

# **BY-LAWS OF PALM BEACH GOLF CLUB LIMITED (A.C.N. 020 156 534)**

THE FOLLOWING BY-LAWS WERE MADE AND ADOPTED BY THE GENERAL COMMITTEE ON 1 OCTOBER, 2016. ALL PREVIOUS BY-LAWS ARE REPEALED. These By-Laws are subject to revision or alteration by the General Committee at any time.

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**Dated 1/10/2016 AMENDED TO ADJUST PLATINUM AND PREMIUM  
HOUSE MEMBERSHIP NUMBERS**

Filepath: Network/Constitution&ByLaws

## **MEMBERSHIP**

The number of Full Members of the Club shall not exceed the maximum permissible under the Registered Clubs Act.

### **ELIGIBILITY**

Any person 12 years of age and over shall be eligible for election to membership of the Club provided all conditions, fees and charges, as laid down by the General Committee have been fulfilled.

#### **A Classes**

Effective 1 October 2016 the following Classes of Ordinary Membership will exist:

1. Life Members
2. Full Playing Members
3. Senior Members
4. Intermediate Members
5. Junior Members
6. Full Time Student
7. Country Members
8. Overseas Members
9. Executives Members
10. House Members
11. Gold Members
12. New Gold Members
13. Platinum Members
14. Premium House Members

#### **DEFINITIONS:**

- 1. Life Member**  
As defined in the Articles of Association.
- 2. Full Playing Members**  
Financial Members who are defined as Full Playing Members in the Articles of Association.
- 3. Senior Members**  
Financial Members who are defined as Senior Members in the Articles of Association.
- 4. Intermediate Members**  
Financial Members who are defined as Intermediate Members in the

Articles of Association.

**5. Junior Members**

Financial Members who are defined as Junior Members in the Articles of Association.

**6. Full Time Student Members**

Financial Members who are defined as Full Time Student Members in the Articles of Association.

**7. Country Members**

Financial Members who are defined as Country Members in the Articles of Association.

**8. Overseas Members**

Financial Members who are defined as Overseas Members in the Articles of Association.

Note: Country Members and Overseas Members may only play in a maximum of 12 Saturday competitions per calendar year.

**9. Executive Members**

As defined as Executive Members in the Articles of Association.

**10. House Members**

Financial Members who are defined as House Members in the Articles of Association.

**11. Gold Members**

Financial Members who are defined as Gold Members in the Articles of Association are Ordinary Members who have the same initial rights as Full Playing Members. These rights shall continue until the earlier of the expiry of 20 years or until the death of the person who has been elected as a Gold Member or the death of any person to whom the membership has been transferred to.

To be eligible for election to this membership category an elected person was required to pay:

- 1 the subscription usually associated with a Full Playing Member for the subscription year October to September; and
- 2 an amount of thirteen thousand dollars (\$13,000.00) to be classified as building levy which will be used for the enhancement of the Palm Beach

- Golf Club's Clubhouse; and
- 3 any tax associated with the above payments; and
  - 4 an amount equivalent to levies required by N.S.W.G.A. or A.G.U., or any other similar body;
  - 5 an amount required to be paid by Ordinary members for insurance levies; and
  - 6 at the discretion of the Board of the Palm Beach Golf Club Limited, any amount that is levied on other members of the Palm Beach Golf Club.

The number of Gold Members shall be limited to a maximum number of 20 persons (**Maximum Number**).

Persons who are elected as a Gold Member shall be allocated the membership numbers 001 to 020. Where a person is an existing member, that person shall have the option of retaining any existing membership number or accepting the new number.

Eligibility for election to the membership category of Gold Member shall be open to all persons. Election to Gold Membership will be subject to approval by the Board. A Gold Member may be suspended or dismissed by the Board in accordance with Palm Beach Golf Club's Articles of Association in the same way that Full Playing Members are able to be suspended or dismissed. Any such member who is suspended or dismissed shall have no right to any refund of any amount paid with respect to membership.

Limited rights accorded with Gold Membership may be transferred from the initial Gold Member to any person. The transfer may occur only once and shall be at the discretion of the Board. The transferee will not be entitled to any period of membership which exceeds any remaining membership period due to the transferor.

**Important Disclosure:**

All persons considering their eligibility for Gold Membership should be aware that the Golf Course is leased from Pittwater Council. Palm Beach Golf Club Limited currently has a 21 year lease of the Golf Course which was entered into on 9.1.1997. It is due to expire on 8.1.2018. Although it is the present intention of the Palm Beach Golf Club to enter into a further lease with Pittwater Council upon the expiry of the present lease, Pittwater Council is under no obligation to grant a lease to the Palm Beach Golf.

Except as otherwise provided in these by-laws, membership of the Palm Beach Golf Club is not transferable.

## 12. New Gold Members

Financial Members who are defined as New Gold Members in the Articles of Association are Ordinary Members who have the same initial rights as Full Playing Members. These rights shall continue until the earlier of the expiry of 10 years or until the death of the person who has been elected as a New Gold Member or the death of any person to whom the membership has been transferred to.

To be eligible for election to this membership category an elected person was required to pay:

- 1 the subscription usually associated with a Full Playing Member for the subscription year October to September; and
- 2 an amount of nine thousand, three hundred and fifty dollars (\$9,350.00) to be classified as building levy which will be used for the enhancement of the Palm Beach Golf Club's Clubhouse; and
- 3 any tax associated with the above payments; and
- 4 an amount equivalent to levies required by N.S.W.G.A. or A.G.U., or any other similar body;
- 5 an amount required to be paid by Ordinary members for insurance levies; and
- 6 at the discretion of the Board of the Palm Beach Golf Club Limited, any amount that is levied on other members of the Palm Beach Golf Club.

The number of New Gold shall be limited to a maximum number of 15 persons (**Maximum Number**).

Persons who are elected as a New Gold Member shall be allocated the membership numbers per software programs. Where a person is an existing member, that person shall have the option of retaining any existing membership number or accepting the new number.

Eligibility for election to the membership category of New Gold Member shall be open to all persons. Election to New Gold Membership will be subject to approval by the Board. A New Gold Member may be suspended or dismissed by the Board in accordance with Palm Beach Golf Club's Articles of Association in the same way that Full Playing Members are able to be suspended or dismissed. Any such member who is suspended or dismissed shall have no right to any refund of any amount paid with respect to membership.

Limited rights accorded with New Gold Membership may be transferred from the initial New Gold Member to any person. The transfer may occur only once and

shall be at the discretion of the Board. The transferee will not be entitled to any period of membership which exceeds any remaining membership period due to the transferor.

**Important Disclosure:**

All persons considering their eligibility for New Gold Membership should be aware that the Golf Course is leased from Pittwater Council. Palm Beach Golf Club Limited currently has a 21 year lease of the Golf Course which was entered into on 9.1.1997. It is due to expire on 8.1.2018. Although it is the present intention of the Palm Beach Golf Club to enter into a further lease with Pittwater Council upon the expiry of the present lease, Pittwater Council is under no obligation to grant a lease to the Palm Beach Golf.

Except as otherwise provided in these by-laws, membership of the Palm Beach Golf Club is not transferable.

**13. Platinum Members**

Financial Members who are defined as Platinum Members in the Articles of Association are Ordinary Members who have the same initial rights as Full Playing Members. These rights shall continue until the earlier of the expiry of 10 years or until the death of the person who has been elected as a Platinum Member or the death of any person to whom the membership has been transferred to.

To be eligible for election to this membership category an elected person was required to pay:

- 1 the subscription usually associated with a Full Playing Member for the subscription year October to September; and
- 2 an amount of seven thousand dollars (\$7,000.00) to be classified as building levy which will be used for the enhancement of the Palm Beach Golf Club's Clubhouse; and
- 3 any tax associated with the above payments; and
- 4 an amount equivalent to levies required by N.S.W.G.A. or A.G.U., or any other similar body;
- 5 an amount required to be paid by Ordinary members for insurance levies; and
- 6 at the discretion of the Board of the Palm Beach Golf Club Limited, any amount that is levied on other members of the Palm Beach Golf Club.

The number of Platinum Members shall be limited to a maximum number 20

persons (**Maximum Number**).

Persons who are elected as a Platinum Member shall be allocated the membership numbers per software programs. Where a person is an existing member, that person shall have the option of retaining any existing membership number or accepting the new number.

Eligibility for election to the membership category of Platinum Member shall be open to all persons. Election to Platinum Membership will be subject to approval by the Board. A Platinum Member may be suspended or dismissed by the Board in accordance with Palm Beach Golf Club's Articles of Association in the same way that Full Playing Members are able to be suspended or dismissed. Any such member who is suspended or dismissed shall have no right to any refund of any amount paid with respect to membership.

Limited rights accorded with Platinum Membership may be transferred from the initial Platinum Member to any person. The transfer may occur only once and shall be at the discretion of the Board. The transferee will not be entitled to any period of membership which exceeds any remaining membership period due to the transferor.

**Important Disclosure:**

All persons considering their eligibility for Platinum Membership should be aware that the Golf Course is leased from Pittwater Council. Palm Beach Golf Club Limited currently has a 21 year lease of the Golf Course which was entered into on 9.1.1997. It is due to expire on 8.1.2018. Although it is the present intention of the Palm Beach Golf Club to enter into a further lease with Pittwater Council upon the expiry of the present lease, Pittwater Council is under no obligation to grant a lease to the Palm Beach Golf.

Except as otherwise provided in these by-laws, membership of the Palm Beach Golf Club is not transferable.

**14. Premium House Members**

Financial Members who are defined as Premium House Members in the Articles of Association.

**NOTE: Play in Public Times** - Any Member who is not eligible, as determined by their class of membership, to play on specified days, is required to pay current public green fees on those days.

**(b) Voting Rights**

- (i) The Members of the Club entitled to vote at the annual election of the Board of the Club shall at all times comprise of a majority of the Full Members of the Club.
- (ii) The following classes of FINANCIAL members are entitled to attend and have one vote at Annual General Meetings or Meetings of Members. These classes of members shall be known as "Ordinary Members":-

**Life Members**  
**Full Playing Members**  
**Senior Members**  
**Gold Members**  
**New Gold Members**  
**Platinum Members**

- (iii) In the event that a ballot is needed for the positions of President, Vice President, Captain and Honorary Treasurer that the ballot be conducted using the preferential method.
- (iv) In the event that a ballot is needed for the position of an Ordinary Board Member that the ballot be conducted by the "first pass the post method".

**(c) Honorary Members**

The Board of the Club has the discretionary power to appoint Honorary Members, from time to time such as:-

- (i) The Patron or Patrons for the time being of the Club.
- (ii) Any prominent citizen or local dignitary visiting the Club.

When Honorary Membership is conferred on any person, their name, address, commencement and termination dates shall be entered in the Club's Register of Honorary Members.

**(d) Temporary Members**

The Board of the Club has the discretionary power to appoint Temporary Members, from time to time.

Such persons, who are over the age of 18 years, other than pursuant to By-Law 1.(d), (iii), will be:-

- (i) Any visitor whose permanent place of residence in New South



Wales is not less than a distance of 5 kilometres from the Club.

- (ii) Full Members (as defined in the Registered Clubs Act) of other Clubs, which are registered under the Registered Clubs Act and have objectives similar to those of the Club.
- (iii) Full Members (as defined by the Registered Clubs Act) of other clubs who, at the invitation of the Board, or any Ordinary Full Member of the Club, attends on any day for the purpose of participating in any event organised by the Club.
- (iv) A Temporary Member is not required to pay an entrance fee or yearly subscription, is not entitled to vote at any meeting of the Club, elected to the Board or any office, or participate in the management, business and affairs of the Club, in any way.
- (v) A member of the Club, who introduces a Temporary Member to the Club, is held responsible for ensuring the Temporary Member abides by all rules and regulations of the Club.
- (vi) A Director or the Executive Officer may terminate the membership of any Temporary Member at any time, without notice, and without having to provide any reason.

When a person is accepted as a Temporary Member of the Club, they are required when first entering the Club premises, to enter their full name, residential address, and date on which Temporary Membership is granted in the Club's Register of Temporary Members, and duly signed.

### **(e) Patrons**

Members eligible to vote at a General Meeting may appoint a Patron or Patrons upon a recommendation being made by the Board of the Club.

### **(f) Election of Members**

A person shall not be admitted as member of the Club, other than as an Honorary or Temporary member of the Club, unless that person is elected to membership at a meeting of the Board of the Club.

The Board may reject any application for membership without assigning any reason for such rejection.

Persons in the process of applying for Ordinary classes of membership shall:-

- (i) Complete an official Nomination Form containing such particulars as are from time to time prescribed by the Board.
- (ii) Be proposed by one, and seconded by another, Ordinary member, over the age of 21 years, who has been a member of the Club for a minimum period of 12 months. Full Time Students are required to provide

appropriate supporting documentation.

Duly completed Nomination Forms are lodged with the Executive Officer who shall:-

- (iii) Ensure all aspects of nomination is correct and duly register the receipt of such Nomination Form. The applicant will receive written confirmation from the Executive Officer.
- (iv) The completed Nomination Form is submitted to the Membership Sub-Committee who shall review all applications in respect of the class of membership submitted on the Nomination Form as a vacancy arises.
- (v) At the discretion of the Membership Sub-Committee display on the "Members Notice Board" details of such applicants to include date of posting, full name, address, occupation, proposing and seconding member's names. These details shall remain on the "Members Notice Board" for a minimum of 14 days, and at least 14 days prior to projected consideration of such application by the General Committee of the Club.
- (vii) In the event of an Ordinary Member of the Club over the age of 21 years, submitting in writing, objections to the acceptance of nominated applicants to Ordinary membership of the Club, such objection is submitted to the Membership Sub-Committee whose decision is final.
- (viii) Submit applicants approved by the Membership Sub-Committee to the General Committee who may at its discretion, elect or cancel the election of the person to membership of the Club.

**(g) Entrance Fees, Annual Subscriptions and Levies**

- (i) Entrance fees and annual subscriptions shall be determined by the Board.
- (ii) If the entrance fee or subscription or part thereof of any member shall not be paid within a period of thirty (30) days from the date upon which it shall fall due for payment, the Executive Officer shall give to the Member in default fourteen (14) days written notice within which such entrance fee or subscription must be paid. If the same shall not have been paid, the defaulting member shall from that date be barred from all privileges of membership.
- (iii) The Board shall have the power to make charges and levies on Ordinary Members for general or special purposes.

## **(h) Addresses of Members**

Members shall advise the Executive Officer of the Club of any change in their address.

## **2. GENERAL COMMITTEE**

The General Committee is elected at the Annual General Meeting of Palm Beach Golf Club Ltd by a quorum of Members eligible to vote as specified in By-Law 1(b).

The General Committee shall comprise -

President  
Vice President  
Captain  
Treasurer  
Two Directors

## **3. SUB-COMMITTEES**

### **(a) Executive Sub-Committee**

#### **(i) Composition**

The Executive Sub-Committee shall consist of the President, Vice President, Captain and Treasurer. The President will be Chairman of the Executive Sub-Committee.

#### **(ii) Duties**

- (a) To elect Sub-Committee Chairmen and composition of their Committee.
- (b) To receive and handle all matters relating to Corporate, Federal and State Laws and any issue relative to legal or financial implications.
- (c) Embrace future planning issues or direction as proposed by Sub-Committees.

### **(b) Finance Sub-Committee:**

#### **(i) Composition**

The Finance Sub-Committee shall consist of the President and Treasurer. The Treasurer shall be the Chairman of the Finance Sub-Committee.

#### **(ii) Duties**

The Finance Sub-Committee shall direct policy relative to the Club's financial

performance, specifically:

- (a) Budget preparation and control for income generation and both capital and operational expenditure.
- (b) Review annual membership fees for all classes.
- (c) Assess and report financial performance and projections via minuted meetings for acceptance by the General Committee.
- (d) Overview performance of elected Auditors.
- (e) Accept and approve for publication in the Annual Report financial performance of the Club.

### **(c) Match Sub-Committee**

#### **(i) Composition**

The Match Sub-Committee is responsible for all Match and Handicap matters. It should consist of the Captain as Chairman and other such sub-committee members (one of whom shall be appointed Vice-Captain) as shall be appointed by the Executive Sub-Committee from the elected Committee.

#### **(ii) Duties**

- (a) To arrange programs of all matches and competitions which shall be ratified by the General Committee.
- (b) To organise, manage and control play in any events held on the course.
- (c) To organise all starting arrangements.
- (d) To select players for all matches and competitions requiring such selection. In considering selection of players for matches and competitions requiring such selection, the following factors should be taken into account.
  - (i) the representative nature of the match and/or competition
  - (ii) the golfing experience, including match play experience of the player
  - (iii) the compatibility of the proposed players one with the other
  - (iv) the skill and potential as golfers of the proposed players
  - (v) the age of the proposed players
  - (vi) the known acceptability of the player as a pennant team player or representative of the Club or other clubs
  - (vii) such other factors which are considered to be in the best interest of the Club
- (viii) To make and vary local rules and carry out recommendations of Greens Sub-Committee with regard to preservation of the course.
- (ix) To arrange and supervise the Professional's duties and administration of the Professional Shop.

### **(d) House Sub-Committee**

**(i) Composition**

The House Sub-Committee shall consist of a Chairman and such other sub-committee members as shall be appointed by the Executive Sub-Committee from the elected Committee.

**(ii) Duties**

To establish policy documented via minuted meetings for submission and approval of General Committee Meetings for management of staff implementation concerning:

- (a) Maintenance, cleaning and up keeping of the Clubhouse, its appointments, furnishings and equipment.
- (b) Control all service functions of the Club, including supply of meals and refreshments.
- (c) Purchase of all goods and materials for resale or use in the Clubhouse.
- (d) Continual review of dress standards applicable to acceptance in the Clubhouse.
- (e) Entertainment programmes for members which may, or may not be in association with golf tournaments.
- (f) Revenue generating activities for profitable Clubhouse operations.
- (g) Staffing levels, permanent and casual covered by the House Budget.
- (h) Supervision of all communications/publications to Members.
- (i) Statutory Laws established and varied by legal entities.

**(e) Membership Sub-Committee**

**(i) Composition**

The Membership Sub-Committee shall consist of the Chairman and other Committee Members as shall be appointed by the Executive Sub-Committee from the elected committee.

**(ii) Duties**

To establish policy via minuted meetings for submission and approval at General Committee meetings for management and staff implementation concerning.

- (a) Maintenance of membership levels within each and every class
- (b) Transfer between membership classes
- (c) Acceptance of new members for all classes of membership, their entry interviews and familiarisation of Club By-Laws, all club facilities and use thereof.

**(f) Greens Sub-Committee**

**(i) Composition**

The Greens Sub-Committee shall comprise a Chairman and such other Sub-Committee members as shall be appointed by the Executive Sub-Committee from the elected Committee.

**(ii) Duties**

To establish policy via minuted meetings for submission and approval at General Committee meetings and the subsequent supervision regarding implementation of such policies by Management, Staff and Contractors concerning:-

- (a) The general maintenance, improvement and certification of the course and grounds as required.
- (b) The overall general liaison with and supervision of the Course Superintendent and his staff through the Executive Officer.
- (c) The instigation and recommendation to the Finance Sub-Committee concerning the purchaser of plant equipment, tools and general materials as required from time to time for course upkeep, maintenance and improvement.
- (d) The establishment of day to day policies in conjunction with the Match Sub-Committee on matters directly relating to changes affecting playing conditions of the course in general.

**4. WOMENS COMMITTEE**

**(i) Authority:**

The Women's Committee acts in an advisory capacity to the Board of the Club on behalf of those members affiliated with the Women's Golf Union. The Committee so formed shall in the exercise of the powers so delegated conform with any By-Laws, regulation or restriction that may from time to time be imposed upon it by the Board.

**(ii) Composition:**

- (a) The Women's Committee shall consist of Full Playing Members of the Club who are affiliated with the Women's Golf Union and who are elected by fully financial Full Playing Members affiliated with the Women's Golf Union. The results of such elections shall be reported to the Executive Officer of the Club for the information and approval of the General Committee. Questions arising at any Women's Committee meeting shall be determined by a majority of votes of the financial members present and in the case of equality of votes, the Chairman shall have a second and casting vote. A quorum for any general meeting shall be five.
- (b) Only a female Full Playing member can be elected to the position of Lady President, Vice President, Captain, Vice-Captain or Treasurer of the Women's Committee.

**(iii) Duties:**

- (a) To prepare for approval of the General Committee, the annual Women's Fixture Programme, arrange and control those competitions throughout the year in compliance with agreements the Club holds with statutory bodies.
- (b) To handicap lady members in accordance with the rules of Women's Golf Union.
- (c) To communicate and uphold the Rules of Golf.
- (d) To assist and advise the Membership Sub-Committee on all matters concerning those classes of membership of the Club which require affiliation with the Women's Golf Union.

**5. STAFF**

- (a) The Executive Officer will be appointed by the Executive Sub-Committee with approval of the General Committee. The dismissal of the Executive Officer can only be actioned by the majority of both Executive Sub-Committee and General Committee but neither Committee singularly.
- (b) The Executive Officer shall be under the control of the Executive Sub-Committee in general, and the President in particular.
- (c) All instructions of the General Committee or any Sub-Committee to employees of the Club shall be transmitted through the Executive Officer.
- (d) All complaints or requests from staff shall be made through the Executive Officer to the Chairman of the Sub-Committee concerned or to the President according to the circumstances.

**6. CLUB HOUSE RULES**

All rules governing Club House operations are the responsibility of the House Committee who makes recommendations via minutes meetings for approval by the General Committee.

**(a) Entry to the Club House**

Members introducing Visitors to the Club and its precincts are responsible for:

- (i) Completing details as prescribed in the statutory register, on entry to the Club.
- (ii) Advising entry and exit points, in case of emergency.
- (iii) Their behaviour, remaining in their reasonable company.

**(b) Service**

Service areas including the kitchen, bar and administrative offices, may only be

entered by staff and committee members in the course of their duties.

**(c) Hours of Trading**

The Club House will be open at such hours and periods exhibited on notice boards and in the annual Fixtures book. All members (and their guests) must vacate the premises as instructed by duty staff.

**(d) Special Functions**

(i) Attendances at Special Functions may be restricted to Members, with or without partners and guests as advised and published on relevant notices.

(ii) No member is entitled to enter a designated function area unless they are part of that function.

**(e) Children**

No person under the age of 18 may enter any part of the Clubhouse unless accompanied by, and remaining with, an adult and no person under the age of 18 may enter the precinct of the poker machine and bar areas.

**(f) Dress Regulations**

Members and their guests must comply with current dress regulations which apply to all areas of Palm Beach Golf Club property. Management and staff are required to refuse service to any person who does not comply with Dress Regulations.

**(g) Gambling**

Members and their guests are not permitted to introduce any forms of gambling on Club premises, or partake in such games.

**(h) Games**

Members and their guests may only play games on Club premises which are approved by the General Committee.

**(i) Collections**

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

**(j) Notices/Advertisements**

No notice/advertisement or paper written or printed shall be posted in or about the Clubhouse or on the Course without the approval of the Executive Officer.



**(k) Animals**

No animals are permitted in, or around the Clubhouse.

**(l) Complaints**

Any complaints about or by a member may only be lodged in writing to the Executive Officer, regardless of its nature. The Executive Officer may deal summarily therewith or refer it to the respective Sub-Committee or General Committee. Similarly, any complaint against a staff member must be in writing and lodged only with the Executive Officer. Any abuse, verbal or otherwise, by a Member against a staff member or contractor will be dealt with by the General Committee.

**(m) Suggestions**

Any member wishing to make a suggestion regarding any aspect of Club affairs is encouraged to do so, in writing, to the Executive Officer who will refer it to the relevant Sub-Committee or General Committee.

**(n) Catering**

Patrons are not able to supply their own food requirements when Club Caterers are in operation, unless prior arrangement has been made with the Executive Officer.

**7. MATCH RULES**

**(a) Handicaps**

Each member is responsible for ascertaining their current handicap and, if in doubt, should refer to the Match Sub-Committee or the Club Captain.

**(b) Etiquette and Conduct**

The player on the lowest handicap in any group shall act as Captain of the game for the purpose of ensuring that the etiquette and rules of golf are duly observed by all members of the group and that their group keeps up with the field.

**(c) Duties of Markers**

Markers should observe conscientiously their obligation under the rules of golf with regard to scoring and completion of card.

**(d) Cards**

Immediately on completion of the round all cards even if incomplete must be returned and placed in the box provided.

**(e) Interpretation of Rules**

Should a player or marker be in any doubt concerning the application of a rule of golf or local rule or a particular incident in the course of straight competition play they must immediately on returning to the Clubhouse report the facts to the Captain of the Club, or Captain of the Women's Sub-Committee. Such request may be required in writing so a ruling can be given by the Match Sub-Committee. In such cases the card must not be signed until a ruling is given. Players should make themselves familiar with the rules of golf covering disputes or doubt as to procedure.

**(f) Protests**

Any protest in connection with play shall be delivered in writing to the Club Captain Officer immediately after completion of the match or round. Such protests will be dealt with by the Match Sub-Committee as soon as possible.

**(g) Match Play Offs**

It is the responsibility of each player at any draw of matches to ascertain their hit-off time of play. If no time has either been set down by the Match and Handicap Sub-Committee or Women's Sub-Committee or been arranged mutually, the players must contact the Pro Shop by 9.00 a.m. on the day set down to play, otherwise the match will be forfeited by the player not reporting. All matches are to be played on, or before the date set down in the match program. No extension of time will be granted during the rounds leading to the final.

**(h) Invitation Competitions**

All Temporary Members playing in invitation competitions must be Members or Associates of a golf club affiliated with the Golf Association in their respective States and have a recognised handicap. In fourball and foursome events a Temporary Member must play with a Member, unless designated an open event. The Match Sub-Committee shall determine which events are invitation events. Overseas visitors must be members of a recognised Golf Club.

**(i) Rules - Local/Golf**

It is the duty of each member to ascertain what local rules apply before they commence their round and generally understand and observe the rules of golf.

**(j) Purchase of Golf Balls**

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

**(k) Dress on the Course**

Players should always be clean and suitably dressed. Shorts may be worn by Members and short socks are permitted. Golf shoes must be worn.

**(l) Trophies**

The Match Sub-Committee shall decide the allocation of trophies for all competitions and its decision shall be final. Normally no member will be eligible to receive more than one trophy on any competition day.

**(m) Handicapping**

- i) Members shall return all cards for handicapping.
- ii) The General Committee/Board of Directors may from time to time approve the alteration of a Member's handicap if in its absolute discretion and having regard to all of the circumstances including the member's results in any form of competition, it considers that the change is warranted under the handicap system which the Club follows. The Member shall have no right to make any representation to the handicapper or to the General Committee/Board of Directors in relation to any proposed alteration of the Member's handicap.

**(n) Fixture Book**

It is the duty of each Member to make themselves familiar with the contents of the current Fixture Book published by the Club. Also, not to enter any competitions they are not entitled to, as determined by their class of membership.

**(o) Motorised Carts**

Other than hand held buggies, no form of motorised ride-on bikes or carts may be used on the Course without permission from the Match Sub-Committee. Members are requested to familiarise themselves with restrictions applicable to the use of motorised carts in "Major" Club events. Prior to using motorised ride-on bikes or carts members must provide the Executive Officer with a copy of their Unregistered Vehicle Insurance Certificate.

**(p) Women's Club Championships**

Only a Female Full Playing Member can win the Women's Club Championships.