

BUSSELTON GOLF CLUB

BY-LAWS AND POLICIES



B U S S E L T O N
G O L F C L U B

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BY-LAWS

BY-LAW NO. 1 -Women 9 hole Members

The Board recognises women Members that are over the age of 75 years and have been Members for a minimum of 15 years that wish to play in only the 9 hole competitions organised by the Women's Captain. Such Members may convert their membership to that of Social Member, and pay the annual fee applicable to a Social Member. The same Members are to be offered a golf playing package enabling them to play only in the 9 hole competitions organised by the Women's Captain. The cost of the package, which is in addition to normal competition fees, is to be determined annually by the Board.

That the cost of the golf playing package referred to in bylaw number 1 – Women 9 hole Members, for 2007-2008 be \$100.

Adopted by the Board 20th February 2007

POLICIES

COURSE

COURSE1 – CHANGES TO COURSE – COURSE RATING

Objective To prevent unauthorised alterations to the course that may affect the course rating. For example, the removal of bunkers, trees, altering tees, greens etc.

Policy Any proposed alteration to the course that may impact on the course rating is to be sanctioned by the Match Committee and the Board of Directors prior to being implemented.

Adopted by the Board 17 October 2006

FINANCE

FINANCE1 – BANK SIGNATORIES

The following persons be signatories to the Club's Bank accounts and that cheques, etc. be signed by one Board member and one staff member:

Board	President
	Vice President
	Director Women Members
	Captain
	Vice Captain
	Director Finance
	Director Course
Staff	Executive Officer
	Bar Supervisor/Admin. Officer

Adopted by the Board 12th December 2006

FINANC E2 –ALLOWANCES

The Board allocates monies on the budget each year for various allowances. The following is the Board's Policy in relation to the expenditure of the various allowances.

President's Allowance	Entertaining special guests at the Clubhouse Entry fees for events while representing the Club Conferences while representing the Club
Captain's Allowance	Entertaining special guests at the Clubhouse Entry fees for events while representing the Club Conferences while representing the Club
Board Allowance	Drinks during & after meetings President's Cocktail Party Christmas Socials
Women's Committee Allowance	General expenses incurred by the Ladies Captain & Secretary.

Adopted by the Board 17th July 2007

FINANC E3 – RAFFLES/SWEEPS

It is the Board's policy that requests to conduct raffles/sweeps in the Clubhouse where the proceeds are directed to an organisation other than the Golf Club are to be declined.

Adopted by the Board 18th December 2007

FINANC E4 – GREEN FEES CHARITY GOLF DAYS

It is the Board's policy that the following annual charity golf days can be held on the course without payment of a green fee on the understanding that the Club receive appropriate recognition for its contribution:

- Harcourts Hospice Day
- Super-rules Charity Day
- Busselton Health Study Golf Day

Adopted by the Board 28th April 2009

FINANCE 5 – PAYMENT OF ACCOUNTS

It is the Board's policy that the Executive Officer is authorised to make payment of creditors by Direct Credit from the Club's Bank account. The payments are to be authorised/endorsed by a second authorised person.

Adopted by the Board 15th September 2009

GOLF

GOLF1 – ALLOCATION OF GOLFBALLS FOR PRIZES

The following formula shall apply to the allocation of golf balls for prizes for Club competitions:

No. of Players x 0.50 = number of golf balls, less the value of any Club prizes presented in the competition.

For example: If 100 players compete, the gross number of balls available would be 50. If the Club awards the meat pack (value \$60), 12 balls ($\$60/\$5 = 12$) are deducted leaving 38 for presentation. The member determining the result of the competition shall use discretion when arriving at the final number.

Adopted by the Board 16th January 2007. Amended 20th March 2007.

Amended by the Board 15th September 2009.

GOLF2 – FRIDAY – TWILIGHT GOLF - CONDITIONS OF PLAY

Competition shall be played under the rules of golf as approved by the Royal and Ancient Golf Club of St. Andrews and the Club's Local Rules.

- All events shall be stableford played over nine (9) holes.
- Competition is open to all Ordinary Members and Visitors with a Club handicap.
- Handicap shall be half ($\frac{1}{2}$) the Club handicap
- Players without a handicap must play with an 18 handicap and are not eligible to win the event.
- Entry fee to be \$3.50.
- Each winner is not entitled to win the event again until the period of three (3) months has lapsed.
- First Prize – Bottle Scotch Whisky (Requires a minimum of 10 starters otherwise balls will be allocated) All prizes to be allocated at the discretion of the organiser.
- Players may play in groups of more than four (4) only after 3p.m. (to assist Golf Shop with allocation of tees and time for green fee players)
- Players may play any nine, strokes to be taken as per the index on the score card.
- The Match Committee, acting on behalf of the Club will be the adjudicator to resolve any disputes that may arise.

Breakdown of \$3.50 entry fee:-

50 cents to be allocated to irrigation levy

60% of comp. fees to be allocated to trophies.

Weekly winners prize will generally be to the value of \$30.00 (Whisky)

Balance to be retained by Club as per any normal event.

The competition will be held every Friday providing the Club calendar allows for the events to be held, e.g. some corporate ambassador days may not allow for the competition to be held and other examples may exclude play in the morning.

Adopted by the Board 19 September 2006

GOLF3 – PRESENTATION FORMAT – MEN'S COMPETITION

Trophies	Scroungers: Winner - sponsored trophy for the day, Runner-up - meat pack. Other Competitions: Saturday - winner sponsored trophy. If there is no donated trophy for either of above, the Club will provide a voucher for the Golf Shop or Bar, the value of the voucher to be determined depending on number of players.
Naga	Lowest score – winner must be in attendance (Discretion of Captain/Match)
Gross	For Thursdays and Saturdays - two balls. The same to apply to other larger events at discretion of Captain/Match (not applicable to Veterans.)
Eagle	1 ball + 1 ball to be placed in eagles nest. (name to be written on ball/pack)
Hole in one	5 golf balls + 1 nearest pin + 1 bottle scotch whisky (or equivalent), name on honour board.
Albatros	6 golf balls + bottle scotch whisky (or equivalent) + name on honour board.
Nearest the Pin Par 3s	1 golf ball each hole.
Allocation of Balls	See policy Golf 1.
Tie	Shall be decided as per the method recommended in the Royal and Ancient Rules. See page 140 (c) of the rules.
Number of Trophies	Other than skill prizes (where there is no limit) no competitor is eligible to win more than one trophy in any competition or tournament including multiple rounds.
Qualifications	Open events are all events other than Club Championships, Patron President and Captain events, and memorial events. Ordinary, Life and Intermediate members have full playing rights. Regional and International members can only win Open events. The monthly mug/goblet and scroungers are Open events.
Golfer of the Year	The Bignell Trophy. Arranged and organised by Peter Leaney. (assessed on stroke rounds and rewards player having most played to or better than handicap over the year).

Adopted by the Board 19 September 2006

Amended by the Board 18th March 2008

GOLF 4 – MENS FOURSOMES CHAMPIONSHIP - CONDITIONS OF PLAY

All rounds shall be played under the rules of golf as approved by the Royal and Ancient Golf Club of St. Andrews and the club's local rules which must not contravene any rule of golf.

In the event of a tie for gross a sudden death play off will take place playing holes 1 and 2 until a result is achieved.

All nett events will be decided on a countback as per the formula recommended by the Royal and Ancient and shown on page 140 of the rules.

Half combined handicap.

Pairs play using one ball hitting alternately until the ball is holed. the players determine in advance who will hit-off from odd tees and their partner shall hit-off on the even tees, this order is maintained throughout the round. as this is a 36 hole event the order of hitting-off in the second round shall be the reverse of the first round.

An entry fee of \$ shall be paid on nomination

Players are only eligible to win one trophy.

Medical certificates for carts are required.

GOLF 5 – MENS CHAMPIONSHIP - CONDITIONS OF PLAY

Men's championship – match play format

All rounds shall be played under the rules of golf as approved by the Royal and Ancient Golf Club of St. Andrews (R & A) and the club's local rules which must not contravene any rule of golf.

Play shall consist of 36 holes stroke followed by match play. Round 1 and 2 shall be stroke rounds.

Players will all be graded as follows

A grade	scratch to 12
B grade	13 to 19
C grade	20 and over

A player may advance a grade i.e. B to A, but not go down.

To determine the position for match play the championship will be the first eight (8) of 'A' grade and plate the second eight (8) of 'A' grade, the following grades will be divided according to nominations, the captain has the right to make any adjustment deemed necessary to allow the smooth running of the event.

The top and second (plate) eights shall play off the stick with the remaining qualifiers playing off handicap, strokes taken as per the score card.

In the event of a tie for gross a sudden death play off will take place playing holes 1 and 2 until a result is achieved. Tie for nett to be decided by the R & A recommended rules as set out on page 140 of the rules.

Players handicap at the start of play on the first day will be the handicap for the championship. Should a player's handicap change through the duration of the event both handicaps must be shown on the card.

An entry fee of \$12.00 shall be paid on the first day of play and a further \$6.00 to be paid the following Saturday for those players participating in match play, no further fees will be required.

Players are only eligible to win one trophy.

Medical certificates for carts are required as this is an honour board event.

GOLF 6 – SIXES

Objective To provide a clear understanding for the playing of sixes, fourball and summer competition.

Policy **PLAYING IN GROUPS OF SIXES**
Playing in groups of sixes for any singles competition is not permitted during the winter competition on weekends or public holidays except Scroungers on Thursdays. Any such sixes are to be at the tail of the field and must tee-off from number ten (10) tee.

Penalty: Disqualification.

SUMMERS SIXES

Same format as for Scroungers above. The Captain of the day has the discretion to vary the format during these months.

FOUR BALL COMPETITION

In foursomes competition such play will be at the discretion of the Captain of the day.

SUMMER FIXTURES

All summer fixtures are traditionally open events and as such visitors from accredited Clubs with official handicaps are eligible to win the trophy of the day.

Adopted by the Board 19th September 2006

GOLF 7 – MONTHLY MUG

Objective To provide a clear understanding to all members as to the benefits and trophy to go with winning the Monthly Mug.

Eligibility- All Ordinary, Regional and Reciprocal Members.

Policy Winners of the Monthly Mug are permitted to drink draft beer, measured spirits from the bowser (excluding UDLs), cask wine and soft drink from the mug on days of competition. The winner is eligible to drink from the mug from the day of winning the event until the next winner is announced. In the event of any unusual circumstances (e.g. the mug is held over for one month) the winner is only entitled to hold the mug for one month.

There is no restriction to a player winning the mug in consecutive months.

The winner also receives a suitably engraved mug.

Adopted by the Board 19th September 2006

GOLF 8 – MOTORISED GOLF CARTS

Objective To encourage senior and incapacitated players and others to participate in Club events.

Policy All players are permitted to use motorised carts in any Club event with the exception of the West Coast Open and the Geographie Ladies Golf Classic.

Adopted by the Board 19th September 2006. Amended by the Board 21st August 2007.

GOLF 9 – COMPETITION FEES – REFUNDS

Objective If due to weather conditions or other circumstances it is necessary to cancel or completely suspend play, the following policy will apply in relation to the refund of competition fees.

Policy In the event of a competition being cancelled or completely suspended all players shall be refunded their competition fee. The Captain of the day shall arrange for the event to be held, if appropriate, at another time and if applicable advise the sponsor of the day the change of time.

Adopted by the Board 19th September 2006

GOLF 10 – CHAMPIONSHIP EVENTS – ELIGIBILITY

Objective To have a clear understanding as to the eligibility of Club Members in Club Championship events.

Policy That only Ordinary, Life and Intermediate Members are eligible to win Championship events.

Adopted by the Board 19th September 2006

GOLF 11 – PROFESSIONAL GOLFERS

Objective	To encourage and recognise the standing of professional golfers amongst club golfers, this policy is aimed at welcoming such players to the Club and affording ordinary members the opportunity to mix with high quality golfers.
Policy	That all professional golfers be eligible to play in Club competitions on the same basis as ordinary members. (they must pay the normal competition fee) Professionals however are not eligible to win the gross trophy or gross events and the trophy of the day. (e.g. scroungers, not able to win trophy, meat pack or gross, are eligible to win balls in run down). Professionals are eligible to win the standard prize of the day allocated for eagles.

Adopted by the Board 17 October 2006

GOLF 12 – NAGA PRESENTATIONS

Objective	To avoid any embarrassment to members and to set a format for allocation of the NAGA.
Policy	WOMEN: the NAGA to be awarded on mixed days at the discretion of the Captain of the day. MEN: The NAGA to be presented at the discretion of the Captain of the day.

Adopted by the Board 17 October 2006.

GOLF 13 – AMBROSE COMPETITIONS – CLUB EVENTS

It is the Board's Policy that all Ambrose Club events be played in teams of three and that two teams play together. Traditional Ambrose rules/format are to apply to all Club Ambrose events. Organisers of non-Club Ambrose events are to be given the option of playing under whatever rules/format they wish, including playing in teams of more than 3.

Adopted by the Board 17th April 2007. Amended by the Board 16th October 2007.

GOLF 14 – SATURDAY COMPETITIONS

It is the Board's policy that both men and women can play competitions on Saturdays however separate competitions are to be played except when a mixed competition is provided in the fixtures. The sponsored competition on a Saturday is a men's competition. Women are to play in a golf ball sweepstake unless the numbers are sufficient for the women to arrange a trophy sponsor.

Adopted by the Board 18th December 2007

GOLF 15 – VETS COMPETITIONS – NON VET WINNER

It is the Board's Policy that if a non vet wins a vets competition, that player will be awarded 3 golf balls to be deducted from the ball run-down. The vet with the highest score will be awarded the trophy for that competition.

Adopted by the Board 18th November 2008

HOUSE

HOUSE 1 – PRIVATE FUNCTIONS

Objective

To establish clear guidelines for the use of the Clubhouse for private functions.

Policy

The Board is supportive of proposals for the use of the Clubhouse for private functions in accordance with this Policy.

On all occasions that the Clubhouse is used for a private function, there shall be an Ordinary Member responsible for the hire contract.

A private function shall not be held at a time when it is likely to impact significantly on any Club competition without approval of the Board.

The following shall be conditions of use:

1. The hirer shall pay a rental fee of \$200 in advance.
2. The hirer shall pay a cleaning fee of \$100 in advance. The Club's cleaner is to be notified and arrangements made to clean the Clubhouse on the morning after the private function.
3. In the event the hirer wishes to use the facilities of the kitchen, an additional hire fee of \$100 is to be paid in advance along with a \$200 bond for cleaning of the kitchen. The caterer engaged by the hirer, or the hirer, as the case may be, will be expected to leave the kitchen in a clean and tidy condition. In the event that this is not done, the cost of cleaning shall be deducted from the bond.
4. The hirer is to provide his/her own tablecloths. The Club's cutlery and crockery and other equipment is to be made available as part of the hire fee.
5. The hirer shall be responsible for the cost of replacement of any broken or damaged furniture or equipment.
6. Bar trading shall cease at 12 midnight at the latest and all guests shall leave the premises within 30 minutes after the bar closure.
7. The hirer may erect decorations but all decorations shall be removed at the end of the function unless other arrangements are made with the Executive Officer.
8. Under no circumstances shall any person attending a private function enter any part of the golf playing or practice areas.
9. The hirer of the Clubhouse shall be made aware of the conditions of the Club's Liquor License and shall be required to conform to the conditions of the License and the provisions of the Liquor Act.
10. Any bar account established by the hirer shall be paid at the conclusion of the function.

Adopted by the Board 20th March 2007

MEMBERSHIP

MEMBERS 1 - MOTORIZED GOLF CARTS – STORAGE

It is the Club's Policy to require a waiting list of Members requiring a motorised buggy bay equivalent to 50% of the capacity of a new shed before the Board will take action to provide additional storage.

Adopted by the Board 20th February 2007

MEMBERS 2 – UNPAID SUBSCRIPTIONS

It is the Board's Policy that the Executive Officer will issue a notice in approximately mid-March to all Members that have not renewed their Membership or who have not paid their Membership fees in full (except those Members with a direct debit arrangement or an approved instalment plan) advising that if the Membership fees due are not paid within 14 days, they will be removed from the Membership register. Any Member that is in arrears as at the 2nd March (except those Members with a direct debit arrangement or an approved instalment plan) shall not be entitled to Membership rights and privileges, including the winning of any trophy and his/her handicap shall lapse.

Adopted by the Board 20th March 2007

STAFF

STAFF 1 – PURCHASES FROM BAR AND GOLF SHOP

The Club's Policy is to allow all staff the benefit of purchasing goods from the bar, and the golf shop, at cost price plus GST.

Adopted by the Board 12th December 2007

JUNIORS

JUNIORS 1 – COACHING ACCREDITATION

The Board's policy is to decline to meet the cost of any member wishing to attend courses for junior coaching accreditation when that member has already achieved such accreditation. Further, that any member wishing to attend a course for junior coaching accreditation, and wishing to be reimbursed the fee by the Club, is to be reimbursed only after a sustained period of coaching the Club's juniors.

Adopted by the Board 16th October 2007

BOARD

BOARD 1 - MEMBERSHIP MANAGER

It is the Board's Policy that the Vice President will perform the functions of a Membership Manager as a precursor to being Club President. The functions of the Membership Manager will include the following:

- Contacting new Members initially by telephone and later in person to welcome them to the Club.
- Appointing a mentor for each new Member if considered appropriate.
- Introducing new Members to the President, Captain, etc.
- Arranging new Members to play with Board members and/or Club Members.
- Encouraging new Members to obtain a handicap (if applicable).
- Checking on whether new Members are playing in competitions and if they are not, finding out why and offer assistance if required.
- Co-ordinating a 'welcome' at presentations.
- Courtesy follow up telephone call to new Members.

Adopted by the Board 19th August 2008

BOARD 2 – PRESIDENT'S COCKTAIL PARTY

It is the Board's Policy to hold a "President's Cocktail Party" each year for the purpose of saying thank you to the sponsors of the Club.

Invites are to be issued to all sponsors that contribute in excess of \$100 each year.

Adopted by the Board 19th August 2008