

## **PORTARLINGTON GOLF CLUB INC**

POLICIES ADOPTED BY THE BOARD ON 18th JANUARY 2010

### **1. ADMINISTRATION**

#### **1.01 GENERAL**

(a) The General Manager is responsible for all matters pertaining to the operation of the golfing facilities, the Clubhouse and related activities in accordance with the Position Description agreed by the Board, as may be amended from time to time.

(b) The Organisation Chart shall be that published in the Club's Annual Report, or as amended during the year by the Board.

(c) The Secretary shall ensure that

- all official correspondence shall appear under the official Club letterhead and must be recorded in the correspondence ledger

- the Secretary or President shall sign all letters relating to Board matters

- the General Manager, or such employee as is delegated in writing by the General Manager, shall sign all correspondence relating to the general administration of the Club.

- The Men's Captain or Vice-Captain shall sign all correspondence relating to men's golfing matters.

- The Lady President, Lady Captain or Lady Secretary shall sign correspondence relating to their delegated areas of responsibility.

- All correspondence, both inwards or outwards, shall be appropriately recorded and retained by the Club for at least three years.

(d) The Secretary shall ensure that

- Minutes of Board and General Meetings are appropriately recorded and retained indefinitely and are available to members, on request.

- Minutes of all meetings of Committees established by the Board are made available for consideration at the subsequent Board Meeting and retained for at least three years.

(e) The Board shall ensure that all legal issues, that could cause reputational or financial imposts on the Club, shall be referred to the Club's external legal advisors.

(f) The Club's Annual General Meeting shall be held on the last Sunday in October of each year and all necessary ballots at the meeting shall be conducted as postal ballots. All candidates for vacant positions shall be briefed by the Secretary of the regulatory requirements which may be required of successful candidates and they shall provide members, through the Secretary, with adequate personal information to enable members to choose between candidates.

(g) The official Club colour is maroon.

(h) All Board members, the Lady President and each of the Men's and Lady Captains shall be provided with a Club Jacket, with the Club's logo affixed to each jacket.

(i) Members Christmas Functions – the level of Club subsidy for Men's and Ladies Christmas break up is to be decided by the Board each year. The subsidy applies to all 7 Day, 6 Day, Non-Playing and Honorary Life Members.

(j) Other Christmas Functions –  
Outdoor Staff and Volunteers – BBQ and drinks  
Indoor and Outdoor Staff – Store voucher to a value determined by the Board for staff with a minimum of 3 months service.

(k) New Members orientation functions are to be held at least once a year at the discretion of the Board, Men's Captain and Lady Captain.

(l) Long Service Membership – any current member with 20 years service shall be issued with a Certificate of Service Recognition.  
Honorary Life Members, upon being inducted, shall receive a Life Membership Certificate.

## 1.02 FINANCE

(a) All bank accounts relating to Club's activities are to be held in the Club's name and consolidated in the Annual Report.

(b) All cheques drawn against Club accounts must be signed by two of the persons so authorised by the Board.

(c) All new capital items exceeding \$1,000 in value are to be recorded in the Assets Register and depreciated at the relevant rate.

(d) All assets of the Club are to be re-valued on a time schedule as required by Accounting Standards or when required by Financial Institutions in relation to loan covenants.

(e) The Finance Committee may approve unbudgeted capital expenditure not exceeding \$5,000 per item.

(f) The President, Secretary, Treasurer, Men's Captain, Lady President, Lady Captain and Lady Secretary shall each be offered an honorarium, following their election to the position, of an amount approved by the Board.

(g) The ATM in the clubhouse and the EFTPOS service is available to members and legitimate visitors only.

## 1.03 SUNDRY

(a) Messages of condolence shall be sent to the appropriate relative following the death of a member, staff member or a member's immediate relative and a notice shall be placed in the Geelong Advertiser newspaper following the death of a member, long standing past member or staff member.

- (b) No memorials are to be attached to trees or located in garden areas.
- (c) No dogs are permitted on the course or in the Clubhouse unless they are “seeing eye dogs” accompanying persons who are visually impaired.
- (d) Children’s prams and pushers are not permitted on the golf course.

## **2 CLUBHOUSE**

### **2.01 GENERAL**

- (a) Access to the Clubhouse is available to all members and bona-fide visitors, except when access may be restricted to certain areas, due to such activities as the Annual General Meeting or Private Functions.
- (b) Visitors to the Club are required to comply with the provisions of the relevant Liquor Licensing and/or Gaming legislation, which includes the following –
  - Visitors must be registered in the Visitors Book and be signed in by a member.
  - Persons residing within 10 kilometres of the Club are not permitted to enter the Clubhouse unless they become a member of the Club.
  - No person under the age of 18 years may enter the Gaming Room.
- (c) Members or Visitors shall be denied access to the Clubhouse if they do not meet the Club’s dress requirements, as displayed in the Foyer, and shall be asked to leave the Club if their behaviour is offensive to other members, visitors or staff.
- (d) Access to the kitchen facilities, or behind the Bar, is restricted to staff unless approval is specifically granted by the General Manager or Duty Manager.
- (e) Meals and snacks are available in the Clubhouse at the times advertised by notice within the Clubhouse and no food may be brought into the Clubhouse by members or visitors.
- (f) Only persons authorised by the General Manager are permitted to operate the Club’s BBQ’s.
- (g) Only alcohol purchased from the Club may be consumed in the Clubhouse. Packaged alcohol purchased as take-away or won in club raffles may not be opened and consumed in the clubhouse.
- (h) The Club has a designated smoking area and smoking in other areas of the Clubhouse is prohibited.

### **2.02 HOURS OF OPERATION**

- (a) The hours during which the Bar and Gaming Room will be open will be such hours as shall be determined by the Board.

(b) The hours listed under 2.02(a) may be extended during the summer holiday period to meet demand.

(c) The General Manager, or Duty Manager, has the discretion to reduce the hours at any time when lack of utilisation of the facilities warrants such action.

## **2.03 HIRE OF CLUBHOUSE**

(a) No arrangement for the hire of the Clubhouse shall be made without the approval of the General Manager, who will determine the hire charges, if any, applicable for the use of the Club's facilities.

## **3 CONDITIONS OF PLAY**

### **3.01 GENERAL**

(a) The Golf Committees have complete control over all events played on the course.

(b) Competitors in major events, pennant matches, and club competitions have precedence over casual players on the course.

(c) It is the custom of Golf Clubs to yield to the Presidents and Captains of the Club the rights of the tee.

(d) A competitor should read the notice board before beginning play as Local Rules are varied from time to time.

(e) In any group the lowest handicap player is captain and is responsible for the observance of the rules and etiquette of the game.

(f) Every player must carry and use a sand bucket to fill all divots. All plug marks must be repaired.

(g) No hand held buggy shall be parked on any green.

(h) Any hand held buggy used on the course must be fitted with slicks.

(i) Practice, other than play with not more than two balls, shall be banned from anywhere on the course.

(j) The practice fairway is available to members only. Non members, or six day members wishing to use the facility on a Saturday, must pay full green fees.

(k) Children under the age of 16 years are strictly prohibited from driving motorised buggies and must at all times travel only in the designated passenger seat.

### 3.02 COMPETITIONS

- (a) As stated in 3.01 (a) the Golf Committees have complete control over all events played on the course.
- (b) Notwithstanding 3.02 (a) the Board shall agree, from time to time, the entry fees (and levies, if applicable) to be paid for entry to regular club competitions and the prizes to be awarded in those competitions.
- (c) Competitions on a Tuesday shall generally be restricted to male competitors and on Wednesday to female competitors. Competitions on other days shall generally be open to both male and female players. The Golf Committees may vary this in exceptional circumstance such as Open Competitions, the Carnival of Golf or events sponsored by District or State Golfing associations.
- (d) The Board shall determine the maximum number of grades in each competition but the Golf Committees shall determine the handicap ranges for each grade.
- (e) Playing times for competitions shall be set by the Golf Committees.
- (f) No Junior member, having attained the age of 21 years prior to the first day of a Club Junior Championship, or other event restricted to juniors, shall be eligible to compete in such event.

### 3.03 COMPETITION PRIZES AND TROPHIES

- (a) As stated in 3.02 (b) the Board shall determine the type and magnitude of prizes to be awarded for general competitions.
- (b) Where vouchers are awarded these may only be redeemed at the Pro Shop, Bar, Bistro or approved local businesses which provide sponsorship of the Club.
- (c) Memorial trophies may only be awarded with the approval of the Board who shall consider all aspects relating to the trophy including, but not restricted to,
  - the relationship of the donor to the Club
  - if a member of the Club, the length of membership and the contribution to the Club's activities
  - the on-going financial support for the trophy
  - the relevance of the competition for which the trophy will be awarded.
- (d) Hole in One events,
  - (1) If scored by a member in any official Club competition at Portarlinton, the score shall be recognised by
    - recording the event on the appropriate Honour Board
    - having the ball mounted
    - providing a 700ml bottle of Johnnie Walker Red Label whisky
    - providing One dozen golf balls plus the appropriate prize from the "Eagles Nest"
  - (2) If scored by a member during a pennant event at another course, the score shall be recognized only by having the ball mounted.
  - (3) If scored by a non member, the score shall be recognized by having the ball mounted.

(e) If an Albatross is scored by a member in any official Club competition at Portarlinton, the event shall be recognized as per 3.03 (d) (1), except that the ball shall not be mounted.

(f) Club members only are eligible for prizes from the “Eagles Nest” - the contents of the “Eagles Nest” shall be shared if there is more than one winner in the particular competition

- with Men’s competitions the Men’s Captain shall determine which holes are eligible for prizes in nominated Men’s competitions. The contents of each “Eagles Nest” comprises three balls provided by the Club Professional plus one ball (provided by the Club) from each Tuesday and Saturday competition, held since the previous prize was won.

- with Lady’s competitions all holes are eligible for prizes in nominated Lady’s competitions. The contents of each “Eagles Nest” comprises three balls provided by the Club Professional plus one ball (provided by the Club) from each Wednesday and Saturday competition held since the previous prize was won, up to a maximum of 24 balls.

### 3.04 GREEN FEES

(a) Green fees (including applicable levies) shall be set by the Board and may vary between week days, weekends and holiday periods.

(b) For play after 5pm, green fees shall be 50% of the fees applicable to that day.

(c) A guest of a member, playing in a competition, shall pay 50% of the applicable fee plus normal competition fees.

(d) A guest of a member playing a social round shall pay 50% of the applicable fee.

(e) A six day member may not play as a guest of a member on a Saturday.

(f) Juniors under the age of 18 years shall pay 50% of the applicable green fee.

(g) Aged pensioners, on presentation of proof, shall pay 50% of the applicable fee.

(h) Non playing members shall pay 50% of applicable fee.

(i) Members of Reciprocal Clubs shall pay the green fee stipulated in the individual agreement with the Reciprocal Club.

(j) Social Clubs, Trade and Promotional Groups shall be charged a fee per player, dependent on the number of players participating in the event, as agreed in consultation between the General Manager and the Club Professional.

(h) Charity Days shall incur fees, depending on the range of Clubhouse services that may be provided, as agreed between the General Manager, the Club Professional and the Tournament Committee.

(i) Green fee players on a Saturday may only be permitted to play following the last group in the competition.

### **3.05 CLUB REPRESENTATION**

- (a) Any member selected to represent the Club in an event at another Club, who fails to participate in the event without good and sufficient reason acceptable to the Men's or Lady Captain (as applicable) shall be declared ineligible to represent the Club at similar future events.
- (b) Any member representing the Club in Pennant must wear the official Club shirt.
- (c) All Junior Members selected for pennant shall be provided with a Club cap.

## **4 MEMBERSHIP NUMBERS**

### **4.01 MEMBERSHIP NUMBERS**

- (a) The number of 7 Day members shall be limited to 550.
- (b) The limit in 4.01 (a) may temporarily be varied upwards if Junior Members, having attained the age of 21 years (or 23 years in the case of full time students) elect to become 7 Day Members.
- (c) When member numbers reach the limit set out in 4.01 (a), future applications for 7 Day Membership shall be placed on a waiting list with priority for admission being given to
  - Non Playing Members who have previously been 7 Day Members.
  - Members on Leave of Absence from 7 Day Membership
  - 6 Day Members.
  - Social Members

## **5 SUBSCRIPTIONS AND MEMBERSHIP CATEGORIES**

### **5.01 GENERAL**

- (a) Membership categories are set out in the Rules of the Club.
- (b) Annual Subscriptions are set by the Board prior to the commencement of each financial year and are payable in full no later than 1 July. Subscriptions not paid by 1 August shall result in the member being removed from membership entitlements in accordance with the Rules.

A Member who pays by quarterly Direct Debit must ensure that the quarterly payment is received on, or before, the first day of the relevant quarter, unless special payment terms have been agreed with the General Manager. If no such terms have been agreed, the Member will be considered to be unfinancial and subsequently resigned from membership.
- (c) A non refundable "House Levy", of an amount determined by the Board from time to time' shall be payable by all adult golf members, and this can be used to purchase

products from the Club's Bistro and Bar. Golf members shall receive a 5% discount from normal prices on all bar purchases on presentation of their membership card.

(d) A water levy has been set by the Board, applicable to all competition rounds and green fee payments. This may be varied from time to time, or removed completely, at the discretion of the Board.

(e) No entrance fees are currently payable and a policy relating to such a fee will be introduced if such a fee is initiated.

(f) The Club provides facilities, on payment of fees and subject to a written Agreement, to store Motorised Buggies and other golf equipment, as follows

- if it applies to the original storage shed - an annual fee set by the Board
- if it applies to the sheds completed in late 2007 or in early 2010 - an initial payment covering five years usage of the specific shed from that shed's completion date and thereafter an annual fee as set by the Board.

(g) The facilities outlined in 5.01(f) are available to golfing members only. Those members are not permitted to sub-let their buggy bay, provide it as a gift to another member or use it as part of any sale of buggy equipment. If all available spaces are occupied, the General Manager shall maintain a waiting list, prioritised in order of application, of those members who wish to have access to a position in the buggy sheds.

(h) Persons who have failed to pay their membership shall be excluded from use of the Club's facilities until such time as monies owing to the Club are paid. Refer 5.01(b).

(i) Any person whose membership lapses due to non payment of subscriptions, or resigns prior to the renewal of subscriptions, and seeks to rejoin the Club during the next financial year must make formal application for membership, and if approved, shall pay a full year's subscription fee to validate their membership.

(j) The unused portion of 7 Day or 6 Day membership subscriptions of deceased members shall be paid to the deceased member's next of kin.

## 5.02 ABSENTEE MEMBERS

(a) Any member who will be absent from their principal place of residence for no less than twelve months and no more than three years may apply to the Secretary, in writing, to become an Absentee Member for the period the member will be absent.

(b) The application to become an Absentee Member shall set out the reasons for the application and the period that the member will be absent from their principal place of residence.

(c) The Board shall have the power to determine the validity of each application.

(d) Upon approval of the application, the Absentee Member's entitlements shall be suspended completely during the period of Absentee membership.



(e) The Club shall reimburse the Absentee Member for such fees (excluding any levies) already paid that relate to the period of absence.

(f) An Absentee Member, on returning to their principal place of residence, shall advise the Secretary of their return and upon payment of such fees and levies as determined by the Board, shall become entitled to the privileges of their previous membership category without loss of membership continuity.

### 5.03 TRANSFERS TO NON PLAYING MEMBERSHIP DUE TO ILLNESS OR INCAPACITATION

(a) Members may, in writing to the Secretary, request that the Board give consideration to their request that they be transferred to Non Playing Membership for the balance of the financial year due to illness or incapacitation that prevents them playing golf.

(b) If approved by the Board such a request will be effective from the first day of the month following the date of Board approval (“effective date”).

(c) No request will be approved that is retrospective - that is, that has an effective date prior to Board approval.

(d) Members will be entitled to a pro rata refund of their playing membership fee, excluding any adjustment to levies (including the House Levy), from the effective date to the end of the financial year, offset by the pro rata fee applicable to Non Playing Membership.

(e) No request for transfer to Non Playing Membership under this policy shall be accepted after 1 February in each year.

(f) Should a Member, who has requested and received approval to transfer to Non Playing Membership under this Policy, request reinstatement to full playing rights prior to the end of the financial year, such a request will not be considered within six months of the effective date unless the member agrees to reverse the adjustment to fees under (d) of this Policy.

(g) If a Member, who has transferred to Non Playing Membership under this Policy, requests transfer back to full playing rights after six months from the effective date, such a request may be approved by the Board on payment of pro rata fees for their class of membership (excluding any levies) for the balance of the year, offset by a pro rata refund applicable to Non Playing Membership.

(h) Any Member, including those Members transferring to Non Playing Membership for the balance of the current financial year, may request, in writing to the Secretary no later than 1 June of each year, transfer to Non playing Membership for the next financial year.

(i) Members transferring to Non Playing Membership should be aware that they are not entitled to use of the golf course facilities without payment of the fee prescribed by the Board.

(j) No relief from membership fees shall be provided for absences due to medical reasons that do not meet the above criteria.

## **6 STAFF**

### **6.01 GENERAL**

(a) All matters relating to Staff employment conditions and principles, including personal conduct and adherence to policies covering such matters as e-mail and internet usage, drug and alcohol abuse, non-discrimination and general code of conduct shall be approved by the General Manager and included in the Induction Code Of Conduct Handbook which is handed to and reviewed with each new employee.

(a) All existing staff will be advised of any changes to the Handbook, as and when they are implemented.