



THE MANOR

JUNIOR CODE OF CONDUCT POLICY

DEFINITIONS

Club Name: The Manor Leeds Limited trading as The Manor

Premises: The Manor Golf Club, Bradford Road, Drighlington, BD11 1AB

Club Management: Consisting of all or either of the Proprietors, Director of Golf, Assistant Professional and Pro Shop Manager

Member's Committee: Consisting of the Club President, the Club Captain, the Club Secretary, the Club Competition Secretary, the Club Treasurer and Other Positions

Induction Sessions: A presentation and demonstration provided by the Head Professional and Assistant Professional to cover areas such as golf etiquette, basic rules etc.

1. PURPOSE

The purpose of this Code of Conduct is to ensure that all Junior Members, guests, and visitors of The Manor Leeds maintain a respectful, safe, and enjoyable environment both on and off the golf course. This policy outlines acceptable behaviour and conduct expected within the Club and during Club-related activities.

Another further purpose of this Code of Conduct is to safeguard all Junior Members against any breaches of this Code of Conduct in line with our safeguarding and induction policies.

2. SCOPE

This policy applies to all Junior Members, guests, visitors and any individual participating in activities at or on behalf of The Manor.

The majority of this policy and the adhering to is covered within the Junior Induction Sessions that are run throughout the year. Attendance at these Induction Sessions is mandatory should the Junior Member intend to represent The Manor in any team match,

Union Event or any other competition, tournament or event, or play during a Reserved for Member's slot on a weekend (when member's competitions are frequently attended).

3. GENERAL CONDUCT

All individuals must:

- Treat others with respect, courtesy, and dignity.
- Act with honesty and integrity whilst on the premises.
- Abide by Club rules, Club policies, staff and management instructions, and all relevant laws.
- Maintain a safe and inclusive environment.
- Be welcoming to others and avoid any sort of racism, discrimination or prejudice.
- Be respectful of other golfers whilst playing the course, using the club facilities etc.
- Be respectful to staff and other members.

4. ON-COURSE CONDUCT

All members, and by extension all members guests, as well as visitors must:

- Comply with the required dress in an accordance with the club's dress code as provided below as well as on the Club's website:
<https://www.themanorleeds.co.uk/golf/the-course/>

Tailored or chino knee length shorts only

All players must wear golf shoes & Golf / Collared polo shirt

No Jeans, Trainers, Sleeveless shirts, Tracksuit Tops & Bottoms

No replica sports shirts i.e. football, rugby etc

- Adhere to proper golf etiquette at all times.
- Play at an appropriate pace and allow faster groups to play through.
- Replace divots, repair pitch marks, and rake bunkers after use.
- Refrain from using foul language, aggressive behaviour, or throwing clubs.
- Use golf carts responsibly and within designated areas, adhering to all restrictions that management has decided to implement on any given day.
- Restriction against the use, supply and distribution of any and all prohibited substances.

5. CLUBHOUSE CONDUCT

Within the Clubhouse, Cookhouse and other facilities, individuals are expected to:

- Dress in an appropriate and clean attire.
- Treat staff, volunteers, and other patrons with courtesy and respect.
- Refrain from damaging Club property or equipment or that of other patron's property or equipment.
- Moderate alcohol consumption and avoid any form of intoxicated or disruptive behaviour and inappropriate behaviour including any actions or language of a sexual and defamatory nature.
- Dispose of waste properly and maintain cleanliness whilst using all the facilities available on the premises.

6. DISCIPLINARY ACTIONS

Violations of the Code of Conduct may result in:

- Verbal or written warnings issued by Club Management;
- Suspension of membership privileges;
- Revocation of membership;
- Expulsion from the Club;
- Banning of guests or visitors;
- Reporting to relevant authorities (where deemed necessary).

The Club's Management and/or Disciplinary Committee will investigate breaches and determine appropriate action based on severity and recurrence, whilst evaluating any mitigating circumstances which may apply in some cases.

7. REPORTING MISCONDUCT

Members are encouraged to report any breaches of this Code to Club Management confidentially. All reports will be treated seriously and investigated fairly as promptly as practicably possible.

8. ACKNOWLEDGEMENT

By becoming a member or guest of The Manor, you agree to comply with this Code of Conduct and acknowledge that any breach may result in disciplinary action being pursued in accordance with our Junior Disciplinary Procedure.

APPENDIX 1:

Dress Code Specifications

APPENDIX 2:

Golf Etiquette Summary Sheet

APPENDIX 3:

Disciplinary Procedure Guidelines as Provided within the Club's Junior Disciplinary Procedure

APPENDIX 1

ACCEPTABLE

UNACCEPTABLE

Shirts

Shirts must be tucked in & have collars or mock collars and sleeves.

Shirts

Untucked shirts, T-shirts, Vests, Rugby/Football Shirts, Blue Denim.

Trousers / Shorts

Knee length tailored shorts or long trousers.

Shorts

More than 4" above knee. Beach Shorts Rugby/Football Shorts, Blue Denim.

Socks

Long, Ankle & Trainer socks.

Socks

No socks.

Shoes

Golf shoes.

Shoes

Trainers or improper golf shoes.



DRESS RULES
FOR COURSE & PRACTICE FACILITIES

APPENDIX 2 – GOLF ETIQUETTE POLICY



THE MANOR

GOLF ETTIQUETTE POLICY

1. Slow Play

1.1 Following the Rules of Golf (R & A and USGA) a player has only three minutes to locate their ball. After their allotted three minutes has lapsed the ball is then deemed to be lost and cannot be played by the player for the duration of the hole.

1.2 In a practical sense, a player should move to the spot where they expect the ball to have landed as quickly as possible in order to commence the search for the golf ball in a practical fashion.

1.3 Anything to improve the pace of play is a benefit to all players on the course, any player as a member of a fourball should be advised by their playing partners the expectations of them to keep up the pace of play.

1.4 Pace of Play for the purpose of golf is defined as keeping up with the group in front of you; not keeping ahead of the group behind!

2. Raking Bunkers

2.1 A player must after every visit rake the bunker and smooth the sand for other groups playing behind. In doing so, the sand must be raked towards the centre of the bunker.

2.2 The area in the bunker to be raked includes the line of entry the ball makes in the sand, any footprints created in taking a stance or entering the bunker as well as any markings (footprints, animal prints or natural uneven spread of sand that may have formed over time).

2.3 Upon leaving the bunker, the rake must be placed in the middle of the sand, face down and with the head of the rake pointing towards the green.

2.4 Following these bunker pointers will improve the quality of the bunkers for all players following your group as well as improving the care for the bunkers over time.

3. Replacing Divots

3.1 Players should ensure that all divots taken during the course of play are replaced and patted down with either a foot or club to ensure that the grass repairs sooner.

3.2 Should a divot be left unrepaired, the grass will struggle to recover. Replacing divots also mitigates the inconvenience of having to play out of a divot as opposed to a flat lie from the fairway/rough.

3.3 As well as improving the condition and playability of the course, the replacement of divots does improve the general aesthetic of the course for all players.

4. Repairing Pitchmark

4.1 Players should ensure that any marks made on a green should be repaired with an adequate tool, ideally a Pitchmark repair. An unrepaired Pitchmark can cause disease on a Green as well as creating an unsightly appearance on the surface.

4.2 Now that it is permitted by the Rules of Golf, a player may pat down and repair a green when there is a mark in front of their ball, which would otherwise affect the roll of the ball on the surface.

4.3 Should every player repair their own and at least one other mark on a green, the greens would benefit as well as the putting surface being maintained to a higher standard.

4.4 It is the responsibility of both the player creating the mark as well as the other members of the group to ensure that any marks created are repaired adequately and at a prompt pace.

5. Respect Towards Playing Partners

5.1 The game of golf is built on a foundation of respect from all players, one element of this is the respect to be demonstrated to playing partners, this encompasses how one represents themselves and behaves during the course of a round.

5.2 Players should refrain from excessive use of alcohol, vulgar and abusive language and should maintain an atmosphere of respect and neutrality amongst playing partners.

5.3 Players should not throw, bend or damage clubs, bags, trolleys or club property during the course of a round and should refrain from excessive swearing. Such acts are unbecoming, vulgar and disrespectful towards others, not the ideals that should be present during a round of golf.

6. Respecting the Course

6.1 All the points highlighted above; raking bunkers; repairing pitch marks; replacing divots all demonstrate respect for a course. These are the fundamentals that every golfer should adhere to during the course of a round at any club.

6.2 There are a few further points that help the maintenance and aesthetics of a golf course such as making use of the bins around a course rather than littering, making use of the club's facilities when one wishes to use a lavatory etc. These amongst other actions, demonstrate that a golfer respects the course they are playing and understands common etiquette that is often overlooked.

6.3 One further point would be where a person pushes their trolley or drives a buggy when approaching a green. A player should not drive or park their buggy/trolley on the greenside; this wears down the grass and makes it difficult for the approaches to recover quickly. Bags and trolleys should be placed away from the edge of the green and taken to where the player will exit the green towards the next tee. Buggies should stick to paths,

where provided, and driven away from greens so as to mitigate against any damage to the approaches.

7. Shout of “Fore”

7.1 The shout of “Fore” is an integral part of the game of golf used solely for the benefit of safety whilst playing. The shout is to alarm other players that a ball may be heading towards them on the course. Should a player hear the shout of “Fore” the immediate response is to duck, cover your head and wait until you hear a ball land. This is to protect the vital parts of your anatomy from being hit by the golf ball.

7.2 Should a player hit the ball to an area on the course where there are other players or to a section of the course where they cannot see, the shout of “Fore” should be used to alert the potential players of possible impending danger.

7.3 It is the responsibility of the player taking the shot to shout “Fore”, however the other members of the group should likewise shout to alert any potential players of the danger.

8. Preparation for the Next Shot/Next Hole

8.1 This section ties in with the slow play section; however it can be extended further to include actions which can be taken before a player reaches their ball to minimise the potential for slow play.

8.2 In preparation, a player can complete the scorecard on the way to the next hole after finishing on the previous Green. This reduces the wait time and allows players behind to play up to the Green.

8.3 Prior to reaching a ball on the course, a player should decide on how to play a shot, weather conditions and start to have an idea of the club they are going to use. This eliminates the indecision whilst stood over the ball and allows the pace of play to be constant.

8.4 As already highlighted in this policy, the positioning of one's bags/trolleys/buggies are also connected to the pace of play as reducing the time it takes to go back to a player's bag after hitting a shot or taking a stroke.

9. Abiding by Rules of Golf

9.1 All players should have a basic understanding of the Rules of Golf if they are participating in a club competition or a competitive round of golf. 9.2 This mitigates against any potential rules infringements or disputes as a result of a lack of awareness or understanding of the standards all players should be held to by the Rules of Golf.

9.3 There may be throughout the year a few opportunities to attend rules nights with The Manor, these are of benefit for all players and should be encouraged to keep updated and informed of any rules changes over time.

9.4 Should a player represent The Manor in any external competition, whether as part of a team or as an individual, the Rules of Golf must be adhered to. Should any player be alleged to have breached, infringed or broken any of the Rules of Golf; they may be subject to the Disciplinary Procedure depending on the allegation and severity of the action concerned.

APPENDIX 3 – DISCIPLINARY PROCEDURE GUIDELINES

1. Who Is Bound

All **Junior members, Junior players, Junior participants, and Junior visitors** are subject to these rules.

2. Jurisdiction

The Disciplinary Procedure applies to:

- Breaches of club rules, codes of conduct, safeguarding policies, or club standards.
- Misconduct (e.g. unsporting, unlawful, or abusive behaviour).
- Breaches of the Rules of Golf or tournament rules.
- Damage to property.
- Repeated harassment or abuse.

Safeguarding issues **must be referred to Management** before any disciplinary action is taken.

3. Complaint Process

- Anyone can raise a complaint (preferably in writing) to Club Management.
- A **Disciplinary Secretary** is appointed to assess the matter.
- The Secretary may:
 - Investigate further
 - Seek informal resolution
 - Dismiss the case
 - Refer to a **Disciplinary Panel**

4. Formal Disciplinary Process

If formal action is needed:

- A **3-person Disciplinary Panel** (independent from the case) is formed.
- A **Notice of Charge** is issued to the accused (Respondent), outlining:
 - Allegations
 - Meeting details
 - Rights of defence

The Respondent must respond within **14 days**, admitting or denying the charges.

5. Hearings

- Can be oral (in person or remote) or written.
- Respondent must bring a **Parent/Responsible Adult** (support).
- Fair process must be ensured (evidence review, chance to respond).
- If the Respondent does not reply or attend, the Panel may proceed in their absence.

6. Decisions & Sanctions

Possible outcomes include:

- Dismissal of charge
- Warning or reprimand
- Suspension or expulsion from:
 - Club premises
 - Competitions or teams
 - Club office or roles
- Compensation for damage
- Combination of sanctions

All decisions must be **reasonable, proportionate, and explained in writing.**

7. Young Persons & Adults at Risk

Special considerations and consent procedures apply. The welfare team or England Golf must be informed before taking action involving these individuals.

8. Appeals (Internal Club Appeals)

- Appeals must be submitted within **14 days** of the decision.
- Grounds include:
 - Factual errors
 - Procedural issues
 - New evidence
 - Unreasonable or unfair sanctions
 - The sanction could jeopardise the Junior Membership
- An **Appeal Panel** (3 independent individuals) is appointed.
- Appeals can be either:
 - Reviewed on paper
 - Heard orally
- The Appeal Panel may:
 - Dismiss the appeal
 - Rehear the case (with the same or new panel members)
 - Change findings or sanctions

9. Miscellaneous

- The standard of proof used by all the panels is on the **Balance of Probabilities.**
- The Club is **not liable** for any loss from disciplinary actions.
- All hearings and decisions are recorded.