

**BRAMPTON PARK GOLF CLUB  
RULES, BYELAWS AND REGULATIONS  
Dated 30<sup>th</sup> November 2016**

**1 Name**

1.1 The name of the Club shall be Brampton Park Golf Club (“the Club”).

**2 Objectives**

2.1 The objectives of the Club shall be to provide for the Members a golf course (“the Course”) and Clubhouse (together called “the Club Premises”) under lease from Stonecheck Plc or its successors.

**3 Constitution**

3.1 The Club is operated within the spirit and philosophy of a golf club which is open to the whole community and will also make the necessary provision to support those who lack financial resources and wish to participate in the sport of golf.

3.2 The Directors, hereinafter referred to, shall mean the Directors of the Board of Brampton Park Golf Club Ltd.

3.3 The Club Premises shall be located at Brampton Park Golf, Buckden Road, Brampton, Huntingdon, Cambridgeshire, PE28 4NF.

3.4 The Directors shall be responsible for providing the Club with the Club Premises and all necessary facilities for carrying on the Club in accordance with these objectives and rules. The Directors will ensure that access is made available for members of the community with disabilities and ensure compliance with the Disability Discrimination Act 2005 or such other amended or superseded legislation.

3.5 The Members of the Club shall be under no financial liability by reasons of their membership of the Club save their joining fee, or Ordinary share payment (where applicable), and the annual membership subscription, which shall be determined by the Directors. The annual subscriptions charged will always be below the maximum monetary limits determined by the HMRC regulations for Community Amateur Sports Clubs.

**4 Officers / Director of Golf Services / Junior Organiser**

4.1 The officers of the Club shall be the Captain, the Vice-Captain, the Lady Captain, the Lady Vice-Captain, and the Director of Golf Services.

4.2 A Management Team shall be appointed by the Directors who shall have the power to remove them from office and appoint replacements subject to full compliance with the relevant statutory employment laws. One of the Management Team roles will be that of Director of Golf Services. The Management Team will be appointed on the basis that they meet individually the ‘fit and proper’ person test as defined in the UK Government Charity Tax Relief Model.

- 4.3 The Captain, Vice-Captain, Lady Captain and the Lady Vice-Captain shall be elected at each Annual General Meeting in accordance with the byelaws for the time being in force.
- 4.4 Only a 7-Day Member shall be eligible to be an officer of the Club with the exception of the Director of Golf Services who need not be a Member.
- 4.5 A Junior Organiser shall be nominated by the Men's Competitions and Fixtures Committee to be responsible for the organisation of junior golf. This appointment shall be ratified via the Directors after the Director of Golf Services has undertaken the necessary statutory checks to ensure fitness for post.

## **5 Committees**

- 5.1 The Committees shall be the Men's Competitions and Fixtures Committee, the Ladies' Committee and the Social Committee. These committees shall exercise the powers invested in them by these rules, byelaws and regulations and such other powers of management as they may from time to time undertake at the request of the Directors.

## **6 Constitution of the Committees**

- 6.1 The constitution of the Men's Competitions and Fixtures Committee shall be as follows:
  - 6.1.1 The Captain.
  - 6.1.2 The Vice-Captain.
  - 6.1.3 A Member elected from the Senior Men's Section of the Club.
  - 6.1.4 Five elected male 7 or 5-Day Members or Accessibility Members
  - 6.1.5 In addition the Captain may appoint one male Member of his own choosing.
  - 6.1.6 *Ex officio*, the Director of Golf Services shall attend meetings of the Committee if so requested by the Captain.
- 6.2 The Men's Committee shall be responsible for all aspects of Members' competitions and fixtures save Ladies' and Mixed competitions.
- 6.3 The Captain and the Vice-Captain shall *ex officio* be entitled to attend the Board Meetings of Brampton Park Golf Club Ltd.
- 6.4 The constitution of the Ladies' Committee shall be as follows:
  - 6.4.1 The Lady Captain.
  - 6.4.2 The Lady Vice-Captain.
  - 6.4.3 Six elected female 7 or 5-Day Members or Accessibility Members
  - 6.4.4 In addition, the Lady Captain may appoint two female Members of her own choosing.
- 6.5 The Ladies' Committee shall be responsible for all aspects of Ladies' and Mixed competitions and fixtures.
- 6.6 The Lady Captain and the Lady Vice-Captain shall *ex officio* be entitled to attend the Board Meetings of Brampton Park Golf Club Ltd.

6.7 The constitution of the Social Committee shall be as follows:

6.7.1 The Social Chairman who shall be appointed by the Members of the Committee through majority vote.

6.7.2 *Ex officio* the Director of Golf Services or the Bar & Catering Manager.

6.7.3 Six elected 7 or 5-Day Members, Accessibility, or Social Members.

## **7 Director of Golf Services**

7.1 The Director of Golf Services shall conduct the correspondence of the Club as required by the Directors. He shall be responsible for liaising with the Chairpersons of each of the Committees in order to encourage the need for full and correct Minutes of their respective Meetings. All such Minutes will be open to inspection by any Member of the Club on application to the Director of Golf Services.

## **8 Membership**

8.1 The number of Members shall not exceed 1000 of which no more than 800 shall be 7-Day Members. Persons of either sex shall be eligible for membership. Should the need for a waiting list arise then memberships will be granted on a chronological basis – e.g. the person who has been waiting for the longest period of time will be allocated membership ahead of all others on the waiting list.

8.2 The categories of membership shall be as follows:

8.2.1 7-Day Members who shall enjoy all of the available rights and privileges of membership of the Club.

8.2.2 5-Day Members who shall enjoy all the rights and privileges of 7-Day Members save as varied by these rules, byelaws and regulations.

8.2.3 Country Members who shall ordinarily reside at least 50 miles from the Club Premises (measured in a straight line and not by road route) and who shall enjoy all the rules and privileges of 7-day Members save as varied by these rules, byelaws and restrictions. Country Members are restricted to 20 rounds of golf per annum; beyond this threshold a green fee equal to the Members' visitors' green fee rate must be paid. Country Members are eligible to play in all competitions save those designated as Major or Boarded Competitions and they shall not be eligible to represent the Club in Inter Club Matches nor enjoy the benefits of "Reciprocal Golf".

8.2.4 Accessibility Members who shall enjoy all the rights and privileges of 7-Day Members save as varied by these rules, byelaws and regulations who are able to demonstrate that due to their low or modest income they are unable to afford to pay the full cost of 7-Day Membership (or pro rata for any 7-Day category of membership of less than 12 months offered, from time to time, by the Club).

8.2.5 Accessibility Members may play the course on Monday, Tuesday and Thursday plus either of Saturday or Sunday but may use all of the other facilities of the Club (including the practice facilities) at all times without restriction.

8.2.6 The cost of accessibility Membership shall at no time exceed the sum of £450 per Annum (or pro rata for any category of Membership of less than 12 months offered, from time to time, by the Club).

- 8.2.7 Junior Members who shall enjoy all the rights and privileges of 7-Day Members save as varied by these rules, byelaws and regulations.
  - 8.2.8 Student Members who shall enjoy all the rights and privileges of 7-Day Members save as varied by these rules, byelaws and regulations.
  - 8.2.9 Staff Members who shall be employees of Brampton Park Golf Club Ltd who shall enjoy all the rights and privileges of 7-Day Members save as varied by these rules, byelaws and regulations without payment of any subscription.
  - 8.2.10 The Directors may establish on an annual basis a flexible membership category which offers a fixed number of rounds for an agreed subscription rate; on completion of the fixed number of rounds playing of the course is allowed only on payment of a green fee equal to the Members' visitors' green fee rate. Flexible Members are eligible to play in all Competitions save for those designated as Major or Boarded Competitions and they may not enjoy the benefits of 'Reciprocal golf' nor represent the Club in Inter Club Matches.
  - 8.2.11 Any other category of membership created by the Directors from time to time
- 8.3 Junior Memberships shall be available to persons below the age of 18 years (as at 1st June) subject to the regulations of any golfing body to whom the Club may be affiliated. Junior Members shall be:
- 8.3.1 Proposed by an adult Member, parent/guardian, or the Junior Organizer who shall be responsible for providing guidance to the Junior Member on golfing etiquette.
  - 8.3.2 Entitled to become a Member in any other appropriate categories upon reaching 18 years of age, without payment of a joining fee, provided such application is made prior to the first annual subscription renewal date thereafter on such terms as shall be deemed by the Directors from time to time.
- 8.4 Student Memberships shall be available to persons who are in full time education.
- 8.5 No person shall be admitted a Member of the Club until they have been approved in accordance with a procedure agreed by the Directors and shall have delivered to the Club an application for membership in such form as the Directors require. The membership application procedure shall be administered by the Director of Golf Services. Membership of the Club shall be open to anyone interested in the sport of golf regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or beliefs. Where a category of membership has reached full capacity, an application for membership on a non-discriminatory basis may be initially declined and the applicant placed on a waiting list and the memberships subsequently accepted on a chronological basis.
- 8.6 When an accepted candidate has paid their joining fee (where applicable) or for their Ordinary share in the Club (as applicable) and first annual subscription, they shall be a Member of the Club, be provided with a Golf Bag Tag, be entitled to all the privileges of the relevant category of membership and shall be deemed to have agreed to be bound by these rules, byelaws and regulations of the Club.

- 8.7 Each Member shall be responsible for the safe keeping of their Golf Bag Tag which shall be prominently displayed whilst on the Course, be used only by them and shall remain the property of the Club at all times. The Member concerned shall report any loss or theft to the Director of Golf Services as soon as reasonably possible.
- 8.8 The Directors may, as they think fit, restrict or increase the number of Members in each category of membership. There is no restriction to transferring membership between categories and the Directors may not refuse an application to transfer e.g. from 7-Day to 5-Day membership.
- 8.9 The joining fee (if any) and annual membership subscription for each category of membership shall be such sums as are fixed by the Directors from time to time, shall be due in advance on 1<sup>st</sup> June each year, and shall be non-returnable for any reason. Members who pay by direct debit must pay the full annual installments which are due, irrespective of any decision to retire during the twelve month subscription year.
- 8.10 The Directors may provide, either generally or in respect of any particular Member or Members, for payment of annual subscriptions by instalments on such terms as to payment of interest or bank charges as the Directors may determine.
- 8.11 Any Member whose annual subscription is unpaid on or before 1<sup>st</sup> June ceases to be a Member of the Club and forfeits all rights and claims upon the Club and its property unless the Directors suspend the operation of this provision, which they may do as regards any particular Member on such terms as they may determine at their discretion.
- 8.12 Where the Directors have resolved that the subscription of any particular Member may be paid by installments, then rule 8.13 applies to non-payment of any installment, substituting the date 7 days after the due date of the installment.
- 8.13 A register of the names and addresses of all the Members of the Club shall be kept on the Club Premises subject to compliance with the statutory requirements of the Data Protection Act 1998.
- 8.14 On admission to membership, Members of the Club may be issued with a Membership Card ('the Card') for the purposes of purchasing food and beverage from the Clubhouse catering and bar facilities. Members can credit funds to the Card *via* payment at the Clubhouse bar facilities. The level of discount on purchases will be decided by the Directors and this level of discount can be increased or reduced at any time as determined by the Directors. Members who have resigned their membership may seek a refund of outstanding monetary credits existing on the Card within 3 months of the date of their resignation – an administration fee will be charged and deducted from the amount to be refunded. The Directors will determine on an annual basis the level of this administration fee and the level of this fee will be communicated on an annual basis to the membership.
- 8.15 No Member of the Club is entitled to or claim expenses for travelling to and from any external golf-related event – including club matches – of whatever format.

8.16 Each Member of the Club shall keep a record of the number of occasions that they participate in the sport of Golf organized by the Club whether that be in the playing of the course, using the practice facilities, or other participation in the Club's activities, and shall notify the Club at the end of each subscription year ending 31<sup>st</sup> May as to whether they have participated on fewer than or on more than 12 occasions during the preceding 12 months. The Director's shall maintain a record of such participation in the Club's said sporting activities.

## **9 Honorary Members**

- 9.1 On the recommendation of the Directors any persons may, at any general meeting of the Club, be elected an Honorary Member of the Club.
- 9.2 A two-thirds majority of those present and voting is necessary for election to honorary membership.
- 9.3 Honorary Members may be elected for life or for such period as Members may deem, and they shall enjoy all the rights and privileges of 7-Day Members without payment of any subscription.

## **10 Rights and Liabilities of Members**

- 10.1 Every Member of the Club shall (subject to these rules, byelaws and regulations for the time being in force) be entitled to use and enjoy (in common with other Members of the Club) the Club Premises and things provided by the Club on such terms and conditions as the Directors may from time to time determine.
- 10.2 Subject to the provisions of these rules, byelaws and regulations every Member is entitled to all the rights and subject to all the duties of a Member of the Club consistent with their category of membership.

## **11 Guests**

- 11.1 Members must accompany guests introduced by them during the period of their stay in the Club Premises and shall be responsible for their conduct.

## **12 Conduct of Members and Guests**

- 12.1 All Members and their guests shall:
  - 12.1.1 Whilst on the Club Premises treat other Members, their guests and Club staff with the utmost courtesy at all times.
  - 12.1.2 Whilst in the Clubhouse observe at all times the byelaws relating thereto.
  - 12.1.3 Whilst on the course observe at all times the Course Regulations appended to these rules.
  - 12.1.4 In the case of Members only, whilst on the Course, display in a prominent position attached to their golf bags their Bag Tags. Guests must display on their golf bags the green fee ticket issued from the Professional's Shop.
  - 12.1.5 Observe the safety procedures applying to the use of the Driving Range.

- 12.2 No Member or their guest shall take away, or permit to be taken away from the Club Premises under any pretense whatsoever, or shall injure or destroy any property of the Club.
- 12.3 Disciplinary Procedure - if any Member's conduct is such that, in the opinion of the Captain or Lady Captain or another Officer of the Club, it might be injurious to the character or interests of the Club, including, but not limited to, a serious breach or infringement of the Rules, Byelaws or Regulations of the Club, there shall commence a disciplinary procedure against that Member. The responsibility to implement disciplinary proceedings is the responsibility of the Captain and or Lady Captain, or in their absence the Vice-Captain and Lady Vice-Captain.
- 12.3.1 A Disciplinary Panel consisting of any three Officers of the Club, plus two 7-day Members, shall be formed jointly by the Captain and Lady Captain to adjudicate upon the alleged conduct of the Member and a date and time fixed for the matter to be dealt with by that panel. The Director of Golf Services will provide the secretarial support to the Disciplinary Panel and make a formal record of all proceedings.
- 12.3.2 The date fixed shall be as soon as possible but shall be such that at least seven days' written notice is given and shall as far as possible be on a date and at a time convenient to the Member. Such notice shall also detail the conduct complained of and how the same might be injurious to the Club.
- 12.3.3 The Director of Golf Services may, in his absolute discretion, temporarily suspend the Member until the adjudication has been determined. Notice of such suspension may be given orally but shall be confirmed in writing within seven days.
- 12.3.4 The disciplinary panel shall ensure that the Member is given all due opportunity to respond to the conduct complained of either in writing, in person or by representation by any other person, shall act at all times in the utmost good faith and shall communicate its decision either orally or in writing and, if orally, confirm the same in writing within seven days.
- 12.3.5 If the alleged conduct of the Member is adjudged to be have been injurious to the character or interests of the Club or was a serious breach of the Rules, Byelaws or Regulations of the Club, then the Disciplinary Panel may reprimand the Member, suspend the Member, limit the use of any membership privileges, expel the Member from Club membership or impose one or more of those sanctions against the Member.
- 12.3.6 In the event that a sanction is imposed under clause 12.3.5 the Member shall be entitled to appeal by giving written notice, within seven days, to the Captain and/or the Lady Captain. If so required by the Member the Captain and Lady Captain shall also be obliged together to notify the membership of the circumstances that have resulted in disciplinary action being taken and the rationale for the sanction being taken. Any Member of the Club who objects to the sanction imposed should notify the Chairman of the Board of Directors accordingly and the view expressed shall be taken into account in determining as to whether the appeal will be upheld by the Directors of the Club or the original decision as regards the sanction taken shall stand.

### **13 Termination of Membership**

- 13.1 A Member may resign their membership at any time by letter delivered to the Director of Golf Services or to the Club Premises, and such resignation shall be effective on receipt.
- 13.2 A Junior Member who has failed to become a Member in another category by the first annual subscription renewal date after their 18th birthday shall thereupon cease to be a Member of the Club.
- 13.3 A Student Member who has failed to become a Member in another category by the first annual subscription renewal date after ceasing to be in full time education shall thereupon cease to be a Member of the Club.
- 13.4 Any Member who at any time becomes unable to satisfy any of the criteria applicable to their category of membership as set out in Rule 8.2 shall thereupon cease to be a Member of the Club or may, at the discretion of the Directors, transfer to another suitable category of membership.
- 13.5 Unless otherwise provided by these rules, any Member expelled in accordance with the rules or otherwise ceasing to be a Member of the Club shall forfeit all privileges of membership. They shall not be entitled to any refund of joining fee or subscription and shall remain liable for any subscription or other fees outstanding at that time.

### **14 Annual and Extraordinary General Meetings**

- 14.1 Annual and Extraordinary General Meetings will be held in accordance with the Articles of Association of Brampton Park Golf Club Ltd.

### **15 Address of Members and Notices**

- 15.1 Each Member shall inform the Director of Golf Services of their address or change of address to be included in the Register of Members.
- 15.2 Notices required by these rules and byelaws to be given, may be given either by prepaid letter addressed to a Member at the last address they have furnished to the Director of Golf Services or by exhibiting such notice in a prominent place in the Club Premises. Notices sent by prepaid letter shall be deemed to have been delivered at the time the notice would have been delivered in the ordinary course of post and any failure by a Member to receive or be aware of such notice shall not invalidate any meeting or any decision made thereat.

### **16 Intoxicating Liquor**

- 16.1 The sale of intoxicating liquor in the Club shall be permitted within the regulations as applying under the Licensing Act 2003. The Directors shall appoint a Designated Premises Supervisor as required by the Licensing Act 2003.



## **17 Hours of Opening**

- 17.1 The Clubhouse shall be open to receive Members and the Course shall be open to receive Members at such times as may be determined by the Directors from time to time.
- 17.2 The Director of Golf Services or nominated Member of his staff, may temporarily close the Course or the Clubhouse or any part or parts thereof for tournaments, exhibitions, Club competitions, inclement weather or any other reasons which, in the sole discretion of the Director of Golf Services, requires such closure and no Member shall be entitled to any compensation and no liability shall attach to the Directors in respect of any such closure. Such closures will be exceptional and the object is to facilitate the availability of the Course for all members of the community who wish to participate in a Community Amateur Sports Club.

## **18 Alteration of Rules, Byelaws and Regulations**

- 18.1 The rules, byelaws and regulations may be revoked, supplemented or altered by the Members at a general meeting by a majority of two-thirds at least of those present and entitled to vote save as herein provided..

## **19 Complaints**

- 19.1 All complaints shall be made in writing to the Director of Golf Services (for acknowledgement within five working days of receipt), who, if he shall be unable to deal with them, shall refer them either to the appropriate Committee or otherwise to the Chairman of the Board of Directors. The decision of the Committee or the Directors (as the case may be) shall be final. In no instance shall any member of staff of the Club be reprimanded directly by a Member.

## **20 Rules of Golf**

- 20.1 The rules of the game of golf as adopted from time to time by the Royal and Ancient Golf Club of St. Andrews, except insofar as they are modified by the rules, byelaws and regulations of the Club, shall be observed by all Members.

## **21 Exclusion of Liability**

- 21.1 It shall be the responsibility of each Member to insure themselves and satisfy themselves that their guests are insured against claims from third parties of whatever nature arising against them as a result of their activities whilst on the Club Premises and the Club shall not be liable in respect of any such claims.
- 21.2 The Directors accept no liability whatsoever for any loss of or damage to any item of property belonging to Members, their guests or other visitors brought upon and/or left on the Club Premises by them and any such person bringing and/or leaving any item of property on the Club Premises does so entirely at their own risk.

## **22 Disputes**

- 22.1 Any dispute or difference which may arise as to the meaning or interpretation of these rules, byelaws or regulations or as to the powers of the officers or

committees or any sub-committee or the validity of any election or proceedings of any committee or any sub-committee shall be determined by the Directors, whose decision shall be final and binding on all Members of the Club.

## **23 Interpretation**

- 23.1 The headings to these rules are for ease of reference only and shall not be taken into account in their interpretation.

## **BYELAWS**

### **GENERAL MEETINGS**

#### **1. Date of Annual Meeting**

1.1 The Annual General Meeting of the Club shall be held in every year on the Club Premises in accordance with the Articles of Association of Brampton Park Golf Club Ltd.

#### **2 Notices**

2.1 Every Member of the Club entitled to vote shall be given at least 28 days' notice of the Annual General Meeting and the notice shall specify the business to be transacted.

#### **3 Members may call Meeting**

3.1 If the Directors do not call an Annual General Meeting in accordance with the provision in Byelaw 1, any 5 Members of the Club entitled to vote may call the meeting by notice, signed by them and posted on the Club general notice boards, not less than 14 days before the date appointed by them for the meeting.

#### **4 Extraordinary General Meeting**

4.1 Extraordinary general meetings may be called at any time by the Directors by giving 21 days' notice, or by any 30 Members of the Club entitled to vote by written requisition signed by them to the Directors who shall post such requisition on the Club general noticeboard not less than 21 days from the date of deposit of the requisition. No business other than that specified in the notice shall be transacted at an extraordinary general meeting.

#### **5 Notices of Motion, etc.**

5.1 Notices of motion for the Annual General Meeting must be received by the Director of Golf Services at least 14 days before the date of the meeting. Any notices of motion must be posted on the Club noticeboard not less than 7 days before the date fixed for the meeting.

#### **6 Quorum**

6.1 No business other than the election of Officers and Members to serve as Directors shall be transacted at any general meeting unless at least 30 Members of the Club entitled to vote are present.

#### **7 Chairman**

7.1 At all general meetings the Chairman of the Board of Directors shall preside. If the Chairman of the Board of Directors is not present within 10 minutes after the time appointed for holding the meeting, the meeting shall be chaired by the Vice-Chairman of the Board of Directors. If there is no such chairman or, if at any meeting they are not present within 15 minutes of the time of holding the meeting the Members present and entitled to vote may elect one of their number who is a Director to be chairman of the meeting. If there is no

Director present, then the Members entitled to vote may elect any one of their number to be chairman of the meeting.

## **8 Voting Rights**

- 8.1 Every Member of the Club may attend meetings and vote at such meetings. Every such Member has one vote.

## **9 Passing of Resolutions**

- 9.1 At any general meeting a declaration by the chairman that a resolution has been carried, or carried unanimously, or carried by a particular majority, or lost, or not carried by a particular majority and an entry to that effect made in the book of proceedings of the Club shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against the resolution, unless a poll is demanded by the chairman or by at least one tenth of the Members present and entitled to vote and the voting Members must then be recorded by tellers appointed by the Chairman of the meeting. These records of votes shall be retained until the next general meeting.

## **10 Minutes**

- 10.1 The Company Secretary shall record in a minute book the proceedings of general meetings.

### **ELECTION OF OFFICERS**

## **11 Annual Election of Officers**

- 11.1 The Captain, Vice-Captain, Lady Captain and Lady Vice-Captain shall be elected at each Annual General Meeting of the Club to hold office immediately following the Annual General Meeting at which they are elected.
- 11.2 A Junior Captain shall also be appointed by the Captain, following consultation with the Junior Organiser, and will come into office and retire from office simultaneously with the Captain and Lady Captain.

## **12 Proposal of Candidates**

- 12.1 Candidates for election as officers (save the Director of Golf Services) must be proposed and seconded by Members of the Club. The name of every candidate with the names of their proposer and seconder must be sent in writing to the Company Secretary/Director of Golf Services before the 1<sup>st</sup> October in each year and shall be printed in the notice convening the meeting.

## **13 Proposals in Default of Notice**

- 13.1 If no candidate eligible for election to a particular office is notified by the due date in a particular year, a candidate or candidates may be proposed for such office at the meeting without notice.

## **14 Election by Ballot**

14.1 If more than one candidate is proposed for any office voting shall be as directed by the Chairman.

### **ELECTION OF COMMITTEE MEMBERS**

## **15 Annual Election of Committee Members**

15.1 At every Annual General Meeting of the Club two persons shall retire in rotation from each of the Men's Competitions and Fixtures Committee, the Ladies' Committee and the Social Committee respectively. The retiring Members are eligible for re-election at the same or any subsequent general meeting of the Club. Retirement shall be in order of seniority of election and in case of equal seniority the order of retirement must be determined by lot drawn by the Chairman of the relevant Committee. A list of the candidates offering themselves for election must be posted in a conspicuous place in the Clubhouse of the Club at least 7 days before the date of the Annual General Meeting. Every Member present at the Annual General Meeting and entitled to vote may vote for the number of candidates equal to the number of vacancies. Any ballot paper containing fewer votes than there are vacancies shall be treated as a spoilt paper and will be discounted. If insufficient candidates offer themselves for election the Captain and Lady Captain may appoint Members to the Committees to fill the remaining vacancies. If 2 or more candidates obtain an equal number of votes, the chairman must select by lot from such candidates the candidate or candidates who is or are to be elected.

## **16 Casual Vacancies**

16.1 Any casual vacancy arising on any of the Committees may be filled by an appointment by the Chairman of the affected Committee and the Member so appointed shall hold office until the next Annual General Meeting.

### **PROCEEDINGS OF THE COMMITTEES**

## **17 Proceedings of the Committees**

17.1 At all meetings of the Men's Competitions and Fixtures Committee the Captain or, in his absence the Vice-Captain, shall preside. If neither is present within 10 minutes after the time appointed for holding the meeting, the meeting shall choose its own chairman.

17.2 At all meetings of the Ladies' Committee the Lady Captain or, in her absence, the Lady Vice-Captain shall preside. If neither is present within 10 minutes after the time appointed for holding the meeting, the meeting shall choose its own chairman.

17.3 At all meetings of the Social Committee the designated chairman shall preside.

17.4 No committee shall have the power to incur any expense or give any warranty on behalf of the Club except to such extent as the Directors may from time to time specifically authorise.

## **18 Quorum**

18.1 A quorum shall be 5 Members in the case of the Men's Competitions and Fixtures and Ladies' Committees and 3 Members in the case of the Social Committee.

## **19 Votes**

19.1 Every Member of a committee shall have one vote on every question. Voting shall be by a show of hands or otherwise as the chairman of the meeting shall direct.

## **20 Minutes**

20.1 Every committee shall elect a secretary from among its members. The secretary shall keep minutes of the proceedings of each meeting, which shall be read and confirmed at the next meeting and signed by the chairman of that meeting as correct. Once signed they shall be conclusive evidence of the events of such meeting, and a copy shall be passed to the Director of Golf Services in accordance with Rule 8.

## **21 Sub-Committee**

21.1 All committees shall have the power to appoint sub-committees consisting of members of that committee and other Members of the Club as it may deem necessary or expedient for the object of furthering any particular activity of the Members and the committee may depute or refer to each sub-committee such powers and duties of the committee as it may determine other than those conferred upon the committee in these rules, byelaws and regulation. Each such sub-committee shall keep minutes of its proceedings which it shall produce to its parent committee and shall conduct its business in accordance with the directions of the parent committee.

## **CLUBHOUSE**

## **22 Dress**

22.1 Members and visitors must be respectably dressed at all times in smart casual clothing whilst in the Clubhouse and in particular the wearing of the following apparel is prohibited:

22.1.1 'T' shirts or sleeveless vests.

22.1.2 Shorts other than tailored shorts.

22.1.3 Tracksuits, leisure suits and similar items.

22.2 For the avoidance of doubt, smart denims, and training shoes are allowed in the Members' bar and golf shoes may be worn in the spike bar.

22.3 Male Members must wear shirts (tucked in at the waist).

22.4 No shorts may be worn in the first floor restaurant after 7.30 p.m.

22.5 Smart casual dress may be worn in the restaurant at any time, except at specific Club functions as specified by the Captains, Director of Golf Services

or the Social Committee in which cases jackets and ties for men will be required, and suitable attire for lady Members.

**23 Changing of Clothes and shoes**

23.1 All Members and visitors shall change their attire and shoes only in the changing rooms provided for this purpose.

**24 Dogs**

24.1 No dogs, other than guide dogs, shall be permitted in the Clubhouse.

**VISITORS**

**25 Admission**

25.1 Visitors other than guests of Members (“Casual Visitors”) may play the Course or use the Clubhouse facilities at the discretion of the-Director of Golf Services and for this purpose shall become a “day Member”.

**26 Golfing Visitors**

26.1 Casual Visitors intending to play golf shall, before doing so or entering any other part of the Clubhouse:

26.1.1 Sign their name and club (or, if none, their address) in the Green Fees Visitors’ Book kept for such purpose in the Club Professional’s Shop.

26.1.2 Pay the appropriate Green Fee to the Club Professional, and

26.1.3 Obtain a Green Fee Paid Ticket’

26.2 Such casual visitors shall display their Green Fee Paid Ticket in a prominent position attached to their golf bags at all times whilst playing the Course.

**27 Non-Golfing Visitors**

27.1 Casual visitors intending only to use the Clubhouse facilities shall, before doing so or entering any other part of the Clubhouse:

27.1.1 Sign their name and address in the Visitors’ Book kept for such purpose in the foyer of the Clubhouse.

27.1.2 Pay the appropriate fee (if any) to the Director of Golf Services.

**28 Observance of Rules etc.**

28.1 All casual visitors shall, whilst on the Club Premises, observe strictly all the rules, byelaws and regulations of the Club.

## **COURSE REGULATIONS**

### **1 Etiquette**

- 1.1 All Members and visitors shall whilst on the Course observe at all times the general rules of etiquette pertaining to the game of golf and, in particular, shall:
  - 1.1.1 Keep still and quiet when near a player who is addressing the ball or making a stroke.
  - 1.1.2 Play without undue delay.
  - 1.1.3 Ensure players in front are out of range before playing a stroke, and
  - 1.1.4 Leave the putting green immediately on completing a hole and prior to completing their scorecard.

### **2 Priority**

- 2.1 All groups of players shall whilst playing the Course adhere strictly to the following rules of priority. For the avoidance of doubt the term "Group" shall include a single player.
  - 2.1.1 Any Group playing a whole round is entitled to pass a match playing a shorter round.
  - 2.1.2 A Group failing to keep its place on the Course and losing more than one clear hole on the Group in front must invite the Group following to pass at the earliest opportunity.
  - 2.1.3 A Group searching for a lost ball must signal to a Group behind them to pass as soon as it become apparent that the ball cannot be found and shall not search for 5 minutes before doing so.
  - 2.1.4 A Group playing in Club knockout competitions and Club matches will receive precedence on the Course and be entitled to pass all other Groups subject to not reducing the speed of play as a consequence.
  - 2.1.5 A Group must observe the decisions of Course Marshals at all times – when such Marshals are on duty.

### **3 Cutting In**

- 3.1 All players shall start their round at the 1<sup>st</sup> tee and no cutting in is permitted at any time to start a round – except where special arrangements have been authorized by the Director of Golf Services.
- 3.2 Players who wish to play less than a full round shall:
  - 3.2.1 Simply discontinue playing and return to the Clubhouse, or
  - 3.2.2 If they wish to play back to the Clubhouse they shall play the official "9 holes" which are the 1<sup>st</sup> to 5<sup>th</sup> and the 15<sup>th</sup> to 18<sup>th</sup> inclusive, and
  - 3.2.3 If playing 9 holes in accordance with Regulation 3.2.2 and cutting in on the 15<sup>th</sup> tee players shall give priority to all matches playing a full round and only tee off from the 15<sup>th</sup> if the green on the 14<sup>th</sup> is clear at the time of such teeing off.

### **4 Courses and Driving Range Care**

- 4.1 All Members and visitors shall whilst playing the Course take all possible care to preserve and protect the same and, in particular, shall:



- 4.1.1 Replace divots.
  - 4.1.2 Fill divots made on the tee boxes with any sand/seed mix provided.
  - 4.1.3 Repair pitch marks and (after completing the hole) spike marks.
  - 4.1.4 Rake bunkers and after use leave the rake in the bunker, and
  - 4.1.5 Ensure golf bags are not placed on greens.
- 4.2 Golf trolleys may be used on the Course except when a notice is displayed in or near the Clubhouse prohibiting their use during unfit ground conditions but Members and visitors using such trolleys shall observe all directional signs relating thereto and shall not take them on greens, the surrounds of greens, tees and the surrounds of bunkers. These same rules also apply to the use of golf buggies, the users of which must also adhere to the signs positioned on the Course regarding the driving routes for buggies.
- 4.3 No Member or visitor shall leave any litter on the Course except in the receptacles provided for this purpose.
- 4.4 Members shall observe all relevant safety regulations appertaining to the Driving Range.

## **5 Tee Times and Reservations**

- 5.1 No Member or visitor shall play the Course when it is closed or start playing the Course when the 1<sup>st</sup> tee is reserved unless such Member or visitor is the subject of such closure or reservation as the case may be.
- 5.2 Members or visitors may reserve a tee time not more than 7 days in advance by telephoning the Club Professional and entering their name on the booking sheet.
- 5.3 The intervals between tee times on the booking sheet shall be 8 minutes or such other interval, as the Directors and/or Committees shall from time to time determine.
- 5.4 Any Member who becomes aware that they will be unable for any reason to play at their reserved tee time shall cancel their reservation at the earliest possible opportunity so as to allow another Member to take their place.

## **6 Restriction on Play at Weekends**

- 6.1 5-Day Members shall not play the Course on Saturdays and Sundays except upon payment of full green fees applicable to non-Members playing without a Member and only when non-Members are entitled to play except for play in specific competitions when the Captain or Lady Captain may invite them to play.

## **7 Dress Rules**

- 7.1 All Members and visitors shall be dressed appropriately at all times whilst on the Course and in particular:
- 7.1.1 Male Members must wear shirts, tucked in at the waist.
  - 7.1.2 Appropriate golf shoes must be worn and no training track shoes shall be allowed.

- 7.1.3 Only tailored shorts are allowed, with white or plain socks.
- 7.1.4 The wearing of denim jeans and tracksuits or leisure suits is prohibited.

## **8 Special Rules of Play**

- 8.1 When playing the 17<sup>th</sup> hole,
  - 8.1.1 Players shall ring the bell provided in front of the green to indicate to any players waiting on the tee that they may drive, and
  - 8.1.2 Any players waiting on the tee shall not drive until they have heard the bell referred to in 8.1.1 unless they are sure that the hole is clear.
  - 8.1.3 Following completion of the 17<sup>th</sup> hole, players should move to the side of the 18<sup>th</sup> tee nearest the Garden Centre.

## **9 Dogs**

- 9.1 No dogs, other than guide dogs shall be permitted on any part of the Course.