



# Welcome to Kingsknowe Golf Club

New Member Information Pack

[www.kingsknowe.com](http://www.kingsknowe.com)



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## 1 Clubhouse

### Club

Kingsknowe Golf Club is a limited company and the Board is made up of Captain, Vice Captain and nine Directors. The AGM for full voting members is at the end of March. The Golf Club Manager is Colin Pearson who works an equivalent of three days a week for the club and Debbie Kerr is the Office Administrator from January 2019.. The office is open from 9.30am to 2.30pm Monday to Thursday and until 1.00pm on Friday. There is a telephone answering service for queries outside of these hours. It is advisable to email non-urgent enquiries to [jacqui@kingsknowe.com](mailto:jacqui@kingsknowe.com) or [clubmanager@kingsknowe.com](mailto:clubmanager@kingsknowe.com) as emails are picked up regularly. Photographs of staff and Directors are displayed at the entrance to the main lounge. All Directors and staff are happy to help and assist members with information.

### Communication

Please ensure your personal details are kept up to date at all times under the details section in the Members area of the web site. Communication goes to members on a regular basis via e-news and Members Updates. Go to the Home Page of [www.kingsknowe.com](http://www.kingsknowe.com) to sign up. Please let us know if you do not receive these emails via MailChimp. Check the website [www.kingsknowe.com](http://www.kingsknowe.com) and your News page within the Intelligent Golf management System for news and information. News items are posted regularly and information for members can be found on the Members Page. Sign up to Twitter and Facebook for regular updates and information.

### Security

We ask all members to be vigilant regarding who they are holding the door open for. Please ensure the door closes behind you at all times. Members are asked not to leave the building on dark evenings by the sun lounge door as this will leave it unlocked. There is a door entry keypad now in operation at the front door, and at the gents and ladies locker rooms. The latter are also for use by visitors. The code is changed on the first Monday of every month and the codes can be obtained from the Information Section of the Intelligent Golf website and the Pro shop.

### Clubhouse Hours

The Clubhouse opening hours will vary slightly throughout the year. Locker rooms will be open for 7am. Summer closing is 11pm and winter closing varies dependant on day of the week. Detailed hours can be seen on the fixture card; on [www.kingsknowe.com](http://www.kingsknowe.com) Members Page; or on the TV screen in the entrance foyer. Any change in clubhouse closing will be communicated to members via the email system.

### Dress Code

Jeans (no holes/tears) and trainers are allowed in the clubhouse but not on the course (with the exception of Juniors). Tailored shorts and turtle neck shirts are permitted on the course and in the main lounge. All other shirts must have a collar. Sun tops, beachwear including flipflops, and team colours are not permitted on the course or in the clubhouse. Rainwear must be hung up in the locker room or on a coat stand in the main lounge. Holdalls should be left in the locker room. Golf shoes are not permitted anywhere in the clubhouse except the locker room area. Please remove hats in the clubhouse unless worn for medical reasons.

### Mobile phones

The club would prefer no calls are received in the main lounge but phones can be used if on silent or vibrate. Calls should however be made or received within the entrance foyer or locker room area. Free Wi-fi access is available throughout the clubhouse. The code is available from the noticeboard or bar.

### Lockers

The annual rental is currently £30 and we ask for a £10 key deposit. The Office will be able to advise if any are available and if not your name will be placed on a waiting list until one becomes available.

### Caddy Shed

The caddy shed is full for power trolleys and there is a waiting list in operation for spaces. The current annual rental is £20. Equipment stored in this area is at members own risk and the club does not accept responsibility for loss or damage. Contact the office for enquiries.

## Subscriptions

Subscription notices are issued to members before Christmas time and we ask members if paying in full to pay by 31<sup>st</sup> January. We encourage all members to pay by internet banking transaction where possible. Members MUST complete all relevant fields detailing membership number and name when transferring money electronically. We also offer to receive your payment by credit card in the pro shop. Members can also benefit from paying their annual subs in three instalments from January to March. They can also pay on-line in Intelligent Golf. Members who wish to resign from the club should inform us of their resignation by 31<sup>st</sup> December of their current membership year, and upon leaving, swipe card and locker/caddy shed key should be returned to the office.

## 2 Golf

### Professional

The club has a PGA Professional, Iain Lowdea, who runs our onsite Pro Shop. Iain also has an Assistant Pro, Adam Wills, and they provide a tee booking and starting service and can be contacted on **0131 441 4030**. The Pro Shop provides the following services:

- Golf Lessons
- Coaching sessions
- Club Hire – Gents and Ladies sets from leading manufacturers.
- Trolley Hire – Pull and Electric
- Club Repairs – Re-gripping, re-shafting and custom fit.
- A wide selection of clubs, clothing, balls and much more from the leading brands on sale

The shop is stocked with a comprehensive range of golfing accessories and equipment at the most competitive prices with many of the major brands in stock.

A comprehensive repairs and 'customising' service is also available with any jobs from a basic re-grip to adjusting the loft and lie of clubs to even repairing a rattling head on a metal wood.

A voucher for Coaching with Iain or Adam would make a perfect present for a friend or family member. Contact the Pro Shop to purchase your voucher.

## Tee Booking System

Kingsknowe offers members a flexible booking system. The tee booking system opens six days in advance at 08.30 for members to book alternate tee times in person in the pro shop, or by phone call, and for the other times online via the members' area on the web site. At five days or fewer in advance, all remaining times can be booked by phone/in the pro shop/online. Members are asked to cancel tee times they will not use as early as possible for fairness to all.

## Competitions

Only those members with valid or competitive handicaps (suffixed "c" as listed on the displayed handicap list) can enter "Major" competitions. For the Gents, the "Majors" are defined as the Spring, Summer (Championship Qualifying) and Autumn meetings, the McArthur Trophy, the Williamson Putter and the Ewart Trophy. Entry for major competitions in 2018 will be conducted on line. Competition entry will be opened at 19:30 on the Thursday 3 weeks prior to the competition date. To account for members who have no online access, the touchscreen Terminal will allow Members entry from 18:30 in the clubhouse on that date. Members must only enter their own name to the Entry List. The draw for all major competitions will be an open draw in 6 time bands done by the computer with exception of the Club Championship qualifying.

An aggregate trophy runs through the season for the best five scores in the first six of these competitions. The Ewart trophy can only be won by someone who has never won one of these "Major" competitions.

A competitive handicap is also required to enter the knockout competitions. Entries for the summer knockout competitions should be made before the end of March; and for the winter competitions by mid to late October in accordance with the published notices.

Details of all competitions are listed in the Fixture Card, together with entry and withdrawal procedure and the requirement for members to input their scores on to the computer. Tee times can be requested by members when they are on holiday or in exceptional circumstances only and must be in writing (email). The committee's decision is final. Entry to and withdrawal from the Gents "Major" competitions should only be done on the draw or reserve sheet, not by

computer. After the printed draw sheet is published, entries and withdrawals must be made through Chris Morris.

Entry to all medals is simply by signing the sheet beforehand in the Professional's shop and playing at a tee time booked in accordance with general tee booking. A medal round can only be played with two or three players (i.e. not in a four ball).

It is quite often the case that there are a number of two balls playing in the medal. Chris Morris can endeavour to assist single players seeking to get a medal game by making up a three ball.

Competitions are closed down and handicaps adjusted typically within 24 hours of the competition ending with results and handicaps published on the web site using the "Intelligent Golf" software with paper copies displayed in the competitions room. Sweep monies may be collected from Chris Morris a few days later for those who have been successful. Any monies not collected within a period of around six weeks will be added to that members account in the professional's shop.

Kingsknowe has a 5 Day Section where members can play Monday to Friday. The Section has its own fortnightly medals and a variety of competitions to suit all standards of golfer. The section also issues and maintains handicaps under CONGU rules. The Captain of the 5 Day Section is Frank Barrett and the Secretary is Tony Fairlie-Clarke.

### Handicaps

In order to compete in a club competition, you must have a valid and up to date handicap. Members transferring in or players who are members of other clubs but wish their "home" club nominated as Kingsknowe should obtain their latest handicap certificate from their former club and post it through the office door with an explanatory note.

To obtain a new handicap, or to reinstate a lapsed handicap, three cards must be handed in – clearly marked "for handicap". At least one of these cards should be from playing from medal tees, and all cards must be marked and signed by a member who has a valid handicap.

Members are responsible for reporting "away" scores as soon as possible after the event, and are therefore responsible for their own handicap and be aware



of their playing handicap at all times. The members' area of the web site allows you to print off a copy of your own handicap certificate. Gents Ordinary Members who have queries should send them to [match@kingsknowe.com](mailto:match@kingsknowe.com) and Ladies should use [ladies@kingsknowe.com](mailto:ladies@kingsknowe.com)

### CDH (Central Database of Handicaps)

Kingsknowe feeds golf scores into the CDH programme. Members should be aware of their CDH number (obtained from your handicap certificate, via member's area of web site). Please ensure you provide your CDH number when entering competitions 'away' from home. This will keep your handicap up to date.

### Greens

We have a Course Manager, Stevie Dixon and a team of 4 green staff. A photo gallery is displayed at the entrance to the main lounge. Any comments or queries should be directed through our Greens Convener, currently Marc Cairnie. We issue information about course conditions via twitter every day and inform members of course work via email.

In the winter, Kingsknowe insist members play from a mat on the fairway or take their ball to the rough, usually commencing when the clocks change in the last weekend in October. This will continue until around mid March - weather will dictate. Winter mats can be purchased from the Pro Shop.

### Care of the Course

Guidance on this and on general etiquette is included in the Fixture Card. Play from the medal tees is only permitted during medal play or in recognised matches or knockout competitions.

The use of powered trolleys with normal width wheels can cause course damage in wet conditions, and is therefore discouraged during the winter. For further care of the course, winter wheels are recommended for trolleys and can be purchased from the pro-shop.

## **3 Catering and Functions**

Our bar and catering partners are Food Creations, led by Simon Preece. The team has been at Kingsknowe since August 2012. Golf club snacks and meals are available seven days a week.

You can book a table at our restaurant in advance or hire our lounge or dining room for your private dining event or party. We also cater for weddings and funerals. **Contact Daniel on 0131 441 1144 or email [kingsknowe@foodcreations.co.uk](mailto:kingsknowe@foodcreations.co.uk)** for further information and to discuss your requirements. You can check out sample menus on the Catering and Functions Page of our website.

Look out too for our special events such as Mother's Day Lunch; Cup Football and Golf TV Specials; Christmas Menus; Themed Dinner Nights; and Party Nights. For information on all of our events and our events calendar go to our [What's On](#) Page on our website [www.kingsknowe.com](http://www.kingsknowe.com).

#### **4 Members Benefits**

As part of the Clubs' Business Development Programme we have been developing partnerships with local businesses, and in return, these businesses may offer exclusive benefits to Kingsknowe Golf Club members. As a result, every member in 2018 will be able to take advantage of the following opportunities.

##### Kingsfield Golf Centre:

All KGC Members for 2018 are eligible to receive a discount voucher to try the practice facilities at Kingsfield Golf Centre near Linlithgow. The facilities at Kingsfield are first class and the Centre is regularly used by top coaches and players including European Tour player, Stephen Gallacher. Email the Club Manager ([clubmanager@kingsknowe.com](mailto:clubmanager@kingsknowe.com)) for details on how to collect your voucher.

##### Edinburgh Golf Reciprocal Agreement

All members of Kingsknowe Golf Club can take advantage of a Reciprocal Agreement between a group of Edinburgh golf clubs. This gives you the opportunity to book and play at the other 9 courses for a discounted fee. Just contact the club directly and take along identification when you go to play. The clubs involved are: Baberton; Craigmillar Park; Duddingston; Harburn; Kingsknowe; Liberton; Musselburgh; Prestonfield; Pumpherston; Swanston New.

##### Currie and Balerno Rotary Club

Currie and Balerno Rotary Club now hold their meetings at Kingsknowe Golf Club every Wednesday from 7pm to 8.30pm

### Balanced Physiotherapy

Balanced Physiotherapy based at Heriot Watt Sports Academy, Stockbridge and Davidson's Mains are offering you £5 off your appointment if you quote that you are a member of Kingsknowe Golf Club. This offer is available to you because Kingsknowe is a member club of the SW Edinburgh Community Sports Hub based at HWU. Check them out at [www.balancedphysiotherapy.co.uk](http://www.balancedphysiotherapy.co.uk) or call 0131 315 3105.

### James Crofton Property

Established in 2009, James Crofton Property Limited, has been purchasing property via intermediaries or directly from sellers out with the established market route ('off market'). If you feel that an 'off market' sale may be appropriate for you then I would be more than happy to speak to you to ascertain if there is a common interest that we can take forward. Contact Donald Munro 07542 561 796

### Emma Higgs: Sports Massage and Personal Training



Emma Higgs PT, located only 5 minutes walk from the golf club, is offering £5 discount on Sports Massage appointments and personal training sessions to all members of Kingsknowe Golf Club. Sports massage is an effective therapy for treating tension and stress within the muscles and soft tissue. Massage can be beneficial both physically and psychologically, and can be tailored specifically to the individual. Personal training is a fantastic way to increase fitness, build strength and develop better flexibility. Both sports massage and personal training can complement your current sports and activities, and enhance your golf game! Check out more details at [www.emmahiggsPT.com](http://www.emmahiggsPT.com) or contact Emma directly on 07510504503

### Association of James Braid Golf Courses:

Kingsknowe is a Member of the Association of James Braid Golf Courses and as a result members of the Club have the opportunity to play other James Braid courses at an agreed discounted rate. Courses either have to have been designed by Braid or redesigned or altered by him to be eligible to join. The

advantage of being a member of the Association is that the members of the clubs can play at all the other member clubs for reduced green fee, subject to tee availability. Tee times can be arranged on request through the Pro Shop.

### 1908 Society

Members of many golf clubs formed in 1908, of which Kingsknowe is one, have formed a loose alliance permitting members of one "1908" club to play the course of another "1908" club for little or no green fee, although prior booking and/or introduction is typically necessary.

### Whole in One Golf

The club is pleased to have a partnership with Whole in One Golf. This brings a range of new benefits for members. Firstly we have been provided with 3D flyovers for each hole for our website; on tv screens in the clubhouse; on our buggies; and on an exciting new App. Flyovers can already be seen on the Course Guide Page of our website under each hole and are displayed in the clubhouse along with advertising from local and national companies who are working with Whole in One Golf. The Buggy ipad Screens incorporate the 3D flyovers and GPS system and include scoring, pin positions, and other details. Finally, the new App can be downloaded free on iphone and Android. Features include flyovers and other course detail.

### Functions and Corporate Facilities

The Club's facilities are available for no charge to members and their immediate families for parties, dinners and functions. We can also cater for weddings, funerals and fundraising events such as Race Nights. We have two function rooms that can hold up to 50 or 90. The club is also an ideal venue for your business meetings and seminars. Our packages are tailored to your needs and are provided with or without catering and with or without golf. From one to one meetings, up to those with 50 participants, we can provide you with everything you need to work hard and play. Free Wi-Fi is available throughout the club and we have recently upgraded to a new fibre optic service.

### Members Outings at Kingsknowe

As an added benefit of being a member at Kingsknowe, the club has introduced a new initiative to encourage members to bring an outing of friends, family, colleagues etc, to Kingsknowe. This will allow members to arrange a golf outing for people they are friendly with, socialise with, or work with, on an organised group basis as opposed to signing them on as guests. These outings will mainly consist of non-members but can include more than one member joining up with

another member (or members) to jointly organise their outing. This is however not intended to be a substitute for a bona fide outing of an existing golf club, society or business organisation that Kingsknowe members would be part of.

The Policy for Members Outings is:

- Members are encouraged to organise a golf outing at KGC for friends, family and/or colleagues who are not members of the club.
- This will normally be restricted to parties of between 10 and 16 but if your party is more than 16, the head count above 16 can pay the standard rate.
- The Member(s) must play but do not pay.
- Available Monday to Friday and after 2.30pm at weekends, subject to availability. It will not be available on competition days and a maximum number on Fridays prior to “Major” competitions is 10.
- A major advantage for members of this initiative is that bookings can be made up to 12 months in advance by using the “Outings” booking form and procedures. This is available on our website and bookings should be made via the Pro Shop
- A deposit will be required at the time of booking
- Special rate of £17 per head for golf
- There will also be £1 discount per head off any minimum 2 course catering package agreed with Food Creations
- Members can take advantage of this offer for one such outing per year
- Booking Forms can be downloaded from the web site

### Personal Liability Insurance

Personal Liability Insurance is in place for members, visitors and guests. Members are covered at Kingsknowe and worldwide, and Visitors and guests are covered at Kingsknowe GC only.

The Public Liability cover arranged by the club is extended to include and respond in the first instance to an incident on behalf of any member of the club; and extends to include and respond in the first instance to an incident on behalf of any visitor or guest to the club whilst playing or utilising the facilities provided by the club; by providing an Indemnity against legal liability to pay compensation and claimants’ costs and expenses in respect of accidental injury to any person and/or Loss of or damage to material property. Limit of Indemnity: £5,000,000 any one occurrence and unlimited any one period of insurance.

Full Terms and Conditions are available from the Golf Club Manager.

## 5 Communication

### Twitter and Facebook

Follow us on Twitter for course updates and up to the minute information. Our Twitter name is @kingsknowe.com

Kingsknowe's Facebook user name is Kingsknowe Golf Club (KGC)

### Website

Our website address is [www.kingsknowe.com](http://www.kingsknowe.com). This is where you will find all you want to know about the golf club. It includes up to date news and information on the club, the course, functions and how to book, the Pro Shop, competitions and fixtures, and has What's On and Social Events pages.

Your own personal profile on Intelligent Golf is accessed through the Members Page with your own exclusive identifier and password. Our Membership, competitions, handicapping and tee booking is provided by Intelligent Golf. You will be able to access your "My Golf" area with your membership number and password which will be provided to you when you are set up on the system. Get into the habit of checking the website Home Page as this is where any useful information and announcements will be posted.

### e- news

All members with an email address will receive an enews every two to three weeks and member updates as and when required. Please make sure you subscribe on the [www.kingsknowe.com](http://www.kingsknowe.com) Home Page. The e-news will keep members up to date with everything that is happening at the club and will replace member emails except where it is necessary to bring something immediately to your attention. It is important that any changes in contact details are notified to the office or through the Members Area.

## Useful Information

<b>IDENTIFIER</b>	<b>Your Membership Number</b>
<b>MEMBERS AREA PASSWORD</b>	<b>First 4 digits of DOB by default, or the one you have personally set up</b>
<b>MEMBER CONTACT DETAILS</b>	<b>Intelligent Golf area of web-site</b>
<b>TELEPHONE NUMBERS</b>	<b>Office: 0131 441 1145</b> <b>Pro Shop: 0131 441 4030</b> <b>Bar: 0131 441 1144</b>
<b>WEB-SITE ADDRESS</b>	<b>www.kingsknowe.com</b>
<b>EMAIL ADDRESSES</b>	<a href="mailto:clubmanager@kingsknowe.com">clubmanager@kingsknowe.com</a> <a href="mailto:jacqui@kingsknowe.com">jacqui@kingsknowe.com</a> <a href="mailto:proshop@kingsknowe.com">proshop@kingsknowe.com</a> <a href="mailto:kingsknowe@foodcreations.co.uk">kingsknowe@foodcreations.co.uk</a>
<b>TWITTER</b>	<b>@kingsknowegc</b>
<b>FACEBOOK</b>	<b>Kingsknowe(KGC)</b>
<b>WIFI CODE</b>	<b>Clubhouse326 (members)</b> <b>Welcome 123 (guests and members)</b>
<b>LIST OF CLUB DIRECTORS 2016-17</b>	<b>Captain: Willie Steven</b> <b>Vice Captain: Neil Sutherland</b> <b>Marc Cairnie (Greens Convenor)</b> <b>Steve McMahon</b> <b>Stuart Hutchings (Match co- Convenor)</b> <b>Graham Muir (Match co- Convenor)</b> <b>Gill Petrie</b> <b>Robbie Groom (Social Covenor)</b>

**AGM DETAILS**

**The club AGM is held at the end of March each year. Ordinary members of the club who have paid their subscriptions for the year are entitled to attend and vote.**

**KGC is a Company Limited by Guarantee and holds an AGM to conduct the following business:**

Resolutions for changes to the Companies Articles; the adoption of the Annual Report and previous year's accounts; the election of Office Bearers and Directors; and any other Competent Business.

**Copies of the Club's Articles and Bye Laws are available to view and download from the Members Area of the website.**

**SUBSCRIPTION PAYMENT DETAILS**

**Subscriptions are due on 1 January each year. The subscription covers the calendar year 1 January to 31 December. Anyone who intends to resign, should intimate this in writing to the Golf Club Manager before the 31 December. If you are on a Direct Debit Scheme you must do this by the middle of November otherwise your subscription will roll on to the following year.**

Subscriptions can be paid by direct debit through third party companies who will apply a % charge for the facility to pay over the requisite number of months. You must apply directly to the company and not via the office.

Anyone who pays by Credit Direct Debit and wishes to continue to pay by this method for subsequent years should NOT cancel their Direct Debit at the end of the year unless they are changing companies.

Alternatively, payment can be made in three instalments, one each by the middle of January, February and the third by 15<sup>th</sup> March. This is a cut-off date for any member to pay their subscription. After this point they will be unable to access the course or attend the AGM.

Payments can also be made on-line through your on-line banking and you should ensure that you



provide your membership number as a reference.  
You can also pay on-line in your Intelligent Golf  
account.