



BASIC REQUIREMENTS

The notes below are supplied to help you when re-building or building a new clubhouse and great care should be taken in all the planning stages.

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The Clubhouse

Great care should be taken in planning either a new clubhouse or major alterations to the existing one. It is always much more difficult to alter an existing clubhouse and if you intend doing a major extension thought should be given to a completely new clubhouse. Although you will engage an architect to draw up plans care should be taken to see that he is aware of the requirements of the club. Listed below are some of the basic requirements for an 18 hole course with average membership.

Men's Locker Room

The washing area will require the following;

- ☛ 6-8 Wash hand basins with perhaps 2 foot baths. (Not for cleaning clubs)
- ☛ 6 Urinals and at least 4 WC's.
- ☛ 6-8 Showers and at least one shower should be designed for complete privacy for those who require it.

The changing area will require the following:

- ☛ Allow for seating and changing facilities for about 100 persons, this should include bench type seating with areas to hang clothing and it may be that if the club has sufficient visitors that a separate area will be reserved for them.
- ☛ Lockers are always a bone of contention and for a male membership of say 400, you will possibly need to consider 250 lockers. Some clubs have lockers for visitors which can be either large, or just small ones, for valuables. But remember you will need to have some system for them returning the keys. It is a good idea to survey your members as regards to their requirements for lockers to see what their response is.

Do not forget an area for drying clothes and also possibly in the entrance lobby a place to collect scorecards and enter competitions. Try to keep the notices for competitions etc. in this area.

Ladies' Locker Room

Taking the average number of lady members in a club to be between 100-150 the requirements will be on a smaller scale as follows:

- ☒ Wash basins say 4-6 and perhaps one foot bath.
- ☒ WC's you will require a minimum of 4 and perhaps 6.
- ☒ Showers are more popular in the ladies room than they used to be so you will need approximately 4.

The changing area should cater for about 50-60 with bench type seating as for the men's room. There is a tendency for ladies to require more lockers per member than the men so you will need to look at about 100. Also some smaller lockers for handbags are also useful.

A small drying room/cupboard is very useful. And in most cases there will be an area possibly in the entrance for scorecards entering competitions etc.

Ladies Lounge

Many clubs provide a small ladies lounge adjacent to the ladies locker room which is used exclusively for them. Care should be taken to see that if it is used to serve refreshments it is adjacent to the main serving areas. It is not usual to provide a bar in this room. This area is often used for notices for competitions etc.

Administration

This is often totally overlooked and almost appears as though the architect included it as an after-thought.

Ideally it should be positioned alongside the main entrance overlooking the car park this is far more practical than having it overlooking the first tee.

The office should ideally consist of an outer and inner office and both should be of reasonable size. Remember that items such as photocopiers, computers, filing cabinets and other office equipment occupy space, so allow for it. Try also to include plenty of built in cupboards for storage and don't forget to have plenty of electric and telephone points.

You need to aim at between 400 to 600 sq. ft.

Office for Competitions

If possible try to avoid having to use the offices for running major golf events. Try to plan a small room adjacent to the changing rooms and first tee area. It needs to be secure but not all that large no more than a 80-100 sq. ft. If possible with a window overlooking the first tee that can be comfortably used by players to hand in cards or money. This office can be very useful and a great asset to the club.

Committee Room

A separate room should be included and this should be large enough to hold meetings of say 15-20 persons boardroom style and perhaps 30 theatre style. If it can be sited near to the refreshment facilities so much the better. This room can also be available for letting out for small meetings or conferences. This could be a useful source for extra income during the winter months.

Bar/Lounge

Many clubs today have done away with the old traditional men's bar and now have large areas which serve as the bar. Often these areas can be screened off for functions that need some privacy. The area can also be used as an overflow for the dining room for major events. Great care should be taken in planning and if possible you should try to site them overlooking the course preferably the 18th green. In a new clubhouse this area is usually upstairs with the changing rooms and offices downstairs. Adequate tables and seating are important and in an average club you will probably be looking at seating for 75-100. The bar area should be large enough to allow a maximum of between 4-6 persons to serve on major occasions and there should be provision for at least two tills although only one be in use on normal occasions. Make sure you have good ventilation and adequate heating and care must be taken on decor and lighting. A built in trophy cabinet is a must and this can often include an area for items of historical interest to the club. It is much easier to fit a trophy cabinet in when building rather than look at it later. If you have gaming machines in this area then consider having them sited in alcoves that can be easily enclosed for security reasons this saves problems later. Try to avoid honours boards in this area if at all possible but site them in perhaps the entrance hall of entrance lobby for the changing rooms. Perhaps just the club captains board and photo in the bar area.

A built in floor area for dancing which can be covered by carpet is essential and this should be planned in relation to the dining area.

Dining Room

This will usually be adjacent to the bar area and needs careful planning. Obviously the kitchen and service areas must also be adjacent and you need to carefully decide the size and type of service you are going to provide. If you have self-service carvery then this needs planning also what is the policy on serving snacks in the bar. It is probably best to aim at a dining room to seat a maximum of say 100 but if possible have an suitable extension into the bar area for major occasions. Very few clubs will need a dining room to seat more than a 100. If you do evening meals then it may be necessary to partition off part of this area to give an more intimate atmosphere. A lot will depend on the type of club and its members.

Toilets

You will need additional toilets especially if the function rooms are upstairs but it is always advisable to have separate toilets for the bar so that the changing rooms can be locked up when not in use. These should include a disabled person's toilet as well as a lift from the ground floor to accommodate them.

Kitchen/Stores

Great care should be taken in planning this area and you should get the help and advice of experts. Remember the Ladies Captains' recently new kitchen plan is unlikely to be any good for the golf club. Get the experts in and remember you will have to conform with current legislation. The store areas should be well sighted and adequate for the clubs' requirements.

Bar Stores

These again need expert advice this can often be obtained from your brewery and remember if the serving areas are upstairs you will almost certainly need a lift for moving stock. The beer storage area must be controlled for temperature and adequate cleaning facilities in line with hygiene regulations. Careful advance planning is essential and make sure you have a large enough area.

Additional Storage Areas

These will be necessary for storage of items like extra tables and chairs plus a separate store for cleaning materials. This area is often overlooked by the architect to the detriment of the club.

Staff Rest Room

Invariably forgotten by architects and committees, but it is essential to have a small room for their use. It needs to be say 160 sq. ft, well ventilated with staff toilets and washing facilities. Should be situated alongside the kitchen/bar areas and should only be used by clubhouse staff.

Boiler Room

Expert advice is always needed on the heating requirements and the clubs boiler will need to be ample for the load it undertakes. Position is vital and make sure it is easily accessible for maintenance.

Refuse Area

Try to have this area out of site but again it must be accessible and the better it is the easier it is to keep clean and tidy.

Professional Shop/Store

If you are building a new clubhouse then try to include this within the main building position it by the changing rooms adjacent to the first tee. If you have walk through an area from both changing rooms with a area for notices and the competition office the shop should be included in this area. At night this area can be protected by iron gates or shutters which greatly improve security. The shop area should be large enough to include an adequate display of items such as clubs, clothing, shoes etc., but not too big and again get specialist advice on this. You are probably looking at between 400-600 sq. ft for the shop with an additional area for storing, workshop and club repairs. Also remember an area for the pro's staff to rest and eat meals.

Additional Facilities

The provision of a snooker table is made in many clubs, if you an existing one then you will have to continue to provide. However it should be carefully examined before installing one in a new

clubhouse to see what the demand is. In many cases you will be taking a large area for a few members.

Security

This needs to be carefully examined during any alterations and advice sought from the crime prevention officer, insurance officials and security companies is essential. Careful planning can eliminate insecure areas and help keep insurance premiums down.

Car Park

If possible try to include a survey of this at the same time. Getting expert advice can often mean what looks a small car park can, with careful marking, accommodate extra cars. The average golf club should have an area to a park between 100-150 cars with an adjacent overflow which can be then be used for major events; this should be capable of parking up to another 100 cars. Try to avoid separate car parks for visitors, it is far better to concentrate on one car park. Remember security by at least having good lighting and possible video cameras which could have pictures shown in the pro's shop or in the bar. Some clubs have car park barriers but remember if you have these you must have the means for visitors to get in and out.

Fire Regulations

You will receive a visit from the fire officer once your plans are submitted use his/her expertise and do not hesitate to ask advice they will be happy to give it. Adequate fire fighting equipment will be needed throughout the building of which you will be advised by the fire officer.

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