



THE MANOR

JUNIOR HANDBOOK

1. Definitions

<i>Behavioural Issues</i>	Acting in a manner in contravention to the <i>Safeguarding Policy</i> that is deemed by <i>Junior Management</i> as offensive or unbecoming in nature; such acts may include but are not limited to: <ul style="list-style-type: none"> - Swearing or Vulgar Language - Improper Adherence of <i>Golf Etiquette</i> - Misbehaving on the <i>Premises</i> - Bullying or Harassment of Others
<i>Disciplinary Issues</i>	Any actions required to be sanctioned by <i>Junior Management</i> such as actions including but not limited to: <ul style="list-style-type: none"> - Serious <i>Behavioural Issues</i> - Cheating - Damage to Property - Serious Breaches of <i>Golf Etiquette</i>
<i>Club Competitions</i>	All competitions sanctioned by the Golf Club and <i>Competition Committee</i> only eligible to <i>Junior Members</i> after approval by <i>Junior Management</i> . These are released on the fixture list at the start of the year and a hardcopy is posted on the <i>Notice Board</i>
<i>Competition Committee</i>	The committee overseeing all <i>Club Competitions</i>
<i>Club Management</i>	Consisting of the Proprietors of the Golf Club and the <i>Golf Management Team</i>
<i>Golf Etiquette</i>	The standards of which all golfers are held to, required to be followed by all members of the golf club. <i>Junior Management</i> shall organise etiquette events as part of the induction procedure.
<i>Golf Management Team</i>	Consisting of the Director of Golf, Head Professional, Assistant Professional, Manager of Golf, Assistant Manager of Golf
<i>Junior Committee</i>	A board of individuals consisting of <i>Club Management</i> , <i>Junior Organiser</i> and volunteers who agree to help organise and run sections of the Junior Membership, this may also include representatives from the junior section
<i>Junior Competitions</i>	All competitions sanctioned and organised by <i>Junior Management</i> eligible for participation by all <i>Junior Members</i> regardless of handicap status and eligible for

	handicap qualification, depending on tees being used during the course of the competition
Junior Management	Consisting of either a member of the Club Management , Junior Organiser , or members of the Junior Committee
Junior Members	All members eligible to play the golf course as part of the conditions of their specified membership, that are under the age of 18 and having been inducted into the membership following the induction procedure by a member of the Golf Management Team
Junior News	Shall be published information regarding changes to the Junior Committee , Junior Competitions etc. This shall be published as a hard copy on the Junior Notice Board in the Pro Shop and will be sent by E-Mail via Club V1 to the email address held by the club
Junior Notice Board	The Notice Board selected for the benefit of Junior Members positioned in the Pro Shop
Junior Organiser(s)	An individual(s) selected by Club Management to oversee with the support of Club Management and the Junior Committee the Junior Membership and all Junior Competitions
Junior Tees	The Red Tees which are provided on every hole for the benefit of Junior Members these tees are for practice purposes only and are not rated for handicapping purposes
Notice Board	The Notice Board positioned in the hallway of the Cookhouse
Premises	All parts of the club owned by the Proprietors including: <ul style="list-style-type: none"> - Golf Course - Driving range - Par 3 Academy Course - Cookhouse - Clubhouse - Car Parks - Changing Rooms - Practice Putting & Chipping Greens
Responsible Adult	An adult over the age of 18, of sound body and mind who is capable of safeguarding against any Behavioural Issues or Disciplinary Issues ; either through intervention at the time of occurrence or through reporting to Junior Management after the incident has occurred
Safeguarding Policy	The documentation required to be signed by the parents and/or Responsible Adult who cares for the Junior Member prior to being inducted into the club membership. A copy of our safeguarding policy is available on our website: themanorleeds.co.uk

2. Restrictions – Safeguarding Protocols and Requirements

2.1 Parental Forms – Who *Junior Members* Can Play With

It is a requirement that all junior members are able to play freely but safely, that being said it is necessary that all juniors adhere to the following restrictions put in place by **Club Management** for the safety of all **Junior Members**:

- All **Junior Members** under the age of 12 are prohibited from playing on the Championship Course alone, they must be accompanied by a **Responsible Adult** for the duration of the round.
- All **Junior Members** aged between the ages of 12 – 15 are prohibited from playing alone but are permitted to play as part of a group with members of the same age bracket or older, with a minimum of at least 2 players.
- All **Junior Members** over the age of 15 are permitted to play on the Championship Course alone as well as with other players in the 12 – 15 age bracket or older.

All requirements for **Junior Members** to be accompanied; comes in the form of either a witness (an individual walking around the course with the **Junior Members** ensuring good **Golf Etiquette** and standards are adhered to); or that of an adult playing as part of the four-ball, three-ball or two-ball.

Before **Junior Members** can play on the golf course and make full use of their membership, their parents must sign as part of their membership pack, a waiver which signifies their consent to the **Junior Member** adhering to Protocols for playing as highlighted in the above paragraphs. This is included as part of the contract when the parents/guardians sign the **Safeguarding Policy**.

2.2 Fourballs (Four Golfers Playing One Ball Each)

A four-ball is the maximum that groups can play in during a round of golf, made up of either four **Junior Members** and a **Responsible Adult** as a witness accompanying during the course of the round.

A four-ball can also consist of four playing companions, consisting of **Junior Members** and **Responsible Adults**, however the requirement is no more than four players constitute the playing group at any one time during the course of a round of golf.

A persistent breach of this will constitute a **Disciplinary Issue**.

2.3 Club Competitions

Until specified by **Junior Management** all **Junior Members** cannot play in sanctioned **Club Competitions** until several requirements are satisfied, these are as follows:

- A WHS Handicap is held by the **Junior Member** and monitored by **Junior Management**;

- A requirement of 3 **Junior Competitions** are played in per annum, before being eligible to participate in any **Club Competitions**;
- Attendance to at least one induction session organised by **Junior Management** focusing on both the basic understanding of the rules of golf and the basics of playing golf (encompassing **Golf Etiquette**).

3. Support (Junior Management Responsibilities)

3.1 Blocked off times for Competitions

When signing up to become a **Junior Member** there is a restriction in place that **Junior Members** may not play in restricted tee times (“Reserved for Members” Tee Times as stated on BRS). These times are for the protection and upholding of safeguarding policies and are identified as follows:

- Saturday Mornings (Reserved for Members Tee Slots)
- Sunday Mornings (Reserved for Members Tee Slots)
- Tuesday Mornings & Evenings (Reserved for Members Tee Slots)

Club Management will remove bookings of **Junior Members** should this restriction be continuously disregarded.

Junior Management and **Club Management** reserves the right to restrict available tee times on the BRS Tee Booking System for sanctioned **Club Competitions** and for **Junior Competitions**.

All such restrictions are put in place by **Club Management** and **Junior Management** in order to ensure the adequate safeguarding of **Junior Members**. These restrictions are also understood to assist **Junior Management** in the adequate organisation of matters such as **Junior Competitions**.

All **Junior Members**, will have the full support of **Junior Management** and there is an understanding between **Junior Members** and **Junior Management** that these restrictions are subject to change, pending approval from **Junior Management**.

3.2 Junior Practice Sessions

These are not a requirement to attend, but a member of the **Golf Management Team** will be on hand to help with any issues relating to how **Junior Members** play the game, this may include but are not limited to matters surrounding course management, imagination etc.

Junior Management may as they see fit, choose to run group or individual Junior Practice Sessions intended for the development and enhancement of **Junior Members**.

These sessions may consist of group coaching sessions, conducted by a qualified member of the **Golf Management Team**, general conversations surrounding course management and how **Junior Members** play the course and can look to improve.

Should it be deemed compulsory that **Junior Members** attend these sessions, **Club Management** and **Junior Management** will consult, and adequate notice shall be

provided by both a hardcopy of the notice being placed on the **Junior Notice Board** and by email subject to paragraph 4.3 of this handbook.

3.3 Junior Meets

These are the selected events held and organised by the **Golf Management Team** and **Junior Management** and can vary from basic rule nights, golf etiquette nights etc. **Junior Management** and **Club Management** may deem it necessary to host and organise multiple events such as group meets for team building and practice rounds, but adequate notice shall be provided to all **Junior Members**.

Some sessions may be deemed necessary, and attendance will be deemed compulsory, but **Junior Members** will be informed as such in adherence with section 4 of this handbook, with any individual dispensation being agreed and granted by **Junior Management** in advance of any session being held.

Hosting such events is at the discretion of **Club Management** and **Junior Management** will seek approval for hosting such events.

3.4 Etiquette Nights & Events

The Junior Etiquette Nights will be deemed compulsory as part of all Junior Membership applications. These evenings will cover basic fundamental **Golf Etiquette** standards which all **Junior Members** must adhere to whilst on the **Premises**.

Failure to attend will result in suspension of play in **Junior Competitions** and **Club Competitions** pending approval from **Junior Management**.

Golf Etiquette is a fundamental aspect of the game, integral to how individuals conduct themselves on the **Premises** as well as at other golf facilities. Failure to uphold these standards will be deemed a **Behavioural Issue** and if persistent breaches occur could result in disciplinary action.

4. Communication

4.1 Notice Boards

The **Junior Notice Board** shall be placed in the Pro Shop and **Junior Members** are encouraged to ask members of the Pro Shop Team for direction to the Notice Board of any Junior updates.

The Junior Notice Board shall include details of any **Junior Competitions** being scheduled including any Junior Events and Junior Meets that may be arranged by the **Junior Organiser**.

4.2 Point of Contact

For any issues or questions the first point of contact should be the **Junior Organiser** they will be the most informed individual to assist with any questions or issues **Junior Members** may have.

The **Golf Management Team** is also on hand to assist with any questions regarding **Club Competitions, Junior Competitions, Rules Queries** etc. So all **Junior Members** are encouraged to seek assistance from a member of the team.

If a member of the **Golf Management Team** are unavailable, **Junior Members** are also encouraged to correspond with the Pro Shop Team.

4.3 Emails and Online Information

The email addresses supplied during the membership application shall be the email address used to contact **Junior Members** regarding updates from both the golf club and also about any sort of **Junior News**.

Parents are encouraged to supply their email addresses as the contact information, to ensure they are adequately informed of any updates surrounding **Junior Members**.

5. Membership Categories

5.1 Junior Academy Elite - 5 Day

All Junior Academy Elite – 5 Day Members, shall be entitled to participate in all the **Junior Competitions**. This is not a requirement but is advised and encouraged by both **Club Management** and **Junior Management**.

If the **Junior Management** agree that **Junior Members** are able to do so, Junior Academy Elite – 5 Day Members will be entitled to participate in the midweek **Club Competitions**.

Only if both **Junior Management** and **Club Management** agree may a Junior Academy Elite – 5 Day Member, upgrade their membership category to the Junior Academy Elite – 7 Day category.

5.2 Junior Academy Elite - 7 Day

All Junior Academy Elite – 7 Day Members, shall be entitled to participate in all **Junior Competitions**. This is not a requirement but is advised and encouraged by both **Club Management** and **Junior Management**.

If the **Junior Management** agree that **Junior Members** are able to do so, Junior Academy Elite – 7 Day Members will be entitled to participate in the midweek as well as the weekend **Club Competitions**.

5.3 Membership Issues

Club Management does reserve the right to suspend, cancel or restrict any **Junior Members** membership category.

6. Disciplinary Procedures

6.1 Cheating

Cheating will be classified as a **Disciplinary Issue** by the **Junior Management** and all **Junior Members** are encouraged to voice any issues or concerns without fear of abuse, bullying or harassment.

In order to prevent abuse, bullying or harassment, all allegations of cheating directed to **Junior Management** will be kept completely confidential.

6.2 Misbehaviour

All acts of misbehaviour will be classified as **Behavioural Issues** and will be addressed with **Junior Members** on an individual one-to-one basis.

Acts of misbehaviour will be dealt with by **Junior Management** and any disciplinary action required shall be sanctioned by the **Golf Management Team**.

The best way to avoid any such **Behavioural Issues** would be active participation by **Junior Members** in the **Golf Etiquette** events and Junior Meets.

7. Restrictions – Incorporation of Junior Member Issues

7.1 Timings & Days of Play

7.1.a No Play in Members Only Times

Junior Competitions will always be held outside of these times, in order for **Junior Members** to still have access to the course on these days and still get the benefit and use of their membership.

Junior Management and the **Club Management** do however reserve the right to restrict or allow **Junior Members** access to the course as **Club Management** has with all membership categories.

It is at the discretion of **Club Management** to allow **Junior Members** to play within these restricted tee times should **Club Management** deem the **Junior Member** to have passed a general competency test that is set by **Club Management**.

7.1.b Restriction to One Round Per Day

All **Junior Members** are restricted to booking one round of golf per calendar day, depending on any restrictions such as membership category.

Junior Management and the **Golf Management Team** does however reserve the right to allow **Junior Members** to book more than one round per calendar day, but this is at the discretion of **Junior Management** and only if the additional round(s) are booked and permitted by the Pro Shop Team on any given day.

7.1.c Juniors Must Check in with Pro Shop

In order to comply with all **Safeguarding Policies**, **Junior Members** are required to check in prior to their round with the Pro Shop Team. This allows the **Golf Management Team** to recognise when **Junior Members** are on the **Premises** and can ensure they are adequately provided for.

7.2 Tee Restrictions

7.2.a Red Tees for Non-Handicap Competitions

Until **Junior Management** agrees, all **Junior Members** may be required to play from the **Junior Tees**.

Junior Competitions unless already agreed by **Junior Management** will be played from the **Junior Tees**. All **Junior Competitions** deemed suitable for handicap qualifying, shall be played from the Yellow Tees or Red Tees.

7.2.b Club Competition Tees

If **Junior Members** are permitted by **Junior Management** to participate in the **Club Competitions** on any given day, then the participating **Junior Members** must play from the correct coloured tees for that **Club Competition**.

Failure to play from the correct coloured tees during a **Club Competition** does incur penalties which shall be sanctioned, if necessary, by the **Competition Committee**.

Any sanctions deemed necessary by the **Competition Committee** will be supported by **Junior Management**.

8. In-House Junior Competitions

8.1 Times Blocked on Quiet Evenings

In order for **Junior Members** to participate in the **Junior Competitions**, the **Golf Management Team** and **Junior Management** will reserve tee times in order to safeguard and promote the **Junior Members** participation. Any such reservations and restrictions will be sanctioned and agreed by **Club Management**.

The **Golf Management Team** does however reserve the right to cancel these reservations as well as restrict further tee times as deemed necessary by **Club Management**.

9. Requirements – Junior Inductions & Getting into Golf

9.1 Junior Programmes and Events

9.1.a Coaching Sessions

As part of the incentive to engage with **Junior Members**, members of the **Junior Committee** as well as the coaching staff provided at the golf club can offer assistance and advice to help assist and improve the quality of the **Junior Members**.

Junior Members are encouraged but not required to seek assistance in the form of coaching either as part of a group or on an individual basis in order for them to develop as a player.

Participation in such Coaching Sessions **Club Management** believe will help encourage and incentivise **Junior Members** to play in both **Junior Competitions** and **Club Competitions** whilst increasing both enjoyment and friendly competitiveness.

9.1.b Union Events

There are several external competitions which are organised as part of Golf Unions such as the Bradford Union; the **Junior Organiser** will be the point of contact to inform **Junior Members** how and if they are able to participate.

Junior Management does however reserve the right to restrict or promote **Junior Members** participation in such events and **Junior Management** will actively seek such approval by **Club Management**.

10. Induction Meetings & Etiquette Demonstrations

There are several events which **Junior Members** must attend and are laid out within this section of this Handbook. Failure to attend shall result in the suspension of membership and in serious instances could lead to a **Junior Member's** membership being terminated.

Club Management does however vow to ensure that every opportunity for **Junior Member's** attendance is available and will strive to facilitate these events within the school holidays whenever feasible. These events likewise will not be one-off sessions and several dates will be provided for.

10.1 Membership Meetings

In order to be inducted into the Junior Membership, **Junior Members** must participate in a membership meeting with a member of the **Golf Management Team**.

This membership meeting will be the first step in engaging with the club and following on from which a basic understanding of how the club works will be provided.

If **Junior Members** require any further assistance, **Junior Members** are encouraged to seek the assistance from the **Golf Management Team**.

10.2 Junior Induction Events

Club Management as well as the **Golf Management Team** deem it compulsory for **Junior Members** to participate in several Junior Events which will complete their induction into the club.

One such event will be a basic rules evening, where **Junior Members** are provided a basic understanding of the Rules of Golf which they will need to have when playing in either a **Junior Competition** or a **Club Competition**.

There will also be a requirement that **Junior Members** attend a **Golf Etiquette** event to be arranged and organised by the **Junior Organiser**. This will provide **Junior Members** with the basics of how they should and should not conduct themselves whilst on the **Premises**.

Junior Members will be provided with adequate notice of such events as per section 4 of this handbook.

11. Insurance – Club

11.1 Club

The Golf Club does have in place an insurance policy that covers the club for basic liability, however this should not be relied on by individuals alone. It is always recommended that golfers should seek to have their own policy in place, and it is a term of the membership that all members should have a personal liability policy in place.

Junior Members are thus encouraged to seek their own insurance to adequately protect their own liability for damage to personal property, injury to themselves or others etc.

11.2 Junior Members (Players)

Once a **Junior Member** registers with England Golf, England Golf do provide a basic level of cover. This is not to be relied upon though as covering all liability for an individual whilst on the **Premises**.

Junior Management may at their discretion require as a condition for playing in **Junior Competitions** that **Junior Members** are adequately insured on their own policy for certain aspects including personal liability and loss, theft or damage of personal property.