

**BY - LAWS**

OF

**WYONG GOLF CLUB LIMITED**

The following By-Laws were made and adopted by the Board of the Club on the 30<sup>th</sup> April 2020, to come into force on the 1<sup>st</sup> May 2020.

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All previous By-Laws were repealed as from the 1<sup>st</sup> May 2020.

## BY-LAWS OF THE WYONG GOLF CLUB LIMITED

1. These By-Laws are subject to revision and alteration at the discretion of the Board. They are governed by and shall be read in conjunction with the Club's Constitution.
2. Any By-Laws made under the Constitution or any alterations to or repeal of any such By-Law shall come into force and have full effect and authority and be binding upon members of the Club on being posted on the Club Notice Board or Website.

### **MEMBERSHIP**

#### **(A) ELIGIBILITY**

Any membership application aligned with a Class of Membership in (B) below, shall be eligible for election to membership of the Club provided all fees and charges as laid down by the Board have been duly paid.

#### **(B) RIGHTS OF VARIOUS CLASSES OF MEMBERSHIP**

Until otherwise determined the following shall apply:

- i. **Life Member** means a Full Playing Member, 6 Day Playing Member or Weekday Playing Member elected as such at a General Meeting of the Members in accordance with the Constitution. Shall be entitled to the use of the golf course and clubhouse facilities identical with the Full Playing Members.
- ii. (a) **Full Playing Member** means a Member who has attained the age of thirty six (36) years who has been duly elected as such or transferred by the Board from another class of Ordinary membership. Shall be entitled to use the golf course and clubhouse facilities within the permitted times on any day of the week.  
  
(b) **Intermediate Playing Member** means a Full Playing Member who has not attained the age of thirty six (36) years and who elects to be an Intermediate Playing Member. Shall be entitled to use the golf course and clubhouse facilities within the permitted times on any day of the week. Intermediate Playing members shall furnish to the Club documentary proof of their age at the time of the member's subscription renewal.
- iii. **Provisional Playing Member** means a member who is awaiting transfer to Full Playing Member, Intermediate Playing Member or Junior Playing Member. The rights and privileges of Provisional members are determined by the Board of the Club from time to time.
- iv. **Country Playing Member** means a Playing Member of an affiliated golf club and whose usual place of residence is beyond a radius of one hundred (100) kilometres from the Wyong Golf Club and who is elected as such or transferred by the Board from another class of Ordinary membership. Country Playing members may play in members' competitions except major events as determined by the Board.
- v. (a) **6 Day Playing Member** means a person who has attained the age of thirty six (36) years who has been duly elected as such or transferred by the Board from another class of Ordinary membership. Shall be entitled to use the golf course within the permitted times on days other than Saturdays, except in circumstances especially authorised by the Board. The use of the clubhouse facilities is identical to that of Full Playing members.

(b) **Intermediate 6 Day Playing Member** means a 6 Day Playing Member who has not attained the age of thirty six (36) years and who elects to be an Intermediate 6 Day Playing Member. Shall be entitled to use the golf course within the permitted times on days other than Saturdays, except in circumstances especially authorised by the Board. The use of the clubhouse facilities is identical to that of Full Playing members. Intermediate 6 Day Playing members shall furnish to the Club documentary proof of their age at the time of the member's subscription renewal.

- vi. **Junior Playing Member** means persons who has attained the age of thirteen (13) years and are under the age of eighteen (18) years who are elected as such or transferred by the Board from another class of Ordinary membership. Shall be entitled to use the golf course and clubhouse facilities within the permitted times as may be determined by the Board. Juniors must be approved by the Captain as meeting the handicap criteria to be eligible to play in members' competitions. Junior Playing members shall furnish to the Club documentary proof of their age at the time of the members subscription renewal.
- vii. **Weekday Playing Member** means a person who has attained the age of thirty six (36) years who has been elected as such or transferred by the Board from another class of Ordinary membership. Shall be entitled to use the golf course within the permitted times on days other than Saturdays and Sundays, except in circumstances especially authorised by the Board. The use of the clubhouse facilities is identical to that of Full Playing members.
- viii. **Non Playing Member** means any Full Playing Member, 6 Day Playing Member, Intermediate Playing Member, Intermediate 6 Day Playing Member, Country Playing Member, Junior Playing Member or Weekday Playing Member who, upon application to the Board, is transferred to Non Playing membership of the Club.

Non Playing members may after a period of six (6) months in that category, be readmitted to their former category of membership on application to and at the discretion of the Board, provided that on such readmission they shall be liable for the payment of any difference in subscription paid as a Non Playing Member and the subscription for the category of membership to which they are readmitted.

- ix. **Social Member** means any person who has attained the age of eighteen (18) years and who is elected as a Social Member of the Club.
- x. **Cadet Playing Member** means persons who is under the age of thirteen (13) years and who are elected as such or transferred by the Board from another class of membership. Shall be entitled to use the golf course and clubhouse facilities within the permitted times as may be determined by the Board. Cadets must be approved by the Captain as meeting the handicap criteria to be eligible to play in members' competitions. Cadet Playing members shall furnish to the Club substantiating evidence of their age.
- xi. **Daylight Saving Playing Member** means persons who have attained the age of eighteen (18) years who are elected as such or transferred by the Board from another class of membership. Membership covers only the period of New South Wales Daylight Saving. Daylight Saving Playing Members can hold a club handicap and play in club competitions during the period of New South Wales Daylight Saving. Daylight Savings members may play in members' competitions except honour board events.
- xii. **Non Competition Playing Member** means persons who have attained the age of eighteen (18) years who are elected as such or transferred by the Board from another class of membership. Are eligible to play on the golf course but not enter into any competition or retain a club Handicap.
- xiii. **Family Playing Member** means persons who are Playing Members of any class of membership and are husband and wife living together or de-facto couple living together.

**(C) HONORARY MEMBERS**

- i. The Board at its discretion and upon such terms and conditions as it thinks fit confer the privilege of Honorary membership upon any person possessing qualifications in accordance with the Club's Constitution.
- ii. The President, Captain, Finance Director or General Manager shall have the power to make temporary appointments to Honorary membership, but each such appointment shall be confirmed at the meeting of the Board.

**(D) STAFF MEMBERS**

- i. Employees of the Club who are elected as such or transferred by the Board from another class of Ordinary membership.
- ii. Staff members who cease to be employees of the Club shall cease to be Staff golf members of the Club but may at the discretion of the Board be transferred to another class of Ordinary membership.
- iii. Staff members shall be entitled to use the golf course and clubhouse facilities identical with Full Playing members.

**(E) CONDITIONAL MEMBERS**

- i. Any person who has lodged a nomination form seeking membership of the Club and pays to the Club the entrance fee (if any) plus the subscription appropriate to the class of membership referred to in the nomination form and is awaiting the decision of the Board in relation to that application.
- ii. Conditional members shall be entitled only to the same rights and privileges as members of the category that they have applied to join.
- iii. Conditional members shall not be entitled to attend or vote at meetings of the Club, nominate for or be elected to the Board or any office of the Club or to participate in the management, business and affairs of the Club.

**(F) NOMINATION FOR MEMBERSHIP**

- i. **Nomination Form.** The prescribed nomination form as adopted by the Board shall be signed by the Nominee and provide full details as to the name, residential and postal address, occupation of the candidate, contact telephone numbers and personal e-mail address and shall be delivered to the office of the Club.
- ii. **Procedure for Admission.** The completed nomination form shall be submitted to the Board at its next meeting, and their decision will be made known to the candidate as soon as practicable thereafter. Voting at such meetings will be on a majority basis.

**(G) ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS**

- i. Entrance Fees as prescribed by the Board from time to time must accompany the nomination form when it is delivered to the office of the Club and the receipt thereof will be indicated on the nomination form prior to being posted in the clubhouse.
- ii. Entrance Fees of any nomination rejected by the Board will be refunded to the nominee as soon as practical after the meeting of the Board that rejected the nomination.

- iii. Subscriptions shall be paid annually or by payment plans approved by the Board on an annual basis. Annual Subscriptions will be due on 1st July each year and payable by 31<sup>st</sup> July. Payment Plan instalments will be due at dates set by the Club. Members who elect to pay Annual Subscriptions in instalments will be required to pay at the time of the first instalment an administration charge as determined by the Board for that membership year.
- iv. New members joining the Club on or after 1<sup>st</sup> October will be required to pay pro-rata Annual Subscriptions for that year on a monthly basis. The calculation will be based on the date that the nomination form is lodged with the office of the Club.

## **GUESTS, TEMPORARY MEMBERS**

Any member shall be entitled at any time to entertain non-playing guests at the Club. Guests are required to register their attendance at the club in accordance with the Registered Clubs Act.

## **BOARD OF DIRECTORS**

The regular meetings of the Board shall, unless otherwise arranged, be held monthly. The President, at any time, or the Secretary, on the requisition of three members of the Board, may summon a meeting of the Board by giving 48 hours notice or at shorter notice if agreed by a majority of Board members. The Secretary shall record in the Minutes the names of all Board members present.

The Board shall be responsible for enforcing the Constitution and the By-laws of the Club regarding the conduct of any member or any other person on the course, and in conjunction with the General Manager, in the Clubhouse.

All decisions of any Sub-Committee shall be subject to ratification, alteration or revocation by the Board. When the Board adopts a rule, policy or procedure, a Sub-Committee in following that rule, policy or procedure shall subsequently report its actions to the Board for approval. A Sub-Committee shall not take any action which is at variance with a Board rule, policy or procedure without Board approval.

There shall be seven standing Sub-Committees, namely:

- Women's Golf
- Finance
- Golf
- Course
- Risk
- Membership
- Development

and any such other Sub-Committee as the Board shall from time to time appoint. The Board shall have power to co-opt any member or members of the Club to any such Sub-Committee whether a member of the Board or not.

All expenditure from the Club funds shall be subject to approval of the Board.

The President shall be an ex-officio member of all Sub-Committees.

Names of members of the Board and Sub-Committees shall be kept posted in the Clubhouse and on the club's website.

## **WOMEN'S GOLF SUB-COMMITTEE**

### **(A) ELECTION OF COMMITTEE**

The Women's Golf Sub-Committee shall be elected at the Annual General Meeting of the women golfers of the Club, which shall be held in October of each year. A quorum for such meeting shall be twenty (20) women. The result of this election shall be reported to the General Manager of the Club for the information and approval of the Board.

**(B) COMPOSITION OF WOMEN'S GOLF SUB-COMMITTEE**

The Women's Golf Sub-Committee shall consist of President, Vice President, Captain, Vice Captain, Honorary Secretary, Honorary Treasurer, Honorary Assistant Treasurer, Recording Secretary and one (1) other committee person who shall be elected annually by the women golfers of the Club.

**(C) WOMEN'S GOLF SUB-COMMITTEE MEETINGS**

The Women's Golf Sub-Committee shall meet at least once per month. A quorum for such meetings shall be five (5).

**(D) DUTIES OF WOMEN'S GOLF SUB-COMMITTEE**

- i. The Women's Golf Sub-Committee shall cause to be prepared a report of the affair of the women golf members of the Club which shall be submitted to:
  - (a) the Board of the Club; and when approved by the Board to
  - (b) the Annual General Meeting of the women golfers of the Club.
- ii. To arrange and control all women's competitions and matches.
- iii. To fix, adjust and review periodically the handicaps of women members of the Club.
- iv. To exercise the right to call before the Women's Golf Sub-Committee any woman to explain any alleged breach of the rules of golf.
- v. To report all proposed fixtures to the Board of the Club and to obtain approval for same.
- vi. To appoint to the Women's Golf Sub-Committee a successor to any vacancy on that Committee to serve until the next Annual General Meeting.

**(E) RECORDS AND FINANCES**

- i. The Honorary Treasurer shall keep proper records of receipts and expenditure and shall prepare and supply to the Women's Golf Sub-Committee a monthly statement of all receipts and expenditure. All payments to be made by the Women's Golf Sub-Committee shall be approved by that Committee.
- ii. The Women's Golf Sub-Committee may cause to be opened and operated bank accounts in the name of that Committee. The President, Vice Presidents, Captain, Honorary Secretary, Honorary Treasurer and such members of the Board of the Club as are appointed by the Board of the Club from time to time shall be signatories to such bank accounts, any two (2) of whom may sign cheques on behalf of the Committee.

## **SUB-COMMITTEES**

**(A) FINANCE SUB-COMMITTEE**

- i. Composition:

The Finance sub-committee shall consist of the member serving as Finance Director, who shall be the Chairperson of the Finance sub-committee, the President, and two (2) other Directors elected by the Board.

ii. Duties:

The Finance sub-committee shall watch generally over the control, collection and expenditure of the Club's funds and specifically shall:

- (a) keep the Board fully informed from month to month of the income and expenditure of the Club and the relationship of the income and expenditure to the approved estimates;
- (b) consider and recommend, or otherwise, any expenditure required by any sub-committee;
- (c) prepare the Annual Income and Expenditure estimates for submission to the Board of the Club each year.

**(B) GOLF SUB-COMMITTEE**

i. Composition:

The Golf sub-committee shall consist of the Captain as Chairperson, the Vice Captain and such other sub-committee members as shall be appointed by the Board of the Club.

ii. Duties:

- (a) to arrange all competition events held on the course.
- (b) to select players for all matches or competitions required for such selection.
- (c) to arrange programmes of all matches and competitions, which shall be ratified by the Board of the Club.
- (d) to make and vary any Local Rules and carry out recommendations of the Course sub-committee with regard to preservation of the course.
- (e) to allocate trophies for all competitions on the course.
- (f) The Golf Committee shall liaise with the Club Professional to ensure that all functions related to the starting, playing and results of all competitions are carried out in a prompt and accurate manner.
- (g) to fix, adjust and review periodically the handicaps of male members of the Club.

**(C) COURSE SUB-COMMITTEE**

i. Composition:

The Course sub-committee shall comprise a Chairperson appointed by the Board and such other sub-committee members as shall be appointed by the Board of the Club. The Chairman shall be a Director of the Club.

ii. Duties:

- (a) to monitor the maintenance, improvements and beautification of the course and of the grounds generally, in accordance with the principles laid down by the Board of the Club.
- (b) to monitor the performance, in conjunction with the General Manager, of the Course Superintendent.

- (c) to investigate, in conjunction with the Course Superintendent and General Manager, and recommend to the Finance sub-committee, the purchase of plant, equipment, tools or materials required for course maintenance and improvements.
- (d) a minimum of two (2) written quotations shall be obtained for any major course maintenance and improvements and purchase of course equipment.

**(D) RISK SUB-COMMITTEE**

- i. Composition:  
The Risk sub-committee shall comprise a Chairperson appointed by the Board and such other sub-committee members as shall be appointed by the Board of the Club. The Chairperson shall be a Director of the Club.
- ii. Duties:
  - (a) to monitor any possible risk to the future well-being of the Club from both internal and external sources. This includes the activities of other local clubs, hotels and hospitality venues, government activities at all levels that may affect the Club, and any other external area that may have a detrimental effect on the Club's activities.
  - (b) Responsible for the assessment of internal risk in the procedures undertaken by Club staff.
  - (c) The sub-committee has wide ranging powers to investigate any area that is deemed to fall within the preceding ambit and report its' findings to the Board, whether a risk is determined or otherwise.

**(E) MEMBERSHIP SUB-COMMITTEE**

- i. Composition:  
The Membership sub-committee shall comprise a Chairperson appointed by the Board and such other sub-committee members as shall be appointed by the Board of the Club. The Chairperson shall be a Director of the Club.
- ii. Duties:
  - (a) to peruse and present monthly to the Board a list of people who have applied for membership of the Club.
  - (b) to meet with and welcome new golfing members to the Club on regular occasions.
  - (c) to act as a conduit for members wishing to make representations direct to the Board.
  - (d) to develop and present to the Board strategies for recognition of long-term members.

**(F) DEVELOPMENT SUB-COMMITTEE**

- i. Composition:  
The Development sub-committee shall comprise a Chairperson appointed by the Board and such other sub-committee members as shall be appointed by the Board of the Club. The Chairperson shall be a Director of the Club.
- ii. Duties:
  - (a) to investigate and report to the Board any possible short, medium and long-term activity that is not currently undertaken and may benefit the Club by way of future income streams.
  - (b) to review operations to establish any such venture that the Board and the Club may approve to be undertaken.



- (c) to review, in conjunction with the General Manager, the operations of any such venture that may have been completed.

## **REPORTS OF SUB-COMMITTEES**

All reports submitted to the Board from any sub-committee shall be written or typed and circulated among the members of the Board at least 48 hours prior to the meetings of the Board at which they are to be considered.

Expenditure of the Club's funds on items other than goods for resale by the Club or on normal maintenance of the course or property shall not be incurred without prior reference to the Finance sub-committee or the General Manager which shall in respect of such reference promptly submit a report to the Board as to the ways and means.

## **AUTHORISED SIGNATORIES**

All cheques, financial agreements, debentures or other negotiable instruments drawn by the Club shall be signed by any two (2) of, the General Manager and/or members of the Finance sub-committee and the relevant accounts or claims shall subsequently be approved by resolution of a meeting of the Board.

The Board may at any time vary the arrangements covering the signature of cheques, financial agreements, debentures or other negotiable instruments.

## **PRINCIPAL OFFICERS OF THE CLUB**

The Principal Officers of the Club shall be:

### **(A) THE PRESIDENT**

The President shall be the Chairperson of meetings of the Board and member's General Meetings. In the absence of the President a member of the Board shall perform the duties of the President.

The President has the prime responsibility for the Club overall and for ensuring that the Board decisions are implemented.

Apart from the Chairperson's responsibility of presiding at meetings, he or she may be called upon to achieve a decision by way of an additional or casting vote where voting of Directors reaches a non result or equal division.

The President should be consulted in advance on any possible contentious matter relating to the Club, course or administration. This action is not to be considered a courtesy but an obligation of Directors, Administrators or Members of the Club.

The President should exercise careful supervision over the work of the General Manager and other members of the Board and ensure that decisions are promptly carried out.

The President will keep all Board decisions and discussions private where appropriate and insist that members of the Board observe the same rule.

The Chairman of the meeting shall sign the recorded Minutes of the Board of Directors meetings, as confirmed by the Board and Minutes of General Meetings as confirmed by the members.

### **(B) THE CAPTAIN**

The Captain shall have a sound knowledge of the Rules of Golf and will ensure that all competitions are played in accordance with those Rules. In the absence of the Captain, the Vice-Captain shall perform the duties of the Captain.

The Captain may recommend to the Board any disciplinary action to be taken against a Member.

**(C) THE FINANCE DIRECTOR**

The Finance Director shall supervise the financial affairs of the Club and shall advise the Board on all matters relating to the financial aspects of the Club's operations.

**(D) THE GENERAL MANAGER**

The General Manager shall be the Chief Executive Officer of the Club, in accordance with the Registered Clubs Act.

He/she shall keep upon the Club premises a Register of Members and a Register of Guests as required by the Constitution of the Club and the Registered Clubs Act. He/she shall keep full and correct Minutes of all resolutions and proceedings at meetings of the Club and the Board, produce them at all meetings of the Club and the Board. He/she shall keep such books and records as are required by the Club's Constitution, the Companies Act and the Registered Clubs Act and shall attend to the filing of such returns and documents as are required to be filed with any regulatory body.

The General Manager shall receive and pay into such bank as the Board may from time to time direct, such monies as come into his/her hands on behalf of the Club and record the entries in respect thereof in the books of the Club.

In the day to day running of the routine affairs of the Club the General Manager shall report directly to the President and in his/her absence to the Finance Director.

The General Manager should be responsible to ensure that details of meetings internal and external are recorded and filed appropriately.

The General Manager shall be present at the Finance Sub-Committee meetings and such other meetings of the Board as is deemed necessary.

The General Manager will be authorized to expend up to \$5,000 for Capital Expenditure and report such expenditure to the Finance Sub-Committee of the club.

The General Manager will be authorized to spend up to \$10,000 for Capital Expenditure with the approval of the President or Finance Director.

## **MANAGEMENT OF THE CLUB**

Decisions of the Board of the Club and any directives or policy shall be conveyed by the President. All instructions of the Board of the Club shall be transmitted to all relevant parties through the General Manager.

All complaints or requests from staff shall be made through the General Manager to the President, Captain or the Chairman of the sub-committee concerned according to the circumstances.

No member of the Board of the Club shall directly instruct or reprimand any employee of the Club.

## **USE OF THE COURSE AND CLUBHOUSE**

The Board may at its discretion impose restrictions on the use of the course or the clubhouse by any members, class of members or visitors for any period and may suspend or remove such restrictions for any period.

## **CLUBHOUSE RULES**

### **(A) SERVICE**

Service areas of the Club, including bars and kitchens, may be entered only by staff of the Club

### **(B) TRADING HOURS**

The clubhouse will be open at such hours and for such periods as the Board of the Club shall determine from time to time.

### **(C) VACATING PREMISES**

Members, guests and visitors must vacate the premises in accordance with the rules and requirements of the Board of the Club having regard to the hours of trading laid down.

### **(D) CHILDREN**

- i. No person under the age of eighteen (18) years shall be allowed in the area of any bar in the clubhouse or enter the Poker Machine Room.
- ii. No person under the age of Eighteen (18) years shall be allowed to partake of intoxicating refreshments at any time whilst on any part of the Club premises.

### **(E) DRESS REGULATIONS**

- i. Members, guests and visitors must be suitably attired when on the course and in the clubhouse.
- ii. Footwear must be worn at all times on the course and in the clubhouse and must be as prescribed by the Board of the Club from time to time.
- iii. Spiked shoes must not be worn on the golf course or in the clubhouse.
- iv. Long socks and short sports socks may be worn with shorts on the course and in the clubhouse.
- v. Golf attire will be acceptable in the clubhouse at all times unless otherwise laid down by the Board of the Club.

### **(F) GAMES**

Playing of any games in the clubhouse is permitted only in accordance with conditions laid down by the Board from time to time.

### **(G) COLLECTIONS**

No collections, for charity or otherwise, or sale of tickets or soliciting for contributions shall be made in the clubhouse or on the course without sanction of the General Manager or senior employee on duty, nor shall any lottery or raffle be conducted thereon without such sanction.

### **(H) NOTICES**

No notices or paper, written or printed, shall be posted in or about the clubhouse or on the course unless approved by the General Manager of the Club or otherwise by authority of the Board of the Club and no member may remove any such notice or paper once it is posted.

**(I) ADVERTISING**

No advertising or advertising matter of any kind may be displayed or exhibited on the Club's property except with the approval of the General Manager of the Club or with permission of the Board of the Club.

**(J) ANIMALS**

Dogs, cats and other pets, other than registered companion animals, are not permitted on the course or in the clubhouse.

**(K) COMPLAINTS**

Any complaints of a member, guest or visitor shall be lodged with the General Manager, who may deal summarily therewith. If the matter is one in which a summary decision or action cannot be taken, the member, guest or visitor shall submit a complaint in writing for decision by the Board of the Club.

**(L) SUGGESTIONS**

Any member, guest or visitor wishing to make a suggestion regarding any aspect of the Club affairs shall submit such suggestion in writing to the General Manager. Suggestions will be considered by the Board of the Club at its next meeting and the member advised of the decision of the Board regarding the suggestion.

## **COURSE RULES**

**(A) COMMENCEMENT OF PLAY**

Members and their guests are not to commence play on the golf course without the permission of the starter of the day or the Club's Professional or his representative.

**(B) BUGGIES**

Only buggies with wide wheels are allowed on the course.

**(C) SAND BUCKETS**

Players are required to carry a sand bucket at all times and to repair divots.

**(D) RUBBISH**

All members and their guests are required to place empty cans and bottles and other forms of litter in the bins provided.

**(E) GREENS STAFF**

Greens staff have right of way on the golf course at all times.

**(F) TIME OF ROUND**

Members and their guests should complete a competition round in a maximum time of 2 hours and 15 minutes for 9 holes and 4 hours and 30 minutes for 18 holes.

**(G) LOWEST MARKER IN GROUPS**

The player with the lowest handicap in each group shall be considered to be the captain of the group and will be responsible for the speed of play and conduct of the group while on the course.

**(H) PURCHASE OF GOLF BALLS**

No member or guest shall purchase any golf balls on or in the precincts of the Club's property from any person other than the Club's Professional or his representative.

**(I) DRESS ON THE COURSE**

Players shall always be well and suitably attired in accordance with the guidelines laid down by the Board of the Club from time to time. Shorts may be worn but only with long golf socks or approved short sport socks. Sandals, scuffs, slippers, singlets and thongs are not permitted on the course.

## **ETIQUETTE AND CONDUCT OF PLAY**

The player on the lowest handicap in any match shall act as Captain of the Match for the purpose of ensuring that the etiquette of Golf is observed by all members of the match particularly in regard to the time taken for the Match to complete its game and to the "call through" rules. Should two (2) or more players be equally handicapped they should decide among themselves who shall act as the Captain of the Match.

Any member or visitor who has occasion to complain of the conduct of another member or any player must lodge his or her complaint with the General Manager.

No member or visitor shall remove from the clubhouse or grounds, or damage, the property of the Club. Any member or visitor damaging or removing any property of the Club shall, in addition to such penalty as may be imposed upon him or her by the Board of the Club, make good any property removed and any such damage or pay for same to the satisfaction of the Board of the Club.

Any player who in the opinion of any member of the Board, the General Manager or the starter is affected by alcohol shall not be permitted to play or continue to play on the course while so affected. Any member or visitor of the Club who is affected by alcohol during play shall be guilty of a breach of this By-Law and may be dealt with pursuant to the Constitution of the Club.

Members and visitors must abide by all directions shown on notices and signs regarding routes to be followed on the golf course.

## **MATCH RULES**

**(A) TEE TIMES**

- i. A member may enter names on one (1) line only of a competition time sheet on a first come first served basis. The right of the Captain to allocate special times is preserved.
- ii. Players must report to the starter of the day at least fifteen (15) minutes prior to their nominated tee time.
- iii. Any player cancelling or not arriving for their nominated tee time is ineligible to play in that day's competition at another time, unless approved by the Captain or his representative.

**(B) DUTIES OF MARKERS**

Markers should observe conscientiously their obligations under the Rules of Golf regarding the scoring and completing of cards and interpretation of the Rules of Golf.

**(C) CARDS**

Immediately on completion of the round, all cards, even if incomplete, must be entered into the computer system and then returned to the place designated for such cards.

**(D) INTERPRETATION OF THE RULES**

Should any player or marker be in doubt concerning the application of a Rule of Golf or Local Rule to a particular incident in the course of competition play he or she must immediately on returning to the clubhouse report the facts to the Captain, or his representative, or the General Manager (in writing if required) so a ruling can be given by the Golf Sub-Committee. In such cases cards must not be signed until a ruling is given. Players should make themselves familiar with the Rules of Golf covering disputes or doubt as to procedures.

**(E) PROTESTS**

Any protest in connection with play shall be delivered in writing to the Captain, or his representative, or the General Manager immediately after completion of the match or round. Such protest shall be dealt with by the Golf sub-committee according to the Rules of Golf as soon as possible.

**(F) RULES - LOCAL/GOLF**

It is the duty of each member to ascertain what Local Rules apply before the commencement of the round and to understand and observe the Rules of Golf.

**(G) PROVISIONAL MEMBERS, 6 DAY MEMBERS AND WEEKDAY MEMBERS**

Playing rights of Provisional members, 6 Day members and Weekday members are laid down by the Board of the Club from time to time. Provisional members, 6 Day members and Weekday members may not play in any competition, nor at any time, not authorised by the Board of the Club.

**(H) TROPHIES**

The Golf sub-committee shall decide the allocation of trophies for all competitions and its decision shall be final.

**(I) ALTERATIONS TO HANDICAPS**

The Board of Directors may from time to time approve the alteration of a member's handicap if in its absolute discretion, and having regard to all of the circumstances including the member's results in any form of competition, it considers that the change is warranted under the handicap system which the club follows. The member shall have no right to make any representations to the Captain or to the Board of Directors in relation to any proposed alteration of a member's handicap

## **GAMING MACHINES**

Members and guests must observe the gaming regulations displayed in the gaming area.

## **MOTORISED GOLF CARTS AND MOTOR BIKES**

(A) Members wishing to use their own motorised golf cart or motor bike on the Course must apply in writing to the Board of the Club and must not use it on the Course until inspected for suitability for use on the

course by the appropriate person nominated by the Board of the Club and approved for use on the course by the Board of the Club.

(B) Motorised golf carts and motor bikes:

- i. must not be driven onto tees or greens or between bunkers and greens.
- ii. must not be driven or left within ten (10) metres of greens.
- iii. must be parked at the sides of greens whilst putting and are not to be left unattended in front of any green.
- iv. must not be used on the course except whilst playing a round of golf or in carrying out Club activities.
- v. must not be used when the course is suffering severe wet weather conditions, at the direction of the Captain, the Course Superintendent or the General Manager or their nominees.
- vi. Players using motorised golf carts and motor bikes must maintain their normal place in the field and shall have no special priority.
- vii. Players using motorised golf carts and motor bikes must ensure that use of such does not interfere with or distract other players on the golf course.
- viii. Users of private motorised golf carts and motor bikes must ensure that all necessary registration and insurances are in place and if required to do so furnish a copy of such registration and insurances to the General Manager.
- ix. Users of private motorised golf carts and motor bikes must pay an annual fee for using the cart or bike on the golf course and storage, if applicable, determined by the Board from time to time. This fee is due on 1<sup>st</sup> July each year and payable by the 31<sup>st</sup> July each year.
- x. The Board of the Club may limit the competitions in which motorised golf carts and motor bikes may be used.