



**HOUGHTON-LE-SPRING
GOLF CLUB**

Junior Handbook

HOUGHTON LE SPRING GOLF CLUB, COPT HILL, HOUGHTON LE SPRING,
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HOUGHTON LE SPRING JUNIOR HANDBOOK

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Introduction and Mission Statement

We would like to welcome you to the Junior Section of Houghton Le Spring Golf Club, where we strive to achieve our mission statement for all the juniors.

“ Houghton Le Spring Golf Club encourage and support Junior members to strive to improve and develop themselves both as golfers and young people”

Houghton Le Spring Golf Club is a 18 hole, parkland course which was founded in 1908, and also has a practise area and a warm and welcoming club house.

This handbook has been written to give you and your family the basic information to begin your golfing career.

The Junior Organiser, Junior Committee and adult helpers are there to help you and to answer any queries that you may have. The junior section notice board, located in the pool room of the clubhouse and the club website, www.houghtongolfclub.co.uk, are also excellent sources of information.

In turn we ask that you uphold the rules of the club and always behave in a manner which makes you proud and us proud of you.

Junior Organiser and the Junior Committee.

Club Contacts

Name	Position	Contact
Sheila Munroe	Welfare Officer	0191 5237725
Joanna Ellison	Junior Organiser	07986943951
Gary Jones	Asst Junior Organiser	
Ian Baxter	Junior Committee Chair (Club Vice Captain)	
Oliver Norden	Junior Captain	
James Howell	Junior Vice Captain	
Bradley Rowntree	Club Professional	0191 5841198

Rules, Etiquette and Dress Code

Rules

- Junior members, on joining the golf club, with either no handicap or with a handicap which is greater than 36 must take part in at least 4 'group' lessons held by the club professional in their first year of membership.
- Juniors must at all times, unless playing in an official competition and keeping their place on the course, stand aside and offer adult members the opportunity to play through.
- Juniors must not tee off after 4:00pm on weekdays when schools are on holiday, unless they are accompanied by an adult or they have left school and are in full time occupation.
- Unless in a competition, in the interest of their safety and welfare no junior under the age of 14 is allowed on the course before 8:30am.
- Finally, remember whenever you play you MUST NOT behave in any way that would bring discredit on yourself or Houghton Le Spring Golf Club.

Junior MUST NOT:

- Enter or stay in the clubhouse when the bar is closed and the bar staff are not on duty unless accompanied by and under the control of an adult member.
- Use the television set in the clubhouse against the wishes of any adult member or play pool after 8:00pm (unless invited to do so by an adult member who will be responsible for them.)
- Consume any alcoholic beverage in the club house or the locker room.
- Take part in any form of gambling, both on and off the course.
- Juniors must leave the clubhouse by 9:00pm (May – Oct) or by 7:00pm (Nov – April) unless:
 - They are playing for the team and under the control of Junior Organiser.
 - Have been invited by the captain.
 - They are accompanied by either; their parents or another adult member who will be responsible for them.

Rules, Etiquette and Dress Code

Etiquette

Always

- check the start board for tee reservations and start times.
- check the notice board before play for local and temporary rules that may be in place.
- switch your mobile phone to silent whilst on the course, you may carry it for use in the event of an emergency only. Mobile phones must also be switched off in the Club house and on the Patio.
- replace divots on fairways and repair pitch marks on the greens.
- rake the bunker after use – leave rake in the bunker
- be careful that you cannot hit someone with your club when taking a shot or practice swing. Always wait for those in front to be out of range.
- show courtesy and consideration for others at all times.
- make sure that you do not distract a player by moving or making a noise.
- make sure that you do not stand behind a player or behind a hole as they play.
- be aware if you have lost a clear hole on the match in front; please invite the match behind you to play through.
- be ready to play immediately it is your turn.
- make sure that you do not wheel trolleys beyond greenside bunkers and the green, or onto tees.
- make sure that whilst on the green you carry a pitch mark repairer and repair all pitch marks. Be careful when removing and replacing the Flagsticks. Ensure that if you attend a flag your feet are well away from the hole to avoid damage. Do not drag your feet as this causes damage. Do not lean on your putter or the flagstick. Do not walk on your fellow competitor's line. Repair any spike damage after completing the hole.
- be aware that it is polite to ask the Club Captain and the Ladies Captain to play through if they are behind you.
- make sure that you learn the rules of golf, books are available from the Secretary/ Manager.
- make sure that you behave in a sportsmanlike way, don't throw clubs or make unnecessary noise on the course.

Rules, Etiquette and Dress Code

Dress Code

It is not permitted to change clothing in the car park.

Smart casual dress is required at all times.

On the course.

- Shirts - no non-collared 'T' shirts, vests, rugby or football shirts may not be worn
- Collared, polo or turtle neck shirts may be worn; these shirts should be tucked in.
- Tailored trousers, corduroys, and smart knee length shorts may be worn. Sports socks are allowed.
- Blue denim jeans, jogging bottoms, safari, combats, cargoes and shell suit trousers, surf shorts, football shorts or high thigh shorts may not be worn.
- Juniors are encouraged to wear golf shoes, but trainers may be worn on the course.
- Not permitted at any time, original blue denim wear.

In the Clubhouse

Houghton Le Spring Golf Club has a relaxed dress code within the clubhouse.

- Shirts - vests, rugby or football shirts may not be worn.
- Non-collared 'T' shirts, collared, polo or turtle neck shirts may be worn.
- Tailored trousers, corduroys, and smart knee length shorts may be worn. Sports socks are allowed.
- Jogging bottoms, safari, combats, cargoes and shell suit trousers, surf shorts, football shorts or high thigh shorts may not be worn.
- Shoes or trainers that have been worn on the course must be changed, prior to entering the clubhouse.
- Juniors may wear smart trainers in the club house.
- Headgear not to be worn in the Clubhouse.

Junior Captain and the Team

The junior captaincy is held for one year, following a year serving as vice captain.

The junior captain, at the beginning of his reign, nominates a vice captain for approval by the Junior Sub Committee.

The junior captain and sub committee select a team squad for the year. This is based on handicap, competition performance and entry.

The team is then selected on past team performance and current club competition performances. The selected team will be placed on the junior notice board on the Sunday for the following week.

Fixtures, the league table, results and team performance will also be posted on the junior notice board and junior section of the club website.

The home team matches will be played on a Thursday night, followed by a meal in the club house and you maybe expected to make a short speech. The same will be for away matches but the nights may vary.

The squad will be provided with a team kit.

Junior Competitions

Entry

Junior Competitions are open to both boys and girls.

The list of competitions can be found over leaf, on the Junior Notice board, the website and in the club fixture cards.

To enter you should add your name to the starting sheet on the Junior Notice board, entry your name in the professional shop or phone the professional shop to add your name. We would also ask that if you can't play you also remove your name in one of the ways outlined above.

Entry will shut the night before the competition date.



For those unable to play 18 holes we have "Wee Wonders" section played over the first 6 holes, and will be supervised.

For those progressing from the "Wee Wonders", into 18 hole golf, we have a set of Blue 'Academy' Tee's. This will allow you to develop further until you are able to thrive in the main section of the competition.

When the draw for the competitions is made, we, as a club, will strive to send out the groupings so they include a mix of lower, mid and high handicappers to endeavour to continue development and learning during these competitions.

Then just turn up on the day with plenty of time to spare and report to the professional shop and pay any entry monies required.

Junior Competitions

 Houghton Le Spring Junior Competitions 2019 					
Competition	Date	Wee Wonders	Academy	Format	Handicap Allowance full with Max 28/36 boys/girls Academy 54, unless stated
Spring Half Term		✓	✓	TBC	
Ladies and Junior		X	✓	Texas Scramble	
Manjano Trophy		X	✓	Foursomes	Full Allowance/half combined
Easter Holiday Stableford 2		✓	✓	Stableford	
Rudd Putter		X	✓	Team Event	
Junior Golfer (6 rounds spread thro' out the year)		✓	✓	Multiple	
Junior Captains Day		✓	✓	Stableford	
Little Trophy		✓	✓	Stableford	
Joe Hayes		✓	✓	Stableford	
Ian Westwick		✓	✓	Stableford	
Lady Captains Day		✓	✓	Stableford	
Junior Club Championship (2 rounds on the day) & Handicap Cup		X	✓	Stroke Play	Full Allowance - Max 28/36
Captain's Day		✓	✓	Stableford	
Junior Open		X	✓	Stableford	Full Allowance - Max 28 (*36)
George Turner (Academy only, see additional info on format)		✓	✓	Stableford	
Peter Candler		✓	✓	Stableford	
Roland Tempest		X	✓	Pairs adult/jnr	
Autumn 1/2 Term		✓	✓	Stableford	
Vets and Junior		X	✓	4BBB	
Singles Knockout (ran thro' out the year)		X	X	Match Play	Full Difference Max 28/36

There are also a number of mixed competitions throughout the year for juniors to play in. These will be advertised on the junior notice board or the main notice board, as well as the website and included within the club fixture cards.

Junior members are entitled to play in specified senior competitions on a Sunday.

The entry to these competitions will need to be through the Professional Shop, but cannot be before 12:00pm the day before the competition and adhere to the rules governing senior competitions.

Boys:

Must be Category 2 or better, i.e. a handicap of 18 or less.

Girls:

Must be Category 5 or better, i.e. a handicap of 36 or less to play in ladies competitions.

Junior Handicaps

The recommendations for Junior handicaps is the CONGU system, from the **C**ouncil **o**f **N**ational **G**olf **U**nions.

To get your first CONGU handicap:

Three cards should be submitted to the Club which has been signed by someone from the club who has a current CONGU handicap. This can be done in club competitions to gain experience, but you will not be eligible to win the competition until you have a CONGU handicap.

Any score more than 2 (*3) over par at any hole will be amended to be 2 (*3) over par.

When these deductions have been made an exact handicap will be given.

Juniors justifying a handicap of 28 (*36) or less shall have their handicap controlled and adjusted in accordance with the stipulations contained in the CONGU Unified Handicapping System.

For younger members, and those who justify a handicap greater than 28 (*36), handicaps at HLSGC range from 29 – 54 (* 36 – 54), these handicaps are allotted as Club handicaps to allow entry into the Junior Competitions, these handicaps will be adjusted by the Junior Committee. These golfers will play the competitions from the Blue 'Intermediate' Tees.

*(The numbers in brackets are for females)

For those unable to play 18 holes at HLSGC it is permissible for club handicaps in the range 29 – 54 (* 36 – 54) to be allotted to juniors submitting cards over 6 or 9 holes, such cards to be adjusted to an 18 hole score.

Memberships

Junior memberships are open to all boys and girls up to 18 years of age. These are split into the following categories, there is no joining fee or progression fee:

11 years of age and under - free	Juniors
12 – 18 years of age - £75	Juniors
19 - 21 years of age - £236 (special)	Intermediates

Application forms are available from HLSGC or can be downloaded from the website.

Those intermediates progressing out of the section will be required to adjoin a letter with their application form requesting acceptance into the senior section.

Coaching and Development

The coaching and development of our junior members has been structured to help build and strengthen their talents and enable them to participate in the National Skills Challenges.

HLSGC have signed up to participate in the Nation Skills Challenge

National Skills Challenge

Consists of structured challenges to improve your golf, and to practice the skills required to complete each test. These challenges are undertaken in conjunction with a structured coaching programme. You will need to register on the website - the golf professional or Junior organiser will explain how this works. You will be able to register in 2011 when the new programme begins.

Challenge Dates:

Challenge 1 – tbc

Challenge 2 – tbc

HLSGC will strive to make all training sessions safe, fun and enjoyable; we also aim to fully subsidise the delivery of this programme from internal and external funding sources for existing members.

Free Golf Taster Sessions – HLSGC will be running these through the year, they will be open to all, both members and non-members, please check the notice board, web site for these dates.

Individual Coaching Lessons - ½ hour coaching session for juniors at the practice area and or on the course. Enquiries and prices are available from the club professional.

Other initiatives will be advertised on the club web site and notice boards.

Codes of Conduct for Junior Golfers

This code of conduct has been written to make sure that all young golfers at Houghton Le Spring know the standards of behaviour that are expected of them when playing golf or attending coaching. This will help the volunteers, coaches and staff at the club look after you and make sure that every young person is able to enjoy their time at the club.

- Treat all other golfers, whether adult or junior with the same respect and fairness you would like them to show you
- All golfers should be able to participate in golf without fear of ridicule, harassment or restriction. Uphold this value in all that you do.
- Demonstrate fair play on and off the course. Respect differences in gender, disability, culture, race, ethnicity and religious beliefs between yourself and others
- Challenge discrimination and prejudice
- Look out for yourself and the welfare of others
- Do not engage in any irresponsible, abusive, inappropriate or illegal behaviour
- Challenge behaviour that falls below the expected standards of the club
- Speak out if you are concerned about anything, your own needs or the needs of others
- Be organised and on time
- Do not leave the club following a coaching session, match or competition without the knowledge and permission of the Junior Organiser or person in charge
- Follow the club rules and dress codes
- Listen to the junior organiser and other representatives of the club and comply with their requests. They have your best interests and those of the whole group in mind.
- Demonstrate the highest standards of behaviour at all times
- Advise the junior organiser or coach of any medical conditions which may affect your standard of play

Guidance for Parents

Houghton Le Spring Golf Club recognises its responsibility to safeguard the welfare of children participating in club activities, and therefore has child protection policies and comprehensive child protection procedures to contribute towards the aim of ensuring that all children at Houghton Le Spring Golf Club have an enjoyable and safe experience of golf.

We wish to work in partnership with parents and therefore would ask that they assist Houghton Le Spring Golf Club by considering the following points:

- Complete the Parent Consent form promptly, and notify the club of any amendments so that we may care for your child as well as possible.
- Ensure that the club has an emergency contact number for you when you are away from the club, a mobile would be preferable and that you leave your mobile switched on so that you can be contacted in an emergency.
- Check your household insurance policy to ensure that your child has adequate and appropriate cover, particularly public liability insurance.
- The transporting of children to and from the club for matches, competitions, and coaching is the responsibility of parents. The club will only become involved in these arrangements in exceptional circumstances. Parents are welcome to contact the parents of other junior members and make private arrangements to share transport, but this does not fall within the responsibility of the club.
- Take an interest in your child's activity and progress and be supportive.
- Praise the effort as well as the results of your child's participation
- Introduce yourself to the Junior Organiser, coaches and Child Welfare Officer.
- Find out what the club has to offer in terms of coaching and junior competitions, and become familiar with the rules of the club, including any playing restrictions for children.
- Become familiar with Houghton Le Spring Golf Club's Child Protection Policy and Procedures.
- Read the Junior Code of Conduct and discuss this with your child.
- Be punctual when dropping off and picking up your children from coaching and competitions- volunteers cannot leave your child alone at the club and must stay at the club until the last child leaves. If you are likely to be late, please contact the club.
- Take an interest in who your son/ daughter is playing with, introduce yourself if it is an adult you do not know.

- If leaving your son/ daughter at the club please make sure they have some spending money, appropriate clothing (e.g. a hat and sun protection cream to protect them from the sun or waterproofs), a drink to take in their bag, dehydration occurs even if it is not that warm.
- Discuss any particular requirements your child has that may affect the ability of your child to enjoy the sessions or the ability of coaches and volunteers to meet their needs effectively.
- Have clear lines of communication to keep up with your child's progress.
- Ensure that the club has an emergency contact number for you when you are away from the club, a mobile would be preferable and that you leave your mobile switched on so that you can be contacted in an emergency
- Raise any concerns you have about the coaching, club procedures, or care that your child receives with either the Child Welfare Officer or the Junior Organiser so that we may address them appropriately and promptly.
- Make sure that your child knows what time they will be collected, where they are being met, and by whom.

Child Protection Policy

Houghton Le Spring Golf Club has considered its responsibilities to the children participating in golf at our premises and within our Club very carefully, and has produced the following child protection policy and accompanying procedures in order to set out the standards we wish to uphold in running activities for children and in safeguarding the welfare of young people in our care.

Houghton Le Spring Golf Club affiliates to the English Golf Union and the English Women's Golf Association and our Professional coaching staff are all members of the Professional Golfers' Association, therefore the Club recognises the policies of these governing bodies as set out in the 'Guidelines for Safeguarding Children in Golf' resource pack.

The Child Protection Policy is reviewed annually and is available to golfers and parents / guardians, a copy can be found:

- On the Junior notice board**
- On the Junior section of the web site**

Or a copy can be obtained from the Junior Organiser or Club Secretary.

Policy Statement:

Houghton Le Spring Golf Club acknowledges its duty of care to safeguard the welfare of all children (defined as those under 18) involved in golf within the Club. All children have a right to protection, and to have their particular needs taken into account. Houghton Le Spring Golf Club will therefore endeavour to ensure the safety and protection of all children involved with the Club through the Child Protection guidelines adopted by the Management Committee of the Club. It is the responsibility of all adults within the Club to assist the Management Committee in achieving this endeavour.

Policy aims:

- To provide children with appropriate safety and protection whilst in the care of Houghton Le Spring Golf Club, and to encourage their enjoyment of the sport.
- To reassure parents that their children will receive the best care possible whilst participating in activities with Houghton Le Spring Golf Club.
- To provide support to staff and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

Principles:

The welfare of children is paramount.

- All children, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in sport have a responsibility to report concerns to the Club's Welfare Officer Lead Child Protection Officer.

- **Adults – staff, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.**
- **Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.**
- **Houghton Le Spring Golf Club will work in partnership with parents to review and implement child protection and welfare procedures.**
- **Parents/Guardians should be aware that if a Junior enters a singles Knockout competition the Junior will be playing against an adult on a one to one basis on the course.**

Bullying

Bullying can be psychological, verbal or physical in nature. It involves an imbalance of power in, where the powerful attack the powerless, and occurs over time, rather than being a single act. Both adults and children can bully others. Houghton Le Spring Golf Club has a responsibility to ensure that no one can be or feel bullied.

To assist with the above processes we ask that ALL Junior members and parents / Guardians complete the forms below:

Junior Code of Conduct.

Parent / Guardian Code of Conduct

Player Profile – this must be renewed and updated yearly as this information is held in confidence, but is important from the safety and wellbeing of the junior golfer.

Photographic consent form.

All these forms can downloaded from the Junior section of the web site or from the Junior Organiser or Club Secretary.