

# HUON VALLEY GOLF CLUB INC.

## MANAGEMENT MANUAL

The Huon Valley Golf Club Management Manual is the principal authority on club management and is to be maintained in a current, fully amended format by the Secretary. The manual outlines the current club policy in respect to a series of circumstances and events. It is expected that the policies will change from time to time due to different requirements, circumstances and our members' opinions.

The General Committee has approved all of the policies included in this manual.



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# MANAGEMENT COMMITTEE

## COMMITTEE

- President
- Vice-President
- Secretary
- Treasurer
- Captain
- Vice-Captain
- 5 x Committee members

## FUNCTION

The Management Committee shall exercise all the powers of the Association approved by the Rules of the Association (the Constitution) and may delegate specific powers according to this manual. Where any inconsistency occurs between the Management Policies and the Constitution the Constitution rules prevail.

The Management Committee shall report annually to the members and is responsible for:

- Planning
- Procedures
- Policies
- Financial management
- Administration
- Security
- Insurance
- Banking
- Employment
- Overall supervision

## DUTIES AND RESPONSIBILITIES

Provide strategic leadership and direction so that the Club is able to set and achieve specific goals and targets that are consistent with the objects of the Club as stated in the Club Constitution.

Monitor financial performance and manage financial and other risks so as to promote the strategic long-term viability of the club;

Ensure that the operation of the Club complies with applicable legislation, the Club Constitution/Rules, accepted codes, policies and guidelines and accepted community standards; and keep Members (and other stakeholders) informed of the progress of the Club and seek the endorsement on major policy directions taken by the Board or Management Committee;

Management Committee Members strive to give undivided loyalty to the Club, which includes declaring any vested interests if and when the interests come into conflict with the interests of the Club; not using their position and authority to gain personal benefits; not divulging confidential information for personal gain; and not being influenced by a third party in the performance of their duties. Management Committee Members maintain the confidentiality of proceedings and matters relating to the strategic governance and management of the Club. Confidentiality extends to information, documents and decisions: the disclosure of which would or could be prejudicial to the interest of the Club; which the Management Committee Members deem to be confidential.

Management Committee Members will promptly declare to a meeting of the Management Committee any gift or gratuity over \$50 offered to them in their capacity as Management Committee Members. They will abide by the decision of the Management Committee as to the best way to dispose of these gifts or gratuities. Gifts or gratuities do not include: an honorarium voted on by Members in a general meeting.

Reasonable out of pocket expenses incurred in the execution of Club duties may be claimed when supported by valid receipts or purchase dockets and paid under a current resolution of the Management Committee of the Club; while the Management Committee by a simple majority can decide what reasonable cost is in the context of the Club, the final arbiter is the Annual or Special General Meeting of the Club if there is any real doubt.

#### *Accountability*

Management Committee Members endeavour to be honest and transparent in all their dealings; take responsibility for their actions and activities connected with the Club and obey any lawful directives of Management Committee in this regard.

#### *Risk Management*

Management Committee Members undertake to eliminate where possible, or else minimise, the element of risk associated with the exposure of the Club to factors such as mismanagement, fraud, theft, improper business dealings and unlawful industrial relations activities, and to themselves personally in their actions, decisions and the decision making processes.

#### *Governance Style*

Management Committee Members only deal with governance issues. They report to the President of the Management Committee and only operate through the President. They direct and control the Club in accordance with applicable legislation, the Club Constitution/Rules, accepted codes, policies and guidelines and accepted community standards. In carrying out their governance obligations and responsibilities, Management Committee Members aspire always to act in good faith; use sound judgment; make best use of performance and analytical tools; and cooperate fully with stakeholders, including Statutory or Regulatory Authorities, Club Members, and the Community at large.

Management Committee Members represent the interests of Members. They inform and seek Members' endorsement of major policy decisions taken by the Management Committee in accordance with the Club Constitution/Rules. This consultation happens through the President.

Management Committee Members turn the aspirations of Club Members into attainable targets that are to be achieved within a given time-frame and may establish Special Management Committees to assist the Management Committee. The Special Management Committees are accountable to the Management Committee and last only as long as they are required.

Management Committee Members establish clear policies and guidelines for the efficient operation of the club and for themselves that promote a sense of group responsibility. They monitor and discipline each other on matters such as attendance to meetings; expertise contribution; and governance compatibility. They support the President in representing the Club and also making decisions on their behalf. They use and direct Club resources, whether financial or otherwise, prudently. They see themselves as a vital reason for the success or failure of the Club.



## **SUB-COMMITTEES**

The following committees, formed in accordance with the Rules of Association, may be varied in composition and function by a Management Committee resolution.

Finance

Match & Handicap

Building

Bar

Membership & Marketing

Standing Grounds

Ladies

Golf Regulatory Bodies

### **FINANCE**

The Finance Committee will consist of the treasurer and appointed members.

#### **The Finance Committee: -**

- Meets at least once each month and submits a report of each meeting to the management committee.
- Formulates and recommends to the management committee, all policies pertaining to club finance.
- Advises the management committee on all matters pertinent to the club's financial well-being.
- Assists sub-committees and the secretary to prepare budgets.
- Presents budgets to the management committee for approval.
- Analyses monthly financial statements and makes comparisons with budgets.

### **MATCH AND HANDICAP**

The Match and Handicap Committee consists of the Captain, Vice-Captain, Secretary and appointed members. The Club Captain will chair meetings. Meetings will be held as often as required to carry out duties and responsibilities.

#### **The Match and Handicap: -**

- Ensures that a draft 'Fixtures' book is submitted annually to the Management Committee for approval prior to publication.
- Makes and varies local rules for competition play.
- Ensures that all competitions are organised and administered effectively.
- Manages Major Competitions and Important Events.
- Reviews score cards prior to reprinting.
- Submits reports on above matters as required.
- Perform duties set out in the Rules of Golf, particularly those under Rule 33.
- Administer Club Competitions
- Determine a system of trophies and prizes for each competition.
- Appoint team captains for Pennant competitions.
- Determine the set-up of the course (pin placement and tees) in consultation with the Standing grounds committee
- Recommend changes to the Management Committee for prior approval, when special events require changes to normal course design e.g. width of mown fairways and depth of rough.

- Ensure that players comply with the rules, by-laws and policies, approved by the Management Committee.
- Resolve minor problems associated with on-course discipline.
- Report to Committee Executive as required.
- Handicappers are members of the appropriate Match Committee and perform the following duties:
  - Responsible for Handicapping procedures
  - Training men and women handicappers
  - Keeping up to date with changes that may affect the handicapping system
  - Maintain records of rounds played that are valid for handicapping purposes
  - Maintain an accurate record of current handicaps that is easily visible to members
  - Record handicap reductions and increases as soon as possible
  - Record scores and subsequent handicap changes as a result of members
  - Scorecards returned by other Clubs or Associations
  - Arrange to dispatch visitor's scorecards to their respective Clubs
  - Determine and record the Calculated Course Rating for each approved competition
  - As far as possible, insist that competitors return all scorecards

## **BUILDING**

The Building Committee will consist of appointed members.

### **The Building Committee: -**

- Meets at least once each month and submits a report of each meeting to the management committee.
- Formulates and recommends to the management committee, building improvements and maintenance issues.
- Carries out minor repairs and maintenance.
- Presents budgets to the management committee for approval.

## **BAR**

The Bar Committee will consist of the Bar Manager and appointed members.

### **The Bar Committee: -**

- Oversees the clubhouse and clubhouse activities.
- Plans, and if necessary supervises, social activities.
- Interacts with members and assesses perceived social needs.
- Reviews relevant by-laws and recommends changes.
- Develops plans and budgets for submission to the Management Committee.
- Convenes monthly and reports to the Management Committee. (Bar Report)

## **MEMBERSHIP AND MARKETING**

The Membership and Marketing Committee will consist of the Vice President and appointed members.

### **The Membership and Marketing Committee: -**

- Reviews relevant by-laws/policies and recommends necessary amendments.
- Assesses the effectiveness of relevant policies and procedures.
- Ensures that prospective members and new members are provided with necessary information and assistance.
- Actively seeks club sponsorship
- Advertises events and social events
- Reviews and recommends website improvements
- Compiles and distributes club newsletters

## **STANDING GROUNDS**

The Course Committee will consist of the Captain and appointed members.

### **The Course Committee: -**

- Prepares and submits to the Finance Committee an annual course maintenance budget, based on the annual course maintenance program prepared by the Course grounds staff.
- Prepares and submits to the Management Committee, through the Finance Committee, details of capital works and special course projects that require funding.
- Advises the Management Committee of significant variations to approved monthly expenditure.
- Advises the Management Committee of, and seek approval for, variations to the annual course maintenance program.
- Reports course incidents to the appropriate authority.
- Co-ordinates and supervises volunteer members carrying out approved course projects.
- Advises the Match Committee of course conditions that could affect play, and recommend appropriate action.
- Ensures that the course staff and volunteers understands Management Committee decisions affecting the golf course and environs.
- Ensures that the Course Staff and volunteers understand specific instructions issued by the Management Committee.
- Convenes monthly and reports to the Management Committee. (Course Report)

## **LADIES**

The Ladies Committee will consist of elected lady members.

### **The Ladies Committee: -**

- Meets monthly or as required for the purpose of managing the affairs of women's golf events and administration, inclusive of fixturing, management and organisation of any event that is for women members
- Reviewing Ladies Golf Operations
- Determines format, timing and rules of Club competitions for the Lady Members;
- Reviewing of the yearly golfing calendar for ladies;
- Making recommendations for competition prizes and fees;
- Presenting golf prizes and awards;
- Adjudicating on all golf rulings;

- Managing and presentation of all Women's Pennant and representative teams;
- Monitoring and review of all time sheet operations for the ladies;
- Advises the management committee on all matters pertinent to the club's financial well-being.

## **REGULATORY BODIES**

Shall consist of appointed representative

The representatives shall:

- Whenever necessary attend and represent the club's interests at State and Southern Golf Association meetings.
- Consult on business to be conducted thereat and report to the management committee of outcomes.

## **SPECIAL COMMITTEES AND APPOINTMENTS**

In addition to Standing Committees, special committees or individuals may be appointed to carry out specific tasks. The Management Committee shall provide to appointees, clear and precise instructions concerning the objectives of such appointment and, if applicable, specific authority to act on the Club's behalf. The Management Committee alone shall determine when and under what circumstances such appointments are made or withdrawn.

## **DUTIES AND RESPONSIBILITIES OF OFFICE BEARERS AND COMMITTEE MEMBERS**

### **PRESIDENT**

The President is the principal leader of the club and has overall responsibility for the club's administration. The President sets the overall annual committee agenda, helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is Chairperson of General Meetings and Management Committee meetings, and an ex officio member of all other committees.

Can communicate effectively, is well informed of all organisational activities and aware of future directions and plans. Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees and is a supportive leader for all members.

#### **The President: -**

- Is the principal representative of the Club
- Is responsible for the general supervision of the Club
- Prepares agendas for general and management committee meetings, assisted by the Vice President and the Secretary
- Ensures that business is dealt with legally and expeditiously
- Promotes teamwork and encourages initiative.
- Ensures that decisions are in the best interest of the Club.
- Unobtrusively supervises the work of the Secretary and other Club officials to ensure that Committee decisions and policies are carried out efficiently.
- Ensures that appropriate correspondence is dispatched on behalf of the Club.
- Act as a facilitator for club activities

### **VICE PRESIDENT**

The Vice President is chairperson of the Membership Committee.

#### **The Vice President: -**

- Deputises for the president as required.
- Assists and advises the president as required.
- Assists in the preparation of agendas for management committee meetings and general meetings.
- Continually evaluates the Management Manual and administrative system, assisted and advised by the secretary, submits recommendations to the management committee.

### **SECRETARY**

The Secretary is the official Public Officer of the Association as set out in the constitution. Shall be responsible for the Associations administration and provides the link between members, the management committee and outside agencies. The Secretary is responsible for the effective administration of club tasks. Can communicate effectively, is well organised and can delegate tasks. Maintains confidentiality on relevant matters and has a good working knowledge of the constitution.

#### **The Secretary: -**

- Assists and advises the president as required.
- Prepares the agenda for club meetings in consultation with the Chairperson
- Send adequate notice of the meetings
- Collect and collate reports from office bearers

- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of club liaising with members of the public, affiliated bodies and government agencies.
- Call for and receive nominations for committees and other positions for the club AGM
- Continually evaluates the Management Manual and administrative system and, submits recommendations to the management committee.

## **TREASURER**

The Treasurer is the chief financial management officer for the club and acts as the chairperson of the Finance Committee. Is well organised, able to allocate regular time periods to maintain the books, able to keep good records work in a logical orderly manner and be aware of information, which is needed to be kept for the annual audit.

### **The Treasurer: -**

- Manages club funds in accordance with the Rules of Association.
- Presents to the Management Committee, a Monthly Report that shows the current financial position of the Club, and a comprehensive Quarterly Report that includes Profit/Loss and Balance Sheet (Finance Reports).
- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Produce an annual financial report
- Send out accounts
- Pay the bills.
- Prepares financial plans and budgets and assists with project management.
- Acts as financial advisor to sub-committees.

## **CLUB CAPTAIN**

Unless otherwise determined by the Management Committee, the men's captain shall be designated Club Captain.

### **The Club Captain: -**

- Chairs meetings of the Match and Handicap Committee.
- Ensures that members are advised of local rules.
- Liaises with the Course staff on course conditions and fixture changes.
- Approves and submits a monthly report to the Management Committee (Match Report).
- Have comprehensive knowledge of, and uphold, the rules and traditions of the game.

- Ensure that, as much as possible, members are informed on the Rules of Golf, local rules and etiquette.

## **VICE CAPTAIN**

Assist's and deputise for the Captain

## **STANDING GROUNDS**

The Chairperson is elected by members of the Standing Grounds Committee.

- Reports monthly to the Management Committee (Course Report).
- Responsible for long term strategic plans for course and surrounds

## **BAR MANAGER**

The Bar Manager is the chairperson of the Bar Committee.

### **The Bar Manager: -**

- Monitors Clubhouse activities including social, bar and catering and ensures that acceptable standards are maintained.
- Evaluates House assets and reports deficiencies to the Management Committee

## **COMMITTEE MEMBERS**

General Committee Members elected or appointed under the rules of the Association shall assist the President and Officers in the management of the affairs and functions of the Association. Shall be appointed to and participate in the functions of sub committees.

## **HOUSE BY-LAWS**

### **1. CREDIT FACILITIES**

Are not available to members at any time; however, credit cards will be accepted for payment of subscription accounts.

### **2. CHILDREN**

Children other than Club Junior Golfers will only be allowed onto Association property if accompanied by a parent or other adult who will be responsible for the child's behaviour.

### **3. BEVERAGES**

Other than those owned by the Association shall not be stored or served on Association property.

### **4. BAR**

Members are only allowed in "behind bar areas" with the prior approval of the Bar Manager or the Bar Staff "person in charge"; and only then if performing a duty on behalf of the Club. It is recognised that persons performing bar duties are required to hold an RSA Certificate, with the bar person in charge being responsible for adhering to this Policy.

### **5. RAFFLES AND COLLECTIONS**

#### **A. RAFFLES**

Raffles conducted by the Huon Valley Golf Club will be under the terms of the Charitable and Non-Profit Gaming Act.

B. It is the responsibility of the Secretary to ensure that all raffles are conducted within the rules of the Association and in accordance with Government Legislation.

#### **C. COLLECTIONS**

Collections are indeterminate sources of funds/goods or services that are offered to the Club from time to time, for the benefit of all club membership. It will be the responsibility of the Treasurer and Secretary to ensure that appropriate accounting procedures are followed in receipt of such funds/goods or services.

### **6. CAR PARKING**

#### **A. ALLOCATED SPACES**

The Committee allocates appropriately marked car-parking areas for the exclusive use of committee and specific staff members. Allocated parking areas are not to be used by any other person unless authorized to do so in writing by the Committee.

#### **B. PROHIBITED AREAS**

Members and visitors may only park in areas approved by Committee. Prohibited areas include:

- a) Between Club property boundaries and public roads.
- b) On footpaths or vehicular tracks or roads.
- c) Under large trees that could possibly cause damage to the person or vehicle.
- d) Areas that, if used for parking, obstruct the view of other drivers and so present a safety hazard.



## COMPETITION BY LAWS

### 1. ELIGIBLE PLAYERS

- A. Men's & Women's Competitions: -  
Club Members and Juniors  
All must have a current G.A Handicap.
- B. Men's Club Championship (0 -36): -  
Club Members and Juniors
- C. Men's B and C Grade Championships: -  
Club Members and Juniors  
"B" Grade (11-18)  
"C" Grade (19-36). The grades may be adjusted from time to time
- D. Women's Club Championship (0-45): -  
Club Members and Juniors
- E. Women's Championships in 3 Divisions  
Club Members and Juniors  
The divisions may be adjusted annually
- F. Foursome Championship: -  
Club Members and Juniors
- G. Mixed Foursomes Championship: -  
A team to consist of Club Male Member or Junior Golfer and Club Female Member or Junior Golfer- Handicap Divisions to be decided on the day of play
- H. Veteran's Championship: -  
Club Members Men who are 55 years of age or older Women Veterans start at 60
- I. Junior Championships: -  
Open to Junior Golfers who are under 18 years of age
- J. Monthly Medal;  
Club Members and Juniors

Eligible players must be financial or have made an acceptable financial arrangement with the Club prior to the 14th December to compete in club events. Players who resign or leave the Club without honouring any such agreement will have any recognition of titles removed from Club honour boards and or trophies. In such instances and where possible the runner up will be recognised as the winner.

### 2. PENNANT POLICY

#### Objective

An objective of the Club is to actively support the game of golf at all skill levels, and particularly encourage junior participation. In keeping with this objective, the Club supports participation in pennant competitions conducted by the Southern Country Associations and will comply with the association's requirements.

#### Management

Team Captains will be appointed by the appropriate Match Committee who will be responsible for overall management (including team selections) and conduct of their respective teams. Consultation with respective Men's and Women's Captains when considered necessary.

## **Funding**

The Club will provide financial support based on the pennant budget submitted annually by the appropriate Match Committee to Management. These funds will be administered by the Secretary and monitored by the Management Committee. Club and Team Management will actively seek funds to supplement the Club's contribution. Fundraising initiatives such as donations, raffles and commercial sponsorship etc. must be approved by the Management Committee and available to assist all pennant teams.

The pennant fund will be used to provide: -

1. **Meals** – All pennant players to be entitled to a free lunch per game played. Cost to be approved by Management Committee.
2. **Uniform Shirts** – A maximum of one per year for each team member. Quality and cost is to be approved by the Management Committee prior to ordering.

## **Eligibility and Conduct**

Financial members and Junior Golfers are eligible for team selection providing they qualify according to the competition rules. At all times, exemplary conduct and sportsmanship is expected from players, officials and supporters.

### **3. HANDICAPS**

Members without a current GA handicap will be given a handicap after submitting 3 eligible cards. Cards need to be signed by players with current G.A. handicap or other persons approved by the appropriate Match Committee.

### **4. COMMENCEMENT**

Competitions will commence at the first tee unless the Match Committee has given prior approval for alternative tees

### **5. GRADES**

1. Championships and other Honour Board events will be played in Grades or divisions as designated.
2. The Match Committee will determine divisions for other competitions if necessary.

### **6. TIES**

If two or more competitor's scores are tied and it is necessary to determine a winner or winners, competition conveners shall employ those methods recommended by GA and include such reference in the conditions of play.

### **7. PRESENTATION OF TROPHIES**

The relevant match committee or competition organizers, at the conclusion of the competition, will conduct trophy presentations for all of the day's competitions as soon as possible after the last card has been submitted.

### **8. STARTING**

All starting shall be controlled by the Match Committee, except in some special events, when, the Match Committee or their representatives or Social Club Organizers may determine individual hit-off times within a BLOCK time booking. Competitors should report to the starter at least 15 minutes prior to their starting time as shown on the time sheet. Booked players who do not turn up for their time may incur a suspension from competition play. Cancellations must be made at least 30 minutes prior to tee off time. This is particularly important in four ball Events.

## **9. SCORE CARDS**

- A. The player and marker's responsibilities concerning scorecards are detailed in the Rules of Golf. However, in addition, the committee/organizer controlling the competition may require the competitors to complete score card details such as, Name(s), Membership Code, Date of Competition, Competitors Home Club and Markers Name(s). There is no penalty except for a breach of the Rules of Golf.
- B. Committee/Organizer responsibilities are detailed in the Rules of Golf. In addition, all cards, whether completed in accordance with the Rules or not, must be kept until the score has been recorded for handicap purposes or until the competitor has been informed that a breach of the rules has occurred. A disqualified or penalized competitor shall be allowed to sight the scorecard that is in breach of the rules, but shall not amend the card in any way. Members must hand cards in even if they did not finish or were disqualified for any reason.
- C. The Committee/Organizer may require competitors to record their score and then put completed card in a particular place in the Clubhouse.

## **10. SPECIAL CONDITIONS**

If conditions are applicable to a particular competition, and are not dealt with in the By-Laws or Competition Conditions, these conditions must be displayed in a prominent place prior to commencement of the competition.

## **11. LOCAL RULES**

- A. Local Rules affecting competitions shall be written clearly on a notice board that is in clear view to competitors prior to commencement of play. The Captain of the day is responsible for ensuring that the local rules are kept up to date. No other member shall erase or otherwise interfere with local rules so displayed.
- B. When a Local Rule is required for extremely wet conditions, such as Preferred Lies or Tee-Up, decision to invoke and display such rule will be made by the Match and Handicap Committee.

## **12. CHILDREN**

No competitor may allow a child under the age of 12 to accompany him/her during a Competition. A child of 12 and over may be used as a Caddy, but the Competitor is at all times responsible for his/her behaviour.

## **13. TIES - SINGLES, FOURSOMES AND MIXED FOURSOMES CHAMPIONSHIPS**

If after the prescribed number of holes 2 or more persons or teams have equal gross scores, a play off will be conducted to decide the winner(s). This shall be over holes 1, 2 and 3. If the score is still tied, the play off will be sudden death over the next hole/holes until a result is achieved. This procedure applies to gross score championships including Veterans and Junior Championships but not to net events. All Net events shall be decided by count back as prescribed by Golf Australia (GA)

## **14. HANDICAPS - MULTI ROUND COMPETITIONS**

A player whose handicap is reduced (or increased) during a 72 hole or 54 hole event will play off his/her new handicap for the remaining daily events but not for the current 72 or 54 event.

## **15. FEES**

- A. A competition fee shall be paid by each competitor. The competition organizer or responsible committee shall collect the fee and pay all fees to the Association. The Management Committee shall determine fees for all competitions.
- B. All players in organized Social Golf Club competition, except members of the Association, shall play green fees determined by the Committee.

## **16. MOTORISED CARTS**

- i. Members (other than those who have a medical specialist certificate) who use a motorized cart or any other vehicle will not be eligible to win the Gross events in all grades of the Clubs Championships.
- ii. Men's & women's Club Foursome Championships - Gross all grades
- iii. Men & women in Mixed Foursome Championships - Gross all grades
- iv. Male & Female Junior Championships – Gross
- A. The match and handicap committee may restrict the use of motorized carts if they are likely to cause abnormal damage to the course.
- B. Member owners of vehicles are advised to take out appropriate insurance against personal accident and property damage. The Club does not accept liability for member's personal property or injury to the member caused by the use of such property at the course.
- C. Motorized carts of unusual or non-conventional design that in the opinion of the Course Committee may cause damage to the course or are noisy and a distraction to other members may be prohibited.
- D. Motorized golf carts shall not: -
  - i. Be driven within 5 metres of the green except where prepared tracks are provided.
  - ii. Park in front of a green.
  - iii. Drive around the perimeter of a green.
  - iv. Drive on tees
  - v. Drive through known wet areas on fairways.
  - vi. Proceed on the course without prior approval of the Club Captain
  - vii. Drivers shall: -
    - a. Park their vehicles at the approaches to the next tee and walk to their ball.
    - b. Keep to the tracks where they are provided.
    - c. Give right of way to course machinery.
    - d. Drive carefully and responsibly.

## **17. CHARITY DAYS**

- A. Charity Days to be included in Club fixtures must first be approved by the Match Committee. Competition fees shall be twice those of Saturday Competitions and paid into Association accounts. At least half of the total fees shall be considered as a donation to the Charity concerned. At the Management Committee meeting immediately following the Charity Day the Committee shall approve payment of the donation to the Charity.
- B. The number of Charity Days each year shall not exceed six and a minimum of two months shall elapse between charity days.

## **18. SWINGERS**

In the case of a player not turning up for a four-ball event, the following guidelines will be followed:

The players on the sheet will be taken as read. The lowest handicapped player of the established pair will swing with the solo player. Unless you pay the extra competition fee, a swinger can only win ONE prize.

## **19. MIXED GENDER EVENTS**

Saturday club events are open to both male and female competitors by paying the appropriate competition fee. The club welcomes and encourages ladies to participate in such competitions, noting that Open events (Summer & Autumn cups), Monthly medals, Match Play and club championships are only eligible to be won by Men as a Men's competition.

Standard Saturday events (Stroke, Stableford etc.) prizes - gross, nett and nearest the pin are eligible to all entrants on paying the competition fee.

## **20. REPRESENTATIVE GOLF**

Male and Female players representing the Huon Valley Golf Club in authorised state events or as club champion in their relevant division/grade shall have entry fees to such events paid by club. Associated travel or accommodation cost to be paid by participants unless approved prior by management committee.

The payment of travel and accommodation will be considered on a case by case basis; generally overnight accommodation shall be at participant's expense.

## **21. TWILIGHT**

### **Management and Operation of Twilight Competition**

This competition is run by the Club during the Daylight Savings period to generate additional revenue for the Club and to cater and encourage a more social competition for both members and social golfers.

The twilight competition is an opportunity for new members to be introduced to golf without the need for payment of a membership fee.

The committee is to actively advertise and promote the twilight competition to attract new members.

The management committee prior to start of season is to appoint volunteers from regular twilight players to manage nightly events and results.

### **Accounting**

The operation of Twilight will be shown separately in the Club accounts with the Chart of Accounts to show all revenue and expenditure attributable to Twilight.

All receipts and expenditure will be made through Club accounts including sponsorships.

### **Sponsorship**

Twilight sponsorship will be directly attributable to Twilight

Sponsors will be acknowledged at the weekly prize giving and at the end of season dinner.

### **Entry Fees**

1. Nightly competition Fee - \$10.00

**Prizes will be set prior to the start of the season by the management committee and subject to sponsor's support.**

1. Winner - Salmon (donated by Tassal)
2. Second - Salmon pack (donated by Huon Aquaculture)
3. Chickens - Down the line (number of players x \$2.00 divided by the cost of the chickens and rounded down e.g. 20 x \$2.00 = \$40.00 divided by \$7.00 = 5) with a Maximum of 5 chickens.
4. Nearest the Pin 1<sup>st</sup> - \$10.00 (donated by Duggan's Tyres)
5. Nearest the Pin 6<sup>th</sup> - \$10.00 (donated by Goodyear)
6. Nearest the Pin 5<sup>th</sup>/14<sup>th</sup> tub Honey (donated by Bruny Island Honey)
7. Nearest the Pin 18<sup>th</sup> with 3<sup>rd</sup> shot – \$10.00 ( donated by Homelands )

Raffle – Meat Tray (donated by Griggs Butchers)

*A player does not need to be present to win meat tray raffle or prizes.*

*\*Note sponsors may vary from season to season; the above prizes are current examples*

### **Joker Jackpot**

- Jackpot starts at \$50.00 and accumulates by \$50.00 per week.  
If it is won then the Jackpot starts accumulating again until won. To be eligible for the draw you must have played in the nightly event.  
The Joker Jackpot will cease if won with less than four weeks remaining in the season.
- If not won by the end of the season; then at the end of season dinner each person attending goes into a random draw continuing until the jackpot is won. Players must have played in at least four twilight competitions and paid to attend the dinner in order to be eligible for this draw.  
Prize distribution will be:  
Joker \$60% of accumulated total  
The balance of the jackpot will be divided into five equal amounts and will be awarded to highest ranked cards remaining.
- A player must be present to participate in the draw.

### **End of season spit roast and fowl final**

#### **Spit roast – or similar**

A spit roast will be provided at the end of the Twilight Competition and held on a Saturday or Sunday subject to club fixtures.

The spit roast will be funded from the weekly Twilight competition surpluses and have a maximum budget of \$1,200.00 or the amount of the surplus - whichever is the least.

*\*Example of surplus calculations:*

*Surplus from competition fee (\$10):*

- \$2.00 toward cost of chickens
  - \$6.00 club running costs (including incidental jackpot accumulation)
- Leaves Surplus of \$2.00 per player from nightly competition fee*

*Average 20 players per night x \$2 x approximately 24 weeks in season = \$960*

Entry to the end of season spit roast is \$10.00 and is to be paid in advance to assist with catering numbers.

Sponsors are invited at nil cost and the committee is to encourage their attendance.

### **Fowl Final**

Points will be awarded weekly; these points will be gained from attendance and competition results.

A ladder will be kept with the top 12 to qualify for the fowl final.

*Point's example (to be determined in conjunction with nightly awards):*

|            |          |
|------------|----------|
| First      | 4 points |
| Second     | 3 points |
| Third      | 2 points |
| Fourth     | 2 points |
| Fifth      | 2 points |
| Sixth      | 2 points |
| Seventh    | 2 points |
| Attendance | 1 point  |

The fowl final will be played over 9 holes and the start time to be determined in conjunction with selected day and club fixtures.

All players who have played throughout the twilight season are welcome to participate in the final regardless of whether they have qualified for the final 12.

### **22. SUSPENSION OF PLAY**

Suspension of play to be actioned by the match committee, or in the absence of a member of the match committee, by a member of the Club's Management Committee or the Ladies' Subcommittee when it is considered continuation of play is unsafe or the course is deemed to be unplayable due to extremes in weather conditions. These conditions may be due to lightning, storms, excessive wind conditions, unplayable greens or any other extreme conditions which may occur. Should such conditions occur play shall cease on the sounding of a siren, where-upon players shall mark their ball and return to the club house until the course is deemed playable or play is abandoned for the day.

## **COMPETITIONS – MEN**

For reference to the eligibility of players for various Club events refer to the Competition By-laws on Page 17.

### **1. HUON VALLEY OPEN**

- Gross event played in January, 36 holes played over 2 days, Saturday & Sunday. In the event of a tied score then players play off best over first 3 holes- then sudden death.
- Huon Valley Cup- Nett event over same period- count back if tied over last 18 Holes
- Ladies event on the Thursday prior to the weekend event.

### **2. MONTHLY MEDAL**

- Stroke Competition- Normal Comp fee
- 12 Monthly Sponsored Nett events played over 18 holes
- Monthly winners to receive a Monthly Medal Shirt as well as normal prizes
- All Monthly winners from December to the following November to play in the Final, count Back to decide winners in the event of a tie.

### **3. MIXED FOURSOMES**

- Comp fee to be decided each year
- 27 Hole Stroke event in two divisions. Divisions to be decided by match committee after all entries have been received.
- Field to be decided by committee. In the event of a tied gross score there will be a 3-hole play-off then sudden death.
- Nett winners are decided on countback if tied score. Count back is over the last 18 Holes

### **4. HUON MASTERS**

- Fee to be decided yearly
- Gross and nett event played in March each year over 18 holes.
- Ladies on the Thursday, Men on Friday. Lunches catered for.
- Age Divisions, 55-59,60-64,65-69,70-74,75-79,80+
- Gross and Nett ties are decided on countback

### **5. AUTUMN SHIELD**

- Normal Comp fee
- 18-hole nett event with countbacks to decide winners.
- Open event

### **6. AFL GRAND FINAL DAY**

- Normal comp fee
- 18-hole event on the Saturday of the AFL Grand Final.
- Morning hit off time to be decided to suit amount of players in the field (Normally this is a shotgun start 9-9.30) Game to be decided yearly

### **7. 36 HOLE FOURSOMES CHAMPIONSHIPS**

- Comp fee to be confirmed by Match & Handicap committee
- Gross event winners decided on playoff over 3 holes then sudden death if tied. Nett winners decided on countback.
- Division 1 /1-30 Division 2/ 31 plus (combined handicap)
- Match Committee entitled to adjust the divisions if deemed necessary prior to the start of the competition



## **8. SUMMER CUP**

- Normal Comp Fee
- 18 hole Nett event, tied score decided on countback.
- Open event

## **9. CLUB CHAMPIONSHIPS**

- Comp fee to be confirmed by Match & Handicap committee
- 72 or 54 Hole Gross event for A ,B, C grade
- Grades to be determined by Match Committee prior to draw.
- In case of a tie a 3-hole play-off then sudden death
- Veterans Winner is the best Nett Score with a tie decided on countback.

## **10. MATCHPLAY CHAMPIONSHIPS**

- Normal Comp fee
- Qualifying round Stableford
- Top 32 to qualify- played on Handicap
- To be played by the dates nominated by the Match Committee.
- To be played by the dates nominated by the Match Committee. Generally, play to be scheduled allowing a maximum two weeks between rounds.
- Matches to commence on first hole.
- Failure to play ends in forfeit.
- Handicap to continue after 18 holes in case of a tie at the end.
- Lowest handicapper to arrange day of play to mutually suit both parties otherwise played on the last Saturday regardless.
- If a time cannot be agreed play to commence at 12 noon on the nominated Saturday.

## **11. DIQUALIFICATIONS**

- If a player disqualifies himself during a round or he is unintentionally disqualified, he will still qualify for:
  - I. NTP, Eclectic, Super Pin and Hole in one.
  - II. All cards must be returned to office regardless of disqualification.

## **12. MIDWEEK COMPETITIONS**

- Normal comp fee
- 18 hole Stableford event for Players unable to enter the Wednesday competition. Players may play a midweek competition from Sunday to Friday (excluding Wednesday) 6 cards will constitute a competition. Cards will be held over to the following week if insufficient numbers.
- Players may enter more than once per week.

## **13. ECLECTIC**

- Entry fee \$5.00
- Members are encouraged to enter the eclectic competition. The event runs from 1st January to 30th December each year with all cards from Saturday's competition automatically computed once players have registered. Winner of Gross and Nett events will be announced after 1st January each year.

## **COMPETITIONS – WOMEN**

For reference to the eligibility of players for various Club events refer to the Competition By-laws on Page 17.

Entry fees for all Club Competitions \$5.00

12 Players to constitute 2 Divisions

Div 1 0-27                      Div 2 28-45

### **1. CONSISTENCY**

#### **(Ethne Lord Memorial Trophy)**

- Official competitions- Tuesdays, Bennett's Day, Spring Tournament, Charity Day and all Open Days when held at Huon Valley
- 3, 2 & 1 points given for best nett Scores
- No Entry fee
- Secretary to keep record as well as Captain

### **2. PUTTING**

#### **(Ivy Wilson Memorial Trophy)**

- Least Putts to be recorded for any Stroke Event. (Not Championships)
- Annual Winner- Best 6 putting games over the year to be added together
- In the event of a Tie there shall be joint winners
- No Entry Fee

### **3. CLUB SPOON**

#### **(Wilma Eaton Trophy)**

- Stableford Competition played over 4 Rounds
- Best 3 Rounds added together to determine the winner
- No Entry Fee

### **4. WATCHORN MEMORIAL MATCHPLAY**

- The first round to be a qualifying round played on a Tuesday where the top eight nett players will enter the draw for Matchplay.
- These games are to be played any day other than a Tuesday.
- Two weeks are to be allowed between Rounds- time allowance may alter by appealing to the Match Committee if there is a valid reason e.g. Weather conditions, sickness, pennant obligations etc.
- If for any other reason a game is unable to be played, then the player unable to compete must forfeit
- No extra Entry Fee

### **5. SILVER SPOON**

#### **Stroke**

- 4 Rounds and 1 Final (5 Rounds in all) Final to be played by 31st August each year
- Entry Fee \$3.30 entitles player to play in all rounds
- Finalist plays in the WGT-SC Championships
- In the event of a tie in Qualifying Rounds, each goes into the final. A countback is used for a Tie in the final.

## **6. INTERNATIONAL BOWL**

### **Stroke**

- 3 Rounds to be played between 1st April & 30th June
- Divisions- Silver (0-18)
- Bronze 1 (19-29)
- Bronze 2 (30-45)
- Best Overall Nett Scores
- Winning Cards or Card to be sent to Golf Tasmania with Entry Fees
- Entry Fee \$2.20 – Paid once only

## **7. MONTHLY MEDAL**

### **(Medal of Medals)- Stroke**

- Held once per month, April to September
- Best Nett Score on the day wins \$15.00 voucher
- Final held in October
- Best Nett Score is the Winner of Medal of Medals
- No Entry Fee

## **8. CLUB FOURSOMES CHAMPIONSHIP**

- Entry Fee to be determined at the 1st Committee Meeting of the year
- Conditions of play to be displayed at time of notice being posted
- 54 Hole event (2 x 27 Holes) to be contested over 2 consecutive Tuesday's
- Match Committee to determine the cut off for Divisions

## **9. CLUB SINGLES CHAMPIONSHIP**

- Entry Fee to be determined at the 1st Committee meeting of the year
- Conditions of play to be displayed at time of notice being posted
- Match Committee to determine the cut off for Divisions
- Gross and nett over 54 holes played over 3 consecutive Tuesdays
- There must be two in a Division for a Competition- If only one the Gross Trophy only is awarded.

## **10. BARCLAY FOURSOMES**

### **Stroke**

- Best 2 nett Scores to go into final
- Names to be sent to Golf Tasmania with entry fees on the day
- Club Pays entry fees for participants

## **11. BRONZE STABLEFORD**

### **Stableford**

- Open to Handicaps 27 – 45
- Names to be sent to Golf Tasmania with Entry Fees
- Best 2 Stableford scores to represent the club in the Final
- Must be played before 1st November

## **12. ECLECTIC – TUESDAY, THURSDAY AND SUMMER**

- Gross & Nett winners and R/ups
- All Competitions as well as Bennett’s Day, Spring Tournament, Charity and Open Day’s when held at Huon Valley
- Starts 1st Tuesday in December and finishes 30th November
- No Entry Fee

## **13. BIRDIE BOARD**

- To be used on all competition days
- To be signed and dated by playing partner
- No Entry Fee
- Points allocated in order of difficulty i.e.
  - 3 pts. for 6 hardest (1-6)
  - 2 pts. for next 6 holes (7-12)
  - 1 pt. for 6 easiest holes (13-18)
- Trophy in 2 grades

## **14. BIRDIE BOOK**

- To be used on any competition day
- To be signed and dated by playing partner
- No entry fee
- Points allocated in order of difficulty i.e.
  - 3 pts. for 6 hardest holes (1-6)
  - 2 pts. for next 6 holes (7-12)
  - 1 pt. for 6 easiest holes (13-18)
- Trophy in 2 grades

## **15. CHIP IN BOOK**

- To be used any day a player chips in.
- Must be signed by playing partner
- No entry fee

## **16. VETERANS COMPETITION**

- Veterans winner is the best nett score with a tie being decided on a countback.

## **17. OTHER**

### **Competitions to be scheduled for the Fixture Book**

- Huon Area Charity Day
- Club Xmas party- 2nd Tuesday in December
- Ausmas (Usually 1st Tuesday in July)
- Captain and Presidents Day
- Appreciation Day
- Melbourne Cup Day

### **Temperature**

- When the temperature is forecast to be 23 degrees or more players are permitted to start earlier than the official starting time. Players should contact the Captain and advise her of playing partners and time you intend to start. It is preferable to start from the 1st Tee when starting early.

## **COURSE BY-LAWS**

### **1. TEE MARKERS**

All players shall play only from the tee markers specified by the Committee.

### **2. PRACTICE**

A member playing alone may play a maximum of two balls during a practice round, but under no circumstances may a player leave damage to the course unrepaired or cause delay to following players.

### **3. RIGHT OF WAY**

- A. Members playing social golf (not competition) have no right of way over other players.
- B. Players shall allow right of way to course staff or volunteers working on the course. Course staff or volunteers shall not unnecessarily delay play.

### **4. COMMENCEMENT OF PLAY**

All players shall report to the starter as nominated but the match and handicap committee 15 minutes prior to commencement of play.

### **5. CHILDREN**

Junior golfers and children under 12 years of age shall be accompanied by an adult who shall be responsible for their conduct.

### **6. CONDUCT AND DRESS**

Players shall conform to the rules of conduct and dress as specified by the Committee and the Rules of Etiquette as set out in the Rules of Golf.

### **7. SEARCHING FOR GOLF BALLS**

Persons other than those specifically approved by the Club shall not search for golf balls on the course except when playing a round and only in accordance with the Rules of Golf. Any person granted search rights by the Club must insure themselves against personal injury, disability and death.

### **8. COURSE CLOSURE**

To prevent damage to the course following excessive rain, the decision to close the course or certain holes to ALL PLAY, shall be made by the match and handicap committee.

### **9. PLAYERS IN A GROUP**

Unless authorised by the official starter, the maximum number in a group shall be limited to four players. Players shall, if so requested by the starter, play in groups of three or four to maximize course use.

### **10. SAND BUCKETS**

All players must carry soil/sand buckets and use the contents to repair divots.

## **GENERAL BY-LAWS**

### **1. MEMBERS DEATH**

On being reliably notified of the death of a member, or a member's immediate family, or of a person who was closely associated with the club, the president or acknowledged representative shall authorise the secretary to: -

- A. Cause the flags to be flown at half-mast from the time of notification until sunset on the day of the funeral.
- B. Send flowers and a card to the bereaved, expressing sympathy on behalf of club members.
- C. Cause an appropriate notice to be placed in the local newspaper. (this only applies if the death notice is for a club member)

### **2. EXPENSES REIMBURSEMENT**

Delegates of the Association who attend meetings at other than the Association premises shall be entitled to reimbursement of expenses incurred. The Management Committee shall approve individual claims or nominate a fixed amount per meeting attended. Any fixed amount should be set at the start of the administrative year.

### **3. MEMBERS GUESTS**

Members are responsible for paying green fees on behalf of their guests and to ensure that those guests are aware of Club rules.

### **4. COMPLAINTS**

- A. Complaints concerning serious mismanagement or misconduct shall be in writing and directed through the Secretary to the Management Committee.
- B. The President, after due investigation and deliberation, shall initiate any action by correspondence regarding complaints.

### **5. MEMBERS SHALL NOT REPRIMAND STAFF**

### **6. WORK INSTRUCTIONS AND DIRECTIVES**

Without written authorisation from the Management Committee, no person or persons shall direct staff or contracted parties to perform any task whatsoever. If a committee person wishes to make comments to staff that are not authorised, it must be made clear that such comments are private and should not be acted upon without proper authority.

- A. The Secretary will receive written directives from the Management Committee signed by the President or in his absence, his authorised delegate.
- B. Course staff and or volunteers will receive written directives from the Management Committee signed by the Captain or in his absence, his authorised delegate.
  - I. In the event of Match issues, the Club Captain or in his absence, his authorised delegate.
  - II. In the event of issues outside of Match, the President or in his absence, his authorised delegate.
- C. Administration staff and the Bar Manager will receive work instructions, supervision and performance appraisal from the President.
- D. Course staff and volunteers will receive work instructions, supervision and performance appraisal from the Captain.
- E. Should formal counselling be required,

- I. The President and at least two members of the Management Committee will counsel the secretary or treasurer.
- II. The President, Captain and Secretary will counsel the course staff and volunteers.
- III. Administration Staff – The President and the Secretary.
- IV. Bar Manager – The President and the Secretary.
- V. Bar Staff – The President and the Bar Manager.

All formal counselling meetings must be reported in writing to the Management Committee.

## **7. BAR ACCOUNT**

- A. Bar Account may be used by authorised persons to purchase bar stock for the purpose of: -
  - i. Official Club promotions
  - ii. Entertainment of sponsors and major donors
  - iii. Approved functions
  - iv. Refreshment of volunteer workers
- B. Authorised persons are: -  
The President and other Executive members of the Management Committee.

## **8. SALE OF AND DISPOSAL OF CLUB ASSETS**

### **Land assets:**

The management committee following resolution from a General meeting of members may approve disposal of land assets.

Assets other than land when authorised by the management committee, may be sold by Auction, Private Treaty or Tender.

## **9. LOAN OF CLUB PROPERTY**

- A. Property belonging to Huon Valley Golf Club Inc. Is not to be removed from the premises at any time for any reason except with the written authority of the President or the Secretary and sanctioned by the majority of the Management Committee.
- or
- B. In the case of course machinery and equipment, with the written authority of the President, or in his absence the Captain.
  - C. Course machinery and equipment are not generally available for loan to members of the Club. Any exceptions to this rule would have to be approved by the Management Committee.

## **10. CLUB VOUCHERS**

Club Vouchers are not redeemable for payment of subscription fees, competition fees or exchanged for cash. For the purchase of Club apparel and bar items.

## **11. CHILDREN**

- A. All children must be under the supervision and care of an adult at all times while on club premises.
- B. Juniors being of compulsory School age shall be prohibited from using the course or its facilities during school hours unless they have written permission from their appropriate school Principal.

## **MEMBERSHIP BY-LAWS**

### **1. LONG TERM VISITORS**

Members of the Management Committee, the Secretary or other authorised person, may, on collection of the prescribed fee, grant Long Term Visitor status for not less than four weeks or more than six calendar months to suitable applicants. Visitors must comply with the following rules:

- A. Visitors who are members of other Australian golf courses and affiliated within their State are entitled to play on the course socially and in competitions, unless specified for members only.
- B. Overseas visitors may become affiliated by paying the requisite fees. If not affiliated they are only entitled to play on the course socially. They may be allocated a club handicap in accordance with the Match Committee guidelines to play in the Club competitions.
- C. Visitors are entitled to use all clubhouse facilities unless otherwise determined by the Management Committee.
- D. Visitors cannot attend any meeting of members or take part in any of the Association's affairs.
- E. Visitors are not eligible to invite guests to the club
- F. Visitors are not entitled to any member concessions/discounts or reciprocal rights.

### **2. PROSPECTIVE MEMBERS**

Prospective Members as defined under the Constitution shall have all the rights of financial club members except: -

- A. Voting rights at any meeting
- B. Playing rights in competitions are limited
- C. The Annual Subscription is payable pro-rata for months or part of months remaining from the date of application to the end of the current financial year. If the application is unsuccessful, subscriptions paid will be refunded less a pro-rata payment for the months or part months that the applicant held prospective Member status.

### **3. PROOF OF MEMBERSHIP**

On payment of the subscription determined by the Management Committee, members and junior golfers are issued with receipts, a club membership card and a short time later, 'a GolfLink swipe membership card'. Either document shows proof-of-membership: they should be maintained in good condition and kept in a safe place.



## FINANCE BY LAWS

### 1. FINANCE

- 1.1 The Secretary, jointly with the Treasurer, will hold a Delegation of Authority to incur expenditure essential to the day-to-day operations of the Club's business. All expenditure above the level of \$1,000.00 must be supported by a completed purchase order with details as per Finance By-Laws 1.3 and 1.4.
- 1.2 It is the responsibility of the Treasurer to ensure that funds will be available to meet payments of accounts when they are due, before expenditure is incurred. [This will require ALL proposed expenditure above \$1,000 to be 'authorised' before any purchase commitment is made by ANYONE]
- 1.3 The Bar Manager will hold a Delegation of Authority to incur expenditure for consumable goods essential to the day to day business conducted by bar sales. Purchase orders must be numbered and the nature of goods ordered must be detailed, including quantity and cost with freight where applicable. The Bar Manager must provide a copy of each Purchase Order to the Treasurer to ensure that prompt processing and payment procedures can be maintained.
- 1.4 The Captain will hold a Delegation of Authority to incur expenditure for materials, tools, replacement parts, sub-contracted maintenance and items of safety equipment up to a limit of \$1000. Purchase orders must be completed and a copy forwarded to the Treasurer. Orders must not be segmented to avoid the delegation limits. Blank or open-ended purchase orders must not be given to suppliers. Every effort must be made to include the cost of each item even if an "estimate only". Purchase orders for amounts exceeding Delegation of Authority limits must be referred to the President or in his absence the Treasurer for approval prior to placing a firm order. The Treasurer or if unable the Secretary on authority of Treasurer will sign the purchase order as "finance approved". Suppliers are to be advised that our purchase order number must be quoted on their invoice for payment to be approved. The Secretary is to ensure that purchase orders are correctly filled out. They must have all relevant information and be clearly legible. When invoices are received from suppliers they must be checked against purchase orders before payment is approved.
- 1.5 Staff or members accepting delivery of goods on behalf of the Club must sign the delivery docket and also print their name legibly.
- 1.6 All amounts of \$100.00 or over must be paid by cheque or by electronic funds transfer except where: - Payment must be made immediately and cheque signatories are not available. The charge is a reimbursement of expenditure made on a cash basis on behalf of the Club.
- 1.7 Advances may be given to staff or committee members to make low cost urgent purchases on behalf of the Club.
- 1.8 All cheques shall be crossed "Not Negotiable".
- 1.9 All items of capital expenditure must be approved by the Management Committee prior to purchase/contract. Capital expenditure shall be deemed to be purchase of an item that is included in the Assets Register and, for the purposes of asset valuation, would be subject to revaluation or depreciation AND/OR an improvement to an asset which will affect its revaluation or depreciation.
- 1.10 Repairs and maintenance to Club machinery, Club buildings or surrounds above the value of \$1,000 must be approved by the Management Committee prior to incurring expenditure. In urgent situations, expenditure may be approved by a majority of the

Finance Committee but this must be endorsed by the next meeting of the Management Committee.

- 1.11 The Secretary and Treasurer shall be given a Delegation of Authority to sign cheques, receipts, purchase orders and documents on behalf of the Management Committee. The Management Committee as and when a need is recognised will issue all other delegations. All delegations will be signed by the members of the Finance Committee on behalf of the Management Committee.
- 1.12 All cheques and payments made to suppliers using electronic banking facilities will require two (2) signatures. Co-signatories will share with the Secretary responsibility for ensuring the accounts are correct and funds are available to meet commitments.
- 1.13 Internal clubs approved by the Management Committee must maintain a proper accounting of their operations. The Treasurer will audit these club accounts at the end of the Club's financial year and will be given a statement of income and expenditure every three months.
- 1.14 The outgoing Management Committee must provide the incoming Management Committee with a statement of capital expenditure commitments for which payment will be required during the term of the new Committee. Commitments of this type must be a standing part of the Annual Report content presented at the AGM.

## **2. QUOTATIONS**

- 2.1 In situations where expenditure is required for repairs, maintenance or capital expenditure over \$2,000 and there are competitive suppliers in the market, at least two written quotes are to be obtained. The only exceptions to this rule will be: -
  - a) Where only one supplier/repairer is available or recommended for the product/service required.
  - b) Where in the case of course operations a majority of the Standing Grounds Sub-Committee agrees and in the case of Club facilities and property, the majority of the Management Committee agrees, that the situation requires urgent action.
- 2.1 In respect to clause 2.1 of this clause, all quotations must be submitted to the Management Committee for assessment and approval and, in respect to clause 2.1 (b) of this clause, for ratification within the expenditure guidelines/delegations listed in other Finance By-Laws.

## **3. STOCKTAKE**

- 3.1 In liaison with the Captain, the Course Staff will conduct a stocktake of all equipment and machinery allocated to the golf course during the 1st 2 weeks of July every year.
- 3.2 The Secretary will provide a list of all office equipment and furniture during the 1st 2 weeks of July every year.
- 3.3 Consumable items do not require listing or costing except for bar stock and clothing items on hand for sale (Cross refer with items 3.5 and 3.6 below).
- 3.4 The stocktake lists should show the general condition of items checked e.g. VG (Very Good), G (Good), P (Poor), X (To be written off/replaced). Missing items should be listed separately with a written explanation as to how the loss occurred so they can be written off.
- 3.5 The Treasurer will assist the Secretary in compiling the stocktake listings and providing appropriate devaluation where necessary. The Treasurer will assist the Bar Manager in carrying out a complete stocktake of all Bar stocks held as at 30th June each year.

## POLICIES

### LIFE MEMBERSHIP

#### 1) Guidelines for Election of Life Members

- a) Life Membership can be awarded by the Huon Valley Golf Club Management Committee for outstanding contribution to the Club by a Huon Valley Golf Club Member or, Volunteers and Patrons
- b) This policy sets out the minimum criteria to be eligible for nomination for an award of Life Membership
- c) This award exists to recognise the valuable contribution of individuals to the current and future existence of the Club

#### 2) Criteria For Life Membership:

The points to be taken into account when considering any nomination:

##### a) Length of Service

- The length of service to the Club should be extended service of at least 20 years as a full member or as a volunteer with such service in either role

##### b) General Considerations

- The general attitude and overall demeanour of the nominee shows a dedication to the values of the Club  
Commitment to the principles of good sportsmanship
- Valued leadership and good role modelling that reflects credit upon the Club
- Ongoing financial support to the Club either by Sponsorship or Donation
- Except non-playing volunteers or patrons, the candidates must satisfy at least one of the following criteria

##### c) Specific Criteria:

- 1) A minimum of ten (10) years' service on the Management Committee or Sub Committees
- 2) A significant ongoing contribution to the benefit of the Club or;
- 3) An outstanding contribution which results in the Club being substantially and positively changed by that contribution, occurred over a period of time and be clearly documented and corroborated.

Satisfaction of the criteria described above **does not** infer automatic granting of Life membership. The criteria is for the guidance of the Management Committee when assessing nominated candidates.

On receipt of nominations the Management Committee of the day (should knowledge of a nominees contribution and or service not be clear or readily known by members of committee) may seek input from current day Life Members and other long serving members.

Nominations need to be considered in the present tense, not posthumously, give credit when credit is due not after one's demise. Memorials are for the departed, awards and recognition for outstanding contribution and service need to be bestowed upon and enjoyed by the living

#### Benefits of Life Membership

- Awarded Life Membership at Huon Valley Golf Club Annual General Meeting
- Reduction of membership subscription – Life members pay capitation fees only
- Personal invitation to any special event organised by the club
- Listing in the Club's website and on the Honour Board
- Status of being a member of a select group within the club

**Note: Life Members elected prior to implementation of the new policy (30/05/2015) shall retain their current arrangement.**

### **Process for Assessing Applications for Life Membership**

- Any current full member of the Huon Valley Golf Club who wishes to have a person considered for nomination as a Life Member may complete and forward a submission to that effect in writing to the President of the Club

The Life Membership submission must address the criteria:

- a) Attainment of minimum service requirements
- b) An outstanding contribution in at least one of the service areas listed
- c) Any other details of exemplary service

The nomination should be signed by the proposer and seconded by another full member and forwarded to the Club President no later than the 30<sup>th</sup> June of each year

Nominations so received shall be dealt with by the full Management Committee before the AGM and subject to a 75% agreement of the committee Life Membership shall be awarded at the Annual General Meeting.

A certificate/plaque shall be presented at the clubs official presentation day/night to recognise and commemorate his or her significant contribution/s to the Club

## **ILLEGAL DRUG POLICY**

This policy has been approved by the committee of **Huon Valley Golf Club** at its meeting of **30/04/2015**.

### **Introduction**

**Huon Valley Golf Club** does not allow the use, distribution or selling of illegal drugs by any club committee member, club member, or club visitors within our club's jurisdiction. This policy reflects our club's commitment to protecting the health, safety and wellbeing of all persons associated with the club and all persons in attendance at club activities.

### **Purpose of this policy**

The purpose of this policy is to ensure the club committee, club members and visitors understand the club's position regarding illegal drugs and how it will respond to a drug-related incident within its jurisdiction.

### **Extent of this policy**

#### **What is an illegal drug?**

A substance that is not permitted to be taken or used according to state and national laws.

#### **When does this policy apply?**

This policy applies in all areas under our club's jurisdiction. This includes our club's facilities, including our club rooms and grounds; games, matches and activities organised or sanctioned by our club; and private behaviour that brings our club or sport into disrepute.

#### **Who does this policy apply to?**

- Our club committee: Our club officer bearers.
- Our club members: Our team managers, support people, and players.
- Visitors to our club: People who are within our club jurisdiction but are not club committee members or players. This may include club supporters and spectators; officials; visiting teams and their supporters; and any other people using our club's facilities.

### **Responsibilities**

#### **Our club will:**

- Activate and comply with the policy.
- Promote the policy to everyone within our club's jurisdiction.
- Promote and role model expected standards of behaviours at all times.
- Appoint appropriate people to act as the club confidant and be responsible for the management of all illegal drug-related incidents. This may, but does not have to, be the, Club President or another office bearer.
- Respond to violations of this policy discretely and in a timely manner.
- Investigate all apparent, or alleged, breaches of this policy and determine a course of action after all relevant facts and circumstances are known.
- Ensure all responses and actions will reflect the club's duty of care to members, visitors and all other people and will be guided by this policy.
- Review this policy every year in consultation with relevant local services and leagues/associations (as outlined in the 'policy review' section).

#### **Individuals will:**

- Comply with the policy.
- Promote and role model expected standards of behaviours at all times.
- Be responsible and accountable for their behaviour.

- Discuss their concerns about their own, or another club member's/visitor's, illegal drug use with the club confidant.
- Honour our commitment to the health, safety and welfare of all its members.

### **Responding to illegal drugs**

#### **Initial response**

When responding to an illegal drug-related concern or incident, the initial actions and responses by our club will focus on the safety and welfare of those directly and indirectly involved. All responses and actions will reflect the club's duty of care to members, players, patrons, visitors and all other people.

All illegal drug-related concerns or incidents should be discussed with a club confidant as soon as possible. The confidant will document the issues using the agreed template/issues register and investigate the concern/incident further in line with this policy.

If a club confidant is unavailable, the concern or incident should be discussed with a club committee member who will document the issues using the agreed template and pass the details onto the club confidant as soon as possible.

#### **Investigating the concern or incident**

The club confidant will investigate all illegal drug-related concerns or incidents in a timely and discrete manner.

Once all relevant facts and circumstances are known and documented using the agreed template the confidant will make recommendations about appropriate approaches and/or disciplinary measures to the club committee based on the guiding principles outlined in this policy.

#### **Privacy**

Where possible, the investigation of illegal drug-related concerns or incidents will maintain confidentiality.

#### **Illegal drug use by people under 18 years**

Where the club identifies (or strongly believes) that a person under the age of 18 years is involved in illegal drug use, the club confidant will contact the minor's emergency contact to discuss the club's concerns.

#### **A club member or visitor appears to be affected by an illegal drug**

If a club member or visitor within our club's jurisdiction appears to be affected by an illegal drug our initial response will focus on the safety and welfare of those directly and indirectly involved. This may include:

- Contacting police if the affected person is posing any sought of danger to themselves or others
- Organising appropriate medical assistance if required

Once the risk of immediate harm to anyone in our club has been reduced the club confidant will investigate the incident and make recommendations to the club committee about disciplinary measures based on the guidelines in this policy.

#### **If illegal drugs are being distributed or sold on our club's premises**

If someone is distributing or selling illegal drugs in our club's jurisdiction our club's initial response and processes will focus on the safety and welfare of those directly and indirectly involved. This may include:

- Contacting police and reporting the matter

- Acting in accordance with any advice given by the police
- Reporting the matter immediately to the Executive of the Huon Valley Golf Club

Once the risk of immediate harm to anyone in our club has been reduced the club confidant will investigate the incident and make recommendations to the club committee about disciplinary measures based on the guidelines in this policy.

### **Handling illegal drugs that are found within our club's jurisdiction**

If illegal drugs are found in our club's facilities or in the possession of a club member, visitor or person within our club's jurisdiction, the club confidant and President will be contacted as soon as possible and the club will:

- Contact police and report the finding
- Ensure that the illegal substances are not tampered with and wait further advice from the police

### **Disciplinary measures**

Our club will respond to all violations of this policy or to people who have made false and malicious allegations. Any disciplinary measures imposed under our policy must:

- Be in accordance with the club's policy in regards to disciplinary policy

Possible measures that may be taken include:

- Being reminded of the club policy and receive a warning that further violation of this policy may result in disciplinary actions.
- A referral to a health or alcohol and other drug service for support and counselling.
- Suspension or termination of club membership, player contract, and/or being banned from club sanctioned activities and facilities.
- The matter being referred to the police.

### **Promoting this policy**

**Huon Valley Golf Club** will tell club members and visitors about this policy on a regular basis. It will also be made available to all new members as part of their welcome package.

### **Policy review**

This policy will be reviewed in consultation with relevant local services and leagues/associations to ensure it remains relevant to our club operations and reflects both community expectations and legal requirements.

This regular review of our policy will form the basis of our club's recommitment to:

- The policy
- Identification and support of a club confidant
- Informing club members and visitors about the policy.

## Attachment 1: Reporting form

### Record of incident

|  |   |
|--|---|
| Person managing the concern/allegation/incident                      | Name:<br>Role in the club:<br>Date record made:   |
| Person who raised the concerns/allegations or witnessed the incident | Name:<br>Under 18 or 18 and over?<br>Phone:<br>Email:<br>Role in the club:<br>Date concerns/allegations made: |
| Person who the concerns/allegations refer to                         | Name:<br>Under 18 or 18 and over?<br>Phone:<br>Email:<br>Role in the club:                                    |
| Details of the concerns or alleged incident                          | Date:<br>Location:<br>Specific concerns or what was witnessed:  |
| Initial actions taken  | Date:<br>Location:<br>Details:  |
| Investigative steps taken:   | Date:<br>Location:<br>Details:  |
| Recommendations from club confidant to the club committee            | Date:<br>Details:   |
| Club committee decision  | Date:<br>Details:   |
| Resolution and/or actions taken by the club                          | Date:<br>Details:   |



## **ANNUAL SUBSCRIPTION INSTALMENT POLICY**

A method of annual subscription time-payment is available to all Club Members and must be agreed to in writing at the time of memberships becoming due.

During the Club's financial year, amounts to \$50 or more will be accepted at the office and credited to that member's Annual Subscription Account until annual subscriptions are payable. At that time, the sum of the member's Annual Subscription Account will be deducted from the amount due.

The member's Annual Subscription Account will only be used to pay subscriptions for the next financial year. It shall not be used to part-pay subscriptions for the current year except when a pro rata payment is approved by the Management Committee e.g. with resignation or when a payment plan has been approved by the Finance committee.

## **AFFILIATION**

Affiliation fee is waived for new member applications submitted during July, August and September.

## **COMMITTEE CODE OF ETHICS**

Committee members agree to:

- Treat personal statements as 'in confidence'
- Regard correspondence as 'in confidence'
- Declare self-interest
- Treat members and staff with respect

## **COMPETITION FEE DISTRIBUTION**

- a) For all regular Tuesday, Wednesday and Saturday competitions, 50% of competition fees be distributed as prize vouchers. On Saturdays, where the full competition fee is \$10, the 50% will be calculated on \$6, with \$2 allocated to the meat raffle and \$2 to the Birdie comp. On Tuesdays and Wednesdays, the 50% will be calculated on the full entry fee of \$5.
- b) Where competitions are graded, each grade will receive equal prizes for the winner and runner-up.
- c) The Match Committee will use its discretion to vary the remaining prizes where the size of the grades is disproportionate.
- d) NTP prizes on Saturdays are not included in the 50% calculations as they are sponsored.
- e) Where the Monthly Medals are sponsored:
  - (i) If the Sponsor supplies cash (currently \$200), the full amount is to be given out in prizes including the cost of the Winners shirt (currently \$40).
  - (ii) If the Sponsor supplies prizes in lieu of cash, then the Club will provide the Winner's Shirt but no additional vouchers will be distributed.

## **FEES**

Green Fees (Including GST)

9 Hole or 18 holes - \$20 inclusive of appropriate competition fee

Long-Term Visitors

4 Weeks - \$160

6 Weeks - \$200

8 Weeks - \$240

10 Weeks - \$300

12 Weeks - \$360

## **ANNUAL SUBSCRIPTIONS**

Membership subscriptions are set each year in September at the Annual General Meeting of the club. Accounts are to be sent out the first week in October and fees are due and payable by the 14<sup>th</sup> December each year for the forthcoming year.

If a member is unfinancial after the 14<sup>th</sup> all endeavours shall be made to resolve a scheme of payment with the member/s concerned before membership is cancelled.

## **HOLE IN ONE POLICY**

The Management Committee approves the presentation of a \$20 voucher/ or goods to the value of \$20.00 to members and junior golfers for each hole in one scored at Huon Valley in a Club competition. The appropriate captain or authorised deputy shall approve and sign for one of the above. Captains shall present mounted-ball hole-in-one trophies at an appropriate occasion and authorise honour board entries.

## **INSURANCE**

1. The Management Committee shall review all Club insurances annually.
2. Insurable assets will be covered at current values.
3. Liability insurance will be adequate to cover the most likely claims against the Club.
4. Committee members will be insured against liability claims associated with committee duties and responsibilities.
5. An Insurance Review Report will be prepared annually, prior to the Committee review, by the Secretary who will enlist the assistance of insurance experts as required.
6. The Club will only insure with reputable companies.
7. In any situation that may result in a claim against the Club, its members or staff will not admit liability.
8. The Secretary will immediately report the details of any situation that may result in a claim against the Club's insurance policies to the insurer.
9. Committee members and staff, immediately upon becoming aware of a situation that may result in a claim against the Club, must report the details to the Secretary or directly to the insurer.

## **JOINING FEES**

With effect 1 January, 2014, the joining fee of \$50 is waived.

## **MEMBERSHIP POLICY**

1. Applications for Membership are:
  - A. Processed in accordance with the Rules of the Association. However, in the case of applicants who are not currently resident in the area, the proposer and seconder may be committee members who are satisfied with, and willing to accept, the applicant. However, place of residence in no way affects or diminishes the responsibilities of the proposer and seconder, as they are the sole arbiters of the applicant's suitability for membership.
  - B. Administered by the membership committee in conjunction with the Secretary.
2. Application forms will be completed to the satisfaction of the membership committee before being displayed in a prominent place in the Club.
3. A New Member Induction Brochure will be supplied to each prospective member as soon as practicable after the application is submitted.
4. Each Applicant must:

- A. Other than as expressed in 1.A above be known to at least one member of the management committee who will personally attest to the applicant's suitability for membership of the Club, or
  - B. Submit a current document of referral signed by a committee member of an affiliated golf club and which is acceptable to the management committee.
  - C. Comply with the conditions and requirements of the application.
- 5. Applications for Junior Golfer must be signed by the junior's parent or guardian and proposed and seconded by current full financial members.
- 6. Applications from persons who have previously had their membership terminated, for any reason other than expulsion under rule 32 of the Association, must be fully investigated by the membership committee and interviewed at a specially convened meeting. The utmost care must be taken that the applicant is not denied his/her lawful rights. A comprehensive report must be submitted as soon as possible to the Management Committee through the President.
- 7. Notices
  - A. Any member who is unfinancial and whose membership is about to be terminated will be sent a reminder notice. This notice will specify:
    - i. Fees payable in full
    - ii. Date of termination if fees payable are not paid.
    - iii. Rejoining conditions.
  - B. Any person whose name has been struck off the membership register shall be sent notice of termination. This notice will specify:
    - i. Date of effective termination.
    - ii. Rejoining conditions.
  - C. Notices shall be administered in accordance with written guidelines as set out under Rule 33 (2) and 33 (3) of the Associations Constitution.
- 8. Resignation
  - A. A resignation of membership, once received and duly recorded by the Secretary may only be withdrawn by written application to the committee. The membership committee shall consider the application at the earliest possible time.
  - B. On receiving a resignation, the Secretary shall report to the Treasurer, any monies owed by, or Club property in the possession of, the resigning member. The Secretary shall make every reasonable effort to recover such property and money. If such money or property is not recovered, the Committee may reject the resignation and proceed to terminate membership.
  - C. On acceptance of the resignation, the Secretary shall make the appropriate entries in the Register of Members.
  - D. A letter, expressing the Committee's regret, if appropriate, and accepting the resignation, shall be sent to the resigned member with a copy of the current terms of re-admittance.
- 9. Re-admittance of Resigned Member
 

A resigned Member may be re-admitted to the Club on the following conditions:

  - A. An application in the standard format is submitted to the Committee through the Secretary with the prescribed fees in full, or pro-rata whichever may be the case.
  - B. The application is recommended by the Membership Committee and approved by the Management Committee.

- C. If the applicant's resignation has been in effect for less than twelve months, subscriptions are payable for any unpaid period during the resignation year (i.e. Fiscal Year) plus the remainder of the current financial year.
  - D. If the resignation has been in effect for twelve months or longer, subscriptions shall be paid to the end of the current financial year or the following year if the application is submitted in September.
  - E. Payment of all other fees, charges or levies applicable to new member applications.
10. Termination  
Termination for non-payment of fees or other monies owing is dealt with in Rules of the Association Clause 33 (2)
11. Re-Instatement of terminated Ex-Members other than those who were subject to expulsion for serious misconduct (rule 32 of the Association) and or in conformity with these policies.
- A. An application is submitted and conditions that apply to new members apply equally to a previous member.
  - B. The applicant must state the reason(s) why their previous membership was terminated and all relevant information that may affect the application.
  - C. Payment in advance of all applicable charges and levies and annual subscriptions to the end of the current financial year or the following financial year.
  - D. The application is recommended by the Membership Committee and approved by the Management Committee.

12. Leave of Absence

An important principle of Club membership is that the operating costs are shared equally amongst members. With a few exceptions, we have adopted this principle by paying an annual subscription instead of a user-pays system. Regardless of how often a member plays on the course the subscription remains the same. To be a member, the annual subscription must be paid in accordance with the Rules of Association. However, in certain circumstances the Committee may grant 'leave of absence' but retain the member's name on the Membership Register.

Note, that although a member may be absent from the club for an extended period, unless 'leave of absence' has been granted, the full annual subscription is payable. Except on the death of a member, subscriptions shall not be refunded because a member is unable to use Club facilities.

Application

The member must make application to the Committee stating the reason for the application. Reasons that would normally be accepted are:

1. Work related temporary change of residence,
2. Illness or injury
3. Financial hardship
4. Other reasons that will prevent attendance at the Club.

Restrictions and Conditions

1. Leave will commence from a date approved by the Management Committee and will be for a period of twelve months; during which time the member will be 'non-financial' in the category of membership from which leave is granted.
2. Members on leave (other than members who have been granted leave for

Medical reasons and supported by certificates) will not continue to have their handicap 'managed' by the Club.

3. Further periods of leave may be granted in extenuating circumstances and in accordance with these rules.
4. If a member returns before the end of the agreed Leave of Absence and wishes to resume active membership, he/she must pay the annual subscription in full for that financial year. EXCEPTION If the Leave of Absence has been on medical grounds, such member must pay 1/12th of the annual subscription for each month remaining. A doctor's certificate must accompany such payment.
5. On payment of Social Membership fees, the member on leave of absence other than for medical reasons may be granted social membership status.

### **NO SMOKING**

All indoor areas of the clubhouse shall be maintained smoke free; designated Outdoor Smoking Area on balconies as defined.

### **PLAYING RIGHTS POLICY**

The Club encourages improvement in the standard of golf by conducting regular competitions. Subsequently, when competitions are conducted, participants are allowed priority use of the golf course. Playing times for competitors are reserved on a time sheet that is issued by the Match Committee and authorised by the Management Committee. All eligible competitors, regardless of their status, that is, member or non-member, have the right to reserve tee times on the competition time sheet. Members or visitors who are not playing in the competition may not reserve a tee time on the competition time sheet.

### **PROMOTION OF ACTIVITIES IN CLUBHOUSE**

Any promotion of activities or interests outside of Golf Club matters either by Promotional material or Public announcements are to be discouraged and only accepted at the discretion of Management Committee by majority vote.

### **SOCIAL GROUPS**

Groups of golfers playing socially may be allowed to play on competition days if there is a benefit to the Club and there is no interruption to competition players.

### **TIME SHEETS POLICY**

The rights of members (male and female) to play on Saturdays cannot lawfully be withheld or restricted. Although accepted by most members, the practice of reserving particular time-slots for men and others for women is discriminatory.

Management Committee policy states

If competitions for men and competitions for women are conducted in the same time- span, using the same time sheet, all time-slots are available equally to men and women.

### **SUBCOMMITTEE MONTHLY REPORTS TO MANAGEMENT COMMITTEE**

- a) The subject reports are retained as official Club records. All such reports should therefore conform to a standard that is both worthy and appropriate.
- b) As the name suggests, the reports are submitted on behalf of a sub-committee. They shall not contain critical commentary or personal opinion. All report items must be endorsed by a majority of sub-committee members, and each sub-committee member must receive a copy.
- c) Reports should be in a format that expedites the decision-making process and allows meetings to be conducted in accordance with Standing Orders.

- d) Reports should be concise and relevant to the function of the management committee. They may include progress on action items and brief summaries of notable events.
- e) Whenever possible, reports should contain recommendations and notices of motion. These should be in bold print and include brief supporting statements.
- f) Reports of meetings held are to be forwarded in good time (at least one week prior) to the Secretary for distribution with the Agenda for the forthcoming Management committee meeting.

### **PRIVACY POLICY**

Any information, data or personal information collected by the Huon Valley Golf Club in the course of its day to day operations shall only be used for the purposes for which it was collected.

The information collected shall only be used for undertaking the business of the Club, and shall not be used by any member or person for personal use or benefit, or used without the authorisation of the Management Committee

### **EQUAL OPPORTUNITY POLICY**

The members and committee of the Huon Valley Golf Club (“HVGC”) endorse the “Guidelines for the promotion of equal opportunity for women and girls in golf” as published March 2019 by the Australian Human Rights Commission and Golf Australia.

### **OUR PRINCIPLES**

- That all HVGC policies are gender neutral;
- That all HVGC membership types and fee structures are free from gender bias or any other form of discrimination;
- That the HVGC provides open access to the course and competitive golf for all members;
- That women and girls are encouraged to join the club, play in all competitions and participate in all club activities;
- That prizes for competitions are of equal quality/value for males and females;
- That there are no restrictions on booking times for any member;
- That any full financial member of the HVGC has the right to vote and stand for office.

## **PROCEDURES**

### **ADMINISTRATION PROCEDURES**

#### **CHANGE OVER OF OFFICE BEARERS**

At the close of each Annual General Meeting once an Office Bearer has vacated a position and a new one appointed that the following procedure be put in place:

1. An up to date file is to be kept in the club filing cabinet for reference to past office bearers including passwords and billing details on all accounts including, phone, Internet, websites etc.
2. Advise the Tax office of the changeover and obtain necessary documents to be signed with the relevant information.
3. Advise the ABN Register of change over and obtain documents for changeover.
4. Changeover bank details and signatures at Bendigo Bank
5. Advise Golf Tasmania and Southern Country of changes
6. Send relevant details to the Auditor of the new Treasurer as required

### **STANDING ORDERS – GENERAL MEETINGS AND MANAGEMENT COMMITTEE MEETINGS**

#### **INTRODUCTION**

##### **A. Guidelines**

Strict guidelines for meeting procedure are not normally set out in an Associations Constitution.

While the absence of strict guidelines might allow meetings to be more informal, it can also result in confusion and inconsistency. A simplified set of rules (Standing Orders) is developed to observe the basic principles of good meeting procedure.

The following therefore is adopted as the association's policy:

##### **B. The Chairperson**

The chairperson is responsible for the maintenance of good order, the conduct of business, the correctness of business, the correctness of procedure, and the whole tone of the meeting. He or she should ensure that the minutes are properly kept.

At all times a meeting should show respect to the chair. Members should be silent when called to order and they should not interject or disturb the good order in any way.

The ideal chairperson should be firm and confident, but patient and impartial, well versed in procedure and uphold the constitution. He or she must preserve order, be fair to everyone, and put all business clearly to the meeting so there will be no confusion.

##### **C. General Rules**

1. Motions are to be taken in the order they appear on the agenda unless the meeting agrees to do otherwise.
2. All motions and amendments (except formal motions) should be clearly expressed and be capable of only one interpretation.
3. Motions before a meeting cannot be withdrawn without the mover's consent. The withdrawal must be made before putting it to the vote. The seconder must consent to the withdrawal.
4. Motions must be relevant to the business under consideration and within the scope of the notice of meeting.
5. The original motion is superseded once an amendment is put and carried. The motion must again be put in its amended form, which then becomes the substantive motion or resolution.

6. When possible, not more than one amendment should be before the meeting at the same time.
  7. The chairman has the right to determine the order in which intending speakers may address the meeting.
  8. Each member has the right to speak once to any motion or amendment, except the mover who has the right of reply. This is subject to closure and the chairman's discretion.
  9. Members may at any time put a formal motion, ask a question, raise a point of order or give a brief explanation at the discretion of the chairman.
  10. Speakers should stand and address the chair. (General meetings only)
  11. Debate must be relevant to the subject under discussion and relate to the business before the meeting in reference to a motion, amendment or point of order.
  12. Points of order should be made to the chairman whose decision on this matter is binding.
  13. Interruption by members should relate to amending motions, adjourning the meeting, postponing a decision or closure of the debate.
  14. When the resolution has been adopted, no motion to rescind that resolution should be put at the same meeting.
  15. Questions put to the officers of the Association must be put through the chairman.
  16. Paid officers should only answer questions at the discretion of the chairman but should not take part in the debate.
- D. Formal Questions
1. "That the question be now put" (Closure).  
Terminates discussion and puts matter to vote. No seconder or discussion required. The speaker can be interrupted with this motion.
  2. "That the meeting be adjourned".  
Stops further debate. Secunder required. Discussion is in order. Mover waits until speaker finishes.
  3. "Point of Order".  
Draws chairman's attention. Must be made immediately therefore speaker can be interrupted. Chairman has discretion to accept or refuse these and other formal motions.
- E. Procedure
- Written reports issued to each member before the meeting opens may all be RECEIVED through a single motion. "Mr. Chairman, I move that the finance report, the men's match report and the social committee report, as tabled, be received" Reports will be ACCEPTED individually after being dealt with.
- F. Minutes
- The minutes are a brief record of the business conducted at the meeting. They must be clear and accurate, since they constitute an official report of the proceedings, and once signed by the chairperson they can never be altered on any pretext whatever. Minutes can be brief or expanded. The brief form does not include the names of movers or seconds, or details of any discussion. Only the words of the resolution are recorded and that it was carried or defeated. The more detailed the minutes, the more competent the secretary must be to ensure absolute accuracy.



Members have no common law right to have their remarks included in the minutes, but can insist that their objection to a motion be noted.

G. Ballots

All ballots conducted on matters relating to complaints or discipline shall be “secret ballots”. The members present at the meeting shall appoint a scrutineer. The number of votes for and against the motion shall be declared by the chairman, who shall then direct that the ballot papers be immediately destroyed.

## **CORRESPONDENCE**

A. Inwards Correspondence (I/C)

Inwards correspondence requiring a response of any kind on behalf of the Club, shall be registered and treated according to the following procedures:

1. Unless addressed “Personal”, when received by the Secretary is to be recorded and a working copy prepared with the original being filed.  
Where matters needing urgent attention a copy is then directed to the President who will determine what action is required, clearly note that action on the copy and then directing that copy to the appropriate sub-committee.
2. The Secretary shall include the matter on the agenda for the next Management Committee meeting and manage the matter until a response and action is approved by the management Committee.

B. Outwards Correspondence (O/C)

1. The Management Committee shall endorse all outwards correspondence
2. The President shall, unless otherwise determined by the Management Committee, sign all o/c addressed to members or officials of other clubs/associations.
3. The Secretary, unless otherwise determined by the Management Committee, shall prepare and sign on behalf of the Club, all o/c that would normally be classified as “general business” correspondence, retain and record copies thereof.

## **SPONSORSHIP**

Sponsorship is the purchase of the right to associate the sponsor’s name, products and services with the sponsored organisation or activity in return for negotiated benefits. Sponsorship rights can be purchased through financial contributions or the provision of in-kind goods or services.

Sponsorship is a business relationship in which both the sponsor and golf club should benefit.

Benefit may be realised from assistance in defraying the cost of an event, where the Sponsorship involves sponsorship monies, or in kind services which would otherwise have had to be paid for.

Benefit may also be realised by participants at an event receiving products or services that are useful to them. Nevertheless, a determination must be made on each occasion about:

1. Whether or not to have Sponsorship
2. The form of any Sponsorship
3. The identity of any Sponsor
4. The benefits of the Sponsorship
5. The obligations upon Huon Valley Golf Club (HVGC) arising from the Sponsorship
6. Any risks associated with the Sponsorship.

That determination will be made by the management committee, taking into account the recommendations of the membership and marketing subcommittee.

Sponsor recommendation should consider the following Principles.

1. Identity of Sponsor. The Sponsor must be a responsible and reputable organisation whose name and identity would enhance the club or sponsored event.
2. Reputation and standing. The Sponsorship should enhance the public image of HVGC, and its reputation and standing.
3. No conflict of interest. There should not be any conflict of interest, or any perceived conflict of interest between the sponsor and HVGC.
4. Benefit of Sponsorship. The specific sponsorship that is proposed, including monies, in kind services etc. should benefit HVGC and the sponsored event.
5. No favouritism. HVGC must not favour a Sponsor in a particular industry sector to the exclusion of its competitors, but will use reasonable efforts to offer the opportunity to sponsor fairly without favouritism.

### **PRICAP**

Pricap is the management software that the club uses to manage competitions and members handicaps. A full user manual is located in the office for reference.

## **DISCIPLINARY PROCEDURES**

### **THE COMPLAINT**

1. Any person or organisation may make a complaint against a member.
2. Each complaint must be submitted, in writing, to the Management Committee through the Secretary.
3. The Secretary shall hand a copy of all written complaints to the President and originals shall be kept in a secure place.
4. The President shall ensure that the Management Committee deals with complaints no later than the next scheduled Management Committee meeting.

### **THE INVESTIGATION**

1. If, by a majority vote, the Committee decides to investigate a complaint, the Secretary shall be instructed to open a "Complaint Working File" in the name of the complainant. The file shall be marked "Committee-in- Confidence" and be kept secure at all times. Copies of all relevant documents shall be placed on the working file. Original documents shall be retained by the Secretary and placed in the Club's fireproof safe.
2. An investigating officer shall be appointed by a majority vote of the Management Committee. The officer will generally be a committee member with no demonstrable bias for or against the alleged offender. A Committee member so appointed shall be ineligible to vote at any subsequent disciplinary hearing.
3. The Investigating Officer shall be responsible for setting up a formal Mediation meeting between the two parties at which time the Investigation Officer shall be the mediator. The results of the mediation meeting shall be recorded and if no resolution is obtained the officer will then be responsible for the presentation of evidence, written statements and witnesses, which may be used to prove the charges to any hearing convened by the Management Committee.
4. The investigating officer shall report to the Management Committee, in writing, on or before the next Management Committee meeting.

### **THE CHARGE**

1. If, after preliminary investigations, the investigating officer finds that the alleged offender has a case to answer, he will submit a formal written charge to the Management Committee. Charges must be framed in standard format which includes:
  - a) Full name and membership number of the member charged.
  - b) Time, date and place that the alleged incident occurred.
  - c) A full account of the alleged incident including names of witnesses.
  - d) Reference to rules, laws, policies, and procedures that were contravened as a result of the alleged incident.
  - e) Full name of complainant(s) and prosecuting witnesses, if any.
  - f) A statement signed by the investigating officer that "the investigation was conducted in accordance with Club rules without fear or favour" and "on the evidence presented and statements freely given, there seems to be a case for the accused member to answer".
2. On receipt of the charge documents, the Secretary shall ensure that the documentation complies with the stated requirements and make two copies. One copy of the documents, together with a "Charge Notice", is to be dispatched to the accused member by registered mail as soon as practicable. The second copy is to be placed on the file and handed to the

President. The original documents shall be sealed in an appropriately marked envelope and placed in a secure place. The accused member is deemed to have received his "Charge Notice" if it is forwarded by registered mail to his last address notified to the Club.

3. The "Complaint" file becomes the "Charge" file and the complainants' name is replaced by the name of the member charged.

### **THE CHARGE NOTICE**

1. The "Charge Notice" is to be signed by the President or acting President and must unambiguously inform the charged member that: -
  - A. The enclosed documents relate to charges that must be defended at a specially convened meeting of the Management Committee to be held in the Clubhouse on time, day, and date. Alternatively, the member may write to the Committee admitting culpability on all charges, in which case the committee will, at the duly convened hearing, consider the charges proven and impose an appropriate penalty. The member will then be duly advised of the Committee's decision in a letter signed by the President and dispatched by registered mail within seven (7) working days. If the member writes to the Committee admitting culpability to the charges, he or she may attend before the Committee at the duly convened hearing to decide the penalty to be imposed, and submit such references and other evidence as he or she deem appropriate and relevant to the matter of penalty. It is important that, even if the member admits culpability, he or she is given the opportunity to put submissions in mitigation of penalty.
  - B. The charged member may have representation, but not at the Club's expense, during any hearing convened by the Management Committee in connection with the subject charges.
  - C. Penalties may be imposed that include: -
    - i. A demand for a written apology
    - ii. Censure
    - iii. Suspension of Membership
    - iv. Termination of Membership
2. The period of time, between the charged member receiving the Charge Notice and the proposed hearing should be long enough to allow the charged member to consider whether to contest the charge(s) and prepare a case but in any event should not exceed 21 days.

### **THE HEARING**

1. All disciplinary hearings will be conducted in the Clubhouse and recorded on audiotape. All persons attending the hearing will be advised of the recording policy.
2. The hearing shall proceed as follows: -
  - A. The President formally opens proceeding by reading the charge(s) to the charged member and request that the member responds by declaring either no contest or the intention to defend the charge(s).
  - B. If the member declares no contest, the President will allow the member, or advocate, to make a statement requesting lenience.
  - C. If the charge(s) is to be defended, the President will: -
    - I. Warn all persons present that personal attacks or abuse will not be tolerated.

- II. Remind all witnesses that, whilst oaths are not administered, lying to the Committee during the hearing is an offence.
- III. Call on the investigating officer to present the case against the charged member. When written statements are read aloud, the President shall verify that the charged member received a copy of each statement. If copies have not been received, the hearing will be adjourned until the charged member (defendant) has been given sufficient time to peruse the subject statement. Written statements can only be relied upon if the maker of those statements is also available to be cross-examined by the defendant or their representative.
- IV. Witnesses will be called to give statements separately and will not be allowed to hear other witness's statements. All witnesses, who have provided written statements that are relied upon by the investigating officer, must be available for cross-examination by the defendant or his or her representative.
- V. At the conclusion of each witness statement, the President will allow the charged member or his representative to question or challenge all or part of the statement. The Committee may also question witnesses.
- VI. Once the case against the charged member has been presented in full, the President will inform the charged member that all the evidence has been heard and he or she is free to present a defence by tendering written statements or calling on attending witnesses to make statements in person. The Committee may question the charged member or his or her representative and any defence witnesses on any matter relating to the hearing. At this point of the hearing the charged member is only entitled to call witnesses who will be giving evidence in relation to matters concerning the proving of the charge. Evidence simply from character witnesses is not to be heard at this point in time.
- VII. When all evidence and statements have been presented, the President will make a statement to that effect and request that the charged member, his representative and any witnesses retire to a suitable place while the committee reviews the evidence. If the Committee cannot reach a decision within ten (10) minutes, the member will be so informed. The Committee shall then have seven (7) days to decide on the matter and advise the member in writing.
- VIII. The Management Committee, excluding the investigating officer shall determine if the charges were proven.
- IX. If two thirds of the Management Committee members present and voting consider the charge(s) proved, appropriate penalties may be imposed immediately or, if the committee needs more time, within seven (7) days. The charged member shall be so informed by the President. If the Management Committee considers the charge proved, prior to considering penalties, the charged member can tender written character references or call character witnesses to give evidence before the Committee which may be taken into account in considering an appropriate penalty.

- X. If the charges are not proven, the charged member will be informed immediately. The President will then direct that the "Charge File" and all original documents relating to the charge(s) shall be destroyed. If the Management Committee finds the charges are not proven, in addition to informing the charged member a notice of the finding of the Management Committee in relation to the charge, and its finding having not been proven, will be placed on the club notice board for a period of twenty eight (28) days.

## **THE PENALTIES**

Demand an Apology – from the disciplined member, in writing or verbally in front of witnesses, to a person or persons nominated by the Committee.

1. Must be sincere and without any hint or rebuke or insult, however subtle.
2. Must clearly state the reason for the apology.
3. Must include the word "apologise", "regret" or "sorry" in the text of the letter.
4. Must be addressed to the person nominated and posted to the President.
5. On receipt of an apology, the President shall direct the Secretary to make a copy and place it on the "charge file". The original will then be forwarded on to the offended party.
6. The disciplined member has fourteen (14) days to submit his or her apology and if not received within that period, the membership of the disciplined member shall be suspended until such time as the apology is received.

Censure – an adverse judgment that requires a reprimand in writing.

1. Generally awarded as a serious warning that a future transgression of like kind will attract severe consequences such as suspension or termination of membership.
2. Censures shall include full details of the offence, any special conditions imposed by the Management Committee and notification to the member that all documents relating to the disciplinary action will be retained on file for a minimum period of two (2) years.
3. Censures are written by a person nominated by the management committee. They are approved by the Management Committee and signed by the President. They are dispatched to the member by registered mail within seven (7) days of the penalty determination date.

Suspension – membership rights and privileges are revoked entirely and completely for the full period nominated by the Management Committee.

1. Theoretically, there is no minimum or maximum suspension period. In practice, a minimum period should impose a meaningful penalty and the maximum period should not exceed twelve (12) months.
2. A member may be suspended for a period that includes the first two (2) months of the Club financial year, but, to retain membership, the suspended member must pay all fees by the due date. This in no way will affect the status of the suspended member.
3. A suspended member may not enter onto Association property as another member's guest or as a green fee player or in any capacity whatever, except to attend to business genuinely associated with the disciplinary case. To attend the clubhouse for an authorized reason, the suspended member must first contact the Secretary.

Termination of membership is the normal penalty when a member is convicted of:

- A. Theft or misappropriation of monies or property belonging to Club members.
- B. Assault causing actual bodily harm, especially to members, visitors or staff.
- C. Intentionally cheating in a competition.

- D. Consumption of, or dealing in, illegal drugs on Association property.
- E. Conduct deemed by the Management Committee to have damaged the Club's good name and reputation in the golfing or general community.
- F. Persistent offensive behavior, despite an official warning from the Committee that further transgressions will be considered as just cause for termination of membership.

Prior to making a decision to terminate membership for disciplinary reasons, the Committee shall obtain legal opinion on the legitimacy of the decision. The Committee must be aware of any legal grounds of appeal that may be successful if pursued through the Courts.

## **MANAGEMENT MANUAL AMENDMENTS**

The following updates have been made to the Management Manual

| Revision | Date             |
|----------|------------------|
| 1        | 4 August 2014    |
| 2        | 25 November 2014 |
| 3        | 14 January 2015  |
| 4        | 12 March 2015    |
| 5        | 11 June 2015     |
| 6        | 12 August 2017   |
| 7        | 13 August 2018   |
| 8        | 11 December 2019 |
| 9        | 30 December 2019 |
| 10       | 13 August 2019   |
| 11       | 15 June 2020     |

A full summary of amendments is kept by Club Secretary