdrcc@hotmail.com) |
| Ian Mains | Director – Membership, Footfall & Marketing | 07484-725377 | [ianmains@btinternet.com](mailto:ianmains@btinternet.com) |
| Chris Lightfoot | Director – Finance & HR | 07714-695085 | [chris.lightfoot@mac.com](mailto:chris.lightfoot@mac.com) |
| Glen Hunt | Director – Events & Social | 07506-753248 | [Glsehunt@gmail.com](mailto:Glsehunt@gmail.com) |
| Penny Holroyd | Director – Infrastructure (Facilities) | 07810-338965 | [p.holroyd@icloud.com](mailto:p.holroyd@icloud.com) |
| Steve Morris | Director – Infrastructure (Course) | 07971-862016 | [course.director.richmondgolfclub@gmail.com](mailto:course.director.richmondgolfclub@gmail.com) |
| Amy Lancaster | Secretary – Clubhouse, Cleaning, bar & shop staff, suppliers & services | 01748-823231  Option 1 | [secretary@richmondyorksgolfclub.co.uk](mailto:secretary@richmondyorksgolfclub.co.uk) |
| Derek King | President | 01748-824545 | [derekking28@talktalk.net](mailto:derekking28@talktalk.net) |
| Rob Spaven | Head Greenkeeper | 01748-823231  Option 1 | [richmondHGK@gmail.com](mailto:richmondHGK@gmail.com) |
| Aaron Cox | Teaching Professional | 07596-902901 | [acedgolfacademy@gmail.com](mailto:acedgolfacademy@gmail.com) |
| Lewis Beardwell | Club Shop. | 01748-823231  Option 2 | [ldbeardwell@hotmail.com](mailto:ldbeardwell@hotmail.com) |
| Penleys | Catering | 07394-225688 | [catering@penleys.com](mailto:catering@penleys.com) |

**Organisation Diagram**

The current structure of RGC is shown in the diagram below.

Chair

Director

Membership, Footfall & Marketing

Director Infrastructure (Course)

Director

Events & Socials

Club Secretary

Director HR & Finances

Membership, Visitors, Finance, Clubhouse, Shop, Catering, Cleaning, bar & shop staff, suppliers, utilities

Professional

Greenkeepers, Greens Committee

Accountants, Banks, HMRC, HR supervision

Media, England Golf, County Unions

Volunteers, Gardening Team

Captains (Gents, Ladies, TOFFs, Juniors), Junior Coordinator and associated Club Officials

Earl of Ronaldsay

Zetland Estates

Director Infrastructure (Facilities)

**Directors’ Responsibilities**

The Directors are responsible for all aspects of the Company’s business plans and operations. The Company holds an Annual General Meeting in the clubhouse each year and the date and agenda will be issued in advance to all members. The Board issues and amends a number of policies, e.g., health & safety and records minutes of meetings, all of which are available for viewing in the Office.

**Suggestion Box**

Members are encouraged to make constructive suggestions about course or facilities through e-correspondence or posting in the Suggestion Box located outside the office. All such suggestions will be reviewed promptly, and the Member will be advised of a decision.

**Volunteers**

Members are actively encouraged to help their Club by becoming a volunteer to help with course and facility management or to join a sub-team to help in club management, details from the Office. We rely on many of our members to help run the Club, including competitions, handicaps, gardening, course maintenance and so on. It really is a great way to ‘give something back’. Please contact the Secretary or any Board Member.

**Club Sections, Contacts & Website**

The table below shows the various Sections within the Golf Club, along with the contact details of the current officials and the website.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section** | **Official** | **Name** | **Telephone** | **e-mail** |
| Gents | Captain  Vice-Captain  TOFFs Captain  Competitions &  Handicaps  Teesside Union Rep including Scratch & Senior Leagues & Teesside Alliance Rep  NERGA Inter Team  NERGA Rabbits | Albert Nowicki  Lee Coward  Mike Dransfield  Jim Love  Dave Green  John Simpson  Daniel Bolton  Des O’Connor | 07772556616  07534-173409  07826341576  07887-357853  07882-195207  07928-334620  07515-879048  07407-475414 | [albert1420kh@aol.co.uk](mailto:albert1420kh@aol.co.uk)  [lee.james1@gmx.co.uk](mailto:lee.james1@gmx.co.uk) [mike.dransfield@btinternet.com](mailto:mike.dransfield@btinternet.com)  jameslove977@btinternet.com  [david.green03@hotmail.com](mailto:david.green03@hotmail.com)  jsimpson1077@gmail.com  [daniel9804@hotmail.com](mailto:daniel9804@hotmail.com)  [rugbydes10@hotmail.com](mailto:rugbydes10@hotmail.com) |
| Ladies | Captain  Vice-Captain  Competitions  Friendlies  Handicaps  Dales Alliance  Teesside Alliance  YVLGA – Representative  White Rose Captain  Weekend League Captain | Susan Stocks  Anne Rose  Elaine Wood  Joan Patterson  Ruth Lightfoot  Lesley Calvert  Susan Town  Vanessa Thomas  Vicky Mathers  Claire Bateman | 07530-717078  07798-827438  07761-226234  07850-974936  07718-749508  07581-583658  07759-488145  07910-504999  07974-675444  07818-000083 | [susan.stocks@gmail.com](mailto:susan.stocks@gmail.com)  [darose0@gmail.com](mailto:darose0@gmail.com)  [eandb3mews@talktalk.net](mailto:eandb3mews@talktalk.net)  [joanpat951@aol.com](mailto:joanpat951@aol.com)  [ruthlightfoot@me.com](mailto:ruthlightfoot@me.com)  [dalegarth@btinternet.com](mailto:dalegarth@btinternet.com)  [susanetown@gmail.com](mailto:susanetown@gmail.com)  [thomas.pinfold@btinternet.com](mailto:thomas.pinfold@btinternet.com)  [vickymathers@hotmail.com](mailto:vickymathers@hotmail.com)  [c.382@btinternet.com](mailto:c.382@btinternet.com) |
| Juniors | Coordinator | Vacancy |  |  |
| Course Committee | Director Infrastructure (Course) | Steve Morris | 07971-862016 | [course.director.richmondgolfclub@gmail.com](mailto:course.director.richmondgolfclub@gmail.com) |

The Golf Club Website [www.richmondyorksgolfclub.co.uk](http://www.richmondyorksgolfclub.co.uk)

is a very valuable source of information on all aspects of the Club and is updated daily. All competitions, social events, etc are detailed on the website. In addition, there are notice boards in the changing rooms, corridors and bar areas which will post updates on all club matters. The Office will issue updates on a regular basis so please ensure that your current e-mail and other contact details are known.

**Course Committee**

The Course Committee led by the Director of Infrastructure (Course) meets with the Head Greenkeeper on a regular basis to discuss the course management programme, suggest projects and act as a liaison group between the membership and the Board. Should any member wish to make constructive suggestions on course management, these should be posted in the Suggestion Box.

**Membership**

The Benefits and Terms & Conditions for all membership categories are available from the Office and detailed on the RGC website…. [www.richmondyorksgolfclub.co.uk/membership](http://www.richmondyorksgolfclub.co.uk/membership)

**Handicaps**

In order to obtain a handicap, a new member needs to submit the scores from the equivalent of three rounds of golf on the course, to the Ladies or Gents Handicap Secretaries, and further details can be obtained from those officials. RGC follows the current rules and regulations under the direction of official guidance and further details can be found through this link…

<https://www.englandgolf.org/world-handicap-system>

**Insurance**

RGC is affiliated to England Golf, and they provide personal liability insurance for all members, which is activated through their website……

<https://www.englandgolf.org/member-personal-liability-insurance/>

However, no cover is provided for golf equipment or for liability when playing overseas. All members should consider whether they may also need additional insurance for complete cover.

**R&A, England Golf and Golf Unions**

RGC is affiliated to England Golf, which in turn is affiliated to the R&A, which engages in and supports activities undertaken for the benefit of the sport of golf.

We are also affiliated to the Yorkshire Union/Yorkshire Ladies County Golf Association and Teesside Union of Golf Clubs.

Further details can be found from the following websites:

[www.randa.org](http://www.randa.org/)

[www.englandgolf.org](http://www.englandgolf.org)

[www.yugc.co.uk](http://www.yugc.co.uk)

www.ylcga.org.uk

[www.union.teessidegolf.co.uk](http://www.union.teessidegolf.co.uk/)

**Golf Tee Time Booking**

RGC utilises the on-line BRS golf tee booking system, available 24h/7-days via the Club’s website. This is also available as an App on a smartphone or tablet. You will be supplied with a username and password by the Club Secretary and given instruction on use. RGC is also registered with the on-line golf database, HowDidiDo, which is used to sign in and post your competition results. Registration is straightforward and can be done through their website…. [www.howdidido.com](http://www.howdidido.com/) In addition an App is available from England Golf to enable golfers to monitor their results and handicap …. [www.englandgolf.org](http://www.englandgolf.org)

**Byelaws & Competitions**

## **BYE-LAWS**

# Course

* The Head Greenkeeper is responsible for closing and opening the course as detailed in the RGC Health & Safety Policy on the website…. [www.richmondyorksgolfclub.co.uk/policies](http://www.richmondyorksgolfclub.co.uk/policies)
* Greenkeepers have priority on the course. A member may not play a shot when Greenkeepers are in line and range.
* Visitors or Societies will be allowed to book tee times through the BRS tee booking system, except when restricted to members only.
* Spiked or approved golf shoes and approved golf wear must be worn on the course at all times.
* Members starting their round on the 10th must ensure the 9th hole is clear before teeing off.
* Dogs are not allowed onto the private sections of the course.
* Bag tickets and membership discs must be clearly displayed on golf bags at ALL times.
* Members and visitors are not allowed to practise on the course.
* Players must only play one ball.
* The gardens of the houses to the left of the third fairway and Pippin Barn are strictly out of bounds.
  + Any member who, without permission, enters the gardens of the houses to retrieve a golf ball may be suspended.
  + Any visitor who, without permission, enters the gardens of the houses to retrieve a golf ball will be requested to leave the course.
  + A ball in any garden on the edge of the course must be deemed lost and not recoverable. The fields and woods adjacent to the course are out of bounds and may not be entered. Players are reminded to be respectful to our neighbours when within earshot, in terms of etiquette.
* Members and visitors are reminded of the necessity to insure adequately against injury to persons or damage to property; the cost of legal proceedings and compensation can be considerable. It is emphasised that the Club cannot, under any circumstances, accept responsibility for individual actions and golfers (including Junior members through their guardians) are required to have arranged personal insurance to indemnify the Club against responsibility for their actions. If damage to persons or property occurs, the member or visitor has a duty to ascertain the extent of the damage and declare his or her responsibility. On returning to the clubhouse, steps must be taken to inform a Board member or the Secretary. Disciplinary action may be taken against any member who fails to acknowledge responsibility where damage occurs.
* In the interest of all, players should play without delay. No players should play until the players in front are out of range. Players searching for a ball are allowed three minutes, after which time they should signal the players behind them to pass. They should not continue play until the players following them have passed and are out of range. When the play of a hole has been completed, players must immediately leave the green.
* Players must not share clubs from the same bag whilst on the course. All players must ensure that divots are replaced, and pitch marks repaired at all times.
* Captain and Lady Captain have priority on the course at all times.
* Any match playing a whole round is entitled to pass a match playing a shorter round.
* If a match fails to keep its place on the course and loses more than one clear hole on the players in front, it should allow the match following to pass.
* Club members playing Club competitions have priority on the course at all times over non-competitors.

# General

* Vehicles should proceed at reduced speed when approaching or leaving the clubhouse.
* Complaints: All complaints concerning course or clubhouse facilities should be raised initially with the Secretary, or a member of the Board. Under no circumstances should members of staff be approached directly on these matters.

# Membership

* Membership categories, fees and benefits are detailed on the website…. [www.richmondyorksgolfclub.co.uk/membership](http://www.richmondyorksgolfclub.co.uk/membership)
* Any Member who wishes to suspend their membership must seek approval from the Board.
* A 5-day, 2nd Club/Overseas/Flexible member wishing to become a full member will be required to pay the difference between that category and the full entry membership fee at the time of transfer.

# Competitions General

* The game will be played in accordance with the ‘Rules of Golf’ as directed by the Royal and Ancient Golf Club of St. Andrews; and any temporary, local or winter rules as published by the Club.
* Entry for competitions is through the BRS tee-booking system as detailed earlier in this document.
* Members who have entered a competition, and find they are unable to play for any reason should remove their name through the BRS.
* Any dispute or doubtful point on the rules should be referred to the Competition Secretaries.

# Gent's Competitions

Details of the Gent’s Competitions will be detailed on the website and on noticeboards in the changing room.

* The entry closing dates for the Club knockout trophy competitions will be posted on the noticeboard in the Gents changing rooms.
* Failure to make payment of entry fees for competitions where a due date is specified, will result in the member being excluded from the draw.
* Once the draw has been made, members who do not offer or display a contact number will be eliminated.
* On the last due date of a round, which will be a Saturday, if for any reason a match has not been played, the player or players presenting themselves on the tee at 3pm of that day will be deemed the winner(s) and go through to the next round. If both parties appear the match will be played. If neither party appear, both will be eliminated.
* A game all square after 18 holes should continue on a ‘sudden death’ basis commencing at the first hole. If both opponents mutually agree to leave the course after 18 holes without effecting a result because of, say, weather conditions, bad light, etc., then they must rearrange the match as soon as possible and complete the match over 18 holes using the original competition format and handicap.
* Should any dispute arise, it should be referred to the Competition Secretaries.

Ladies’ Competitions

Information concerning the running of Ladies' Competitions can be found in The Ladies' Information File which is located in the Office, Ladies’ Locker Room and on the RGC website…… [www.richmondyorksgolfclub.co.uk/policies](http://www.richmondyorksgolfclub.co.uk/policies)

# Junior Members

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RGC is proud of its Junior Membership and is always pleased to welcome new joiners, with a comprehensive training programme available through our Teaching Professional… [www.richmondyorksgolfclub.co.uk/junior-membership](http://www.richmondyorksgolfclub.co.uk/junior-membership)

RGC follows the current rules and regulations for handicaps for Juniors, under the direction of official guidance…….

<https://www.englandgolf.org/world-handicap-system>

The safety of Junior Golfers and Adults is of paramount importance and a copy of the Club's Safeguarding Policy can be found on the website …. [www.richmondyorksgolfclub.co.uk/policies](http://www.richmondyorksgolfclub.co.uk/policies)

**Course and Clubhouse Opening Times**

The opening times of the course will vary depending upon the time of the year, weather and course condition. The daily status will be posted on the Club’s website by the Greenkeepers.

The Clubhouse bar and catering will also be open according to the time of the year and can be viewed on our website…

[www.richmondyorksgolfclub.co.uk/bar-catering](http://www.richmondyorksgolfclub.co.uk/bar-catering)

**Professional Services**

Aaron Cox is the Head PGA Professional at Richmond (Yorks) Golf Club, offering lessons and coaching via ACED Academy (Aaron Cox Elite Development). Aaron can be followed on [Facebook](https://www.facebook.com/PGAProAaronCox/) or email acedgolfacademy@gmail.com to discuss ways to improve your golf.

**Golf Studio & Practice Facilities**

The Golf Studio, a state-of-the-art facility, is available for tuition from the golf professional or for private hire to play many courses from around the world, from Augusta to Royal Birkdale and Ryder Cup venue Le Golf National and many more world-renowned venues. New members will be given a free 1-hour 2-ball pass to bring a non-member.

Practice facilities at RGC include a putting green, chipping area and nets adjacent to the first tee. There is a practice chipping green below the 6th tee and a bunker practice facility next to the car park. The main practice ground is at the far end of the 10th fairway and is accessed by the woodland path running parallel to the 10th fairway.

**Safe Golf**

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SafeGolf is a partnership of UK golf bodies committed to promoting a safe and positive environment for all those participating, working, and volunteering in the sport of golf. RGC is one of a number of Golf Clubs in Yorkshire to have achieved this accreditation. Amy Lancaster has driven the accreditation process and can provide further information on how RGC is a safe and secure place, to learn how to play and enjoy the great game of golf. In addition, there is more detailed advice provided on this link…. [www.safegolf.org](http://www.safegolf.org)

**Women-in-Golf Charter**

The Women in Golf Charter intends to inspire an industry-wide commitment to developing a more inclusive culture within golf around the world and enable more women and girls to flourish and maximise their potential at all levels of the sport.

The Women in Golf Charter specifically aims to:

* Strengthen the focus on gender balance and provide a united position for the golf industry.
* Commit national federations and organisations to support measures targeted at increasing participation of women, girls and families in golf.
* Call upon signatories to take positive action to support the recruitment, retention and progression of women working at all levels of the sport.
* Set individual targets for national associations for participation and membership and reporting progress annually.
* Develop an inclusive environment for women and girls within golf.

Barbara Gregory is the appointed WiG Charter Champion at RGC and can provide further information, which can also be obtained through this link…

<https://www.englandgolf.org/women-in-golf-charter>

**Reciprocal Golf, Reduced Green Fees, 1892, NE Masterkey Card, County Card**

RGC members enjoy a number of benefits as shown below; however, some of these are restricted to full members only; refer to the website for further details…. [www.richmondyorksgolfclub.co.uk/membership](http://www.richmondyorksgolfclub.co.uk/membership)

*Reciprocals*

RGC has arranged complimentary rounds with a number of courses. Simply call the club on the numbers below.

* Blackpool North Shore (01253 352054)
* Blyth (01670 540110)
* Ripon (01765 603640)
* Silkstone (Barnsley) (01226 794903)
* Silverdale (01524 701300)
* Skipton (01756 795657)

*1892*

RGC is one of the clubs founded in 1892, and many of these offers complimentary golf. Details are available from the Office.

*Northeast MasterKey Card*

RGC participates in the NE MasterKey Card and allows members to play at six associated clubs. The Card costs £10 and provides a complimentary round at Beamish Park, Chester-le-Street, Wearside, Alnwick Castle, Consett & Whickam, and then £8 for additional rounds, subject to availability.

Details are available from the Office.

*County Card*

RGC members can purchase a County Card for £5 from the Office, allowing them to play at many clubs in Yorkshire for free or at a discounted rate.

**Membership Discount Card**

New members will be offered a discount card which can be pre-loaded with funds and provides 10% discount on certain purchases at the bar.

**Guests**

New members will be supplied with three vouchers to bring a guest to play at RGC for free. The vouchers will be issued each year on renewal of membership. Members should ensure that any guests they invite to play at RGC are booked in through the BRS system and display their free pass. Members should also ensure that any guest has paid a green fee where necessary and the pass is clearly displayed on their bag.

**Bag Tag**

New members will be given a bag tag which should be visible on their golf bag at all times. In addition, they will be provided with a sticker to fix on the bag tag.

**Lockers, Trolley & Buggy Storage**

Lockers, trolley and buggy storage are available to members, subject to availability and at a separate charge, details from the Office.

**Club Shop**

The Club Shop is owned and managed by RGC and all profits generated are put back into the Club, so please do spend, spend, spend !

Please note that prize money from Club competitions will be added to your Club Account and can be used to purchase goods, in either the Shop or the bar.