

## **MEMBERS INFORMATION GUIDE AND CLUB RULES**

Welcome to Cottingham Parks Golf and Leisure Club.

The opening times and information contained within this booklet may be subject to change by the management at any time

### **HEALTH AND SAFETY**

In compliance with our statutory duty and to ensure your safety whilst on our premises, the following 'Safety Guide' has been prepared for you. We would ask that you read this carefully and follow the guidance provided. Should you have any problems, please do not hesitate to contact a member of staff.

Occasionally it will be necessary to undertake fire evacuation from parts or all of the building. This will only last a few minutes and will be fully directed by our staff. The assembly point is located to the rear of the driving range. Your assistance is appreciated.

In the unlikely event of an emergency, staff are trained to react to the situation. This should give you peace of mind to relax and enjoy the wide range of facilities and your time with us.

All members must abide by any safety notices displayed on the club premises and surrounding grounds.

The safety and behaviour of children is the responsibility of parents or accompanying adults at all times whilst on the premises of Cottingham Parks Golf and Leisure Club.

Please bring any spillage to the attention of staff and do not leave bags unattended.

First aiders are available to attend any accidents which may occur. Their names are located on the club notice boards. It is very important to notify staff of all such events and obtain treatment. Even small cuts should be treated against infection. There are first aid kits in every department.

Members and guests should be aware that the golf course can be potentially hazardous. Both the course and its integral paths are for the use of participating golfers only. Non-golfers should keep clear of these areas at all times.

If any sign of lightning appears in the sky then please leave the golf course and return to the clubhouse.

We advise that you do not attempt to use any equipment, with which you are either unfamiliar or unsure. Our Wellness Advisors will be pleased to provide as much instruction as you require. We have a daily system of checking all equipment. However, should you be using a piece of equipment that you think may be faulty, please notify the staff.

No dogs except GUIDE DOGS / HEARING DOGS.

Smoking is not permitted in any part of the building except outside near the picnic bench, opposite the trolley sheds.

When using mobile phones, please be mindful of others, and ensure that photos, if taken, do not include children without the parents' permission.

### **SECURITY**

Please ensure you carry your membership key or card at all times. Lost keys will be replaced at a cost of £10. Membership keys/cards are non-transferable and cannot be used by anyone other than the designated member.

Management reserves the right to terminate membership if the members are found to be giving their key / card to friends and family to gain unauthorised access to the facility.

## **MEMBERSHIP**

### **GOLF**

The committee and management of Cottingham Parks Golf and Leisure Club wish to take this opportunity to welcome you and wish you a long and happy association with the club and its members. In order to introduce you to the club we feel it is important that you be made aware of the rules governing the membership:

**Booking of tee times** – how to book tee times for yourself and your guests

**Dress code** – the standard of dress expected on and off the course

**Inappropriate behaviour**- the standard of behaviour expected from our members both on the course and within the clubhouse.

**Slow play** – what you can do to help the situation

#### **Booking of tee times**

Tee times are available from 08.00 weekdays and 07.00 weekends and can be booked in the professional's shop, the main reception or on-line.

The booking sheet consists of four sections for up to four players. If a member books two or three places, the remaining places may be filled by other members wishing to play at the time. If you wish to increase the size of your party after the initial booking then it is your responsibility to phone the club and check the remaining places are still available and book them.

You may book your tee time a week in advance.

For weekend tee times: Individuals playing on a Saturday or Sunday may book themselves for the following week prior to teeing off; Individuals wanting to book themselves, and others who are not present for tee times the following week may do so from 10.30am. Weekend bookings by telephone can only be made after 12pm.

All members are asked to report to the main reception or the professionals shop prior to play where their names will be marked as attending.

It is the responsibility of the member to ensure that their guest abides by the rules of Cottingham Parks Golf and Leisure Club.

Golfers must be aware the green keeping staff have the right of way on the course at all times, although all efforts will be made to avoid disruption.

If you are unable to play for any reason other than an emergency (or due to extreme weather conditions), you must inform the professional staff by 17.30 on the previous day. Failure to do so may incur the removal of your booking privileges for the period of one week on the first instance (and for two weeks if the offence is repeated)

#### **Dress code**

Cottingham Parks Golf and Leisure Club operates a dress code, this is to promote a feeling of pride amongst the members. We ask you to observe the following:

##### **Men**

Shirts with collars (not football shirts)

All shirts to be tucked into the waistband of trousers/shorts

Tailored shorts

Trousers

Plus 4's or 2's

Socks with tailored shorts may be either predominantly white ankle length or any colour knee-length, socks under trousers may be of any variety.

No jeans or tee shirts

No trousers tucked into socks

Appropriate golf shoes are to be worn

Hat and headwear to be worn correctly

### **Ladies**

Shirts with collars may be sleeved or sleeveless  
Tailored shorts  
Divided skirts  
Trousers  
Plus 4's or 2's  
Skirts  
No jeans or tee shirts  
Appropriate golf shoes are to be worn  
Hat and headwear are to be worn correctly

The overall appearance is to be one of smartness. The management retain the right to refuse entry onto the golf course if the appropriate dress code is not adhered to.

### **Inappropriate behaviour**

All members are expected to behave in a manner that will in no way be detrimental to the reputation of the Cottingham Parks Golf and Leisure Club. The club management and/or committee will deal with any unacceptable behaviour.

### **Slow play**

Although slow play is a problem at most golf courses we can eliminate or lessen the problem here if we follow these few simple rules:

Be on the tee in plenty of time and be ready to play when it is safe to do so.

Walk quickly to your ball and be ready when it is your turn to take a shot.

Size up the situation, club selection and the shot you wish to take whilst walking to the ball and/or waiting for others to play.

Place your bag on the side of the green nearest the next tee.

Leave the green as soon as everyone has holed out and mark your cards on the next tee whilst your fellow competitors are taking their drives.

If you do not immediately find your ball, call through the match behind whilst you search.

Always follow the flight of the ball for every player in your match using a landmark to help you find the ball.

## **WELLNESS FACILITY**

### **Opening hours**

The Wellness Facility is open 06.30 to 21.30 from Monday to Friday and 07.30 to 19.30 on Saturday and Sunday.

### **General**

No members or members guest/s may use the facility without first completing a PAR-Q form and signing a disclaimer. This is for your own safety. We strongly advise new or returning members to take up the free induction.

It is the responsibility of the member to ensure that their guests sign the appropriate disclaimer form and are screened by a member of the Wellness Team.

Members and their guests are particularly advised not to undertake strenuous activity for which at the present time they might be medically unfit. If a member has any current health related problems, or injuries, they must inform the Wellness Team prior to commencing training. This is so they can be advised on whether or not it is advisable to train at that time.

As you progress, your training programme will be monitored (see Exercise Programming) and altered accordingly. Please do not try to do more exercise than your programme specifies.

All programmes will include a warm up and cool down section. Please do not omit these segments of your training programme, they are included to help prevent injury to you!!

No one under the age of 16 is allowed in the Wellness Facility.

Members using the Wellness Facility are expected to dress in appropriate sportswear. A suitable t-shirts or top is expected with a pair of shorts or tracksuit bottoms. Offensive slogans on any clothing are deemed inappropriate. Clean trainers must be worn at all times.

The management maintain the right to refuse entry to the Wellness Facility if clothing is deemed inappropriate.

Please perform the exercise in your programme the way you have been instructed. You may, from time to time, see members performing exercises in a slightly different manner, this will be due to the fact that they will be training on a sports specific programme that is designed for their needs. If unsure of technique or the use of any machinery in the Wellness Facility you must request assistance of a member of the Wellness Team.

No one is allowed to eat food, of any kind or chew gum in the Wellness Facility. No glass containers are permitted in the Wellness Facility.

Please be mindful of personal hygiene, and please wipe down any required equipment after use.

Personal training is available, please see the Wellness Team for details.

No member may introduce an external Personal Trainer.

### **Exercise programming**

#### **Induction**

The induction process is designed to give new members confidence when they first set foot into the unfamiliar surroundings of a new fitness facility.

A member of the Wellness Team will induct a new member into the Wellness Facility. The induction will comprise of an explanation of fire and emergency procedures, a tour of the Wellness Facility taking in specific Wellness Facility sections, how to book appointments with the Wellness Team and a demonstration of the TGS facility.

Following the induction, you will be given the opportunity to use the fitness machines with guidance from a member of the Wellness Team if required.

After your induction an appointment will be made for a goal setting session with a member of the Wellness Team.

#### **Goal Setting**

This session will last about 30 minutes and will give you an opportunity to discuss your long-term goals, perceived barriers, current activities and how to develop a healthy lifestyle by making some guided commitments.

From a goal setting session your Wellness Advisor will be able to establish your health & fitness related goals – what you really want to achieve!

#### **Equipment Trial**

You will be given the opportunity to try all the Wellness Facility equipment, either guided or independently.

Regular reviews with the Wellness Team are encouraged and comprehensive fitness tests are available upon request.

### **GROUP EXERCISE AREA**

Members can book into any Group Exercise class providing that there are sufficient places. No charge will be made unless otherwise stated, as master classes and specialised instructors may incur extra costs.

Members can book into a Group Exercise class up to 7 days in advance at the main reception, Wellness Facility and the Golf professionals shop, or alternatively on-line (registration needed).

If a class is fully booked, members can request to be put on a waiting list. If a member is booked into a class and cannot attend, they must ring or come into the club to cancel at least one hour before the class is due to commence.

Cancelling within one hour before the class, or non-attendance may result in a £5 'no show' charge. No charge will be levied if a member who is booked into the class cancels and the next person on the waiting list can take the vacated space.

On arrival, members must declare their attendance to a member of the reception, Wellness Facility or Golf Professional's shop. Members are requested to arrive ready and changed five minutes before the class is due to commence. Latecomers can be refused entry into the class.

Members using the Group Exercise Area are expected to dress in appropriate sportswear. A suitable t-shirt or top is expected with a pair of sports shorts or tracksuit bottoms or leggings. Clean trainers must be worn at all times.

No one under the age of 16 is allowed to use the Group Exercise Area unless attending a specific class, which is tailored for this age group.

### **STEAM ROOM, JACUZZI AND SAUNA**

The steam room / Jacuzzi / sauna are open 06.30 to 21.30 from Monday to Friday and 07.30 to 19.30 on Saturday and Sunday.

As a mixed gender area, members are required to wear swim trunks / costume or towel to avoid embarrassment. Members must shower before entering the steam room / Jacuzzi / sauna and are advised to use the shower afterwards. No member under the age of 16 may use the steam room / Jacuzzi / sauna unsupervised. No member under the age of 12 may use the steam room / Jacuzzi / sauna. No pregnant women are allowed to use the steam room / Jacuzzi / sauna.

### **SWIMMING POOL**

#### **Opening hours**

The swimming pool is open 06.30 to 21.30 from Monday to Friday and 07.30 to 19.30 on Saturday and Sunday.

Please refer to our Pool and Class timetables for details of adult only times and restrictions on pool usage whilst classes take place.

#### **Safety**

The safety of the members is our priority, so therefore please abide by our rules for the pool to ensure a safe environment for everyone.

Members are required to follow the instructions of the staff at all times:

Shower before entering the pool.

Children under the age of 16 must be accompanied by an adult, AT ALL TIMES in the pool.

NO RUNNING, SPITTING, FIGHTING, SPLASHING, SHOUTING, DIVING, PETTING.

Do not stand or jump on floats near the sides of the pool or near pool users.

No sitting on the lane ropes.

Do not throw any objects.

Do not go under the water in the spa pool.

No Inflatables, flippers, snorkels or mobile phones are permitted on poolside at any time.

STAFF HAVE BEEN INSTRUCTED TO REPRIMAND CHILDREN WHO ARE BEING UNRULY AND REMOVE IF NECESSARY

The appropriate swimwear for both sexes, and all ages, must be worn at all times. Babies must wear swimming nappies at all times.

Please remove all loose jewellery before entering the pool. Ladies must remove ALL make-up before using the pool.

People with any foot condition e.g. verruca's or athlete's foot, should use verruca socks.

It is unsafe to enter the pool and spa after consuming alcohol. Staff are instructed to refuse the right of use of the pool to anyone who may appear to be under the influence of alcohol.

Food and drink are not permitted in the pool area.  
No babies are to be left unattended on poolside in baby seats.  
No pushchairs are permitted in the pool area.

Management reserves the right to withdraw the use of the pools if there appears to be any problem with water quality or any other operating issues.

Due to health and safety regulations the age of unsupervised children in the pool hall has been revised. The HSE publication for the management of health and safety in swimming pools recommends that there should be no unaccompanied child of 15 years and under. Therefore all children 15 years and under must be accompanied by a responsible adult whilst in the pool hall except when a lifeguard is present on pool side when children 10 years and under must be accompanied by a responsible adult.

Due to Health & Safety Regulations children under the age of 3 months are not permitted to swim as they have not had their second Tetanus vaccination.

Due to Health and Safety in the Swimming Pool, the ratio of adults (aged 16 and over) to children in the pool hall is as follows:

#### **Adult to Children Bather Ratio Policy**

For the purpose of this policy:

- Anyone aged 15 and under is classed as a child. An adult is classed as someone aged 16 years or over
- A swimmer is classed as a child aged 8 and over, who can swim at least one length of the main pool on their front, or back, unaided.

**Any** child who **cannot swim** must be accompanied by a responsible adult in the water at all times.

1. Any child who cannot swim, and is aged 3 and under, must be accompanied by an adult in the water on a **one-to-one** basis.
2. Any child who cannot swim, and is aged 4 and over, must be accompanied by an adult in the water on a **two-to-one** basis.

Any child who **CAN** swim, and is aged 8 and over, must be supervised by a responsible adult but that adult does not have to be **IN** the water with the child.

Please Note: In order for an adult to be supervising a child, he or she must either be in the pool with them, or watching from the side with the child in clear sight at all times.

#### **General swimming hours**

Children are welcome in the pool hall but must restrict use of the big pool to swimming in an orderly fashion, and leave the lanes for adult swimmers. If children are not swimming then they will be asked to play in the small pool.

#### **Adults only time**

No children 16 years and under in the pool hall

#### **Kids time**

The lanes remain reserved for adults only swimming, the remainder of the big pool and small pool can be used for swimming and controlled playing. During this time the general pool hall rules still apply (e.g. no running on pool side, diving, bombing etc).

We will endeavour to have a lifeguard will on duty throughout the year on Saturdays and Sundays between 11am and 4pm. In addition, during the major school holidays (Easter, Christmas & Summer) a lifeguard will be present on pool side at weekends as normal but also on a Monday – Friday.

#### **CAFÉ BAR / LOUNGE BAR**

**Opening Hours**

The bar and café areas are open from 08.00 (closing hours vary seasonally) and licensed from:

Monday to Saturday 10.00 until 24.00

Sunday 10.00 – 24.00

The management reserve the right to refuse to serve alcohol to any person.

**Café Bar**

Clean leisurewear is permitted. No soiled training wear is permitted. No work wear.

**Lounge Bar**

No denims, shirts must have a collar, no trainers, no caps/headwear, no work wear, no tracksuits/sportswear or leggings.

**Smoking**

In accordance with the law, Cottingham Parks operates a no-smoking policy throughout the building, although there is a designated smoking area outside.

**Safety**

In the interest of public safety members are not permitted to take crockery or glassware into areas other than the bars, function room or balcony.

**Food and Drink**

No food or drink is to be brought into the Café Bar/Lounge Bar, other than prepared baby formula.