

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 be in a period of 10-day home quarantine having recently returned to the UK from one of the governments Amber list of countries allowed for travel.
- Not be in a period of self-isolation
- Not be displaying any symptoms of COVID-19
- Have Pre-Booked a tee time either with the Reception/Shop or online
- Register your contact details either with a member of the staff or by using the QR code for the NHS Covid-19 App when entering the clubhouse for NHS Test & Trace purposes.

We would also instruct you to abstain from playing at Puttenham for 10 days if you are informed by NHS Test and Trace and deemed a close contact of someone who has returned a positive Covid-19 test.

### 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 a maximum of **45 minutes** prior to your pre-booked tee time. This will give you time to warm up before play, have a practice putt, and if you wish to use the bar facilities before your tee time. (instructions for use of the bar are listed in the “After Your Round” section of this guide)
- 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

- To help keep everyone safe at Puttenham Golf Club access to the clubhouse requires you to wear a face mask or face covering.
- If you forget your mask a surgical mask can be purchased at reception for £1. Puttenham Golf Club crested masks are also available for £6.99 each or £19.99 for a pack of three.
- The clubhouse facilities that are open include: the Reception/Golf Shop (a maximum of two customers will be allowed in the golf shop at any one time), the changing rooms which can now be used for changing shoes and clothing, showering, to use the toilet facilities, and indoor & outdoor bar facilities (table service only).
- You may also enter the clubhouse to use the PSI terminal to sign in for a competition/casual round or to return a score. The PSI Terminal is located in the Spike Bar. We would, however, encourage members to sign in for

competitions/casual rounds and return scores using the HowDidIDo App or HowdidIdo website to avoid any unnecessary contact with others (please contact the club office for advice if you do not have a HowDidIDo registered account).

- Card Payments only - no cash will be accepted at the Reception/Shop till
- Toilets will be cleaned/sanitised regularly.
- Please adhere to all clubhouse signage that instructs you to sanitise hands, wear masks and to maintain safe social distancing.

### **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 warmup range token and ball basket if desired.
- The putting greens are closed - except that the next 4 players waiting to tee off may practice 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 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 maintain social distancing at all times.
- Tee times to be strictly observed to ensure ten minute tee time intervals.
- Any player not adhering to these measures will be asked to leave the course.

### **Playing your Round**

- Please carry a mobile phone with you at all times for emergency use. If you have an emergency, use your phone to call 999. The Clubhouse address to give to emergency services is Puttenham Golf Club, Heath Road, Puttenham, Guildford, Surrey GU3 1AL. The clubhouse phone number is 01483 810498, please call us if you have phoned 999 to give us your location so we can direct the emergency services to you. We recommend our contact details are saved in your phone while playing at Puttenham Golf Club.
- When stopping at the halfway hut, please move on to the 10<sup>th</sup> tee when the group behind you reaches the hut. This helps the halfway hut staff sanitise seating areas between each group.
- Social Distancing measures should be strictly adhered to at all times.
- Ball washers, drinking fountains, and the bell ringer on the eleventh (use your own Club) are all out of use. Bench seating is now in 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 physical contact, such as handshakes or high fives.

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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- 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 be in use. Hand sanitiser will be provided so please make sure you sanitise before using the shoe cleaner.
- Players should return straight to their cars upon finishing their round unless they intend to use the Bar facilities.
- The Bar will be open from 11am daily, and will remain open until at least 6pm dependent on demand.
- The Bar will be available to players before and after golf.
- After golf you will be welcome to have drinks either inside (rule of six), or outside on the Terrace/Marquee area.
- As per current government regulations we operate a table bar service so please do not approach the bar. Tables and chairs in the bar areas have been positioned to ensure that social distancing can be managed effectively so please do not move the chairs or furniture to form larger groups.
- You will either be greeted by a member of staff and taken to a seat when you enter the bar, or your group may take a seat at a vacant table.
- Once you are seated you may order drinks via the SMS text service using the mobile number provided at the table (so one of your group will need a mobile phone). A staff member will deliver your drinks to you once you have texted your order. You are not required to wear a Mask whilst you enjoy your drinks sat at your table, however if you need to leave your seat for any reason you will need to replace your face mask and your drinks must remain at the table. The undercover outside Marquee area and the indoor lounge and spike bar is strictly **NON SMOKING**.
- **If you are using the bar having not played golf you will either need to register your presence at the club for NHS Test & Trace purposes using the QR code and the NHS Covid-19 App as you enter the clubhouse, or by verbally giving contact details to a member of the bar staff. This must be done before you can be served.**
- You may be limited to a stay of 45 minutes in order that we keep within the UK Government's guidance in relation to our bar's capacity.
- Please change out of your golf shoes before using the Bar.
- Restaurant facilities will remain closed at this stage.
- Hands may be washed and sanitised in the Changing Room toilet areas.
- Players must call 01483810498 or e-mail the Club [enquiries@puttenhamgolflclub.co.uk](mailto:enquiries@puttenhamgolflclub.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  
17/05/2021