



Elmgreen Men's Club Member Handbook 2025

Code of Conduct

- Members are responsible for the behaviour of their guests.
- Players are required to show respect and consideration to fellow golfers, avoid slow play and refrain from the use of mobile phone on course.
- Members and their guests are required to show respect and consideration to the operator's staff and to always comply with notices displayed in the clubhouse and directions given by staff of the operator and officers of the club.
- Players should repair pitch marks on the green, replace divots, rake bunkers after play and leave the rake in bunkers.
- Players should adhere to the dress code of the club. Smart casual dress is required.
- Members and their guests should not engage in misconduct of any kind. The following examples are considered to constitute misconduct; however, this list is not exhaustive.
 - Disorderly, aggressive, or offensive behaviour/language whilst on any part of the premises. Disruption or obstruction to the enjoyment of any fellow member or their guest. Disruption, or obstruction, to any member of staff, or any property of the club or operator. Behaviour that is sexist, racist, or discriminatory in any way. Any action that could be considered as unfair means in competition.

Pace of Play

- Arrive at the course at least 15 minutes early and be ready to play at the first hole 5 minutes before your tee time, but do not start before your allotted tee time.
- Golf is to be played at a prompt pace (Rule 5.6b.). At a minimum all groups must follow the pace of play guidelines as laid down by the committee and course operator.
- Ensure you keep up with the group ahead. Your place on the golf course is immediately behind the players in front, not in front of the players behind.
- If you have lost a clear hole to the group in front, are delaying the group behind you, or it is apparent that the group behind can play faster, you should stand aside and invite them to play through.



- Practice ready golf, move to your ball as soon as it's safe to do so and be ready to play. There is no requirement to wait on others (except in match play), so play away where sensible.
- Speak up, if your group is falling behind then effort needs to be made to catch up. It is everybody's duty in the group to be aware and act accordingly.
- If you have used up your quota of shots or can't improve on your partner's score, pick up and move on.
- If there is a possibility of your ball being lost or out of bounds, play a provisional ball before moving off. Always have a spare ball in your pocket.
- When the play of a hole has been completed, leave the putting green quickly. Don't practice missed putts while others are waiting behind. Fill out the scorecard on the next tee.
- Talk while you walk and move briskly between shots.
- Where players can not keep with the pace of play, they must skip a hole to get themselves back into their expected place on the course.

Disciplinary Procedure

- The implementation of the disciplinary procedure shall be the responsibility of the Disciplinary Committee which comprises the Captain, Secretary and President.
- Infringements of the Rules of Golf and breaches of the Club's Code of Conduct and Constitution, including any complaint made by a member regarding the action of another member or staff member of the Operator shall be referred to the Disciplinary Committee and may result in disciplinary action being taken against the offending member.
- A member making a complaint must do so in writing or email to the secretary, and this will be discussed at the next Committee meeting. The secretary will revert to the complainant as soon as the matter has been discussed. If the complaint is deemed to be of a serious nature, an early committee meeting will be convened. Members must not engage with any officer or committee member on the course to raise complaints.
- All complaints of alleged misconduct or breach of the code of conduct will be dealt with by the Committee. If necessary, a Disciplinary Committee will be formed to adjudicate on the complaint.
- Should the secretary, following committee discussion consider that disciplinary action is warranted then both the member making the complaint and the alleged offending member(s) shall be invited, in writing, to attend a hearing of the disciplinary Committee in order that the facts can be ascertained.
- Where the alleged offending member(s) fail(s) to attend the disciplinary hearing then the Disciplinary Committee shall make a summary judgement based on the facts to hand.



- Where disciplinary action is applied by the Disciplinary Committee the member(s) will be notified in writing of the decision and the effective date of sanction which will be not sooner than 7 days from the date issue.

Disciplinary Appeal Process

All disciplinary actions by the Disciplinary Committee shall be subject to the following appeal process.

- Any member in receipt of a disciplinary sanction by the Disciplinary Committee shall have the right of appeal by submitting in writing to the Honorary Secretary their intention to do so prior to the effective date of the sanction.
- The Honorary Secretary will notify the Golf Club Committee on receipt of an appeal and shall convene a meeting to hear the member's appeal.
- The meeting should be held as soon as possible after receipt of the appeal but not later than 14 days of notice of appeal being received.
- The member appealing the disciplinary action must attend in person at a hearing of the Golf Club Committee on the date and time notified to him by the Honorary Secretary and may be accompanied by another member of his choosing.
- The disciplinary action shall be suspended until the appeal hearing has been held.
- The outcome of the appeal shall be notified to the member following the appeal hearing by letter, confirming the appeal decision.
- In the event of the appeal being rejected or the member failing to attend the appeal meeting the disciplinary action shall come into effect immediately.
- The result of the disciplinary process shall be notified to the member who made the original complaint.

Club Competitions

Fixture List

The captain and competition secretary will prepare a schedule of competitions for approval of the committee on an annual basis. This schedule of competitions (commonly known as the 'Fixture List'), will be shared with the members as soon as possible each year.

Competition Rules & Regulations

- The competition secretary will be responsible for determining the conditions of competitions and in so doing will consult with the Head Green Keeper and have due regard to weather conditions and daylight hours.



- The competition secretary will have sole responsibility for changing the conditions of competition, including the number of holes to be played due to changes in weather conditions.
- Players must check in at the pro shop and pay the competition fee and green fee as appropriate in good time before commencement of play. Compliance with the rules of golf (R&A and local) is mandatory in all competitions.
- Players should mark each other's cards after teeing off on the following tee and not on the green. Scorecards for all competitions must be signed by both player and marker and placed in the competition box provided after entering the score on the computer system. A competitor cannot mark his own card.
- A record of late arrivals and those who fail to turn up for a booked competition time will be kept, and disciplinary action may be taken in respect of repeat offenders.
- All players must sign-in via the PSI in the pro-shop and pay competition fees prior to playing in all competitions.
- Players must enter scores via either PSI or HDID App after completing a competition round, this is imperative to protect the integrity of the PCC calculations which affect the score differential for all competitors on that day.
- Signed cards must always be posted in the scorecard box after entering score, a missing card will cause a DSQ.
- Signed cards must also have correct player details, and match the scores entered via the PSI.
- If finishing late and access to PSI is not available, players must score via the HDID app or send an image of card to info@elmgreengolfclub.ie.
- If finishing late, you must still post your signed score card into the late entry box.
- An independent markers signature is required on all competition cards, singles and doubles, only exception is four-man competitions which are not governed by Rules of Golf.
- Four-man team events required at least one signature.
- If a doubles team has no available additional player to play with, they can ask at the clubhouse for permission to self-regulate, both players must sign card after round if permission granted.
- Once a player has posted his score and left the grounds, no amendments can be made.
- Occasionally competitions will be cancelled due to weather conditions, if 50% or more of the field complete their round the competition will stand.
- Golf buggies may be used in competition only with a valid medical certificate. The buggy may be used only by the person named on the certificate and may only carry his equipment and caddie, and/or that of another player with a valid medical certificate.



Golfer Of the Year (GOTY) and Majors

The committee will agree and communicate to the members each year the competitions that will count towards the 'Golfer of the Year' award.

- Members cannot win the overall prize for any 'major' club competitions (Monthly Medal, Members Memorial, Captain's, President's) unless and until they have:
 - Competed in two strokes events in the previous 12 months.
 - Have a fully developed WHS Handicap. This requires 20 scores to be posted on their WHS scoring profile.

Matchplay Competition Rules

- All match play competition matches shall be played from the medal tees.
- All players must use their Low WHS Handicap Index from the previous year, this Handicap will be on the original draw sheet which will be on view in the clubhouse.
- For all Matchplay events course handicaps will be used.
- The player with the lowest course handicap resets to a 0 handicap, with all other players recalculating to the same offset, for example, if two players have course handicaps of 12 and 18, they will play off 0 and 6, so player B in this instance will receive a shot on holes indexed 1-6.
- If tie holes are needed, the first hole shall be the Nineteenth and the match shall continue until a hole is won. Index's to be used as normal on all extra holes.
- In the match play competition, the player drawn on the top of the fixture sheet is responsible for arranging the match. If for any reason the top player is unable to arrange the match having on two separate occasions tried to contact his opponent to agree dates to no avail, he should advise the competition Secretary at least one week prior to the deadline who will then decide on one of the following actions:
 - Ensure a date is fixed for the playing of the match before the deadline and get the players to agree on a date prior to the deadline.
 - Rule against one of the players and give a walkover to the other.
 - Disqualify both players.
 - Under unusual circumstances give an extension OR by toss of a coin determine which player shall progress.

Members Playing Expectations

All members of Elmgreen Men's Club are expected to, in line with Golf Ireland guidelines, submit a minimum of 20 scoring cards per calendar year (pro-rata). This ensures each member's WHS is fully developed, up to date and represents the member's playing ability.



The primary source of revenue to fund Elmgreen Men's Club is obtained from competition entry fees. To ensure all members contribute to funding the Club, the following is expected of all members:

- 7-day members to enter a minimum of 15 competitions per calendar year (pro-rata).
- 5-day members to enter a minimum of 10 competitions (pro-rata).

Failure to adhere to these requirements may result in Elmgreen Men's Handicap Committee discontinuing support of members WHS.

Competition Prizes

These will be vouchers or credit to a members account for the Pro Shop in amounts determined by the committee and determined by the number of competitors in the competitions.

- The prize structure agreed by the committee for 2025 are as follows:

Proposed Competition Structure 2025								
Number				Overall		3 x Div	3 x Div	3 x Div
Of Entrants				Winner		Winner	2nd Place	3rd Place
15-29	15	29		€25		€15		
30-50	30	50		€40		€20	€10	
51-70	51	70		€50		€30	€20	€10
71-90	71	90		€70		€40	€30	€15
91-110	91	110		€90		€50	€35	€20
111-130	111	130		€100		€60	€40	€25
131+	131	175		€120		€70	€50	€30
GOTY eventss will be double entry double payout								
Friday Opens: Top 10% Get Prizes, 80% Payout								
Team Events: Top 15% Get Prizes, 80% Min Payout								
50% of entries must complete rounds for comp to be valid								
Division structures will be dyanamic to balance numbers								

- The club generates income from competitions and the annual club accounts show how the committee uses any surplus to fund club costs such as interclub competitions and insurances and to subsidise events such as Captain's and President's Days.
- Prizes for Captain's and President's Days will be based on a pre-approved budget and where possible shall be on display in the clubhouse prior to the commencement of the competition.



Elmgreen Golf Club Committee

Remit

The committee will be responsible for the running of the club's affairs in accordance with the club constitution and having regard to the access agreement between the club and the operator (currently Euro Golf Services).

Roles

Captain:

To be nominated for the position a member must have served a minimum of two years as a committee member one of which as vice-captain. The captain's role is to:

- Provide leadership on golfing aspects in the club.
- Build and maintain positive relationships with all club members.
- Act as an ambassador for the club.
- Chair the golf club committee to enable playing and membership matters to be raised and addressed.

Vice-Captain:

To be nominated for the position a member must have served a minimum of one year as a committee member. The vice-captain's role is to:

- Assist the Captain in the performance of his duties.
- Act in the Captain's position in his absence.
- Participate as a committee member.

Secretary:

The Secretary may hold office for a three-year period, or for an extended period should no nominations be received. The secretary's role is to:

- Organise committee meetings and record minutes.
- Participate as a committee member.
- Participate as a member of the disciplinary committee.
- Be a signatory to the Club's bank account.



Treasurer

The treasurer's role is to:

- Present a monthly bank reconciliation to the Committee.
- Present a monthly competition fee reconciliation.
- Maintain the club's financial records and prepare the club's accounts for annual audit. All expenditure to be preapproved and supporting paperwork to be retained (invoices /receipts/cheque book available and presented at committee meetings). Two signatories on all cheques and no cheques to be pre signed. All payments and receipts are to be by cheque or EFT.
- Participate as a committee member.

Handicap & Competition Secretary

The handicap & competition secretary's role is to:

- Organise the annual fixtures list.
- Oversee opening and closing of competitions.
- Organise competition prizes within budget and liaise with Captain on Presentation days.
- Oversee monitoring and adjustments of member's WHS handicaps as appropriate and communicate to members along with competition results.
- Report to the GUI on an annual basis, or as required.
- Liaise with the operator on processing new members and allocating handicaps.
- Participate as a committee member.
- Monitor members WHS ensuring it reflects their playing potential.
- Monitor members eligibility to win majors.
- Monitor that members meet the clubs playing expectation criteria.

Member(s)

A committee member's role is to

- Participate as a committee member.
- Participate in sub-committees as requested by the committee.

Ex-Officio

Will be the outgoing Captain when available. An ex-officio's role is to:

- Advise the incoming Captain.
- Participate as a committee member.



President

The term of the president is for 1 year, or for an extended period should no nominations be received. The president shall be proposed by the committee and recommended to the members at the AGM. The president's role is to:

- Advise the incoming Captain.
- Participate as a committee member.

Sub Committees

The club committee may from time to time appoint committee and club members to serve on sub committees as required. These sub committees will present their findings to the club committee for consideration as required.



Committee Finances

Approval process for club purchases and expenses

All applications for purchase shall be by way of purchase form submitted to the treasurer and approved by the committee. If approved for purchase by the club a cheque or EFT shall be raised on foot of an invoice received. If the purchase is to be made through the operator a copy of the invoice shall be included with the monthly financial reconciliation.

- All applications for charging items to the restaurant account shall be by way of purchase form submitted to the Treasurer and approved by the committee. The manager of a team, or person availing of approved refreshments, should verify the quantity of refreshments received and initial the corresponding invoice. Purchases charged to the restaurant account will be shown on the monthly reconciliation.
- All applications for charging items to the Pro Shop Account shall be by way of purchase form submitted to the Treasurer and approved by the committee. Purchases charged to the pro shop account will be shown on the monthly reconciliation.
- If a purchase needs to be made in advance of the next committee meeting the purchase shall be made with the approval of two of the Club's officers one of whom must be the Captain or Treasurer and approved at the next committee meeting.

Miscellaneous

Club Promotion

The committee recognises that to promote, grow and enhance the club it may need to enter strategic alliances with third parties to market and promote Elmgreen golf club.

New Members

The Competitions Secretary will liaise with the Operator regarding entering new member details on Golf Ireland and club systems.



Score Cards

Score cards from completed competitions will be retained for the necessary period and will be disposed of in an appropriate manner.

Inter-club competitions

An interclub co-ordinator may be appointed to select and liaise with team managers if required. The co-ordinator will assist with team selections, agreeing budgets, advising on competitions to enter having regard to club members handicaps, team training and reporting to the committee.

Frost & Other Timesheet Delays

It is club policy that the Head Greenkeeper or his delegated representative has the final call on the playability of the links during inclement weather conditions. This decision is made by a qualified person in the morning before any play and the decision is final and must be respected by all. The decision to delay opening the courses is made in the best interests of protecting the course and is not taken lightly.

- **Where it is deemed prudent to delay opening the course for any reason, pro shop staff have been instructed to accommodate all players in timesheet order.**
- Buggies/carts may not be permitted on the links where they are liable to cause course damage.

Members and their guests are reminded to show respect and consideration to the operator's staff and to always comply with directions given by staff of the operator and officers of the club.

The committee appreciates the understanding, patience, and co-operation of both member's and visitors during these periods.

Contact

All committee correspondence should be sent by email to info@elmgreengc.onmicrosoft.com