



New Town Bay Golf Club Inc.
258 Risdon Road, Moonah, Tas 7009
Phone 6228 6415

2019
Policy and Procedures Document

PURPOSE

To stimulate interest in the game of golf and bring together a group of golfers desirous of forming a golfing organisation.

To promote and foster among the members a closer bond and fraternity for their joint and mutual benefit, and to promote and conserve the best interests and true spirit of the game of golf as embodied in its ancient and honourable traditions.

To maintain a uniform system of handicapping as set forth in the R & A Handicap System and issue GA Handicap Indexes to the members.

To provide an authoritative body to govern and conduct club competitions.

CATEGORIES OF MEMBERSHIP

Any person by application, election and payment of the fees and subscriptions in accordance with the Rules and By-laws of the Club may be admitted to one of the following categories of membership.

Golfing Members

Life member
Ordinary Male member
Ordinary Female member (Associate)
Six Day member
Student member
Junior member

Non Playing Members

Social member

RECIPROCAL CLUBS

Burnie Golf Club (Tas)
Queenstown Golf Club (Tas)
Rosebery Golf Club (Tas)
Scottsdale Golf Club (Tas)
Sheffield Golf Club (Tas)
Tam O'Shanter Golf Club Inc (Tas)

Gatton Jubilee Golf Club (Qld)

If you intend playing at one of the clubs above please obtain a letter of introduction from the Committee.

-oOo-

DUES

All membership fees and dues shall be established by the Committee from time to time in such amounts as they deem are adequate to operate and maintain the Club. Such fees and dues shall include membership dues, Golf Australia and Golf Tasmania fees and any other fees payable to other Associations, lockers rental and buggy space hire.

Members' Association fees will be remitted promptly to the appropriate Associations upon request.

These Membership fees are due 1st July each year and must be paid by 31st July, otherwise members will have their membership suspended or cancelled.

ANNUAL GENERAL MEETING

The annual general meeting shall be held on such day being not later than three months after the close of the financial year of the Association as the Committee may determine.

COMMITTEE MEETING

The club's Committee will meet on the second Tuesday of each month at 6.00 pm.

GREEN FEES

Adults \$20.00 for 18 holes, \$15.00 for 9 holes. Juniors \$10.00 per round.

ALL SOCIAL PLAYERS SHOULD BE MEMBERS OF AN AFFILIATED CLUB.

CLUB CHAMPIONSHIP HANDICAP

A Grade 0-13 B Grade 14-19 C Grade 20-27 D Grade 28-36

1. Only the top eight of each grade will play in order of merit on the final day starting at 10.00 am.
2. Entries will close on the Thursday at 5.00 pm prior to the first round of a Championship.
3. **Play-offs**—to be arranged on the day of play by the Match Committee.

CLUB CHAMPIONSHIPS

MEMBERS:

- Club Championship held over 72 holes (4 days).
- Foursomes Championship 18 holes.
- Canadian Foursomes Championship 18 holes.
- Mixed Foursomes Championship 18 holes.
- Mixed Canadian Foursomes Championship 18 holes.

LADY MEMBERS

- Championship held over 54 holes (3 days).
- Foursomes Championship 36 holes (2 days).
- Canadian Foursomes Championship 36 holes (2 days).

Note:

To be eligible to compete in the above Championships, you must have submitted five (5) club handicap competition cards, as from the previous Championship up to the closing date for entry into the Championships.

The Match Committee may use its discretion in any special circumstances.

ADVICE TO MEMBERS

Complaints:

All complaints should be made in writing to the Captain or Committee. No employee of the club shall be reprimanded by an individual member.

Resignation:

Members are reminded of the Club's Constitutional and Rule requirements relating to membership:

- a. Renewal of membership is for a 12 month period and you are committed to pay the full membership rate for 12 months; and
- b. Written notice of resignation (to the Committee) is required before the conclusion of July each year if you choose not to renew your membership.

Change of Address and Other Details:

To assist the Committee to maintain accurate membership records, members should advise of any changes in their address, phone number, email address etc. which may arise.

CONDITIONS OF PLAY FOR MEMBERS

1. Club Competition Days

Competitors have the right of precedence on the course. Competitors must pay the competition fee and enter their names into the computer BEFORE commencing play. All score cards must include their Golflink number, must be correctly signed and entered into computer for handicapping purposes and then placed in the card box.

2. Saturdays

Saturday will be the members' competition day, in accordance with the Annual Fixture List produced by the Committee. Visitors shall not be entitled to use the course on Saturdays or on open days, without special approval of the Committee or Captain. If approved, visitors must:

- Be a current member of an affiliated golf club with a Golflink number and current playing handicap;
- Enter their name on the starting sheet, clearly marked with a "V";
- Pay a \$10 green fee in addition to the competition fee.

Visitors will be eligible to win gross, net and nearest-the-pin prizes but monthly medals and memorial days can only be won by members of New Town Bay Golf Club entered in those competitions. Visitors are not eligible to enter any form of club championships.

3. Thursdays

Thursday will be the Lady Members Competition Day between 8.00 am and 2.00 pm. Members may play earlier than 2.00pm only with the permission of the Ladies' Captain or her representative.

4. Dogs

No member or visitor shall bring a dog into the clubhouse or on to the course.

5. By-law

Any member, lady, student or junior member found committing a breach of the Rules of Golf, Golf Etiquette, Local Rules of this Club or any other misdemeanor on the course or in the clubhouse may be brought before the Committee. If such misdemeanor be proved, the Committee may take such action as it sees fit to punish such member, lady, student or junior member. Such punishment may include suspension for a period determined by the Committee.

6. Priority on the course:

A single player has no standing and **must** give way to any group. Any group playing a whole round is entitled to pass a group playing a shorter round. If a group fails to keep its place on the course and loses more than one clear hole on the players in front, it **must** allow the group following to pass.

7. Divots and plug marks

- a. Please replace divots carefully and ensure that they are broken up before being replaced in the mark and are then pressed firmly down with the foot.
- b. A player should repair damage to the putting green caused by the impact of a ball.

SLOW PLAY

The regular occurrence of “Slow Play” is discussed consistently among members, and with the thought that almost every player-member of the Club has at some time expressed concern about the effects of Slow Play on their enjoyment of the game. We publish the following suggestions which could be of assistance in overcoming the problem:

1. Not being ready on time

Plan shot selection while other players are having their shots.

2. Delays on tees or greens while marking the card.

Always mark the card while awaiting your turn at the tee.

3. Players wait on the tee until all have played their shot, then walk to their own ball.

Walk directly to your own ball, or level with same; and plan shot selection while waiting for others to play their shots.

4. Unnecessary number of practice swings.

It is agreed that each player has his own preference in this matter, but practice swings should be limited by discretion.

5. Delays in lost balls.

Immediately your ball is lost, stand aside and call following group through.

6. Lack of discretion in going through a team that has lost a ball.

If called ahead as in (5) but immediately afterwards the team ahead locate their ball and it is evident that play will proceed faster if they continue, you should signal them to go ahead.

NOTE:

The discretion is in the hands of the team called through and not the players who are looking for the lost ball.

NEW TOWN BAY GOLF CLUB
Signed the Committee

COURSE CARE

- It is most important that we help to care for and maintain our course
- Always give way to the Greenkeeper
- Repair and replace divots, plug marks, spike marks or other ground damage
- Please carry a sand bucket for repairing divots etc.
- Please do not damage shrubs and trees
- Use walkways and bridges where provided
- No buggies on tees or greens
- Do not interfere with or move sprinklers or bend hoses
- **Do not** use your putter head to retrieve your ball from the cup
- Place all rubbish in rubbish bins
- Do not move stakes, markers, signs or barriers unless as a moveable obstruction
- Please replace divots

Objectionable language is prohibited in the clubhouse and on the course at all times

TEN POINTS WORTH NOTING TO CREATE HARMONY ON THE LINKS

1. Pick up your ball when your strokes are exhausted
2. Walk briskly between shots
3. Immediately your ball is lost, stand aside and call following match through
4. Place golf bag on the side of the green closest to the next tee so that you can walk away at once after putting out
5. Do not mark your card whilst standing on the green
6. Don't be selfish, consider the whole field and speed up your play
7. Replace divots, smooth out bunkers, and do not use course for indiscriminate practice
8. Make sure players in front are out of range before playing your shot
9. Adhere strictly to time sheet rotation of hitting off. Remember, when the starter is in attendance, field is under his/her control
10. In case of queries or disputes, bring to the notice of the Match Committee of the day immediately

Note:

The lowest marker in each group shall be deemed responsible for the observance of the abovementioned points.

NEW TOWN BAY GOLF CLUB LOCAL RULES

1. Players should at all times refer to the notice board before commencing play
2. Spiked golf shoes must not be worn in the clubhouse
3. A practice putting green is provided for putting only. Practice putting on competition green is forbidden
4. Buggies must not be wheeled within 3 metres, and ride on buggies must not be driven within 5 metres of any green, bunker or tee
5. When practising on the course, players should play one ball only from the tees. It is forbidden to play more than one ball to a green
6. Practice blasting from bunkers is forbidden at all times
7. Except as allowed in Rule 4-4B of the Rules of Golf (four ball or foursome competitions) the sharing of clubs is not permitted
8. Caddies are permitted on the course. Members or ladies using caddies will be responsible for their conduct and dress at all times
9. Children other than junior members, junior lady members or caddies are not permitted on the course. Junior members, junior lady members and caddies shall not be less than 7 years of age. The purchase of golf balls from children around the course must be discouraged by members
10. Proper golf shoes should be worn on the course at all times
11. Players should use the paths at all times
12. Stones may be removed from the bunkers. If the ball moves, replace it without penalty

ROLE OF THE CLUB PRESIDENT (OR CAPTAIN)

The President is most commonly the head of a golf club. At some clubs this role is performed by the Captain.

This role is responsible for the integrity of the board/committee process, including the effectiveness of meetings and the board/committee's adherence to its own governance policies and responsibilities. In addition to sitting on the board/committee, the President is an ex-officio of all sub-committees. In the club's constitution, the President is generally afforded a casting vote.

The role should be occupied by a person with leadership skills, widely respected for sound judgment, who possesses a broad experience of both the club as well as the governance role of boards/committees.

The President ensures that targets and performance goals are overseen, strategic planning is undertaken and monitored, budgeting and risk management for the future is taking place and that communication with all stakeholders is occurring.

Depending on the club's constitution, the President will often be responsible for chairing the Annual General Meeting. To this end the President will be required to understand the AGM process and how to conduct a public meeting. A sound knowledge of the club's constitution will also be required.

The President shall often be the representative of the club, together with the Captain, at golf industry events.

Key skills:

- The ability to lead a board/committee and a club;
- The ability to think strategically;
- Be friendly and approachable;
- Ability to delegate and not micromanage;
- An understanding of club business, structures and systems;
- Oral communication skills;
- The ability to understand and relate to club members;
- The ability to build consensus and to get teamwork to occur;
- Be ethical, honest and trustworthy;
- Be committed to the mission and values;
- Independence;
- A willingness to commit the time and effort;
- Interest in more than the honour of the position.

ROLE OF THE CLUB CAPTAIN

The Captain

As stated earlier, the Captain may or may not be the senior executive officer of the club so that there will be a variation in his roles and duties. In this section the Captain will be considered in the narrower sense of "Captain of Golf". But while there exists this narrower sense, the role of the Captain lies within a broader concept of the total well-being of the Club and its members. There are duties and obligations of a general nature that are similar to and hardly less than those of the President and which are carried out in a spirit of mutual co-operation and understanding. Both officers should be treated by members with equal respect because the position of Captain is second in degree only and both bear the same responsibility to the club. Note that in some clubs the Captain is the Senior Executive Officer.

(a) Administrator of Golf

The Captain may be an ex-officio member of particular club sub-committees and should be invited to attend their meetings when it is pertinent to do so. In particular the Captain is Chairperson of the Match Committee which controls play on the course, and as such, it is advisable that the Captain attends meetings of the greens committee when necessary but in these instances there must be no attempt to usurp the role of chair of this committee.

(b) Chairman of Match Committee

As chair of the match committee and indeed as an individual the Captain should:

- (i) have a good working knowledge of the game of golf and the characteristics of the club's course.
- (ii) become an accredited rules official and be able to adjudicate on matters requiring decision.
- (iii) guide the formulation of local rules by using personal knowledge of the course and the rules of golf.
- (iv) decide the conditions of play of events on the course, the golfing syllabus of the club and all matters of the playing of golf on the course.
- (v) co-operate with and assist the District Golf Association (or the Golf Tasmania) in the matter of pennant golf, club open events, district championships and district teams selection and other golfing matters when requested by the Associations.
- (vi) educate members on the etiquette and rules of golf and so assist members to enjoy the game.
- (vii) lead in matters concerning the coaching of and selection of club teams and the promotion of junior golf.
- (viii) be available (or arrange a suitable substitute) when there is competition play on the course
and especially be available for any event in which non-members are playing.
- (iv) work in close co-operation with the course committee to ensure that the course is in the best possible condition for playing special events.

(c) Social Responsibilities

The Captain has a shared responsibility with the President for the social well-being of the Club so that the Captain should:-

- (i) welcome visitors in conjunction with the President, paying particular heed to the welcome of visiting golfers and pennant teams
- (ii) accompany club teams on visits to other clubs even though not a member or captain of that team
- (iii) assist in maintaining the standard of dress and behaviour in the club and set the standard by his own demeanour
- (iv) be able to prepare and deliver formal and informal speeches as the occasion demands
- (v) present the trophies at the conclusion of events remembering to thank trophy donors individually
- (vi) recognize the presence of the President in any speeches made and including the President in any opening remarks
- (vii) be prepared to represent the club at outside functions and uphold the good name of the club both within and outside the club.

Summary

A club is frequently judged by its public figures and the enjoyment and good name of the club are influenced by them. Leadership by the Captain should be firm but not autocratic and should be tempered by a sense of humour without malice.

ROLE OF THE CLUB SECRETARY

The Secretary is responsible to the board/committee to maintain records of board/committee and ensure effective management of the club's records.

This is an administration role often filled in the absence of an employed General Manager or Secretary Manager.

Responsibilities include:

- managing minutes of committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring minutes are distributed to committee members within seven days of meeting
- development of the agenda in consultation with Chairman and distribution a week prior, or at least two days prior to the meeting
- accurate and sufficient documentation to meet legal requirements
- ensuring a signing a copy of the final approved Minutes and safe keeping of minutes
- maintain the records of the Club as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, committee meeting Minutes, financial reports, and other official reports, elections, referenda, other votes, etc.
- provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of committee and club meetings as specified in the bylaws
- Manage the general correspondence of the committee except for such correspondence assigned to others
- Assisting the committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

ROLE OF THE CLUB TREASURER

The Treasurer is responsible to the board/committee for supervision and control of all income and expenditure of the club, for overseeing the financial operation and for safeguarding the club's assets.

Responsibilities include:

Records

- To ensure that the accounting and other records are adequately maintained to comply with statutory requirements and club needs.

Policy

- To ensure that a financial strategy policy is established, approved by the board/committee and adhered to.

Capital Expenditure Practices

- To ensure that capital expenditure is authorised in accordance with budget and policy.

Budgeting

- To ensure that financial budgets are prepared and approved by the board/committee, on an annual and long-term basis, to meet the club's governance and planning needs.

Reporting

- To ensure that monthly reporting is promptly and accurately performed, to enable the board/committee to assess the performance of the club, and to take any corrective action;
- Report the club's financial position to members at the AGM;
- To ensure that a suitable accounting system is in place that is adequate for the club's needs;
- In conjunction with the club's auditors, ensure that the annual financial statements are prepared to satisfy the club's statutory reporting requirements.

Funding

- To ensure that the club's operating and capital requirements are adequately provided for, whilst maintaining a medium to long-term view on cash reserves and future capital requirements;
- To ensure that any excess funds are invested efficiently, in accordance with the club's investment guidelines.

Assets

- To ensure all club assets are properly recorded and adequately secured.

Risk Management

- To ensure that all club assets and risks are adequately assessed and insured as necessary.

Fees and Charges

- To recommend to the board/committee, rates for entrances fees (if applicable), subscriptions, green fees, competition fees and other annual charges;

- To monitor the pricing, purchasing and profit returns from bar and catering activities.

Controls

- To oversee that adequate internal controls exist to ensure that income and expenditure is properly recorded and controlled.

Personnel

- To ensure that all statutory records are properly maintained, and all employees (if applicable) are adequately remunerated in accordance with statutory requirements and common practice;
- To ensure that the club meets all superannuation requirements.

Taxation

- To oversee that all taxes are promptly remitted, in accordance with legislative requirements and timetables.

Audit

- To ensure that the independent audit process is conducted. A meeting with the auditor prior to annual audit is advisable.

Key Skills

- Financial background and ability to interpret financial reports and records;
- Awareness of accounting procedures and policies;
- Able to work in a logical and orderly manner;
- Attention to detail.

LIFE MEMBERSHIP POLICY

1) Guidelines for Election of Life Members

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

2) Criteria For Life Membership:

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

a) Length of Service

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

b) General Considerations

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

C) Specific Criteria:

- 1) A minimum of ten (10) years' service on the Management Committee or Sub Committees.

A significant ongoing contribution to the benefit of the Club or;

- 2) An outstanding contribution which results in the Club being substantially and positively changed by that contribution, occurred over a period of time and be clearly documented and corroborated.

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

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

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

Benefits of Life Membership

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

Note: Life Members elected prior to implementation of the new policy shall retain their current arrangement.

Process for Assessing Applications for Life Membership

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

The Life Membership submission must address the criteria:

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

The nomination should be signed by the proposer and seconded by another full member and forwarded to the Club President no later than the 30th June of each year. The nominee also needs to agree with the nomination and sign/endorse the submission.

Nominations so received shall be dealt with by the full Management Committee before the AGM and subject to Section 5-4(f) of the constitution and have at least 75% agreement of the Management Committee. Life Membership shall be awarded at the Annual General Meeting.

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