



THE COUNTRY CLUB
JOHANNESBURG

GOLFERS GUIDE



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THE COUNTRY CLUB JOHANNESBURG GOLFERS GUIDE 2023

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Any damage whether direct or indirect to personal or other property whatsoever, and however caused.

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1. CCJ GOLF REQUIREMENTS:

- All Club members are required to check-in before golf timeously, including those with playing cards as well as guests/visitors. This is applicable to all three courses.
 - Players who are playing sunrise golf are required to check-in as soon as they have completed their round.
 - All players are required to adhere to the Club's general rules, code of conduct and dress code.
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2. GOLF ETIQUETTE:

Guidance regarding golf etiquette:

- Always play without delay and keep up with the group in front of you. Play "ready golf".
 - Do not move, talk, or stand too close to a player making a stroke.
 - Do not step on another player's line of putt.
 - Do not play until the group in front is out of the way.
 - Shout the warning "fore" if your ball may hit someone.
 - Repair divots on the fairways and pitch marks on the greens.
 - Rake bunkers after use. Rakes to be left "half in, half out".
 - Please consider raking a bunker where you see it hasn't previously been raked.
 - Do not drop clubs on the putting surface or lean on your putter.
 - Replace the flagstick correctly after putting (in an upright position).
 - Leave the golf course in the condition you would like to find it.
 - Scorecards should be marked after leaving the green to speed up play.
 - Do not litter. Collect any litter you find, there are dustbins at each tee, please use them.
 - Golf carts should only be driven on cart paths and not within 10 meters of any greens.
 - Golf carts may only be driven by golfers with a valid driver's licence. Learner's permits are not permitted.
 - Caddies may not stand on the back of a cart including carts owned by members.
 - Caddies may not drive a CCJ golf cart.
 - The Club's dress code is to be adhered to.
 - Incidents should be reported to the Golf Department and altercations with other players are prohibited and may lead to disciplinary action.
 - All players are required to be at their respective tee boxes at least 10 minutes before their tee time.
 - All players to hand their Voucher in to the Starter.
 - 5-Balls are not permitted, except at the Golf Director's discretion.
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3. PACE OF PLAY:

- Pace of play time requirements per course = 4h30. (This includes a 15-minute halfway house stop).
- Plan your shot whilst walking up to your ball or whilst others are playing.
- Line up your putt whilst others are putting.
- Be ready to play when it is your turn.

- Playing “ready golf” is encouraged.
 - Walk briskly between shots directly to your ball, don't follow, or continue talking to fellow golfers.
 - Assist in a search for a lost ball briefly but, if possible, play your own ball first and then continue the search - (3-minute time limit).
 - Play a provisional ball if uncertain of the whereabouts of your first ball, unless playing towards a penalty area where relief may be taken as per rule 18.3a in accordance with the R&A.
 - Leave your clubs in the quickest position to exit the green after putting.
 - Exit the putting green promptly after holing out.
 - Pick up your ball if you cannot assist in your individual or team's score for the competition.
 - If behind pace, grab and go at halfway may be requested by the Starter, Marshal, or Management.
 - Please adhere to Starters and Marshals' requests while on the course.
 - If pace of play is slow, please do not confront the players ahead of you or if you are the slow group, please endeavour to increase your pace to avoid any confrontations.
 - Do not confront or react to confrontations from players ahead or behind you, as these interactions may lead to disciplinary action. Report slow play to the Golf Department and Marshals.
 - Consistent slow play offenders will be reported to the Golf Committee which could lead to disciplinary action.
 - Pace of play tags issued must be returned to the outside golf desk.
-

4. GOLF CART ETIQUETTE:

To protect the golf course, Golfers using carts are requested to adhere to the following guidelines:

- The POS chit for the cart rental must be signed by the golfer. The golfer must hand in the cart voucher to the Cart Attendant.
- No golfer may take a golf cart without paying for one or accompanying a golfer who has paid for a cart.
- Where possible, carts paths should be followed.
- Carts should not be driven near:
 - ❖ The sides of the tee boxes
 - ❖ The entire front of the green (within 10 meters)
 - ❖ The sides of the greens or between the bunkers and greens (within 10 meters)
 - ❖ Wet or muddy areas after rain or watering
 - ❖ Highly worn areas or bare ground
- Be cautious of kerbing when driving carts on cart paths.
- Avoid excessive acceleration and braking when driving carts.
- Carts should not be in motion or line of sight if other players are about to play a shot.
- Carts should be left at the exit of the green, towards the next tee, away from the playing surface.
- Players are encouraged to use only two carts per four ball.

- A maximum of 2 players per cart is permitted.
- Caddies are not permitted to drive CCJ carts.
- Caddies are not allowed to stand on the back of the cart, this includes carts owned by members.
- Carts may only be driven by persons with a valid Driver's Licence including those with their own carts. A Learner's permit is not permitted.
- Carts to be returned to designated cart area after play. Carts may not be left in the car park.
- Report any cart issues while on the course and the cart may be swapped out.
- All damages incurred must be reported to Golf Management immediately.
- The golfer that signed for the cart will be liable for any damage incurred whilst the cart was in their possession.

5. BOOKING PROCEDURES:

Bookings open 9 (nine) days in advance. For certain competitions or tournaments, management may open bookings earlier.

- The timesheets will be open at 05:58 via the Club's Online Booking System <http://www.members.thecountryclub.co.za> or via the CCJ Mobile App.
- Bookings in person at the Club can be made at the Golf Registration Desk from 06:30 – 17:00 daily. The Proshop opens at 07h30 on a Monday.
- Telephonic bookings may be made any day between 08:00 and 17:00 with the Golf Registration team on telephone number: 011- 202 1661/2; this includes Public Holidays.

Tee Sheets will reflect block bookings for golf schools or corporate golf days. Group bookings are not permitted on a Friday afternoon, Saturday, or Sunday without the permission of the Golf Committee. Corporate bookings which include the use of both courses are only permitted on a Monday or with special permission from the Golf Committee.

The tee sheets for **SUMMER** fields are scheduled off the 1st and 10th tees as follows and are in operation from 1st September – 31st March:

- Weekday: 7:00 – 8:28; 11:16 – 13:08
- Weekends: 6:30 – 8:28; 11:16 – 13:08
- Sunrise Times (Monday – Friday): 05:30 – 06:02 (booking is essential).
- 9-Hole Times: 15:44 – 17:04 (booking is essential).

The tee sheets for **WINTER** fields are scheduled off the 1st and 10th tees as follows and are in operation from 1st April – 31st August:

- Weekdays: 7:00 – 8:28; 11:16 – 12:44
- Weekends: 7:00 – 8:28; 11:16 – 12:44
- No Sunrise golf during winter months.
- 9-Hole Times: 15:30– 16:32

Tee times will be added or removed at times dependant on light. The Golf Management team can move one or two balls to another tee time near the original

tee time booked, to open four ball times for other members to book. The member(s) affected will be informed.

6. CORRECT BOOKING METHODS AND RESTRICTIONS OF THE TEE SHEETS:

All details of the player must be entered onto the electronic booking sheet - this includes full name, contact numbers and if possible, an email address. The Club electronic booking system recognises either membership numbers or surnames.

On completion of entering the player's details and selecting a tee time, the Club system will automatically forward a confirmation email to all players. This confirmation will include details of tee time; golf course; date and number of players. In addition, a reminder notification will be sent the day before the tee time by SMS, if the golfer's cell phone number has been captured.

Members using the online booking system can set up and manage their Buddies and Groups. This allows members to pre-select other members they regularly play with as their Buddy or add them to a Group to speed up the booking process. Members must make themselves 'visible' on the Golf Booking online system for other members to select them using the Directory under the Member Central section on the CCJ website.

BOOKING FOR GUESTS:

- The entering of PTN, ANO or GUEST is not permitted on the timesheet.
- The name, surname, cell phone number and email must be used for booking a guest.
- The same guest may only be invited to the Club a maximum of twice per month, regardless of which member invites the guest.
- No guests are permitted on Saturday and Sunday mornings due to the high demand for tee off times from members. There may occasionally be exceptions at the Golf Director's discretion within a 48-hour period.
- Three guests per member are permitted during the week (Monday to Friday and Sunday afternoons).
- One guest is permitted per member on Saturday afternoons.
- Guest rules are subject to change at Management's discretion.

The person whose name is entered first in a fourball is responsible for all players in the game. This includes ensuring that all players report to the tee at least 10 minutes prior to the tee off time, the players keep up with the group ahead of them and all players meet the Club's dress code and behaviour standards.

7. CHECK-IN PROCEDURE:

All Club members and guests are required to register at the Golf Registration Desk located in the Club's Pro Shop. Club members are required to swipe their membership card to initiate check-in and thus confirming membership, whilst guests or visitors are to produce their handicap cards from their home clubs. Reciprocal rates are only available to full members of clubs who have entered a reciprocal arrangement with the Club.

Check-in is required for Sunrise Golf, 18-Hole rounds, 9-Hole rounds, and the Mashie Course. Check-in is also required for members with playing cards.

Payment for green fees, golf carts, competition fees and caddy vouchers may be processed by credit/debit card or charged to the member's pre-funded account. The Club is a cashless environment.

Players must produce a voucher as proof of payment when hiring a caddy or cart and on arrival at the starter box on each course.

Membership cards are required when checking in and no members may check-in other members on their behalf.

8. CANCELLATION PROCEDURE:

The cancellation procedure for all bookings will be strictly monitored and all booking cancellations will be accepted no later than 48 hours in advance of the tee off time booked. Cancellations for Friday afternoons, Saturday, Sundays, and Public Holidays, (i.e., peak-periods) made within 48 hours prior of the booked tee off time will be charged in full, whether or not members have a playing card.

To ensure that members wishing to play during peak times and where there are full tee sheets, a waiting list will be created on the Club's Online Booking System. Individuals placed on the top of the list will have preference. Members will be contacted telephonically to confirm their placement onto the tee sheet.

9. NO SHOW POLICY:

A member who has booked a tee time for themselves (and partners) and does not arrive will be held responsible for the green fee charges. If a member has a playing card, they will be charged the full member's green fee rate for that day. Any No Shows charges, charged to the members account during a compulsory competition day, will include the competition fee. Members must adhere to the cancellation policy above.

Members who are repeat No Shows offenders may be subject to a disciplinary hearing, which could result in temporary suspension of playing privileges.

Members who book for guests and fail to arrive, leaving the guests without a member hosting them, may be subject to a disciplinary hearing, which could result in temporary suspension of playing privileges. The guests may be allowed to continue to play at the Golf Director's discretion but will be charged visitor rates.

10. LATE ARRIVALS:

Players arriving on the tee after their scheduled tee time, will, if time allows, have to play at the back of the field. If this is not suitable, the Golf Department will endeavour to find a vacant slot on the alternative course. If this is not possible, the players will not be entitled to play and will be charged for the green fees.

If a fourball is capable of teeing off at the back of the field after arriving late for their tee time and are not able to turn into the back nine of their game due to the start of the next fields play, they will be required to stop playing and only complete 9 holes,

however, will be charged for the full 18 holes. This is specific for peak times: Friday afternoons, Saturday, Sunday, and Public Holidays.

If the players are ready to tee off but waiting on one player, the players must tee off and the player running late can join the other players on which ever hole they are on by the time said player arrives.

Players must always adhere to instructions by the Starter.

11. SUNRISE GOLF:

Members and their guests (maximum of 3 guests) may play nine holes on any weekday morning teeing off from 5:30 until 6:02 from the 1st of September until the 31st of March. Sunrise golf tee times must be booked online or in the Proshop in advance. A standard green fee charge (except for members with playing cards) will be charged for members and guests. Members will be required to book for sunrise golf as per the standard booking procedures. The 9- Hole green fees will be charged to the member's account.

Members are responsible for their guests and are requested to give the course maintenance staff the right of way in preparation for the day's play.

Members and their guests are required to register at the gate before proceeding onto the property. Guests need to wait for members to arrive before gaining access onto the property.

One and two balls to play off the 1st tee and three and four balls to play off the 10th tee.

Members and guests are required to check in after play at the Pro Shop. However, fees will be processed for anyone booked for Sunrise Golf who fail to check in, as per the No Show policy.

Please check the on-line booking system, or with the Security at the boom gate upon arrival, which course is open for play. Only tee off on the designated Sunrise Golf course.

12. CLUB RULES AND REGULATIONS:

All Club members and their guests are expected to uphold an exceptional standard of behaviour at the Club. The key regulations governing the behaviour of Club members and their guests at the golf facilities are:

12.1 BUNKERS

Club members and their guests are responsible for ensuring the bunker is raked after completing their shots. Bunker rakes are provided at each bunker and should be placed in the bunker with the handle out after raking. The rake should be placed "half in and half out".

12.2 CADDIES

The Club offers the independent services of Club authorised caddies to members and their guests. Caddies must be requested through the Golf Registration Desk and Caddy Master. Golfers are required to pay for a caddie voucher at the Golf

Registration Desk which will include the caddies' halfway meal to be had in the staff canteen. The minimum caddie fee payable can be obtained from the Golf Department and must be paid by the member/guest directly to the caddie in cash or e-wallet, as arranged with the caddie.

Caddies may not be taken without a voucher from the Golf Registration Desk.

Members may request a specific caddie in advance but there is no guarantee that caddie will be available at that time. The caddie allocation works on a rotation basis that ensures all caddies have an equal opportunity to get a bag. Caddies are not permitted to drive CCJ golf carts nor stand on the back of a golf cart. Caddies are not permitted to be seated inside the halfway house, restaurant, or bar. Caddies cannot play golf as a guest without permission from the Golf Management and will be charged member rates.

12.3 CELL PHONES

Please ensure cell phones are turned to "silent" on arrival at the Clubhouse. It is expected that Club members and their guests do not interfere in the enjoyment of the Club facilities by other Club members and their guests. Cell phones may only be used for non-verbal, silent communication within the Restaurant, Bar, halfway house, gym and changeroom i.e., texting, e-mails, social media and the like. Golfers are not to delay play by conversing on their cell phone.

12.4 COMPLAINTS AND DISCIPLINE

All golf related complaints must be submitted in writing directly to the Golf Director, Club Manager or General Manager. Complaints may also be recorded in the comments book kept at the Club Reception Desk or Golf Department for the attention of the Club Manager. Email complaints are also accepted. The complaints will be referred to the Golf Committee who will endeavour to resolve each matter. Every complaint is taken extremely seriously.

If the complaint is of a serious nature, the Golf Disciplinary Committee will investigate the incident. The parties involved may be requested to attend a meeting to give their version of the incident.

The Golf Committee's decision is final, and resolution of serious golf related incidents may take the form of:

- Recorded reprimand.
- Suspension or loss of Handicaps (for a period).
- Suspension of golf playing and practice privileges for a period of up to three months.
- Serious offences will be referred to the Main Committee for further investigation and disciplinary action.

The Golf Committee may summon any Club member to a meeting regarding the breach of Club discipline whether or not a complaint has been laid by a fellow Club member. Such breaches may include improper dress code, use of foul language, misbehaviour on the golf course, abuse of Club staff including course marshals and

caddies, conduct unbecoming of a Club member, persistent slow play, repeated No Shows and failure to check in for golf.

12.5 COURSE MAINTENANCE AND REPAIRS

Club members and their guests are requested to assist in golf course maintenance and repairs. Players are requested, to repair their pitch marks and rake bunkers after their use. Players are expected to fill their divots on the fairway and assist where possible to repair any damage to the courses. Failure to repair pitch marks, divots or rake bunkers may lead to disciplinary action.

Course maintenance is scheduled daily; however, it may be required to close a course for a period of time for additional greenkeeping practices e.g., hollowtining. If such procedures are required or scheduled, the Club will send out communication in advance. The Club will endeavour to ensure that during these periods one course is made available for members use. During these periods, reciprocity with local clubs will be arranged if possible.

12.6 DRESS CODE

The dress code must be always adhered to. Notices setting out the dress code are published on the Club noticeboards, the Club website and are included in e-mail notifications confirming golf bookings. A copy of the Club's dress code is sent to all corporate entities and societies arranging golf functions at the Club. Members are to advise their guests of the Club's dress code.

Cargo pants and patch pockets are strictly against the CCJ dress code policy. Members, guests, and visitors are to be neat and presentable always. Tank tops and crop tops are not permitted on the courses or the practice facilities. Hats and caps are not permitted when seated in halfway house, inside restaurant or bar.

The dress code at the practice facilities and Mashie course is more relaxed and t-shirts, jeans, elastic shorts, cargo pants and open shoes are permitted.

12.7 DRINKS IN THE CHANGING ROOMS

Drinks and glasses/bottles are not permitted in the changing room. There is a water fountain in the change room. Staff are not permitted to serve drinks in the change rooms.

12.8 GOLF CARTS

Club members may, for an annual fee, store their personal golf carts in the Club's cart barn, subject to availability. The Club accepts no responsibility for any items damaged, mislaid or stolen.

A contract for Cart Storage must be completed, thereafter the member's cart will be allocated a numbered sticker for identification. This sticker must be displayed on the cart for the duration it is stored at CCJ. Cart storage is not transferrable to other members, except for direct family and approved by the Golf Director.

Golfers may hire golf carts from the Golf Department, subject to availability. Bookings for golf carts are open 9 days in advance via the website, mobile app or telephonically. Golfers are required to complete and sign an indemnity form confirming that:

- The Club takes no responsibility for any injury.
- Golfers are liable for any damages to the golf cart during their use of the golf cart.
- Golfers are aware of the rules and regulations related to driving a golf cart and are in possession of a valid driver's licence. Learner's permits are not permitted.

Golf carts may be used for Club competitions and trophy events. Golf carts may not be used for any other purpose than for golf, e.g., riding around the property, fishing, or photography, without permission from Management. Carts to be returned to designated cart area after play. Carts may not be left in the car park.

Trail fees are payable for all golf carts brought onto the Club property by members or guests. Every golfer who brings in their own cart must advise the Golf Registration Desk when checking-in, in order to be charged the daily trail fee. Carts are brought onto the Club property at owner's own risk. Own carts may not be left at the Club.

The use of golf carts may be restricted from time to time by Golf Management should their use be considered detrimental to the courses e.g., wet playing conditions/ heavy rains. There may be no more than two occupants for a two-seater golf cart i.e., no overloading or standing on the back of the cart will be permitted.

12.9 GOLF CLUB STORAGE

Club members may, for an annual fee, store their golf bags, golf clubs and trolleys in the Club storeroom, subject to availability. An additional charge will be allocated to members with electric trolleys which require electrical charging. A contract for Golf Bag and Trolley Storage must be completed, and the member's bag will be allocated a numbered tag for identification.

The Club is not responsible for any items lost, stolen, damaged or mislaid under any circumstances including batteries. Members are not permitted to access the Golf Bag Storeroom unless accompanied by a Golf Department staff member. Please ask for assistance at the Golf Registration Desk.

12.10 GUESTS

Club members are responsible for their guests and their guest's behaviour at all times. Guests must register at the Golf Registration desk on arrival.

No person may play as a guest more than twice a month regardless of which Club member introduces them.

2.11 HANDICAPS (Handicap Index)

New and interested existing Members are requested to advise the Club Membership Manager or Golf Management should they wish to be handicapped through the Club via the Handicap Network Africa System (HNA). The Club will register new handicap

profiles or transfer current handicap profiles for new Club members. A new handicap card will be ordered, and the Club member will receive an email when the card is available for collection. Cards must be collected personally by the Club member from the CCJ Pro Shop – no third party may collect the card on behalf of the Club member without written consent from the member.

Players have the option to enter scores either via swiping their handicap cards at the HNA handicap terminals located at the Club or through the HNA website (<http://www.handicaps.co.za>) or mobile app. The Golf department will also assist members to enter their scores should there be a system failure.

Handicap calculations are based on the player's most recent 20 scores of which the 8 lowest scores are calculated. Handicapped Club members who, through illness, for example, have been unable to play golf for some time may apply to the Golf Committee for an upward review of their existing handicap. All rounds played in South Africa and abroad must be recorded. If scores are not entered within 24 hours, the HNA system will automatically record a penalty score.

The Golf Committee may, via a handicap committee, review Club member's handicaps and entries. The handicap committee will present details of any discrepancies viewed on Club member handicaps to the Golf Committee who will sanction any action which may be required.

12.12 JUNIOR GOLFERS

Junior Club members may participate in Club competitions, monthly medals and major Club competitions provided sufficient space is available for full members to reserve a tee time and permission has been granted by Golf Management.

Junior Club members participating in Club competitions and majors will be charged an increased green fee rate and the competition fee.

Junior competitions are scheduled by the Golf Department. A Junior Club Championship is hosted each year and is played over 18 holes, for children under the age of 18 years old.

Lessons for Juniors are provided on Saturday mornings by the John Dickson Academy team. Bookings and details for the lessons may be obtained at the Driving Range facility.

The use of the Mashie course is complimentary for scholar members and children and grandchildren of members, up to the age of 17. This is not applicable to guests or visitors.

12.12.1 HNP – Handicapped – No Parent (12-17) category

Children between the age of 12 and 17 who wish to be a member to play golf, but whose parents are not members, can join the Club as a HNP – Handicapped – No Parent (12-17). This category of member can play golf, use the halfway house, and change rooms.

Approval must be granted by the Men's Golf Committee. The criteria for acceptance are:

- Must be an aspiring or talented golfer
- Must have a golf handicap at CCJ
- Must play golf at CCJ regularly

12.12.2 CCJ Junior Golf Academy

The Club has identified Junior golf players between the ages of 12 – 17 years old whose ability and behavior merit the patronage of the Club in the form of subsidized playing privileges and other benefits, and in return, the player undertakes to promote and carry themselves in an exemplary manner. This is to encourage our young golfers, who have met all the necessary criteria whilst being part of the Junior academy, to ultimately become part of the CCJ Ambassador program and to provide them with an opportunity to be integrated with our current ambassadors, who can mentor them to either become tour professionals or a golfing role model.

- o Program deliverables
 - The program will be managed by our Golf Department and overseen by the Golf Committee.
 - The number of Junior Golf Academy members will be managed annually, and an approval process will be in place to choose a suitable fit for the Club's needs and objectives while remaining fair and transparent but will be at the sole discretion of the Golf Committee and Management.
 - The Golf Department will provide the required assistance and guidance to our Junior Golf Academy members with regards to the use of the facilities.
- o Roles and responsibilities: (summary)
 - Must be handicapped at CCJ.
 - Are required to participate in CCJ Junior / Club Championships.
 - Are required to represent the Junior / CCJ league team.
 - Player improvement assessments to be conducted every 3-6 months with the Golf coaches and feedback will be reported to the Golf Committee.
 - Are required to attend at least 1 of 2 coaching sessions per month.
 - Must notify the Golf Management when attending events around RSA and abroad.
 - Rules of conduct when using the practice facilities will be detailed and given to the relevant parties in the form of a document known as the 'Acceptable Use Policy' or AUP.
- o Junior Golf Academy Member Benefits: (summary)
 - Annual subscriptions fees will be waived (if applicable).
 - Complimentary Green Fees weekday and Friday mornings. Usual green fees will apply at peak times (i.e., Friday afternoon, Saturdays, Sundays, and Public Holidays).
 - Complimentary use of the Driving Range facility with up to a maximum of 5 full buckets per day.
 - A CCJ Junior Academy Cap and Jersey/Shirt to be worn at events and agreed Club functions.

- NO complimentary carts are permitted for the Junior Golf Academy Members.

12.13 LIGHTNING AND WEATHER POLICY

The Club has an automatic lightning warning system. When the siren sounds ONCE, play must be suspended immediately, golfers are to mark their golf ball's position and seek shelter, preferably at the Clubhouse. There are rain shelters on both courses, however, these are not considered adequate for all weather situations. Club members and guests who remain out on the golf course after the siren has sounded once, do so at their own risk.

Play may not be resumed until the siren has sounded TWICE. Golfers not adhering to this rule will be disqualified from the competition and Club members may be subject to disciplinary action by the Golf Committee. The siren will sound twice to indicate that all is clear for the time being and that play may resume from where discontinued.

The lightning rule – if there is lightning delay in the AM field and the delay reaches a point where it may cause the PM field to not finish, the Golf Director has the discretion to create a cut-off time for the AM field to turn and continue their round. In this case, halfway will be a grab and go.

Golfers who have not yet completed playing three holes on the course at the time of the siren sounding once, may apply for a refund of the green fee paid or, alternatively, may book to resume the golf round on another day. All such applications are to be made at the Golf Registration Desk on the same day before 17:00 and signed off by a Golf Director.

Golf /Club Management or Golf Committee may suspend play during a round for the following reasons:

- Imminent danger from lightning.
- Damage to greens or playing surface due to excessive rainfall/hail.
- Other safety reasons.

In the event that the round was not completed, the following will apply:

- Less than 3 holes completed – a full green fee refund may be issued.
- 4 – 13 holes completed – a green fee refund for 9-holes may be issued.
- 14 or more holes completed – no refund may be issued.

The above refunds will only apply when the Golf Management closes the courses and play can no longer continue. Refunds will not be issued should play resume and players decide not to return to the course.

Caddie vouchers will not be refunded if play is halted due to weather. Golfers are requested to consider paying the caddie minimum fee, even though the round is incomplete.

12.14 LITTER

Bins are provided for litter throughout the golf courses. Players are requested to discard all rubbish into the bins provided. Smokers are requested to please throw all

cigarette butts into the litter bins. Ashtrays are provided on golf carts and may not be removed. Do not discard cigarette butts anywhere on the golf courses.

12.15 LOCAL RULES

Local rules are printed on the back of the Club's golf scorecards. Any additional local rules will be posted on the local rules board positioned opposite to the Club Pro Shop.

12.16 RAIN SHELTERS

Rain Shelters are provided on both golf course for golfers, caddies, and any other individual who may be on the golf course. Players are advised to take note of the notices displayed in the shelters, regarding their use. Club members are reminded that the rain shelters on the courses are not considered adequate in all-weather situations, and individuals choosing to remain out on the course during a storm delay, do so at their own risk.

The Club may not at any point send out Club staff to collect individuals in the shelter after the lightning siren has sounded for dangerous conditions.

12.17 RESPECT

All Club members and guests are expected to respect one another as well as the management, staff, and caddies at the Club always. Members who are rude or disrespectful towards management, staff, or caddies, may be reported to the Golf Committee.

12.18 SANDBAGS

The Golf Committee encourage Club members and their guests carry and make use of sandbags to assist in golf course repair and condition. Club members are encouraged to fill divots on the courses. Caddies are required to carry sandbags. Sandbags are available from the Golf Registration desk, Caddie Master, and starter huts. Sandbags are to be returned on completion of the round.

12.19 SCORE ENTRY

All Club members are expected to record their scores for handicap purposes whether played at the Club or elsewhere. Scores must be entered within 24-hours after the completion of the round. Any scores entered outside this time period will be subject to a penalty round determined by the HNA (Handicap Network Africa) system, these penalty rounds may not be corrected unless permitted by Golf Management. Rounds played outside of South Africa must be opened while at the visiting Club. Members will also have 24-hours to enter this score. It is the player's responsibility to ensure these scores are properly recorded.

12.20 SLOW PLAY

Players must always endeavour to keep to the allocated playing times as listed by the Golf Department. Pace of play time requirements per course = 4h30. (This includes a 15-minute halfway house stop).

Players are to keep up with the group ahead of them and adhere to the recommendations of course Marshals. The course Marshals are employed to minimise

slow play and ensure the Club's and golf etiquette is being upheld. Abuse of course Marshals and Starters is not acceptable and will not be tolerated. Marshals are equipped with body cameras and footage may be used in a disciplinary hearing.

12.21 SUGGESTION BOOK

Comments books have been placed at the main Reception desk, Golf Department, and halfway house for members to provide constructive suggestions. The suggestions received are reviewed weekly by the Club Management and if necessary are referred to the Golf Committee, (for golf related suggestions).

12.22 SPORTS TRAIL NOTICE

The Club has multiple mountain bike, environmental, and running/walking trails throughout the property. Golfers have right of way, however we appeal to Members to please be vigilant whilst playing and to always alert others with a warning should your ball be moving towards them.

12.23 CLUB PROPERTY

Items belonging to the Club may not be removed either from its allocated location or the Club property. This applies to items such as Driving Range practice balls which must not be removed from the practice area; CCJ towels must not be removed from the changerooms; swimming towels may not be removed from the Pool area; rental clubs/rackets/balls may not be removed from the property and so on.

13. CLUB EVENTS AND TROPHIES:

13.1 CLUB CHAMPIONSHIPS

- Men's Club Championship - March
- Senior Club Championship (Men 50+) - May
- Ladies Club Championship - May
- Men's Winter Club Championship - August

Golf competitions, trophy events and other tournaments are noted in the Club's online calendar and website.

Only CCJ members handicapped at CCJ can participate in tournaments such as Club Champs and other trophy events. CCJ members not handicapped at CCJ may be considered for entry if there is availability.

Only CCJ members in good standing can participate in such tournaments.

13.2 RECIPROCITY

The Club has established reciprocal agreements with Clubs both locally and internationally. The Club Membership Manager will assist Full Club members in good standing to make use of this benefit.

Club members are required to obtain a letter of introduction from the Club Membership Manager before travelling. An updated list of reciprocal clubs can be obtained on the Club website.

On occasion, golf reciprocity may be arranged by Golf Management with other local golf clubs for a limited period of time due to course maintenance, tournaments or holiday periods. This will be communicated to members on the various communication platforms.

13.3 KNOCKOUTS

Yearly knockouts are scheduled for both the men's and ladies' golf sections. Entry forms for the knockouts are released in the early stages (January – February) of each year and include both Singles and Betterball knockouts.

A random draw for each knockout is completed with the matchups and dates posted on the respective Club noticeboards and online. The format for the knockouts is Matchplay and winners proceeds to the next round until an overall winner is determined.

Rules governing the knockouts are placed on the Club noticeboards. Any guidelines or extensions must be discussed and agreed in advance with Golf Management. Bookings may be made by the Golf Director in advance, on request.

13.4 LEAGUES

Both the ladies and men's golf section actively participate in the CCGU league fixtures. League games are scheduled during the week for ladies and during weekends for men. The golf leagues cater for all levels and ages of golfers. League dates and information can be obtained from Golf Management and League Captains. The Club hosts league fixtures throughout the year and these bookings will be made in advance.

13.5 TOURNAMENT ENTRY

Only CCJ members in good standing and handicapped at CCJ can participate in tournaments such as Club Championships and other trophy events.

14. PRIZES:

The entry fees for the Club competitions are collected at the Golf Registration desk. Club competitions are hosted on Wednesday afternoons, Friday afternoons, Saturday all day, Sundays all day and Public Holidays all day. Entry into the competition is not compulsory except for Friday afternoons, Saturdays, and major specified Club golfing events. Competition fees will not be accepted once the round is completed.

Prize-giving is hosted by the Golf Captain or Golf Committee representative and prize money are credited to the member's Pro Shop account. The Club Pro Shop will communicate monthly with Club members to ensure that they are aware of any credit balances they have at the Club Pro Shop. Full disclosure of all competition fees collected, and the distribution thereof will be sent out on the Club's WhatsApp groups. Thereafter it will be communicated via the Club website, and Pro Shop email.

Details of guests winning prizes are recorded and these guests may collect their winnings directly from the Club Pro Shop. Prize winnings and Pro Shop credit is not transferable for cash, nor may it be allocated to the member's pre-funded account.

Count out procedure:

All Stableford Competitions:

Back 9 holes, if tied, last 6 holes, if tied, last 3 holes, if tied, sudden death from 10th tee, if tied, repeat process on front 9 holes.

Nett and Gross Competitions:

Nett – Lowest handicap, if tied, same procedure as Stableford competitions but lowest nett score counts.

Gross – Highest handicap, if tied, same procedure as Stableford competitions but lowest gross score counts.

The Wednesday and Friday ladies golf competitions are organised by the Ladies Golf Committee. The competition fee is collected at the Golf Registration desk and allocated towards the hole in one, two clubs and prize money. The Ladies Golf Committee allocate prizes, and prize giving's are hosted after each competition.

Major Club competitions are hosted by the Golf Department and the Golf Committees. Competition fees are collected at the Golf Registration desk. The competition fees collected are allocated at the discretion of the Golf Director and Golf Committee towards prizes, hole in one and two club allocation.

Members and guests are reminded that there is an upper limit to the retail value of prizes which can be awarded or accepted by amateur golfers. Amateur golfers may not be awarded a cash prize. Breach of these rules would be viewed seriously by GolfRSA and could result in the loss of amateur status for the individual golfer or loss of the Club's affiliation to GolfRSA. Please be aware of these restrictions, if in doubt please consult the Golf Director or Pro Shop Team for clarification and assistance.

15. HOLE IN ONE ACHIEVEMENTS:

Golfers achieving a hole in one and having entered the club competition will be entitled to a pay-out of R1000 if a weekday, or R2000 if a weekend or public holiday, from the Club. The golfer is required to ring the bell in the Members Bar and offer his fellow golfers a complimentary drink. The drink is offered at the time of ringing of the bell and applies to golfers only. The golfer will also be allocated the total monies collected for the fields' two clubs from both courses for use in the Club Pro Shop.

Golfers achieving a hole in one and not playing in a club competition will receive a pay out of R300 from the Club. The golfer is not required to ring the bell in the Members Bar.

All persons who obtain a hole in one on any of the three courses are required to report to the Golf Department.

Members will receive a certificate, memorabilia flag, and have their name displayed on the Honours Boards for hole in one's on the Woodmead and Rocklands courses.

Members will receive a certificate for hole in ones on the Mashie. Visitors of the Club will receive a certificate. Letters for insurance purposes may be obtained from the Golf Directors on request.

16. MEMBERS PRACTICE FACILITIES:

The practice facility is reserved for Club members and their guests to utilise before their golf round.

The facility is available on a first come, first serve basis and Club members may, at times, must wait for an open bay. The practice facility includes the driving range, range clubhouse, hitting bays (grass and mats) for a full selection of clubs, the chipping green (with bunker) and the putting green. Buckets of balls for use on the driving range may be rented from the Golf Registration Desk or directly at the driving range clubhouse.

BALL DISTRIBUTION TIMES:

DAY

Monday:

Tuesday – Friday:

Saturday, Sunday & Public holidays:

SUMMER

10:00 to 17:45

06:00 to 17:45

06:00 to 17:45

WINTER

10:00 to 17:30

06:30 to 17:30

06:30 to 17:30

Golfers using the range are reminded to take particular care or to cease practicing temporarily, when Club staff are collecting balls, or when golfers are searching for golf balls. Golfers are also to be cautious of hitting golf balls onto the first fairway on the Woodmead course.

The lightning warning system also applies to golfers using the Club driving range or other practice facilities. When the lightening alarm sounds, practice must cease immediately and golfers must take shelter in the range clubhouse or main clubhouse.

Using the range bays for practicing (i.e., not warming up before a game), is not encouraged during peak times. Please adhere to the instruction to play off mats when indicated.

No driving range balls may be removed from the practice facility at any time. Gathering of other golfer's balls off the greens for hitting off the range is not permitted.

The John Dickson Academy is positioned at the driving range and the coaches offer lessons to all level of golfers. The John Dickson Academy team engage in clinics and group lessons which are hosted weekly and during school holidays for junior golfers. The use of alternative / private coaches is not permitted without permission from John Dickson or the Golf Director.

17. WHO MAY PLAY AND WHEN:

All Club members may play as follows:

Mondays:

One course will be open for play whilst the other course may be closed for maintenance. The timesheet is available, and members are required to book a tee time.

Registered caddies at the Club are entitled to play golf on a Monday morning. The Club may on occasion reserve both courses for a corporate double golf booking - this will result in the courses being closed for a period of time. Members will be notified in advance of these golf bookings through Club communication. Where possible, reciprocity will be organised for Club members at other local golf courses.

Visitor bookings may be considered and approved only by the Golf Directors and Club Management.

Tuesday to Friday:

Both courses are open unless course maintenance has been scheduled in advance and members have been notified. Timesheets for both courses are available, and members are required to book a tee time.

The Club may host a corporate golf booking on one course, however, on these occasions one course will always be made available for members use on a weekly rotation.

The Club does host weekly schools of members from Monday to Friday and information regarding these schools may be obtained from the Golf Department.

Wednesday and Friday mornings are generally reserved for the ladies' competition fields. If there are unused tee off times, these may be reserved by other players 3 days before the tee time. Male golfers are requested, if possible, to not book in between the ladies' times and may be requested to move to another time or the other course. The ladies' competitions alternate on either course weekly.

On occasion, certain registered caddies at the Club are entitled to play golf on a Tuesday morning, with permission from the Golf Director. Visitor bookings may be considered and approved only by the Golf Directors and Club Management.

Saturday:

Saturday mornings are reserved for Club members only. In exceptional circumstances, should Club members wish to book for a guest on a Saturday morning, a request must be made to Golf Management. Club members are permitted to invite one guest to play golf on Saturday afternoons.

Sundays:

Sunday mornings are reserved for Club members only. In exceptional circumstances, should Club members wish to book for a guest on a Sunday morning, a request must be made to Golf Management. Club members are permitted to invite three guests to play golf on Sunday afternoons.

The Mixed Invitation is hosted by the Ladies Golf Committee on the 1st Sunday of each month unless a Major Club event has been booked. In this case, the Mixed Invitation will be moved to the 2nd Sunday of the month. In each four-ball, any mix of gender is permitted, (e.g., 3 ladies, 1 male/2 ladies, 2 male/ 3 males, 1 lady).

These conditions are subject to change at the discretion of the Club Management and/or the Golf Committee, this will be communicated to all members in advance.

If either course is not available for play to Club members due to corporate bookings or the hosting of a major tournament, the Club will endeavour to ensure tee times are made available at other courses at member's rates for affected Club members.

18. VOTING FOR ELECTED COMMITTEE MEMBERS:

Only CCJ members in good standing, over the age of 21, being a member for 2 years and handicapped at CCJ may be nominated as a candidate for election to either the Men's or Ladies Golf Committee.

Only CCJ members in good standing, over the age of 21 and handicapped at CCJ may vote for candidates for election to either the Men's or Ladies Golf Committee.

Voting cannot be done online nor by proxy and must be conducted at Club Reception.

19. GOLF CONTACT DETAILS:

Golf Director	Dean Le Vieux	deanl@ccj.co.za	011-202 1663
Assistant Golf Director	Mike Pretorius	michaelp@ccj.co.za	011-202 1628
Assistant Golf Director	Janine Nel	janinen@ccj.co.za	011-202 1603
Assistant Golf Director	Tim Steynberg	tims@ccj.co.za	011-202 1628

Golf Bookings 1661/2		golfbookings@ccj.co.za	011-202
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Proshop	Luke Anderson	proshop@ccj.co.za	011-202 1630
Embroidery	Gareth Clements	gareth@finethread.co.za	011-202 1630

The Golf Academy	John Dickson	john@dicksongolf.co.za	011-202 1616
	Byron Nel	byron@dicksongolf.co.za	011-202 1616
	Tyran Van Lieshout	tyran@dicksongolf.co.za	011-202 1616
	Tandi Mc Callum	tandi@dicksongolf.co.za	011-202 1616

Men's Golf Committee		golfcommittee@ccj.co.za	
Ladies Golf		Committee ladiesgolf@ccj.co.za	



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JOHANNESBURG