



Torvean Golf Club Constitution 2018

(Revised from 2017)

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Declaration

1. **Torvean Golf Club.** The club shall be known as Torvean Golf Club [TGC] and will be a non-profit making body. Furthermore, it will abide by the rules and regulations as laid down by The Royal & Ancient Golf Club and will be affiliated to The Scottish Golf Union.

2. **Mission Statement.** The Mission Statement of TGC is to:
 - a. Maintain all the traditions and standards associated with the game of golf and to maintain its course so as to preserve its original design, historical character and natural surroundings, so far as is practicable.
 - b. To provide and maintain facilities inclusive for all and for the benefit of the membership and those wishing to play the game, regardless of gender, creed, religion or ethnic origin. In accordance with the Clubs Equality Policy (Annex D)
 - c. To promote and develop the participation of the local community and to promote Junior Golf, by providing a safe environment with a friendly atmosphere and to encourage sportsmanship, fair play and standards of behaviour in those playing the game by further promoting honesty, integrity and fairness.

3. **Aims and Objectives.** The Aims & Objectives of TGC will be dedicated to endeavouring to provide an all year round golf experience for its Members, Visitors and the Highland Community, incorporating where possible a quality course and facilities and to produce an annual business plan clearly defining the Aims & Objectives which should include:
 - a. To, promote participation of the whole community, in the sport of golf.
 - b. To, foster the game of golf among the community, giving special emphasis and commitment to a Youth Development Programme.
 - c. Endeavour to provide facilities for Junior Members.
 - d. To, carry forward the Aims & Objectives of the Club by employing the relevant and qualified Staff.
 - e. To, enter into annual consultation with all Club Members and where necessary the Community and take into account their views for the preparation of annual financial and business plans, for formal presentation to the AGM.
 - f. To develop, maintain and implement Rules, Regulations and Policies for the welfare, safety and liability of TGC Membership, Staff, Visitors and Property.

4. **Constitutional Rules & Club Rules.**
 - a. The Clubs Constitutional Rules & Club Rules will be a formally compiled document, which when presented to and authorised by the Voting Membership, shall be the Constitution & Rules that all Members, Staff and Visitors will abide by and will be lodged as such, for presentation and perusal by those and to any outside body, that may reasonably require its production.
 - b. The Constitution shall not be altered or amended, except by resolution carried by a two-thirds majority of the Members present at a General Meeting. Notices of Motion to amend existing rules or to introduce new rules must be in the hands of the

Management Committee in writing, twenty one days prior to the meeting and if approved at such a meeting must be recorded at Annex G to this Constitution.

- c. The Club Rules which are an integral part of the Constitution are attached at Annex A and form the basis of the Welfare, Health & Safety, security & liability of its Members, Staff and Visitors. However, by nature of the ever changing climate in these respects, the Management Committee will reserve the right to amend the Rules as required and to instigate disciplinary proceedings against offenders where necessary.
- d. All Members and Staff shall be considered to have submitted themselves to the "Rules of Golf", "The Club Constitution and Rules" of TGC and on these conditions they shall be entitled to enjoy the privileges of the Club. If the conduct of any Member is such that as it appears to the Management Committee to endanger the character, interest or good order of the Club, it shall be within its authority to suspend or expel such a Member, if in the opinion of two thirds present at a meeting, that such a Member has by their conduct, forfeited their right to remain a Member. Such a Member shall have no right of claim for payment or repayment of entry or subscription monies, or any other claim in respect of such expulsion.
- e. Furthermore, the Club Policy & Discipline Sub-Committee will develop and control a Disciplinary Code of Practice that, all Members, Staff and Visitors will be subject to (Annex C).
- f. Any changes to the Club Rules will be recorded at Annex G to this Constitution.

5. **Management Committee.** Shall on behalf of the whole Club Membership, represent them in all respects and when duly elected by that Membership as Club Office Bearers will consist of, in order of seniority, the Club President, Club Vice-President, Club Captain, Club Secretary/Treasurer, Club Greens Convenor, Lady's Convenor, Junior Convenor, Senior Convenor, Club Match & Handicap Secretary, Club Marketing & Development Co-ordinator, Coach & Development Co-ordinator and Clubhouse Convenor. A brief outline of responsibilities for the Management Committee is as follows:

- a. **President.** The President, or in his absence the Vice-President, shall preside at all Meetings of the Club and Management Committee. He shall have a deliberative and in the case of equality a casting vote. Failing this the Members shall appoint a Chairman for the time being who shall have a deliberative and casting vote, as aforesaid.
- b. **Vice-President.** The Vice-President, will deputise for the President in all Club matters and will Chair the Disciplinary Sub-Committee.
- c. **Captain.** The Captain, will be responsible for all golfing issues including Match & Handicap. He will chair all meetings for the Match & Handicap Sub-Committee and keep the Management Committee informed of all golfing issues.
- d. **Club Secretary/Treasurer.** A formal member of the Audit Sub-Committee, the Secretary/Treasurer will be responsible for overseeing the financial affairs of the Club and ensuring that effective administration and accounting systems are maintained.
- e. **Greens Convenor.** A formal Member of the Match & Handicap Committee he will be required to undertake duties in relation to the maintenance, upkeep and improvement of TGC and will chair all meetings of the Greens Sub-Committee.

- f. **Match & Handicap Secretary.** The Match & Handicap Secretary will be a formal Member of the Match & Handicap Committee with the remit to arrange all competitions and ensure a record of Members Handicaps is maintained.
- g. **Senior Convenor.** The Senior Convenor will be an elected Senior Club Member who will Chair all meetings of the Senior Sub-Committee and will serve on the Match & Handicap Committee. He will organise and run all Senior Members Competitions such as Opens, Inter Club Matches, Away Days etc.
- h. **Junior Convenor.** The junior Convenor will chair the Clubs junior Section and Youth Development Sub-Committee. They will arrange all Junior Competitions and shall ensure all Competitions and Ties are played off by the specified date.
- i. **Ladies Convenor.** Lady's Convenor will represent the Ladies Section in all golfing matters and chair all meetings of the Ladies Sub-Committee.
- j. **Coaching & Development Co-ordinator.** The Coaching & Development Co-ordinator will be responsible for all aspects of Junior Golf Coaching & Development at TGC
- k. **Clubhouse Convenor.** The Clubhouse Convenor will chair the Clubhouse Sub-Committee and will be responsible for all aspects relating to the efficient running of all Clubhouse facilities.
- l. **Marketing & Development Co-ordinator.** The Marketing and Development Co-ordinator will chair the Marketing and Development Sub-Committee and will be responsible for Marketing and Promoting TGC including sponsorship and sales.
- m. **Membership Convenor.** The Membership Convenor will chair the membership Committee and will be responsible for Membership recruitment and retention.
- n. **General Committee Post.** There will be two General Committee posts on the Management Committee, these Committee Members to assist in all Management Committee issues.

A full list of duties and responsibilities relevant to each Office Bearer will be handed to those elected to fill these positions. These lists will be reviewed annually by the Management Committee and will be available for perusal by any Club Member.

The duly elected Members of Management Committee when brought together for that purpose and the Clubs Office Bearers in respect of their appointments will be the sole authority of TGC in all matters with the exception of "removing" a player from a competition as outlined in 8f and 8g below, includes discipline.

6. **Other Club Office Bearers.** Shall on behalf of the whole Club Membership, represent them in respect of their appointments only, when duly elected by that Membership and shall comprise two Club Assistant Match & Handicap Secretaries. The Management Committee shall have the right to make further appointments to specialist positions based upon suitability, qualifications and experience e.g. Club Fire & Health & Safety Advisor and Child Protection Officer.
7. **Election of Management Committee & Office Bearers:** Guidelines for the election of Committee and Office Bearers are as follows:
 - a. The Management Committee and Office Bearers shall be elected from Adult & Senior Membership only, by a majority of votes of the Members present at an Annual General Meeting of the Club. They shall hold office for a period of two years in their respective office and shall eligible for re-election. No-one person will hold more than one office unless it will benefit Management of the Club.

- b. Only an Adult or Senior Member of the Club may be nominated to serve as a Committee Member or Office Bearer. However, they shall not be nominated to serve if they are not present at that AGM unless their prior consent has been obtained. The Management Committee only reserve the right to fill until the next AGM any vacancy occurring in the Elected Members or Office Bearers, during their period of office and those duly elected persons will have the right of vote on Club matters.
 - c. The names of Members proposed and seconded for nomination to Management Committee or Office Bearers and who are willing to serve as such, shall be posted on the Club notice board at least twenty one days (closing date) prior to the AGM and be intimated to Adult & Senior Members where possible, in the notice calling the meeting.
 - d. Where there has been no prior proposal of a vacant post/position and provided the present post holder does not wish to continue in that position, then any Adult or Senior Member may propose and second at the meeting, with their permission, any other Adult or Senior Member to fill that position, but only provided those three Members are present at the AGM.
 - e. The Management Committee will have the authority to co-opt a further two Members to their numbers as occasion arises, for specific purpose and periods only.
 - f. Employees of TGC shall not be eligible for election to Management Committee posts.
- 8. Management of Club Affairs:** The management of club affairs can be complex and will adhere to the following principles:
- a. The whole affairs and business of the Club shall be vested on behalf of the Membership in the Management Committee when brought together for that purpose.
 - b. When brought together the Management Committee will have the authority to decide and action, on behalf of the Members all matters of Club Business, including finance, administration, golfing matters, course maintenance, buildings & equipment, discipline, social activities and Staff. However, in respect of TGC Staff employment and disciplinary matters, only the Club President & Vice-President may administer authority, but in that respect will be answerable to Management Committee as a whole.
 - c. Only in the event of a "crisis" or of a very serious circumstance, will the Management Committee have the authority to "overturn" a Membership decision at AGM / EGM but in doing so will inform the Membership immediately, for their consideration of the matter.
 - d. The Management Committee will satisfy the legal requirements of the Licensing Laws and will be the holders of the "License" unless delegated to a nominated person.
 - e. In an effort to ensure that Club Business is dealt with regularly and expediently the Management Committee will ensure that, they meet in this respect on a monthly basis or at least on ten occasions annually, not to include General Meetings and will record minutes of all such Meetings that, will be "posted" for the information of all Members.
 - f. The Management Committee will develop, and control three formal and constitutionally recognised Sub Committees as follows:
 - 1.) **Club Finance Sub-Committee** - Will comprise the Club President (Chairman), Club Vice-President and/or the Club Secretary/Treasurer (vice Chairman), Club Marketing & Development Co-ordinator plus two others nominated by the

Management Committee and may include any other Adult or Senior Member, who will be responsible for monitoring and reporting on the effectiveness of the financial controls placed by the Management Committee.

- 2.) **Club Match & Handicap (Captains) Sub-Committee** - Will comprise the Club Captain (Chairman), Club M&H Secretary (Vice-Chairman), Lady's Convenor, or nominated Lady, Club Greens Convenor, Senior Convenor, junior Convenor, Club Match & Handicap Assistants. They will be responsible to Management Committee for arranging, controlling and administering all "home and away" Club Competitions and Club Matches, including the financial aspects concerned, but in respect of finance, only when authorised by Management Committee and will include the controlling, registering and updating of all Club Members Handicaps. They will have the authority to scratch from any Competition/Match, any Member or Visitor who fails to observe the Rules of TGC or of golf as specified by "The Royal & Ancient Golf Club" and they will keep records of all Club Handicaps and Liaise where appropriate with the Scottish Golf Union.
 - 3.) **Junior Section & Youth Development Sub-Committee** - Will comprise the Junior Convenor (Chairman), Coach & Development Co-ordinator (Vice-Chairman), Junior Captain (under the age of 18 years) and at least two other Members designated by the Sub-Committee, who may be parents, provided they are serving Members of TGC They will be responsible for arranging, controlling and administering all "home and away" Junior Competitions and Junior Matches, including the financial aspects concerned, but in respect of finance, only when authorised by Management Committee. They will have the authority to scratch from any Competition/Match, any Junior who fails to observe the Rules of TGC or of golf as specified by "The Royal & Ancient Golf Club" and will liaise where appropriate, with the Scottish Golf Union and Youth Golfing Organisations, schools and youth authorities and will compile a Youth Development Programme dealing with all matters relating to junior Golf and Coaching.
- g. The Management Committee will develop and control further Sub-Committees as follows:
- 1.) **Ladies Section Sub-Committee** - Will represent The Lady Membership and will comprise the Ladies Convenor (Chairman), a designated Lady Vice-Convenor (Vice-Chairman), Secretary, Ladies Handicap Secretary and at least three other Members nominated by the Sub-Committee. They will be responsible for the arranging, controlling and administering all "home and away" Competitions and Matches, including financial aspects, but in respect of finance, only when authorised by Management Committee. They will have the authority to scratch from any Competition/Match any Lady who fails to observe the Rules of TGC or of golf as specified by "The Royal & Ancient Golf Club", will be affiliated to the Scottish Ladies Golfing Association.
 - 2.) **Senior Section Sub-Committee** - Will represent the Senior Membership and will comprise the Seniors Convenor (Chairman), a designated Senior Vice-Convenor (Vice-Chairman) and at least two other Members nominated by the Sub-Committee. They will be responsible for the arranging, controlling and administering all "home and away" Competitions and Matches, including financial aspects, but in respect finance, only when authorised by Management Committee. They will have the authority to scratch from any Competition/Match any senior who fails to observe the Rules of TGC or of golf as specified by "The Royal &

Ancient Golf Club" and will liaise where appropriate with the Scottish Golf Union.

- 3.) **Club Discipline Sub-Committee** - Will represent the whole Club Membership and will comprise the Club Vice-President (Chairman), Club Captain (Vice Chairman) and three other Members of the Management Committee appointed for that purpose by the Vice-President. They will only be convened as and when required for the purpose of investigating and detecting alleged breaches of TGC Rules.
 - 4.) **Club Marketing & Development Sub-Committee** - Will represent the whole Club Membership and will comprise the Club Marketing & Development Co-ordinator (Chairman), Club Vice President (Vice-Chairman), Representative of Match & Handicap Sub-Committee and the two other Members. Their responsibilities will be that of Marketing & Developing TGC including Sponsorship, Membership and Visitors.
 - 5.) **Greens Sub-Committee** - Will represent the whole Club Membership and will comprise the Club Greens Convenor [Chair], Captain [Vice-Chair] representative of the Senior Sub-Committee, Representative from Ladies Section and 1 other Member.
 - 6.) **Clubhouse Sub-Committee** - Will represent the whole Club Membership and will comprise, Clubhouse Convenor [Chair], Lady Convenor [Vice-Chair], Secretary/Treasurer, Representative from Match & Handicap Sub-Committee and 1 other Member.
 - 7.) **Other Sub-Committees** - The Management Committee may authorise any other Sub-Committee, for the benefit of the Club and its Members at their discretion and can include any number of Members, but only for a specific reason and period as necessary. However, the Sub-Committee and its Members may only have authority and responsibilities as directed by Management Committee and will on all accounts be answerable to them.
- h. The General Authority of Sub-Committees will be that of:
- 1.) Each Sub-Committee outlined above will carry their respective authority as detailed in their description however in all matters they will be accountable to the Management Committee.
 - 2.) With the exception of the Club Audit and Marketing & Development Sub-Committee who will meet at least bi-annually and the Discipline Sub-Committee who will meet as required, each other Sub-Committee will endeavour to sit monthly or at a minimum bi-monthly and all will compile minutes of those meetings for production to Management Committee, for their information and authority where necessary, for the information of Members on request and the Club Secretary/Treasurer.
 - 3.) The Sub-Committees outlined at paragraph 8f and 8g above will have powers of discipline per their respective descriptions only. In all other matters of discipline, the matter will be initially investigated by The Club Discipline Sub-Committee and presented to Management Committee, for their action as deemed appropriate.
 - 4.) It will be the right of the Club President and or Vice President to attend all meetings of Sub-Committees and to enter into discussion however they will have no right of vote on any matter, other than Sub-Committees where their Membership is Mandatory. (as detailed in Para's 8f and 8g). Equally, it will be the

right of any Adult or Senior Member to attend any meetings of Committees as an observer only, but will have no right of discussion or vote and where a matter is deemed "confidential" by the "Chair", that Member will be required to vacate the meeting.

5.) **The Management Committee Members** and other **Office Bearers** will be responsible for their duties, as outlined in their job descriptions and will be answerable for their duties/responsibilities to the Membership and Committee accordingly.

6.) For Club Management Structure see Annex B to this Constitution.

9. Club Finance Management. The club finances will adhere to the following procedures:

- a. **Bank Signatories:** All Cheques and Bank Withdrawal Forms must be signed by two Signatories from President, Vice-President, Secretary/Treasurer, Administrator and Head Green-keeper.
- b. **Club Accounts and Club Accountant.** A Club Accountant shall be appointed at a General Meeting of the Club and shall prepare annual accounts.
- c. **Trustees.** The property and assets, heritable and movable at present or which hereafter belong to the Club shall be vested in the President and Vice-President for the time being and their successors in Office as Trustees for and on behalf of the Club, herein provided the said Trustees shall deal with the said property according to the directions and authority they shall have the power to grant all Deeds and do all other acts necessary in connection with the said heritable and movable property.
- d. **Liability.** Only those Members with voting rights shall be liable in equal shares to indemnify the Management Committee against all liabilities incurred by the Management Committee in the Bona Fide exercise of their powers under the Constitution or under any decision of a Special or General Meeting insofar as the funds of the Club are sufficient to meet such liabilities. By acceptance of Membership, Members [except Honorary Members] shall be deemed to have accepted liability as aforesaid.
- e. **Borrowing Powers.** The Management Committee shall have the power to obtain borrowing facilities up to a maximum of £150,000 at such a rate of interest and such conditions as the Management Committee thinks advisable.
- f. **Additional Borrowing.** The Management Committee, subject to the prior approval of a Special or General Meeting, shall have the additional power to borrow such sums over £150,000 at such a rate of interest and such conditions as the Management Committee thinks advisable.
- g. **Property.** The income and property of the Club shall be applied solely towards promoting the Club's objects as set forth in this Constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.
- h. **Dissolution.** In the event of the dissolution of the Club any assets remaining after settlement of all debts and liabilities shall not be paid or distributed among Members but shall be given or transferred to a registered charitable organisation[s] having similar objects to those of the Club.

10. Membership. Membership of the Club shall be open for all persons irrespective of gender, ethnicity, nationality, sexual orientation, religion/beliefs or age/disability except as in necessary consequence of the requirements of golf as a particular sport.

- a. The Management Committee may refuse Membership or expel from Membership only for good and sufficient cause, such as conduct or character likely to bring the Club or Sport into disrepute.
- b. The Membership of the Club shall comprise of Honorary, Adult, Senior, Flexible, Young Adults, Junior [12 and under], Junior [13 -18], Student, Forces, Country, 5-day, Overseas, Practice Area and Social.
 - 1.) Honorary Members are elected at Special or AGM's [No voting rights]
 - 2.) Adult Members are aged 19-59. [Full voting rights]
 - 3.) Senior Members are aged 60 years or over. [Full voting rights]
 - 4.) Young Adults are aged 19-25. [Full voting rights]
 - 5.) Student Members are aged 19-25 in full time education and must be in possession of a current and valid student card. [No voting rights]
 - 6.) Juniors aged 13-18 [no voting rights]
 - 7.) Juniors aged 12 and under [No voting rights]
 - 8.) Force's Membership is opened to all members of the Armed Services. [Full voting rights]
 - 9.) Country Membership is open to all Members living out with a fifty mile radius of the Club. Excludes Competition Golf except weekday Stablefords and Open competitions. [No voting rights]
 - 10.) Day [Monday-Friday] open to all. Excludes Competition Golf except weekday Stablefords and Open competitions. [No voting rights]
 - 11.) Flexible - entitled to a fixed number of rounds per year and thereafter a reduced fee per round is payable. [No voting rights].
 - 12.) Lifetime Membership - [Full voting rights.] **Closed Category.**
 - 13.) Overseas - Must live out with the United Kingdom. [No voting rights]
 - 14.) Social Members - aged 18 and over are permitted to use Clubhouse facilities but have no playing or voting rights. To become a Social member either an annual fee or a daily fee must be made to the club.
 - 15.) Practice Area Member [Junior & Adult] permitted to play "Wee Course" and use Clubhouse and practice facilities. [No voting rights]
- c. All Members shall be liable for payment in advance by cash, cheque or direct debit of the annual subscription as determined at the AGM each year. The annual subscription, which will fall due on the first day of April each year, shall be in respect of the calendar year. Any Member who wishes to pay their annual subscription by direct debit must return their signed mandate to the Club by the 30th April. **Any Membership not renewed by the 30th April in any year will be considered as lapsed.**
- d. **Honorary Members.** It shall be competent for two thirds of the Members present and voting at an Annual or Special Meeting to confer on any person Honorary Membership of the Club, in recognition of services rendered to the Club. The Management Committee shall intimate to each Honorary Member on election as such, that they are considered a guest at subsequent Meetings at the Club. The Management

Committee shall have power to decide upon privileges which shall be enjoyed by Honorary Members.

- e. The Management Committee shall have the power to confer temporary Membership on visiting Members of all golf clubs on occasion of Matches and other events.
- f. The Management Committee shall have the power to confer special annual Membership on persons employed on or working at TGC and Course, such Members shall have no voting rights.
- g. The Management Committee shall on occasion when needed be able to offer Lifetime Memberships or other Membership offers.

11. Annual General Meeting. The AGM of the Club shall be held within three months of the end of the financial year i.e. 30th September, on a date to be fixed by the President and a notice specifying the date and time will be posted in the Clubhouse. The minutes of all meetings, will be open for inspection or reported on when necessary at each AGM.

a. Extra Ordinary General Meeting.

- 1.) An EGM of the Club may be called at any time by the President and may be called by the Club Members upon requisition of not less than 25 of their number. Such requisition shall be addressed to the Club President and shall specify the resolution[s] to be submitted to the Meeting.
- 2.) Written notice of any resolution must be submitted to the Management Committee at least twenty-one [21] days prior to the meeting at which it is proposed to consider the resolution. Notices of an EGM will be inserted in a local paper not less than seven [7] days prior to the meeting. Such, resolution[s] are required to be passed by two thirds of those present at such a Meeting. Only those Members with full voting rights will be entitled to vote at EGM/AGM's.
- 3.) **Quorum.** At an AGM/EGM twenty shall form a quorum. If no such quorum is achieved, the existing Committee has a right to make such decisions as necessary to enable the Club to function. Management Committee, at all meetings of the Committee 'six' shall form a quorum. If no quorum is achieved the meeting shall be rescheduled for another time.

12. Compliance with Constitution and Constitutional Rules.

- a. All Members shall be considered to have submitted themselves to the "Rules of Golf" and The Constitution and Rules of Torvean Golf Club, and on these conditions alone they shall be entitled to enjoy the privileges of the Club.
- b. If the conduct of any Member is such as appears to the Management Committee to endanger the character, interests or good order of the Club, it shall be in the power of the same, to suspend or expel such a Member by a vote. Members of the Management Committee shall have the power at any meeting to submit a motion to remove the name of any Member from the Roll of Members, if, in the opinion of the majority present and decided by ballot such a Member as by his conduct, forfeited their right to remain a Member. Such a Member shall have no claims for repayment of any part of entry money or subscription, or any claim in respect of expulsion.
- c. **Alterations to the Constitution and Constitutional Rules.** Except as expressly permitted, [in para.4c] rules regarding property and management shall not be altered except by resolution carried by two thirds majority of the voting Members present at an AGM "Notices of Motion" to amend existing rules or introduce new rules must be

in the hands of the Management Committee, in writing, twenty one [21] days prior to the meeting.

13. Supply of Alcoholic Liquor. The supply of alcoholic liquor will be governed by the following rules:

- a. No alcoholic liquor shall be sold in the Club for consumption off the premises and only alcohol purchased from the bar is to be consumed on the premises.
- b. No Member of the Management Committee and no employee employed in the Club shall have any personal interest in the sale of alcoholic liquor therein or in the profits arising from such sales.
- c. A visitor shall not be supplied with alcoholic liquor in the Club premises unless on the invitation or in the company of a Member. That Member shall, upon admission of such a visitor[s] to the Club premises or immediately being supplied with such liquor, enter their own name and the name and address of visitor[s] in a book which shall be kept for that purpose and which shall show the date of each visit.
- d. The Club shall extend the use of Club facilities to casual/temporary visitors who are able to present a valid round ticket for that day. The visitor will enter their own name and address in a book provided for that purpose.
- e. No alcoholic liquor shall be sold or supplied in the Club to any person under the age of eighteen [18].

14. General. The game of golf shall be played according to the rules authorised by the "Royal & Ancient Golf Club of St. Andrews".

- a. Any Member changing their address shall notify the Management Committee in writing, failing such intimation, all notices sent to their former address will be held as duly delivered.
- b. All Trophies purchased or acquired by the Club shall remain the property of and be insured by the Club. The winners of Trophies shall be presented with the same but shall return them at the request of the Match & Handicap Committee for display purposes.
- c. Interpretation: The words importing the masculine gender shall include the feminine gender and vice-versa.
- d. The Annex's to this constitution may be amended by the Management Committee as they deem appropriate and in particular to allow for changes in Law and/or club development.

15. Conformation. This Constitution is adopted on the 28th Day of February 2018 and shall revoke and replace all previous Constitutions of Torvean Golf Club.

Name:

Signature: _____ Date: _____

TGC President

Name:

Signature: _____ Date: _____

TGC Vice-President

Torvean Golf Club

Rules

1. **Abbreviations/Definitions.** For the purpose of these procedures the following definitions apply:
 - a. **TGC/Club** means – Torvean Golf Club.
 - b. **Management Committee** means - the duly elected and constitutional Members of that Committee, when formally brought together.
 - c. **Committee** means - The Management Committee.
 - d. **Member's** means - All those Members, Ladies, Gents, Junior's and all others who pay fees, whether reduced or concessional, including Honorary and Social Members, per the Club Constitution.
 - e. **Ordinary Members** means - All those Members deemed so within the Constitution of TGC
 - f. **Constitution** means - The formally adopted and authorised Constitution of TGC
 - g. **Rules** means - The TGC Constitutional Rules.
 - h. **Staff** means - All those persons lawfully employed by TGC
 - i. **Visitors** means - All those persons who are not members of TGC, but have been afforded the use of the Club facilities.
 - j. **Members of the Public** means - Any person who is not a member of TGC or playing visitor.
 - k. **Confines means** - Within the boundary of TGC

2. **General.** These Rules have been compiled and authorised by the TGC Management Committee and annexed to the TGC Constitution on behalf of all its Members, for the enjoyment and safe welfare of its Members and Visitors and apply to all.
 - a. The Committee reserves the right to amend the Rules on behalf of the Members, investigate breaches of those Rules and instigate disciplinary proceedings and/or action where appropriate or necessary.
 - b. All breaches of the Rules may be subject of disciplinary action by a majority of the Management Committee or the TGC Disciplinary Committee as appropriate.
 - c. All Ordinary Members, Staff and Committee Members have the right and authority to "advise" perpetrators and/or report on any breaches of the Rules.
 - d. The Fire Regulations & TGC Fire Policy/Plan will be strictly adhered to at all times by all users, Members, Staff and Visitors and any contravention reported on immediately.
 - e. The TGC Health & Safety Policy in respect of all users, Members, Staff and Visitors will be strictly adhered to at all times and contraventions or concerns reported on immediately.
 - f. Any accidents or injuries sustained by any person within the confines of TGC must be reported to the Clubs Health & Safety Representative and always entered in the Club accident book by the injured person, or anyone authorised by them.
 - g. All complaints/suggestions, unless deemed urgent must be submitted in writing.
 - h. All official and formal notices posted by Committee, within the confines of TGC will be adhered to and will not be removed or deface without authority.
 - i. The "CONGU" Rules of Golf, TGC & local rules and course etiquette will apply to all playing Members and Visitors at all times.
 - j. No bad behaviour, swearing, discriminating remarks or gestures, or any other abuse of Club facilities will not be tolerated and any serious breach or willful damage to

persons or property, may be reported to the police.

- k. All TGC Staff, Visitors and Members of the Public should be afforded every courtesy at all times.
- l. Whilst there is a relaxed Club dress code within the Club and on the course, all Members are requested to dress smartly and appropriately and No football regalia are permitted at any time, either on the course or in TGC buildings.
- m. No dogs, [other than guide dogs], or any other pet, are permitted within the confines of TGC
- n. The dropping or dumping of any material or litter within the confines of TGC is prohibited.

3. Lounge/Bar Area.

- a. The purchase or consumption of alcohol by persons under the age of 18 is prohibited.
- b. Smoking is prohibited at all times and for the health and safety of all users [particularly children], will be restricted to a minimum distance of 3m from any entrance/exit and 10m from any gas appliance or combustible material.
- c. **Only alcohol purchased from the bar may be consumed on the premises.** Alcohol may only be consumed within the lounge/bar area and on or in the immediate area of the "decking".
- d. Only authorised members of Staff are permitted behind the bar or stock rooms and under no circumstances, other than kitchen staff, should anyone enter the kitchen area, however Committee may do so with prior permission.
- e. All children under the age of 12 must be supervised at all times and Staff are not permitted to bring their children into the Club whilst on duty, unless supervised at all times by another adult.
- f. Only food, with the exception of "small confectionary" purchased from the Club shop and bar may be consumed within the premises during kitchen "Opening Hours".
- g. No headgear, golf bags/clubs/shoes are permitted in the lounge/bar or on the adjacent decking.
- h. The playing of dominoes, cards, pool or any other such non-golfing activity including any televised sport other than golf is prohibited during all **Ladies, Mixed Opens or recognised functions**. The playing of dominoes or cards is prohibited during all Junior Opens. The playing or watching of any non-golfing activity during Opens or functions will be at the discretion of the Management Committee.
- i. Since the Clubhouse is a facility for all Members, out of respect for others the noise level generated by televised sport, dominoes etc. must not be such that it interferes with the enjoyment of others.

4. Course.

- a. Green Keeping Staff, whilst employed on duty, have the right of way.
- b. For Health & Safety reasoning all playing Members and Visitors must adhere to any instruction or advice given by the green keeping staff.
- c. All playing Members and Visitors must give way to any Member of the Public passing through the confines of TGC
- d. No non-playing children under the age of 10 are permitted on the course.
- e. The sharing of golf bags and/or clubs is prohibited at all times.
- f. All mobile phones will be switched/silent mode during play, with the exception of those required for emergency reasoning and only then with prior permission of

their playing "partners".

- g. It shall be the duty of all members and visitors to comply with the provisions of Section 1 of the Rules of Golf.

5. **Starters/Shop Staff.**

- a. Those members of Staff employed in the duty of "Starter", have the authority to administer and control daily play.
- b. Although common sense should apply at all times, all Members and Visitors should report their presence to the duty "Starter", a minimum of 10 minutes before their allotted time. Failure to do so may result in their time being allocated to another player, although every effort will be made to allocate a later start time.

6. **Buildings.**

- a. Smoking is prohibited in all TGC buildings per Section 3 [b] above.
- b. It is requested that all Members and Visitors switch off all lights and electronic equipment when not in use e.g. toilets and changing rooms.
- c. All toilets and changing rooms must be kept clean and tidy and free from any obstruction or loose equipment.
- d. All golfing equipment, clothing and shoes should be cleaned before being brought into and stored within any TGC building.
- e. It is not recommended that golf equipment or any other items be stored on locker tops, or above head height, but where done will be a liability of the person who places the item.
- f. All buildings/areas used as storage, workshops or parking by TGC Green Staff or for storage by other members of Staff, are "out of bounds" to all unauthorised persons.
- g. TGC will not accept any liability for the loss or damage to any person's property whilst stored on its property, or for any injury sustained as a result of such.

7. **Car Parking.**

- a. Car parking is only permitted in the designated parking areas/zones, including any authorised "overflow".
- b. Car parking is not permitted on the yellow lines directly outside the fire exit, on any grass verges or at the course machinery/delivery/emergency entrance/exit, situated at the kitchen "gable end". [Excluding Saturday/Sunday]
- c. The "disabled bay" situated adjacent to the fire exit is reserved for Members and Visitors in possession of a valid "disabled badge" only.
- d. TGC will not accept any liability for the loss from or damage to, or theft of any vehicle when parked within its confines.

8. **Match & Handicap.** It shall be the duty of all Members and Visitors to comply with the provisions of Section 1 of the Rules of Golf, requiring particular attention to:

- a. All **Members & Visitors** must replace divots, rake bunkers after use and repair pitch marks on greens.
- b. Golf bags, buggies & caddy cars are not permitted on any greens or tees.
- c. Any **Member** or **Visitor** who 'loses their place' whilst playing, shall give way to those playing directly behind.
- d. Practice play on the course is limited to that of '3 balls'.
- e. All **Members** and **Visitors**, whilst entered in competition or for obtaining a handicap must submit their cards properly completed with name, handicap and membership number. Players must return their score cards, including incomplete

and N/R cards.

- f. Walking off the course' by any **Member** or **Visitor** is prohibited during competition. Where this is unavoidable the players score card must be returned to the starter immediately. The reason for the early retirement will be submitted in writing within 5 days, to the Club Match & Handicap Convener.
- g. For administrative reasoning or in the absence of any justifiable reason, all **Members** 'winnings' up to and including £15.00 (or such sum as agreed by the Management Committee) will be credited directly to their Loyalty Card.
- h. Any **Member** wishing to obtain handicap and subsequently enter competition, must submit 3 cards from the red (Ladies & Female juniors) & yellow or white Tees (Gents & Male Juniors), duly marked and signed by another **Member** in possession of a handicap, to the Club Match & Handicap for processing.

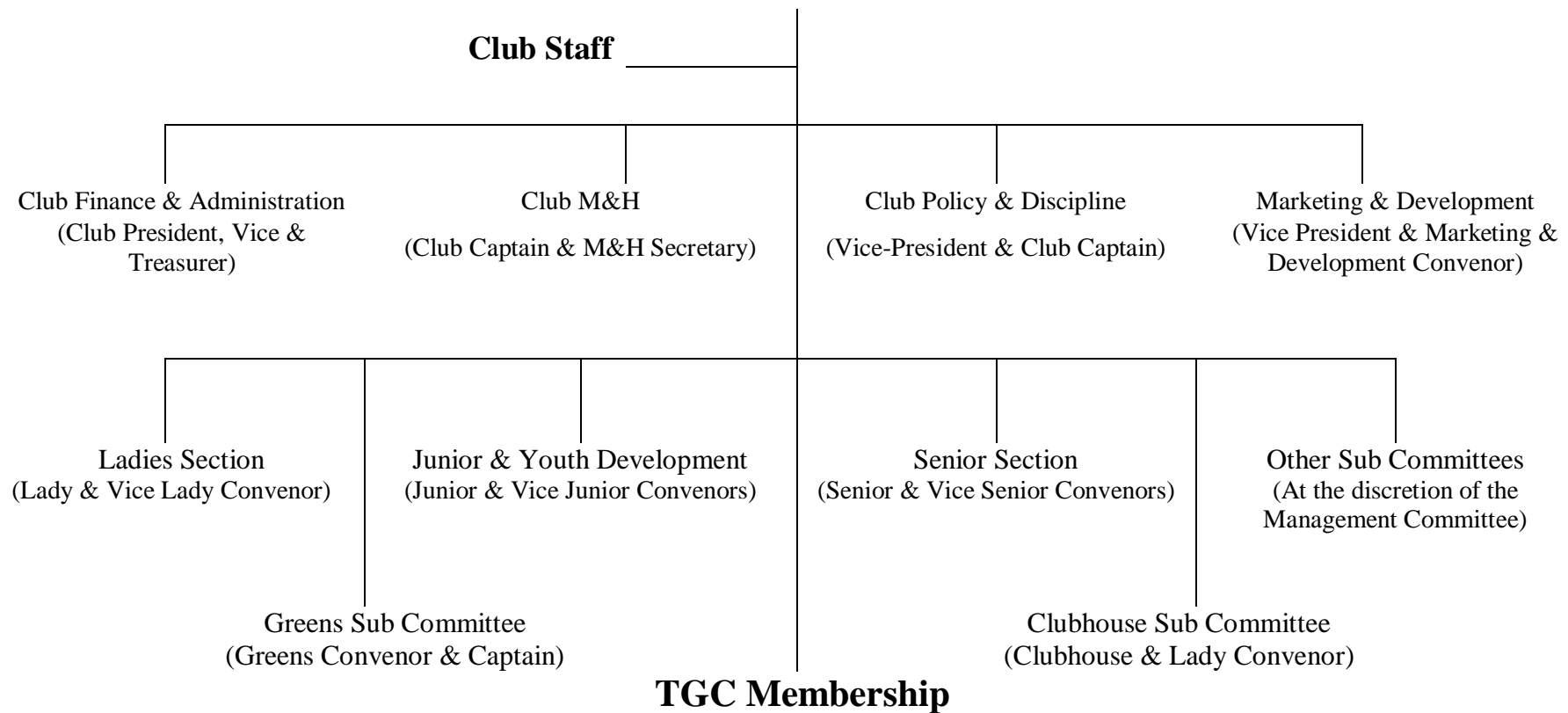
9. **Authority.** These rules apply to all TGC **Members, Staff and Visitors.**

Signed:_____ Dated:_____

TGC President: James Spence

Torvean Golf Club Management Structure TGC Members

Club Management Committee
(Club President & Vice President)





DISCIPLINARY CODE (MEMBERS)

(This disciplinary guidance is adopted by Torvean Golf Club where practicable.)

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1. **AIM AND OVERVIEW.** The aim of our code is to implement a procedure of control on behalf of all Torvean Golf Club Members, Staff, Visitors and Committee in an attempt to ensure their enjoyment, welfare and safety whilst in the confines of the club properties and course and where necessary, where the club may be brought into disrepute by any Member, Visitor or Committee Member out with those confines.

- a. These Procedures deal with hearings in respect of:
 - 1) breaches of Club Rules, Bye Laws, Code of Conduct; and
 - 2) any complaint about any member; and
 - 3) complaints regarding any person competing officially in any Club competition.
- b. The Procedures apply to all members of the Club.
- c. Disciplinary action may be informal or formal. Informal disciplinary action will involve discussing the problem with the member and/or the complainer through the Club Secretary/Captain with a view to resolving the issue. Formal disciplinary action may be taken in accordance with these Procedures and those outlined in the TGC Constitution.

2. **INTERPRETATION AND DEFINITIONS.**

- a. In the interpretation of these procedures, unless the contrary intention appears:
 - 1) headings are inserted for convenience only and are not to be used to assist interpretation;
 - 2) any gender includes all genders, any reference to the singular includes the plural (and vice versa), and references to persons includes bodies corporate, unincorporated associations and partnerships (whether or not any of them have a separate legal personality).
- b. For the purpose of these procedures the following definitions apply:
 - 1) "**Appeals Committee**" means an Appeals Committee appointed by the Club;
 - 2) "**Anti-Doping Policy**" means the Anti-Doping Policy of the Club;
 - 3) "**Appellant**" means any member subject to a disciplinary decision who chooses to appeal it;
 - 4) "**Captain**" means the Captain of the Club;
 - 5) "**Club Secretary**" means the Club Secretary of the Club;
 - 6) "**Club**" means Torvean Golf Club (TGC);
 - 7) "**Competition**" means any competition organised by the Club;
 - 8) "**Complainer**" means any person making a complaint about any Member;
 - 9) "**CONGU**" means the Council of National Golf Unions;
 - 10) "**Day**" means any day other than a Public Holiday;
 - 11) "**Disciplinary Committee**" means the Disciplinary Committee of TGC;

- 12) "**Member**" means any member of the club who is subject of any disciplinary investigation in accordance with these procedures;
- 13) "**Player**" means a person who plays the game of golf;
- 14) "**Procedures**" means these Procedures;
- 15) "**Rules of Golf**" means the rules of golf as defined by the Royal & Ancient Golf Club of St Andrews.

3. MEMBERSHIP AND POWERS OF COMMITTEES

- a. The Club shall establish a Disciplinary Committee as per the Club Constitution which shall have the power to act in the name of the Club and determine disciplinary proceedings coming before it.
- b. The membership of any Disciplinary Committee will be determined by the Club and should have no fewer than 3 members.
- c. The Club will establish an Appeals Committee of not fewer than 3 members to consider any competent appeal. None of these members shall be members of the Disciplinary Committee.
- d. Any person who sits on either the Disciplinary Committee or Appeal Committee shall:
 - 1) be unbiased and have no personal interest in or involvement with the case;
 - 2) be familiar with these procedures;
 - 3) act within their powers under these procedures and fairly, reasonably and proportionately at all times;
 - 4) take advice where appropriate including, if necessary, appointing a solicitor or legal representative to attend and advise at hearing;
 - 5) have consideration and respect for all parties; and
 - 6) apply the standard of proof as the balance of probabilities.
- e. The Appeals Committee will have the full powers and authorities of the Disciplinary Committee including the power to increase, decrease or accept any such penalties already imposed and/or impose any such new penalties as outlined in these Procedures.
- f. Both the Disciplinary and Appeal Committees shall appoint a chair who will preside over each Committee and will be reappointed annually.
- g. Both Committees shall take decisions, including decisions as to guilt and appropriate sanctions, on the basis of a simple majority of Committee members with the Chair holding a casting vote if no majority is reached.
- h. The Club may require that an appeal shall be accompanied by a deposit of £25. The Appeals Committee will decide on whether or not a deposit paid on the lodgement of an appeal, or any part of it, is refundable. However, the standard practice shall be to return the deposit in the event of a successful appeal.

- i. The Disciplinary Committee and the Appeals Committee shall have the power to abridge or extend any time limits set out in these procedures, if in their reasonable discretion, it is considered appropriate in the circumstances.
 - j. The Disciplinary Committee and the Appeals Committee shall not be entitled to introduce or consider opinion evidence other than expert opinion evidence.
 - k. The Disciplinary Committee and Appeals Committee shall exercise their functions independently of the Club.
4. **INITIAL COMPLAINT HANDLING.** All reports will be treated as confidential until such time as the matter is proved worthy of investigation or that disciplinary action may be required.
- a. Any complaints about a Member should be made in writing by the complainer and sent to the Club Secretary/Captain and be signed and dated.
 - b. Any complaint must be lodged within 7 days of the alleged incident or grounds for the complaint arising or becoming known or such further time as is reasonably allowed by the Club Secretary/Captain (or his/her nominee).
 - c. The complaint must specify the details of the alleged incident or grounds for complaint including, if appropriate, which provision of [*e.g. Club Rules, Bye Laws, Code of Conduct etc*] has been breached.
 - d. The Club Secretary/Captain shall:
 - 1) forward a copy of the complaint to the member in question and request a written response within 7 days;
 - 2) undertake any further investigation he/she sees fit and/or;
 - 3) forward the complaint, written response and any other relevant material, if applicable, to the Disciplinary Committee for consideration as set out below.
 - e. Upon receiving a referral from the Club Secretary, the Chair of the Disciplinary Committee shall convene a hearing of the Disciplinary Committee.
5. **DISCIPLINARY HEARING**
- a. Any person that is subject to a disciplinary hearing shall be supplied with a copy of the original complaint and any additional material provided to the Disciplinary Committee, including notice of any witnesses to be called or their evidence;
 - b. Each Member shall have the right to the following:
 - 1) to be advised of the nature of the charge or complaint and the potential penalties that may apply;
 - 2) to be present in person at any hearing and to be advised 14 days in advance of the date, time and place of such hearing ;
 - 3) to representation (legal or otherwise) at this hearing;
 - 4) to state his case, call relevant witnesses and provide evidence at this hearing;
 - c. A shorter notice period can be given if agreed with the respective parties to the hearing.

- d. Names of any witnesses being proposed by the Member should be intimated 5 days before any hearing to the Club Secretary/Captain.
- e. If the Member is unable to attend at the meeting, he should notify the Club Secretary/Captain in writing.
- f. If the Member elects not to attend at the meeting without good reason, the disciplinary hearing may proceed in his/her absence.
- g. Unless the Disciplinary Committee otherwise directs the procedure will be as follows:
 - 1) the Disciplinary Committee will explain the process and advise of the rights of appeal;
 - 2) the terms of the Complaint will be considered followed by the written or oral response, if any, provided by the Member, including representation on penalty;
 - 3) any further evidence will be heard;
 - 4) any other witnesses to be called will then be heard (or in the situation where the witness is unable to attend, then their signed written statement will be read out);
 - 5) any witnesses are to be excluded from the hearing until required to give their evidence and must retire immediately after giving their evidence and answering any questions from the Disciplinary Committee;
 - 6) questioning of the parties or any witnesses may only be directed by the Disciplinary Committee or as otherwise permitted by the Disciplinary Committee at its discretion, acting fairly and reasonably.
 - 7) the Member will then be given the opportunity to make final submissions - including submissions on sanctions in the event that the complaint is upheld; and
 - 8) notification of the decision, including as to any sanctions, with appropriate reasons shall be issued by the Club Secretary/Captain, in writing, to the parties within [14 days] of the hearing.

6. APPEAL HEARING

- a. An appeal must be lodged within 14 days of the decision being notified in writing to the Member.
- b. An appeal shall be lodged when a Notice of Appeal is received, accompanied by the Appeal Fee (if appropriate), by the Club Secretary/Captain (or his/her nominee). The Notice of Appeal shall be in writing, signed by the Appellant Member and shall specify:
 - 1) the name of the Appellant Member;
 - 2) the decision appealed against;
 - 3) the date of the decision appealed against; and
 - 4) the specific grounds of the appeal (including in relation to sanctions).
- c. On receipt of an appeal, Club Secretary/Captain will automatically forward all documentation to the members of the Appeals Committee.

- d. The Chair of the Appeals Committee [or Club Secretary/Captain?] shall communicate with the Appellant Member and:
 - 1) set a time, date, and place for the hearing of the appeal
 - 2) of the composition of the Appeals Committee;
 - 3) of the rules within this Procedure which govern the hearing and process.
- e. The Appellant Member is entitled to, within 48 hours of notification, lodge a written objection against any member of the Appeals Committee who can be shown to have a direct personal involvement or interest in the matter. Supporting evidence should be provided in support of any such claim. Any objection will be considered by the Club Secretary (or his/her nominee), who's decision shall be final.
- f. All documentation to be used by any party at the appeal must be with all of the parties entitled to attend the appeal hearing at least 7 days prior to the appeal hearing.
- g. The Appeals Committee may, in its discretion, rehear the whole or any part of the evidence given before the Disciplinary Committee as it considers appropriate.
- h. The Appeals Committee shall be entitled to hear and receive such further evidence on appeal as it deems competent and fair.
- i. Any further evidence to be heard shall be made available to the Appellant member 7 days prior to the appeal hearing. Parties shall have the right to respond in writing to any further evidence to be presented.
- j. Where evidence is given before the Appeals Committee, there shall only be cross examination or questioning of witnesses by the Appeals Committee.
- k. Written notification of the decision of the Appeals Committee will be issued to the Appellant member within 7 days stating full reasons for the decision.
- l. The decision of the Appeals Committee is final and binding.

7. PENALTIES

- a. No penalty shall be imposed on any person or body in disciplinary proceedings unless the alleged misconduct against the person or body is proved on the balance of probabilities and that penalty is fair, reasonable and proportionate in the opinion of the Disciplinary or Appeals Committees.
- b. If a complaint is proved against a Member, the Disciplinary Committee and Appeals Committee shall have the power to impose the following penalties:
 - 1) reprimand/warning;
 - 2) suspension from Club membership for a specified period of time (including competition);
 - 3) suspension from specified Club activities for a period of time or permanently;
 - 4) expulsion from Club membership on a permanent basis;
 - 5) forfeiture of any competition and/or other points as specified;

- 6) a penalty pursuant to clause 24 of the Council of National Golf Unions Unified handicapping System.
 - 7) a combination of any of the above.
- c. When a penalty is imposed consideration will be given to the following:
- 1) consistency and uniformity in the level of penalty imposed;
 - 2) whether the penalty is reasonable and proportionate in all the circumstances; and
 - 3) that where possible periods of suspension be imposed by reference to specific dates rather than playing days e.g. 1 April to 1 June.
- d. Any penalties imposed by the Disciplinary Committee shall be suspended, on any Notice of Appeal being received in accordance with this Policy until the outcome of the Appeal Hearing except in the following cases where they shall be upheld pending any Appeal Hearing:
- 1) any penalty imposed under the Scottish Golf's Anti-Doping Policy;
 - 2) any penalty imposed under the Scottish Golf's Child Protection Policy.
 - 3) any penalty imposed relating to the Member's handicap or right to play golf;

8. GENERAL PROVISIONS

- a. The hearing of proceedings by the Disciplinary Committee or the Appeals Committee shall be recorded by the taking of minutes by the Club Secretary/Captain or another nominated and appropriate person.
- b. The record of the proceedings and all papers associated with the proceedings shall be held by the Club Secretary/Captain (or his/her nominee) in a secure and appropriate manner. *[Note this is particularly important for data protection reasons and general confidentiality]*
- c. Copies of the record shall be made available to any person affected by the decision of the Disciplinary Committee or Appeals Committee.
- d. Any notices or correspondence to be sent to any Member or person under these procedures shall be sent by recorded delivery, first-class post or, if appropriate, secure electronic mail, to the last known address of that Member or person. Notices and correspondence should be deemed to be delivered in relation to electronic mail and recorded delivery as the next day after sending and in relation to first-class post, on the second day after posting. The relevant time period shall begin on the deemed date of receipt.



TORVEAN GOLF CLUB

EQUALITY POLICY

1. **Statement of Intent.** Torvean Golf Club is committed to the equitable and fair treatment of all members, guests, visitors, volunteers and present and potential employees. We are determined to ensure that every person regardless of disability, age, gender, sex, sexual orientation, parental and/or marital status, race, colour, nationality, ethnic origin or religious conviction has a genuine opportunity to participate to their full potential at all levels and in all roles within the club.
2. **Legislative Framework.** Torvean Golf Club will comply with its statutory obligations under the terms of all relevant Scottish, UK and European legislation. (See Appendix 1)
3. **Objectives.** The Torvean Golf Club Equality Policy aims to ensure that:
 - a. The content and format of Torvean Golf Club's policies, procedures, competitions, regulations (where applicable) and assessments provides equality for all except where specific situations or conditions properly or reasonably prevent this. (See Exemptions at para 7 below.)
 - b. All material prepared, produced and distributed by, or on behalf of Torvean Golf Club promotes a clear image of diversity within the activities of the club.
 - c. Clear guidance and communication are given to all individuals either governing or working for Torvean Golf Club on its commitment to Equality.
 - d. Torvean Golf Club will consider the use of appropriate action to tackle under-representation where it has been identified.
4. **Responsibilities and Implementation.**
 - a. Torvean Golf Club Management Committee is responsible for ensuring the policy is followed, and for dealing with any allegations of breaches.
 - b. The Club President is responsible for the implementation of the Equality Policy
 - c. Day to day responsibility will rest with the Secretary/Treasurer/Manager.
 - d. All paid staff and volunteers have a responsibility to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy.
 - e. All members of staff will be appropriately trained to foster and ensure a greater understanding of equality issues.

- f. No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute discrimination.
 - g. A copy of this document is available to all paid staff and volunteers of Torvean Golf Club and it will be covered in staff and volunteer inductions.
 - h. The policy will be available on the Torvean Golf Club website.
5. **Monitoring and Evaluation.** This policy will be implemented with immediate effect and will be the subject of annual review by the Management Committee to whom a written report will be submitted by the Secretary/Treasurer. The President will review the Equality Policy on an annual basis to establish and assess progress towards its aims and objectives, and to ensure the Club's processes, systems and actions are continually improving.
6. **Compliance.** In accordance with Torvean Golf Club's Code of Conduct, Disciplinary and Grievance Policy and Procedures, we will investigate any reports of alleged breaches of our Equality Policy and take appropriate action based on the outcome of the investigation. Any complaint or grievance will be dealt with via the appropriate policy and procedures, e.g. Disciplinary Procedure, Grievance Procedure.
7. **Exemptions.** Torvean Golf Club reserves the right to limit competition to specific age, gender or disability groups where this is necessary to ensure equitable, safe and fair competition. It may also be necessary on occasion to apply specific conditions to potential or actual staff and volunteers which are necessary for the proper performance of any work or tasks involved.

Appendix 1

Acts and Regulations:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (as amended)
- Race Relations Act 1976 (as amended)
- Disability Discrimination Act 1995 (as amended)
- Disability Discrimination Act 2005
- Data Protection Act 1998
- Human Rights Act 1998
- Scotland Act 1998
- Special Educational Needs and Disability Act 2001
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Gender Recognition Act 2004
- Civil Partnership Act 2004
- Equality Act 2006
- Racial and Religious Hatred Act 2006
- Employment Equality (Age) Regulations 2006
- Equality Act 2010

Signature: _____ Date: _____

James Spence
TGC President



Information and Etiquette

(This is an abridged version of the rules for the convenience of visitors and members alike and should be read in conjunction with the rules contained within the TGC Constitution, available in the Clubhouse.)

USE OF THE COURSE

The management staff will set up and agree the golf course and facilities on a daily basis and decide when it is fit for play. To avoid disappointment we recommend that you check availability with the Golf Shop and reserve your tee time in advance.

All players must check in with the Golf Shop prior to play to confirm tee times. All play shall commence from the 1st tee. Play commencing from any other tee may only be done by permission from the Club Committee prior to play i.e. two tee starts.

In the interest of a proper pace of play, we encourage all players (particularly those entertaining guests) to play from the most favourable and user friendly tee location permitted for their round. We strongly suggest that everyone plays from the tee colour recommended by the Golf Shop.

When stopping after the 8th hole to make use of the club facilities or any other reason that causes a delay, you must check in with the Golf Shop before resuming play.

The acceptable maximum time frame for a four-ball to complete their round is 3 hours 50 minutes. If your group is failing to maintain a proper pace of play (meaning holding its position relative to the group in front of you) you must allow the players behind your to play through regardless of the number of players.

DRESS CODE

Whilst we strive to create a friendly relaxed atmosphere, visitors are required to observe basic course etiquette and dress code. Torvean Golf Club personnel shall be the sole judge of the propriety of any and all attire.

On the course

A good standard of golfing dress must be adhered to on the Golf Course and observe the following:

- Recognised Golf Shoes only (Soft-spikes preferred but not essential)
- Trousers and Shorts must be of the tailored variety (NO ripped denim Jeans, Combat Trousers, Sports Shorts, Swimming Shorts or Frayed Cut-offs)
- Recognised Golf Shirts or Shirts with collars should be worn. (NO Football, Rugby or Shirts with indiscreet slogans or logos)
- Golf caps and headwear should be removed before entering the Clubhouse.

In the Clubhouse

A good standard of Smart Casual dress must be worn in the Clubhouse. The following should be used as a guide:

- Smart Denim is permitted.
- Modern Casual Shoes are permitted including Smart Trainers, Sandals, Loafers and Deck Shoes (NO Flip-flops or golf shoes).
- Smart Shirts designed to be worn outside Trousers, Shorts or Skirts are permitted.
- All clothing, including Denim, must be clean and not faded, torn or soiled.

The following items are NOT acceptable on the Golf Course or in the Clubhouse:

- Tracksuits or Shellsuits
- T-shirts
- Running shoes
- Rugby/Football Shirts or Shorts
- Combat and Camouflage Trousers

Social Events & Private Events

Our dress code for such events will be indicated on the event notice or as agreed with the club.

CELL PHONES & MOBILE DEVICES

The use of mobile phones and other mobile devices are only permitted in designated areas of the clubhouse. All mobile phones will be switched off or at least set to silent mode during play, with the exception of those required for emergency reasoning and only then with prior permission of their playing "partners".

CARE OF THE COURSE

It is the player's responsibility to remain on the designated pathways only and to respect all club rules and local rules during play. It is the player's responsibility to ensure that he/she repairs all pitch-marks on the greens, repairs and or replaces all divots on the fairway and that they leave bunkers neatly raked with the rake left in the middle of the bunker.

COURSE MAINTENANCE

Please be aware of the morning course maintenance schedule. For tee times prior to 8am, you may encounter course maintenance personnel and from time to time throughout the day, our green-keeping staff may also be required to undertake essential work to ensure our playing surfaces are maintained to our expected standard.

TROLLEYS & GOLF CARTS

Golfers are welcome to bring their own trollies or electric trollies. Trollies can be hired from the shop.

GPS DEVICES

Our golf course has been GPS mapped.

SCOTTISH DISCOUNT

The Scottish Golf Membership Card is personalised with your name, club and Scottish Golf ID (CDH) number, must be presented at the time of booking and again upon check-in to validate the discount. Standard rates will apply otherwise.

WEATHER POLICY

Torvean Golf Club reserves the right to suspend play and/or close the course at any time. The team will do their utmost to reschedule or continue play in the case of a suspension due to adverse weather conditions. The golf course will be reviewed continuously by the course manager or the duty manger on call to ensure the safest playing environment for all golfers.

Fog

In the event of fog or haar, play may be suspended if the level of visibility is deemed unsafe. Play will resume at the discretion of the course manager and once the course has been deemed safe.

Heavy Rain

In circumstances of heavy rain, all play will be suspended if any portion of the course becomes unplayable. Play will resume at the discretion of the course manager and Torvean Golf Club

Frost

When frost is evident, all play will be suspended until the course manager and Torvean Golf Club decides the temperature has risen to a level that will allow play to resume.

Lightning

In the event of lightning, all play will be immediately suspended. Golfers on the course are required to return to the clubhouse until it is deemed safe to resume play by the course manger and Torvean Golf Club.

Suspension of Play

If play is suspended and resumed, golfers must return to their place on the course and complete their round. If a golfer chooses to abandon their round at any point after teeing no refund will be provided.

RESCHEDULING TEE TIMES

Tee times can be rescheduled, if notified more than 7 days prior to play. A 50% cancellation charge will apply to bookings if you cancel your booking less than 1 week in advance, there will be a charge of 50% of the green fee made to your credit/debit card. If you fail to cancel your booking, there will be a charge of 100% of the green fee made to your credit/debit card.

Refunds are not available due to delayed or cancelled flights or travel plans, personal injuries or illness. Torvean Golf Club strongly recommends that all golfers consider travel insurance.

Course Closure & Replay Vouchers

In the unlikely event of the course being closed by management golfers will be offered a replay voucher to return and play at another time during the same golf season. If the golfer cannot return within the same season a full refund must be granted.

Please Note: If a golfers original tee time was in low season and wishes to replay in the high season they will incur a surcharge to the high season rate. A golfer playing in the high season and wishes to return in the low season no monies will be refunded to the individual.

Intentionally Blank

Amendments Torvean Golf Club Constitution

The following amendments have been ratified and recorded in the constitution:

Amended Paragraph	Date Authorised	Details	Authority
10.b.14)	February 18	Wording for Social membership amended.	AGM 2017
10.c	February 18	Membership renewal dates amended.	AGM 2017
13.a. & Annex A.3.c	February 18	Alcohol rules amended to include: "...only alcohol purchased from the bar is to be consumed on the premises."	Management Committee 2018

(Add further sheets as required.)