



GRANGE & BROUGHTY GOLF CLUB

STANDING ORDER NUMBER 6/20

VISITORS

Standing Order under Authority of Articles of Association Paragraph 20

Content of Standing Order based on Articles of Association Paragraph 11

This Standing Order was circulated by email to all Board members, and was approved on 12 October 2020.

1. Welcoming visitors

While the Grange & Broughty building will normally be used principally by members of the golf club, it is recognised that there will also be non-members, who as visitors, will want to make use of the Grange & Broughty building.

Visitors to Grange & Broughty Golf Club are welcome.

Visitors may be of various types –

- Members' guests
- Visitors playing in inter-club matches with Grange & Broughty
- Golfers who have booked to play the courses at Monifieth, and by arrangement with Monifieth Golf Links will use the Grange & Broughty building for locker room, catering and bar facilities
- Golfers playing in open competitions at Monifieth
- Members of a group who have made arrangements to hire part of the premises for a particular purpose e.g. yoga club or whist club
- Casual visitors (golfers and non-golfers) who wish to use the locker room, catering and bar facilities

Staff and members have a duty to ensure that visitors to the clubhouse are made welcome.

2. Groups of visitors

2.1 It is recommended that visiting parties of more than 4 people should be notified to the club in advance, if catering and bar facilities are required, in order to ensure that the quality and quantity of food and beverage services can easily be provided.

This information should be provided to the club manager and to the caterer.

2.2 For inter-club matches it is the responsibility of the Grange & Broughty match secretary / organiser to provide the necessary information to the club manager and the caterer.

2.3 For golfers who have booked to play golf by arrangement with Monifieth Golf Links, the responsibility for providing information to the golf club lies with Monifieth Golf Links, who should advise the club manager of the operation of the catering rota between the clubs at Monifieth. It is expected that Monifieth Golf Links will provide to the club contact details of the organiser of the golf event, so that direct communication can take place between the organiser / leader of the golf party and the club manager / caterer. It is the responsibility of the club manager to obtain from the Links fixture list whatever information is required in advance to ensure that visiting golfers' needs are met.

2.4 For open competitions, it is the responsibility of Monifieth Golf Links to provide information about the nature of the event, and the likely requirements for the use of the club manager / caterer to ensure high quality provision of bar / catering facilities.

It is the responsibility of the club manager to ensure that the necessary information is available from the Links fixture list to ensure that visiting golfers' needs are met.

3. Meet and greet

For large parties of visitors, a high quality of service should be provided by ensuring that a member of staff is available to welcome the party of visitors, and to guide them with regard to the available facilities available throughout their day. This function should normally be carried out by the club manager or bar manager.

4. Visitors' book

The visitors' book is held in the clubhouse, and social guests (e.g. members' spouses / relatives) must be signed in.

It is not necessary for golfers who are members of another club to be signed in.

Note – The coronavirus restrictions may alter some of the above temporarily.

