

Access to the course will be managed by the Reception/Shop in line with Government guidance and social distancing restrictions.

To access the course a player must:

- Not have returned from a country that is excluded from the exempt list of allowed travel corridor countries in the 14 days prior to your proposed time. Please check that the place you have returned from is included in the published list of approved Countries on [www.gov.uk](http://www.gov.uk)
- Not be in a period of self-isolation
- Not be displaying any symptoms of COVID
- Have Pre-Booked a tee time either with the Reception/Shop or online

### Arrival at the Club, Checking In and First Tee Procedure

#### Arrival

- Golfers should travel to the Club alone or only with someone from the same household.
- If you are parked next to another car please make sure when you get out of your car you are applying social distancing measures as parking is limited on busy days.
- Arrival at the Club is permitted up to twenty minutes prior to your pre-booked tee time **unless you intend to warm up before play, in which case you can arrive up to 30 minutes before your tee time.**
- If the main carparks are full please use the overflow carpark on the practise area.
- Observe social distancing at all times and resist the temptation to mingle with others.

#### Checking In

- Clubhouse access is limited to the Reception/Shop, toilets only within the stated opening times **and will close at 6.30 pm daily.**
- The Entrance to the Clubhouse will be open for you to check in at Reception/Shop and to use the downstairs toilet facilities. **Ladies should use the disabled toilet and men should use the toilets in the men's changing room** - the door entry security keypad will be disabled.
- Only one person will be allowed into the Reception/Shop entrance at one time (excluding Reception/Shop Staff) this includes being able to use the toilets.
- Card Payments only - no cash will be accepted at the Reception/Shop till
- Toilets will have an open entrance door and will be cleaned/sanitised regularly.
- Players should arrive in golf attire and will not be permitted to change or use the showers.
- **The Patio area is not to be used prior to teeing off, it is reserved for players to sit and have a drink after their round.**

### First Tee Procedure

- Please report to the Reception/Shop on arrival during opening hours to confirm your tee time and purchase any goods required and **obtain your warm up range token and ball basket if desired.**
- The putting greens are closed - except that the next 4 players waiting to tee off may practice on the bowls putting green having checked in with the reception. The putting green holes have been modified so there is no need to touch or remove the pins - Please observe social distancing measures of 2 metres.
- **The Practice Ground will be open for warm up only prior to tee off, so you may have a 10 minute practice putt before moving on to the range for a 10 minute warm up before teeing off at your appointed time. Please do not move to the range until it is clear and move from the range to the tee when the tee is clear. By doing this we will be able to manage the flow of groups from car park to putting green to range to the course without any overcrowding issues.**
- Tee times to be strictly observed to ensure ten minute tee time intervals
- Marshals may patrol the golf course to ensure players' adherence to protocol and help to move play along in order to avoid group gatherings
- Any player not adhering to these measures will be asked to leave the course

### Playing your Round

- On course first aid facilities have been suspended. Please carry a mobile phone with you at all times. If you have an emergency, use your phone to call 999.
- The toilets at the halfway hut remain closed. If you need to "take relief" please ensure you do so discretely, being especially mindful of not being seen by occupants living in the residential properties around the 9<sup>th</sup> tee.
- Social Distancing measures should be strictly adhered to at all times.
- Marshals will be patrolling the course periodically, please cooperate with them and if you are not keeping up with the group in front, then allow the group behind to play through whilst maintaining social distancing guidelines
- Ball washers, drinking fountains, all seating and the bell ringer on the eleventh (use your own Club) are all out of use.
- Bunker rakes have been removed and players are asked to smooth the sand with their feet. If you wish you may carry your own rake, please ensure you take this home with you.
- Flagsticks are not to be removed and must not be touched.
- Hole cups have been modified for contact free ball removal.
- Equipment, food and drink should not be exchanged between players.
- Players should not touch another player's equipment, including their golf ball.
- Players should refrain from any physical contact, such as handshakes or high fives.
- Please avoid using handrails, if you need to steady yourself, either bring a walking stick, or use a golf club.

### After your Round

- The air powered shoe cleaning compressor will remain out of use
- Players should return straight to their cars upon finishing their round unless using the Clubhouse Bar facilities
- The Bar will be open from 12 noon daily, with last orders at 6.00 pm and closing at 6.30 pm.
- The Bar will only be available to players after golf, please do not expect to have a drink before you play, you should still follow the Club's guidance on arrival procedures and preparations for play as explained above.
- After golf you will be welcome to have drinks in the Clubhouse or on the Terrace. If the weather dictates that you have to sit inside, you must firstly only sit with the group that you have played golf with. If your group contains more than two households, players must sit at separate tables in twos.
- Tables and chairs have been positioned in the bar to reflect this, and to ensure that social distancing (one metre plus where two metres is not possible) can be managed effectively. For the safety of all, please ensure you are mindful of these social distancing guidelines.
- If the group that you have played golf with contains only two households, is larger than two players and you wish to sit together please inform a member of staff and they will adjust seating for you.
- Do not move chairs without consent.
- You will be limited to a stay of 45 minutes in order that we keep within the UK Government's guidance on the manageable size of group gatherings. We have assessed that up to 48 golfers at any one time will be the maximum number allowed in our licensed premises under the new guidance.
- Prior to being served, you will be asked for your name and contact telephone number for Government track and trace purposes. This will be a condition of using the bar service.
- A one-way system for ordering and collecting drinks has been devised, which will all be controlled through the main entrance, so that we are able to continue to manage access to the building and in particular the toilets. From 4th July, ladies will be asked to use the disabled toilet and men will continue to use their usual facilities. Revised sanitising procedures will be explained within the toilet areas. Changing room areas will otherwise remain closed.
- Exiting the Bar will be either via the patio doors in the main lounge or the dining room, where you will be expected to leave your empty glasses and rubbish in the baskets and bins provided at these exit points on your way out. A 45 minute stay may allow you time for more than one drink. If you wish to order a second drink, then you will need to re-enter the Bar from the main entrance (the one-way system) and if necessary, queue as per social distancing guidance measures. The floor will be marked out to keep you at a safe distance from other Members/Guests as you approach the Bar.
- Please change out of your golf shoes before using the Bar.
- Restaurant facilities will remain closed

Stay Safe - Play safe  
A Step by Step Guide from Booking Your Tee Time through to  
Returning Home After You Have Played

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- Hands may be washed and sanitised in the toilet areas
- **The Clubhouse will close at 6.30pm each day** and there will be no access after this time
- Players must call 01483810498 or e-mail the Club [enquiries@puttenhamgolfclub.co.uk](mailto:enquiries@puttenhamgolfclub.co.uk) with any post-round health issues or COVID related queries at their earliest convenience
- The Club has assigned Gary Simmons as the COVID Staff Officer who is responsible for managing such issues and queries.

Gary Simmons  
Secretary/Manager  
18<sup>th</sup> August 2020