

Constitution

December 2013

WHITWOOD GOLF CLUB CONSTITUTION

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INTRODUCTION

Whitwood Golf Club, as the designated Company for the running of Whitwood golf course and associated facilities, provides, with the support of the Whitwood Golf Committee, a range of golfing services to enable members to play golf in a friendly club environment.

NAMES AND OBJECTS

The Club is called “Whitwood Golf Club” and is formed for the purpose of encouraging the playing of golf at Whitwood Golf Course under the Rules of the Royal and Ancient Golf Club, St. Andrews, in the true spirit and etiquette of the game. Its objectives shall be to promote and hold meetings, competitions and matches for the playing of golf.

GLOSSARY

England Golf: The Governing Body for Amateur Golf in England.

Whitwood Golf Club Ltd: (A wholly owned subsidiary of Groundwork Wakefield) is the Company that has operational and management responsibility for Whitwood Golf Club.

Whitwood Golf Club Board: The Board of Directors that represent Whitwood Golf Club Ltd.

Honorary President: This position will be held by the Chief Executive of Groundwork Wakefield.

Whitwood Golf Club Committee: (The Club Committee). The Committee elected by the membership at Annual General Meetings to manage all golfing matters and represent the best interests of the membership.

INTERPRETATION AND OBLIGATIONS

Any reference to the masculine gender includes, where appropriate, the female gender.

Any reference to General Rules and Procedures shall be deemed to also include the Rules that make up this Constitution.

The Club agrees to;

- (a) Recognise the Royal and Ancient Golf Club of St Andrews as the Ruling Body of Amateur Golf and shall abide by the Rules of Golf and Amateur Status as laid down from time to time by the R&A
- (b) Comply with the Council of National Golf Union’s Regulations and Rules of the Unified Handicapping Scheme (and any conditions imposed within the scheme by the Comply with the Constitution and Rules of the E G and of the Yorkshire Union of Golf Clubs and Yorkshire Ladies Golf Association as laid down from time to time.
- (c) Pay all affiliation fees due in respect of every male and female playing member of whatever category to the respective County Authority, EG.
- (d) Duly exercise the disciplinary powers delegated to them under the EG Constitution
- (e) The elected Committee, appointing a Competition’s Committee which shall have complete control of handicapping matters in the Club.
- (f) adopt the EG Equity Policy (See Appendix A)

Copies of the General Rules and Procedures, the Constitution and other Official Documents relevant to the application of this Constitution will normally be held at the office of the Club Manager/Secretary and shall be available for referral on Club affairs, by members, as required.

WHITWOOD GOLF CLUB

A representative shall be appointed by Whitwood Golf Club Board to attend meetings of the Club Committee (See **MANAGEMENT**). This representative shall normally be expected to attend meetings of the Club Committee to provide the opportunity to immediately conclude any management issue presented for debate.

In the event that an issue is not resolved then a conclusion shall be sought through the agreed procedure for decision-making as agreed between the Committee and Whitwood Golf Club. Two Committee representatives are Directors of the Company and can table issues at Board meetings. If appropriate, a communication route to the Whitwood Golf Club Board is also available through the Chief Executive Groundwork Wakefield (CEO). The CEO has executive authority for the activities of Whitwood Golf Club and responsibility for its budgets, financial controls, management and the financial decision making process to assist the Club Manager and Club Committee in their duties.

Whitwood Golf Club holds regular Operational Meetings where the affairs of site management are conducted. At these meetings the representatives of Whitwood Golf Committee are able to table the relevant issues as agreed at meetings of the Committee. Issues not able to be resolved at these Operations Meetings are referred to the CEO for his decision. In the event that such a decision is still deemed unacceptable by the Club Committee, the matter may be referred at the request of the Club Committee, to the Board of Whitwood Golf Club.

CLASSES OF MEMBERSHIP

Membership of the Club shall be divided into various categories as suggested by the Golf Committee. The Club Committee may offer Honorary Membership. The regulations and scales of charges in connection with the course shall apply to all members of the Club. The Club shall have sections for (1) Men all handicaps; (2) Ladies; (3) Senior Citizens (65 years and over.); (4) Students (16 to 21); (5) Juniors (below 16 years).

ELECTION OF MEMBERS

Every candidate for membership of the Club shall sign an application form giving all particulars required by the Club with an understanding that he/she will abide by the Rules and standing orders of the Club. Board Secretary or delegated staff will provide and then collect forms and maintain records of applications. New candidates for election shall be accepted as members by the Club Staff and payment accepted, subject to confirmation by the Club Manager and Captain, or in special circumstances, the Membership Committee. For those rejected there is an appeal procedure but if this fails the Club will return their money.

The club retains the right to 'not invite a member to re-new' but will always give reasons for doing so but in this instance there is no appeal.

All new members shall be furnished with a copy of an induction package which will include relevant club rules and advice. No new member shall be entitled to enjoy any benefits or privileges of the Club until his Subscription or part Subscription as may be due, shall have been paid.

All playing members shall be voting members. Any person shall be eligible for membership regardless of age, gender, ethnicity, race, sexual orientation or religious beliefs.

SUBSCRIPTIONS

The Annual level of Entrance fees and Subscriptions for all classes of membership shall be as determined by Whitwood Golf Club and renewals must be paid one calendar year from previous payment. All members shall be notified in writing of the Rates of Subscription and Entrance Fees currently in force and the terms of payment. Any member whose subscription, or part subscription, is not paid in any year by the appropriate date shall cease to be a member and will be liable for outstanding payments. Fees will be set at a level that will provide maximum access for all who wish to play, whilst guaranteeing enough income to ensure year on year high quality improvements.

MEMBERS' RIGHTS

Members shall have rights of membership as identified in the General Rules and Procedures. Members shall play the game of golf in accordance with the rules and regulations made for the playing of the game. Members, including social members, shall be entitled to enter upon the club's premises in furtherance of their normal club membership. Playing Members shall be allowed to enter into the competitions to which they are eligible under the Conditions of Entry as laid down by the competitions' committees.

No member of the Club shall, by reason of Membership of the Club, be under any financial liability except for payment to the Club of annual subscriptions, and the payment for services or other items provided to the individual by the Club.

All new playing members will receive a handicap on submission of three medal cards, signed by a fellow member and countersigned by the Competition Secretary, unless he/she carries forward a bonafide handicap from a previous club.

The rights of a member as such shall be personal and shall not be transferable and shall cease upon his death.

CONDUCT OF MEMBERS

All members shall show courtesy and consideration to all other members whilst using the club's facilities. The Club Committee shall settle any disputes between members.

Members shall not rebuke, direct, insult or abuse anyone employed to provide a service at the Golf Club and shall act in a manner in keeping with the requirements laid down in the EG Equity Policy. Any breach of this Rule shall be referred to the Club Committee who shall have full power to refer the matter to a Disciplinary Committee.

Any breach of the General Rules and Procedures or any misconduct will be dealt with in such manner as the Club Committee shall decide including any reference to the Disciplinary Committee and the rights delegated to the Disciplinary Committee by its adoption of the EGU's "Instructions for the Procedure and Conduct of Disciplinary Committees in Relation to the Conduct of Playing Members"

No member shall undertake any action or activity, which would, or could bring the game of golf or the Club into disrepute.

COMPLAINTS AND SUGGESTIONS

All formal complaints and suggestions from Members must be delivered, in writing, to the Committee Chairman who will report them to the Club Committee. Whitwood Golf Club has a grievance procedure, which may be invoked at the sole discretion of the Committee. The purpose of the grievance procedure is to sort out, in an informal manner, minor misunderstandings or unintended offensive behaviour.

SUSPENSION OR EXPULSION

In the case of more serious matters it may be necessary to conduct an Inquiry at which point the Club Committee shall invoke its Disciplinary procedures.

The Club Committee shall have the power to suspend or expel a member whose conduct appears to the Club Committee to be detrimental to the character, interest or good order of the Club, or who acts in defiance of its General Rules and Procedures and/or the Constitution. Before a member is suspended or expelled, the conduct of the member shall be investigated by the Club Committee following the Club's 'Procedure and Conduct of Disciplinary/Appeals Committees which is designed to give the member ample opportunity to defend him/herself.

Any member expelled or suspended from membership in accordance with this provision or otherwise ceasing to be a member of the Club, shall forfeit any or all right to any claim upon Whitwood Golf Club or its property or funds or any return of fees paid and shall remain liable for any outstanding fees or charges due from him/her.

GENERAL RULES AND PROCEDURES

All rules, procedures and Code of Conduct will be available in the Club's document file.

Every member shall be bound by the General Rules and Procedures of the Club and the interpretation thereof for which the Club Chairman and the Club Committee shall be the authorities.

The Club Committee shall adopt such means as they deem expedient to bring to the notice of members of the Club all such General Rules and Procedures and any amendments and repeals to such General Rules and Procedures as long as they shall be in force and binding upon all members of the Club.

OFFICERS

The Officers of the Club Committee shall be the Honorary Vice-President, (Chairman of the Committee), the Captain, the Vice Captain and the Ladies' Captain.

The Captain shall hold office for one year only. He shall remain eligible for re-election to the office of Captain or as a candidate for election to the Club Committee under the due process.

The Vice Captain shall be nominated each year by the Club Committee for election at the Annual General Meeting following recommendations from the Captain. The Vice-Captain shall hold office for one year, before taking up the duties of Captain the following year. The Club Captain, Vice-captain and Ladies' Captain have the right to attend and vote at all meetings.

MANAGEMENT

It will be the responsibility of Club management to create and define the parameters within which golfing decisions will be made, taking into account, course maintenance, revenue streams and health and safety.

Within these parameters, the Club Committee shall be responsible for the conduct of golfing matters.

The Committee shall consist of the Officers of the Club (Captain, Vice-Captain and ladies' Captain.) and five other playing members of the club plus one voting represent from Club Management. One member of the Committee whenever possible should be a five-day member and the Vice-president will be elected from Committee members to chair meetings.

In addition the Whitwood Golf Club Manager has the right to attend meetings of the Club Committee in an advisory capacity.

A quorum shall be two officers and three other members with each member having a vote and the Club Vice-president (Committee Chairman) having a second and casting vote, if necessary. In his absence the member elected to act as Chairman shall have the second and casting vote as necessary.

ELECTION OF THE CLUB COMMITTEE

a) At each Annual General Meeting of the Club, one member of the Club Committee shall retire from office but shall be eligible for re-election at the same or any other Annual General Meeting **provided that they do not exceed more than three consecutive terms of office.** The Committee Members shall retire in rotation in order of seniority of election. Members elected to the Committee shall assume their responsibility as from the 1st December of the year of their appointment.

Members of the Club Committee, exclusive of the Officers, shall be elected for a term of three years after which they must retire but shall be eligible to serve for two more terms of three years if elected, following which they shall not be eligible for re-election until the lapse of three years. Retiring Members seeking

re-election for a second or third term need not be re-nominated.

- b) Nomination of Members for election to the Club Committee signed by at least two Members shall be sent to the Committee Chairman, not later than 21 days prior to the Annual General Meeting and be posted on the Notice Board in the Clubhouse when received. Nominated Members must be over 18 years of age and, from 1st April 2015, have been members of the Club for at least three years. Since in 2012 all members are joining a new Club, nomination to the Committee can only be considered for those who have been members for at least one year. In the event that there shall not be a sufficient number of Candidates proposed, the Club Committee shall nominate Members to fill the remaining vacancies.
- c) The election shall take place at the Annual General Meeting, when a vote shall be taken by Members, by ballot. Votes by proxy will not be accepted.
- d) The Club Committee shall have the power to fill any vacancies occurring in their numbers in the course of the year and the member so appointed will serve until the next AGM.
- e) The Club Committee shall have the powers necessary for the full and efficient conduct of their functions. All General Rules and Procedures made, or orders given by the Club Committee shall be binding on every member.
- f) At all meetings of the Club Committee, the Club Vice-President or in his absence, the Captain shall take the chair. Failing both, the Meeting shall elect a Chairman. A Minutes Secretary, elected from the group, will keep Minutes of its meetings which shall be published in the Clubhouse. A file of back issues of minutes will also be available to all members and staff.
The Club Committee shall have the power to delegate to the Ladies' Committee, the management of matters solely concerning Lady Members. A gentleman member nominated by the Club Committee may be co-opted to this committee. The Club Committee and the Ladies Committee shall form such sub-committees as they consider necessary for the day-to-day running of the Club. The Lady Members shall adopt the same process as that applied by the Club for the selection and election of the Ladies' Club Committee and appoint their own Captain and Committee, the names of whom shall be posted on the Notice Board in the Clubhouse immediately after their appointment.
- g) The Captain, after announcing the result of the elections, shall ask the Club manager to post the result on the Notice Board.
- h) Attendance at the normal meetings of the Committee will be recorded in the Meeting's Minute file.
- i) It is the duty of the Committee to ensure that minutes are taken for all meetings.

POWERS OF THE CLUB COMMITTEE

The Club Committee shall be responsible for the management and control of the following matters on behalf of the Club:

- a) In conjunction with Management, the election of New Members.
- b) The organisation of Club golf competitions and matches, within parameters set by the management.
- c) The establishment of appropriate sub-committees.
- d) The supervision of the Ladies Section
- e) The supervision of the Junior Section
- f) The supervision of the Seniors Section
- g) The Committee will work closely with the club manager to maximise the profitable use of the Clubhouse and create social opportunities for members.
- h) To agree on an annual basis, and where necessary in consultation with Whitwood Golf Club Management, the General Rules and Procedures and Standing Orders.
- i) Rules for competitions. (Prominently displayed on Club notice boards and where possible be included in the fixture card.)
- j) Disciplinary matters not under the jurisdiction of the Manager.
- k) Arrangements for Annual General Meeting.

The Club Committee shall have power to remove any member of the Club Committee in the event of any conduct considered prejudicial to the character, good order or welfare of the Club.

MEETINGS OF THE CLUB COMMITTEE

Meetings of the Club Committee shall normally take place on the third Thursday of every other month.

ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall normally be held in November, at such time and place as the Club Committee shall determine. The agenda will be agreed between the Club Committee and Whitwood Golf Club Management. The date and time for this meeting shall be included in the Club's Fixture List sent to all members each year. Such notice and the nature of the business to be

transacted shall be posted on the Club's Main Notice Board seven days prior to the meeting. The Captain of the Club shall chair the meeting.

The quorum for all Annual and Special General Meetings shall be 10 playing members. No business other than the election of officers and members to serve on the Club Committee and the passing of accounts shall be transacted at the AGM if the meeting is not quorate.

Any member may give notice of his intention to propose a resolution at the Annual General Meeting. Such proposal shall be sent to the Committee Chairman not less than 28 clear days before the date of the meeting and supported by at least 2 other playing members.

Any member intending to propose a resolution at the Annual General Meeting to amend or alter the constitution must submit such proposal to the Committee Chairman not less than 28 clear days before the date of the meeting and such proposal must be supported by at least 10% of the membership identified by name and signature.

No business other than that of which due notice has been so given shall be transacted at such meeting. Reports to members on golfing matters will be given on behalf of the Club by the Captain and on business and finance progress by managers of Whitwood Golf Club.

Current Club Standing Orders

1. The Club Committee shall ensure that a record of the proceedings of the meeting is maintained in a minute book.
2. The Chairman's decision as to the voting on any question shall be final and an entry in the minute book signed by the Chairman of the meeting within fourteen days of holding the meeting shall be the conclusion of the matter.

SPECIAL GENERAL MEETING

Whitwood Golf Club or Club Committee may call a Special General Meeting when, in their opinion, any question of urgent importance has arisen. The Committee Chairman shall notify all members giving at least fourteen days notice of a Special General Meeting, specifying the business to be transacted and the day, place and hour of such meeting. Notice of any such meeting shall also be displayed upon the Club's main Notice Board. No business other than that of which due notice has been so given shall be transacted at such meeting.

Any playing member may give notice of his intention to propose a resolution to request a Special General Meeting. Such proposal shall be sent to The Committee Chairman supported by the signatures of not less than 20% of other playing members, giving not less than 28 days notice of the request to call such a meeting. Notification of the meeting shall be in accordance with the normal procedure for Special General Meetings.

VOTING

Voting at the Annual General and Special General Meetings shall be by show of hands and in the event of the voting being equal, the Chairman of the Meeting shall have a casting vote. At all such meetings only playing members and

Honorary Life Members shall be entitled to vote. Voting on the election of the Club Committee shall be as **Election of the Club Committee** (c).

ADDRESSES OF MEMBERS

Every Member shall communicate any change in his or her address to the Club Manager. Such address shall be inserted in the register of Members held by the Manager. All notices sent by post to such address shall be deemed to have been duly delivered within three days following the date of posting.

WHITWOOD GOLF CLUB LIABILITIES

Whitwood Golf Club shall not be responsible for any damage, injury or loss occurring at the Club or at any activity or function operated, organised, arranged or sponsored by Whitwood Golf Club and/or the Club Committee, caused by any acts or omissions of any Member or guest of a member, introduced into the Club. Any such Member or guest of a member shall *ipso facto* be deemed to have agreed to indemnify Whitwood Golf Club or the Club Committee against any liability for such damage, injury or loss.

Any Member, or guest of a member, who in any manner makes use of or accepts the use of any apparatus, facility, privilege or service of the Club, or who engages in any game, exercise, competition, or other activity operated, organised, arranged or sponsored by Whitwood Golf Club or the Club Committee shall do so at his own risk and shall hold the Club Committee, Officers, Whitwood Golf Club employees, representatives or agents harmless from any and all loss, cost, injury, damage or any other liability sustained and/or resulting from any officer, employee, representative or agent of Whitwood Golf Club

PROFESSIONAL SERVICES

No member shall, except for professional services rendered at the request of Whitwood Golf Club, on any pretence or in any manner, receive any profit, salary or emoluments from the funds or transactions of Whitwood Golf Club

No person shall at any time be entitled to receive at the expense of Whitwood Golf Club or any member thereof any commission, percentage or similar payment on, or with reference to the supply of goods or services nor shall any person directly or indirectly derive any pecuniary benefit from the supply of goods or services by or on behalf of Whitwood Golf Club and/or the Club Committee to members or guests, apart from any benefit accruing to Whitwood Golf Club and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to, or contributing to a general gain from the carrying on of Whitwood Golf Club

THE DUTIES OF OFFICIALS OF THE CLUB

Honorary Vice-President. (Chairman of the Committee)

1. It is the duty of the Honorary Vice-President to preside at the meetings of the Club Committee.
2. To conduct the business of the meeting in an orderly and proper manner.
3. On any tied vote he/she shall have a second or casting vote.
4. He/she shall sign the minutes of the Club Committee meetings and any Official documents of the Committee.
5. He/she shall convene the meetings of the Club Committee.
6. He/she shall have the authority to inspect any records of the Club Committee and any sub-committees.
7. He/she shall be bound by the Rules and Bylaws of the Club.

Captain

The Club Captain's position is often considered to be a prestigious one within Clubs and carries with it the significant responsibility to ensure that the year's golf within the club is well organized and enjoyed by the membership.

1. It is the duty of the Captain to attend the meetings of the Club Committee.
2. To further the development of the Club.
3. To promote image and social life and to assist in formulating general policy and direction of the Club.
4. He/she shall represent the Club, in the capacity of Captain, at official functions.
5. He/she shall Chair the AGM.
6. He/she shall be bound by the Rules and Bylaws of the Club.
7. He/she shall be a member of the Competitions' committee.
8. He/she shall ensure that letters from the Committee are written and given to the manager for dispatching.

Vice-Captain

1. The Vice-Captain will deputise for the Captain whenever necessary.
2. It is the duty of the Vice-Captain to attend meetings of the Club Committee.

Lady Captain

1. The Lady Captain will take responsibility for all matters related to women's Golf.
2. It is the duty of the Lady Captain to attend meetings of the Club Committee.
3. The Lady Captain will liaise with the Club Captain and other officials to ensure that women are appropriately represented in competitions and events.

Appendix A

Membership Applications

As a Subsidiary Company of Groundwork-Wakefield, Whitwood Golf Club has clear procedures and criteria for making decisions about application requests, which conform to the requirements of the 2010 Equality Act, and demonstrate fairness and reasonableness in approach.

1. Criteria for decision making.

The Management Committee has two sub-committees for deciding admission to the Club, i.e. A Membership Committee and an Appeals Committee. Each shall have a maximum number of six and a quorate of four.

Candidates for election shall be elected by a majority decision of the Membership Committee and, where the vote is tied, the Chair will have the casting vote.

Admission to membership will be in accordance with current rules and procedures that may vary from time to time.

Membership of the Club shall be open to anyone interested in the sport of golf on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

a) The categories of membership shall be those from time to time published by the Committee. The Club Board, in consultation with the Committee, shall have the power to extend or change the categories of membership of the Club but in doing so will have regard to the Equality Act 2010.

b) The Chair of the Membership Committee shall be responsible for all aspects of the recruitment and introduction of new members. Due to the nature of the sport, this may include the requirement for assessment of an applicant's knowledge of the rules / etiquette and ability, for the safety for all players using the facility.

c) Every candidate for membership of the Club shall sign an application form giving all particulars required by the Club with an understanding that he/she will abide by the Rules and standing orders of the Club. Forms will be provided by and then collected by the Board Secretary or delegated staff and records of applications maintained.

d) On the election of a new member, the Committee Secretary furnishes him/her with a copy of the General Rules and Procedures.

e) A candidate shall not be considered a member of the Club for the purposes of these Rules until he or she has paid the relevant entrance fee and subscription. In case of non-payment by the candidate of either of these sums within 28 days of his/her notification of election to membership, the Committee will have the right to cancel his/her membership. Persons may not be admitted to membership, without an interval of at least two days between their nomination and acceptance.

f) The Club Committee may refuse membership, only for reasonable cause such as conduct or character likely to bring the Club or sport into disrepute.

g) The above criteria for decision making will be appended to the Club Constitution.

2. The Decision Making Process

- a.) The decision making process will be transparent and open to scrutiny.
- b.) If an application is rejected, minutes will be kept that outline clearly the reason for rejection and the supporting evidence. The unsuccessful candidate will be told why he or she has been rejected and will be allowed to appeal in writing to the Membership Appeals Committee.
- c.) The decision of the Appeals Committee will be final. A rejected candidate shall not be eligible for further nomination for at least 12 months from the date of rejection unless the Membership Committee decides in its absolute discretion there are special grounds for doing so.

3. The Composition of the Committees

One Board Member on each Committee.

Two Club officers on each Committee.

The Handicap/Competitions Secretary will be on the Membership Committee.

In order to keep the balance of the two Committees fair, the remainder of Club Committee will be allocated by drawing names out of a hat.

Appendix B

MANAGING COMPETITIONS

1. Role of Club Management.

Management will need to define the boundaries for decision making in regard to competitions, to ensure that financial viability, health and safety and Course maintenance is given priority. Clear examples of this are as follows:

Frequency of Competitions: % Allocation of Monies: No Show Policy & Procedures:
Competition Draws (Club Systems) and Info on Website (2013 diary & results)

2. Role of Club Committee

The Club Committee will establish the function of the Competitions' Committee and will take responsibility for:

- How 2's money will be paid.
- Pre-Comp Prep (Raffles, etc)
- Course Set Up
- Nearest Pin & Longest Drive
- Special Requirements i.e. food

3. Role of the Competitions' Committee.

The Competitions' Committee will allow management and Committee to establish a consensus over competition arrangements, and balance the needs of members with those of the business. Membership will be by invitation of the Committee but will include the Manager, and one five day member. Three other members will be selected because of their experience, and ability.

Specifically, the role includes:

- a. Working with the Club Manager, to draw up a calendar of competitions and make arrangements for the proper playing and organising of those competitions.
- b. Ensuring, through the manager, that the dates and results of competitions are posted in the Club House.
- c. Deciding:
Competition Formats, Competition Dates, Entry Fees, which Comps to be "Drawn" and also Open Events & Dates.
- d. The Competition's Committee shall be composed of:
Club Captain, Ladies Captain, Vice-Captain, one five day member and Club Manager.
- e. Any proposal challenging the parameters set by management cannot proceed without the manager's approval.

Appendix C

THE ENGLISH GOLF UNION LTD EQUITY AND EQUAL OPPORTUNITIES POLICY

PURPOSE

The English Golf Union Ltd (EGU) recognises the importance of affording equal opportunity and equal treatment to all present and potential employees and members and is committed to challenging discrimination in golf in England. This policy should be read in conjunction with the England Golf Partnership (EGP) Generic Equity Statement, which has been adopted and is promoted by the EGU.

AIMS

The EGU Equity and Equal Opportunities Policy aims to ensure that:

- All people, irrespective of their age, gender, ability, race, religious or

political beliefs, ethnic origin, colour, social status, or sexual orientation have a genuine and equal opportunity to participate in golf at relevant levels and in all roles, whether as a spectator, official, or player

- No-one wishing to work for or on behalf of the EGU, or participating in the activities of the EGU receives less favourable treatment in the grounds outlined above and in the EGP Generic Equity Statement
- The format and content of all competitions, regulations and activities strive to provide equality and equal opportunities for all, except where specific situations and conditions prevent this (See exemptions)
- All material prepared, produced and distributed by, or on behalf of the EGU promote a clear image of diversity within the sport of golf

COMMITMENT TO ACTION

The EGU will seek to promote the concepts of equity, equality and equal opportunities by:

- Producing, reviewing and maintaining an equity action plan to ensure that the aims and intentions of the EGU Equity and Equal Opportunities Policy and the EGP Generic Equity Statement are delivered throughout golf
- Monitoring and reviewing practices, procedures and data relating to the operation of competitions, schemes and initiatives to ensure the equity aims are incorporated into the business of the EGU.
- Review existing rules and regulations to ensure the principles of equality of opportunity and equity are implemented
- Increasing collaboration between the EGU and other organisations to ensure fair and consistent treatment for all those in golf
- Promoting the EGU Equity and Equal Opportunities Policy to affiliated County Unions and affiliated clubs and encouraging them to support and follow the policy.
- Providing appropriate training and support to all paid officers, members of the EGU Ltd Board of Directors, the representatives of the Voting Members and other key volunteers to raise awareness of both the collective and individual responsibilities

DISCRIMINATION, HARASSMENT AND VICTIMISATION

The EGU regards discrimination, harassment or victimisation as serious misconduct and any employee, volunteer, or member who discriminates against, harasses or victimises any other person will be liable to action in accordance with the EGU Disciplinary Procedures.

Acts of discrimination and harassment are unlawful. In addition or as an alternative to EGU disciplinary action, civil or criminal proceedings may be taken against perpetrators of such acts.

RESPONSIBILITIES AND IMPLEMENTATION

- The EGU Ltd Board of Directors is responsible for ensuring this policy is followed, and for dealing with any allegations of breaches.
- The Chief Executive Officer has responsibility for the implementation of the policy and achieving the aims of the Equity Action Plan
- The Compliance Manager has responsibility for drafting, monitoring and implementing the Equity Action Plan
- All paid officers, volunteers and members have responsibilities to respect,

act in accordance with and thereby support and promote the spirit and intentions of the policy

- A copy of this document is available to all paid officers, members and volunteers of the EGU and it will be covered in staff and volunteer induction
- The EGU will take measures to ensure that its employment practices are non-discriminatory
- 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 unfair discrimination
- The policy will be available on the EGU website

EXEMPTIONS

The EGU reserves the right to limit competitions to specific age, gender or disability groups where this is necessary to ensure equitable, safe and equal competition.

MONITORING AND EVALUATION

- This policy will apply for a period of 3 years, at which time it will be reviewed and a revised policy adopted by the EGU Board of Directors. Any interim amendments will be made as necessary.
- The Chief Executive Officer and the Compliance Manager will review the Equity Action Plan on a quarterly basis, to establish progress against aims and ensure the Plan remains appropriate and effective

DISCIPLINARY AND GRIEVANCE PROCEDURES

To safeguard individual rights under the policy, a paid officer, volunteer or member who believes that he/ she has suffered inequitable treatment within the scope of the policy may raise the matter through the EGU grievance procedure by writing to the Chief Executive Officer at the National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire LN10 6PU.

No member, volunteer or paid officer will be penalised for raising any grievance unless it is untrue, and not made in good faith

Appropriate disciplinary action will be taken against any paid officer, volunteer, or member who violates the policy