

## **COTTINGHAM PARKS AND SKIDBY LAKES MEMBERS INFORMATION GUIDE AND CLUB RULES**

Welcome to Cottingham Parks Golf and Leisure Club and Skidby Lakes Golf 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 side 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, or notified via email or social media.

The safety and behaviour of children is the responsibility of parents or accompanying guardian at all times whilst on the premises of Cottingham Parks Golf and Leisure Club and Skidby Lakes Golf 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. 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 and a defibrillator at both Cottingham Parks and Skidby Lakes clubs. The Accident Book is located at Reception at Cottingham Parks, and in the Pro Shop at Skidby Lakes. Please report any accidents or incidents.

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. If you are not booked onto the course or caddying as agreed with the Pro Shop, please do not walk on any area of it.

Golfers should note that there are two public footpaths which are on the boundary of each course, and should use caution and check for walkers before taking their shots in these areas.

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 area, 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'/guardian's permission. No mobile phones or tablets are allowed on Poolside.

All visitors are expected to respect their fellow members, as well as members of the Cottingham Parks staff. Any member, who in the opinion of the management team, is found to behave in a manner not befitting that expected of a Cottingham Parks or Skidby Lakes member, may be asked to leave forfeiting any outstanding membership.

## **SAFEGUARDING**

Both Clubs are SafeGolf accredited. Full details of our Safeguarding policies for children and vulnerable adults are available on our website or from the Safeguarding Officer.

## **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.

We have CCTV for security purposes. Should you have any issues please report them to Reception.

We do not accept liability for any damage or loss to people's possessions.

## **Inappropriate behaviour**

All members and visitors 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 or Skidby Lakes Golf Club and are reminded to be respectful to others, including staff. Swearing or abusive language or behaviour will not be tolerated.

## **MEMBERSHIP**

### **GOLF**

The committee and management of Cottingham Parks Golf and Leisure Club and Skidby Lakes Golf 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 up to two weeks in advance.

## **GOLF BOOKING RULES**

Tee times will be made available to members 14 days in advance.

## **SATURDAY & SUNDAY**

Pre 12 noon, members who honour their tee time will be allowed to book for themselves only up to one hour before their tee time (as current).

From 12 noon, tee times will go live online after which time members can book online, in person or by phone for up to a four ball.

#### **MONDAY TO FRIDAY**

Pre 12 noon, members who honour their tee time will be allowed to book for up to a four ball one hour before their tee time.

From 12 noon tee times will go live online after which time members can book online, in person or by phone for up to a four ball.

#### **NO PHONE BOOKINGS WILL BE TAKEN PRIOR TO TIMES GOING LIVE ONLINE**

The same rules apply to visitors except they will only be able to book 13 days in advance.

#### **OTHER POINTS TO NOTE;**

##### **Pre 12 noon -**

When booking in person members can book at Cottingham or Skidby for either course. In the absences of a dual membership, they will be required to pay the appropriate green fee when booking.

Anyone who does not turn up and honour their tee time will not be allowed to book in. They will also have their booking privileges removed for a period of 2 weeks.

**Post 12 noon** – Any member can book in person, by phone or online for a 4 ball at any time on either course (if they have dual membership or on payment of the appropriate green fee) providing they have not had their booking privileges suspended.

So that you are not incorrectly penalised it is essential that ALL members / players must check in with the Pro-shop and arrive themselves. Anyone not arrived will be deemed a no show.

If you have a tee time booked but cannot play and need to cancel, you must give a **minimum of 48 hours'** notice. ie. If you are booked for 9am Saturday, you will need to cancel by 9am Thursday. This will give those without a time a chance to ring or go online to fill any vacant spots.

When booking online members will be able to see all names and will be able to book into any match. No member will be able to book in more than once in a four-and-a-half-hour period.

If more than 4 players turn up for a tee time, only those booked on the tee sheet will be allocated the time.

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

#### **Dress code**

Cottingham Parks Golf and Leisure Club and Skidby Lakes Golf Club operate 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 must be either predominantly white ankle length or slip, 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 or Skidby Lakes Golf Club. Members and visitors are reminded to be respectful to others, including staff, and that swearing or abusive language or behaviour will not be tolerated. 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**

The Wellness Facility is open 06.30 to 21.30 from Monday to Thursday, 06.30 to 20.30 on Friday, and 07.30 to 19.30 on Saturday and Sunday. The facilities will be open weekend hours on Bank holidays.

#### **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 unless accompanied by an Adult. Children who are members and aged 14-15 can only attend the Gym with a responsible adult. It is the responsibility of the accompanying adult to ensure juniors use the equipment in a safe and appropriate manner which is within their capabilities. Juniors (under 16s) are not permitted to use free weights. The child's parent or guardian must complete a waiver form in advance for the junior they are attending with; these can be found at reception.

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. Clothing should not have offensive slogans or anything 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 or Poolside.

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 facilities. The following are available for members as part of their Health Club membership:

### **Wellness Orientation**

This should be booked within your first week of joining. Your wellness orientation includes:

- A tour of the facility making sure you know how to book any fitness classes, how to use the lockers, and how to get in and out of the changing areas and pool etc.
- You will sit down with a member of the wellness team to run through your fitness and wellness goals, and how we can help you with this. This may include designing a gym programme if required.
- If you have any medical conditions, this is not a problem at all, our team are experienced in adapting fitness to suit all individuals.
- We will answer any questions you have about the club and your membership.

### **Coaching session**

- Since your wellness orientation, your wellness advisor will have gone away and designed a personal fitness plan just for you.
- The coaching session is where we take you around the gym and do your programme with you, making sure you know how to use all the machines, how to do all the exercises correctly, and making sure you enjoy the programme.
- Part of this session will involve tweaking any weight adjustments or changing any of the exercises if you don't like them or they are unsuitable.

- You can have as many of these coaching sessions as you need to make sure you are comfortable with your programme.

#### **Health MOT**

- Within the wellness suite, we have a body composition monitor that instantly analyses your health and fitness status as well as monitoring your progress over time. This will measure your weight, body fat %, muscle mass, visceral fat, basal metabolic rate, metabolic age, and total body water %.
- Our instructors can also check your blood pressure and chat to you about your current diet, allowing us to get a snapshot of your starting point.
- We advise you step back on the monitor every 3 – 6 months so that you can monitor your progress and see the results in black and white for yourself!

#### **Fitness Classes**

- You may have already had your coaching session at this point, and we may have advised a number of group exercise classes for you to try.
- You can book these classes using our app, which can be downloaded for free from the app store. WE CAN DO THIS FOR YOU. You will receive an email with details of how to set this up once you have joined.

#### **Wellness review**

- When you have your coaching session, your wellness instructor will set a review period. This is the amount of time before we would like to see you again, ready to progress your gym or pool programme.
- You can however request a review at any time if you need to change anything on your programme, or if you feel you have progressed quicker than expected.
- In this review, we will implement some new exercises into your programme, and revisit your goals, making sure we are still on track and progressing. Very much like we did in the initial orientation.

#### **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 on the My Wellness App or alternatively at the main Reception, Wellness Facility and the Golf professionals shop by telephone or in person.

If a class is fully booked, members can be put on a waiting list. If a member is booked into a class and cannot attend, they must cancel via the app, or 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 will result in a strike on a members account. After three strikes they will be unable to book further classes until the following month. No strike 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 the instructor taking the class. 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 Thursday, 06.30 to 20.30 on Friday, and

07.30 to 19.30 on Saturday and Sunday.

As a mixed gender area, members are required to wear swim trunks / costume 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. Those with certain health conditions and pregnant women should avoid the steam room / Jacuzzi / sauna. Please check with your GP if unsure.

## **SWIMMING POOL**

### **Opening hours**

The swimming pool is open 06.30 to 21.30 from Monday to Thursday, 06.30 to 20.30 on Friday, and 07.30 to 19.30 on Saturday and Sunday. The Pool Hall will be open weekend hours and weekend swimming rules apply on Bank Holidays.

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.

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

Do not stand or jump on floats.

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 athletes 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.

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 and close by 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.

We will endeavour to have a lifeguard on duty at busy periods.

## **Adults only time**

No children under 16 years in the pool hall

## **Changing room usage**

Children aged 8 and under can use either the male or female changing room accompanied by the appropriate adult.

Children aged 9 to 12 accompanied by an adult must use their own gender changing rooms, or the unisex Family changing rooms.

Children aged 12 and over, with parental consent, may use the changing room of their own gender alone, or the family changing room, but **MUST** be met poolside by the accompanying adult.

## **CAFÉ BAR / LOUNGE BAR**

### **Opening Hours**

The bar and café areas opening hours vary seasonally and are 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**

Smart casual wear is permitted. No work wear.

### **Smoking**

In accordance with the law, Cottingham Parks operates a no-smoking policy throughout the building, although there is a designated smoking area outside near the picnic bench area, opposite the trolley shed.

**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.