

WOODFORD GOLF CLUB INC. BY-LAWS

The following By-Laws were made and adopted by the Board of the Woodford Golf Club Inc. on the 17th day of December 2020, to come into force on the 17th day of December 2020. All previous By-Laws were repealed as from the 17th day of December 2020.

By-Laws of the Woodford Golf Club Inc.

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By-Laws

Preamble to By-Laws

In terms of Club Rule 5.16 **Powers to Create By-laws** The Board may from time to time make, amend, or repeal By-laws, policies, directions, and procedures not inconsistent with this Constitution, for the proper governance of the Club.

The following By-Laws have been authorised by the Board in accordance with the Club's Rules and are displayed on the Club website. Enforcement of their observance is authorised by the disciplinary provisions of the Club Rules. The attention of members is drawn to the following By-Laws and Members and Visitors are required to strictly observe these By-Laws to comply with the provisions of the Liquor Act and to maintain order, standards and dignity within the Club.

These By-Laws apply equally to Members and Visitors. Members must ensure that their guests observe all the By-Laws of the Club. The House Manager or, in the House Manager's absence, the senior staff member on duty, shall be primarily responsible for the House management of the Club and any action taken by that person to maintain good order and conduct of Members shall not be questioned by any individual Member or Visitor.

BY-LAW 1 Membership

Membership of the Club is set out in Rule 3.3 of the Club Rules.

In becoming a member of the Woodford Golf Club, all members must abide by the Club Rules and By-Laws. In this By-Law, “**Member’s entitlements**” shall mean any such promotions the Board may introduce for the Members from time to time. Special conditions applying to Membership are as listed below:

Ordinary Membership:

Ordinary Members are Full Members with all playing rights on any day of the week and have full access to the clubhouse, course facilities and Member’s entitlements. Ordinary Members shall pay the competition fee as prescribed by the Board each time they play a Club competition on the course.

Life Membership (This needs to be read in conjunction with the Club’s criteria for Life Membership):

- Life Members must be elected by the Members at an Annual General Meeting.
- Life Members are not required to pay Golf Australia/Golf Queensland fees and any applicable insurance fees.
- Life Members are entitled to all playing rights on any day of the week and have full access to the clubhouse, course facilities and Member’s entitlements.

Junior Membership:

- A Junior Member, with the approval of the Board, may be accepted into an alternative class of membership.
- Junior Members are entitled to all playing rights on any day of the week and, subject to the provisions of the Liquor Act, have full access to the clubhouse and course facilities.
- Juniors have to pay the prescribed competition fee as set by the Board.
- Juniors Members are eligible to enjoy Member’s Benefits.

Non- Playing Deferred Member (Class restricted)

A Non-Playing Deferred Member may only join this category with a request in writing to the Board. If approved, the Member must pay the applicable deferral membership fee as set by the Board, pay applicable Golf Australia fee/affiliation fees. When returning as a Member, the Member must pay the applicable fee for the requested membership category with the pro rata fee being applied.

Leave of Absence (Class – Restricted)

Transfer to a Leave of Absence can only happen once per financial year. No refund of fees is applicable; however a credit of the time of absence may be credited to the Member's subscription balance for the following financial year, subject to the Board's approval. Any credit applicable cannot be transferred to another Member or Members.

Honorary membership (Class- Restricted)

- The Board shall have the power to grant Honorary Membership to any person and grant them playing rights, access to clubhouse facilities and Member's entitlements as the Board sees fit.
- Honorary Members are Full Members with all playing rights on any day of the week and have full access to the clubhouse and course facilities.
- Honorary Members are eligible to enjoy Member's entitlements.
- Honorary Members are not entitled to vote or hold a Board position.

Social Members (Class- Restricted)

- Social Members cannot vote or be elected to a Board position.
- Social Members shall have full access to the clubhouse every day of the week.
- Social Members do not qualify for full Member's entitlements.

Reciprocal Membership (Class-Restricted)

- Reciprocal Members must be a member of a Reciprocal Club as listed on the Woodford Golf club notice board or website at that time.
- Alternatively, Reciprocal Members must have a letter of introduction from their home Club and have the introduction approved by the Club Captain.
- Reciprocal Members must pay the applicable fee as prescribed by the Board and shall be subject to any restrictions placed on this class of membership by the Board from time to time.
- Unless otherwise restricted by the Board, Reciprocal Members are Full Members with all playing rights on any day of the week and have full access to the clubhouse and course facilities.
- Reciprocal Members are not eligible to enjoy Member's entitlements.
- Reciprocal Members can only play in events as determined by the Captain.

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Visitors (Class-Restricted)

- Visitors must pay a fee as decided by the Board.
- Visitors must be a Member of another Australian Golf Club.
- Visitors are eligible to play in Club competitions.
- Visitors are Full Members with all playing rights on any day of the week and have full access to the clubhouse and course facilities.
- Visitors are not eligible to enjoy Member's entitlements.
- Visitors must abide by the Rules and By-Laws of the Club.

Regulation of Membership category

Whichever category of membership a Member joins at the start of the financial year (or when a Member joins in that financial year) is the category the Member remains in for that financial year unless the member upgrades and pays the full fee for the year for that new category. A Member shall not be entitled to any refund for downgrading to a lesser class of membership. The transfer must be put in writing and approved by the Board.

BY-LAW 2 Fees, Levies & Charges

Setting and payment entrance fees, subscription fees, and other fees shall be set by the Board. Membership fees will be invoiced to the Members prior to the end of the financial year and must be paid by the 15th of October next.

Refund of Fees.

No refund of fees shall be granted by the Board if a member resigns. Members, who pay periodic payment of fees, must pay the Club in full when they retire. The Board can give special consideration in certain circumstances as decided by the Board.

Competition Fees

The Board shall determine the contributions to be paid for all Club competitions. The Club will collect fees as required.

BY-LAW 3 Procedure for the running of Annual General Meetings.

- The Annual General Meeting will be held no more than 6 months after the end of the Club's financial year.
- The Annual General Meeting will be held in the Clubhouse.
- A quorum will consist of 15 financial members.
- The President/Acting President shall chair the meeting

The agenda for the Annual General Meeting will be:

- i. To confirm the minutes of the last Annual General Meeting;
- ii. To receive the Presidents AGM Report and the statement of income and expenditure, assets and liabilities of the Club for the last reportable financial year;
- iii. To receive the auditor's report for the last reportable financial year;
- iv. To present the financial statement and audit report to the meeting for adoption;
- v. The appointment of the auditor for the present financial year;
- vi. Report on the Club's level of Public Liability Insurance;
- vii. Disclose any personal interests previously minuted that amounted to a conflict of interest
- viii. The election of the Board;
- ix. All matters on which due notice has been given and accepted by the board (including Life Member nominations) and;
- x. Any other business as required by Law.

BY-LAW 4 Notices of Motion & General Business

Notices of Motion - In terms of Club Rule 7.4

Any financial Member being entitled to vote may submit a Notice of Motion for consideration by the Members at an Annual General Meeting or Special General Meeting.

Notices of Motion must:

- be in writing;
- be addressed to the Secretary of the Club;
- be seconded by another financial Member who is entitled to vote;
- be received by the Club Secretary no later than 14 days before the Annual General Meeting;
- contain the full wording of the motion to be put to the Members;
- **In the case of a Special General Meeting (not being an Annual General Meeting), be accompanied by evidence confirming satisfaction of compliance with Rules 7.5/7.6 of the Club Rules.**

Upon receipt of a Notice of Motion for an Annual General Meeting, the Secretary shall list the notice in the agenda for that meeting and cause to have the Notice of Motion displayed on the Club Notice Board for not less than 7 (seven) consecutive days immediately preceding the Annual General Meeting.

Upon receipt of a valid Notice of Motion for Special General Meeting, the Secretary shall call a Special General Meeting to consider the Motion in accordance with the Club Rules and cause to have the Notice of Motion displayed on the Club Notice Board for not less than 7 (seven) consecutive days immediately preceding the Special General Meeting

The only business that may be discussed at a Special General Meeting shall be the Notice of Motion.

At an Annual General Meeting or Special General Meeting, the Chair of the meeting shall determine the format in which the Motion is to be discussed and any time limits to be placed on speakers either for or against the Motion.

General Business

At an Annual General Meeting, general business without notice may be discussed but no resolutions may be passed in relation to such matters.

BY-LAW 5 Board, Sub-committees & Membership of the Board

In terms of Club Rule 5 membership of the Board shall consist of 6 (six) Members - a President, Vice President, Treasurer, Secretary, Captain and Greens Director.

The Board Induction Manual is to be used as a guideline for new Board Members and a template for Board Members to act by and follow during their time on the Board of the Woodford Golf Club. A Member is not able to fulfil the position of Director of the Club if

- a. that person is engaged by the Club as an employee;
- b. Where a Member has been engaged by the Club as an employee and has ceased serving as an employee, then that person is not eligible to nominate for a position on the Board until the expiration of two years and;
- c. An auditor of the Club or business partner or employee or employer of an auditor must not nominate for or be appointed or voted as a Director.

Sub-committees

The Board shall have authority to appoint Sub-committees to assist in the running of the Club. Sub-committees may include:

- Ladies Golf
- Greens
- Finance
- Match
- Senior

and/or such other Sub-committee or Sub Group, such as Veterans Golf, as the Board may determine. The President shall be an ex-officio member of all Sub-committees. The Secretary shall post the names of all Board Members and Sub-committee Members on the Club website. All decisions of any Sub-committee shall be subject to the approval, revocation, amendment and final ratification by the Board.

Position descriptions for the Board

The President

- The President shall be the Chairman of the meetings of the Board.
- The President has the overall responsibility for the Club and ensuring all senior managers implement Board decisions.
- The President has the casting vote at a Board meeting where there is an equal distribution of votes.
- The President shall exercise careful supervision of other Board Members and the work of the senior managers to ensure all decisions of the Board are carried out.
- Prior to the Board making a decision at a Board meeting, the President will keep all discussions and issues confidential and ensure all Board Members maintain the same degree of confidentiality.
- The President shall sign the recorded minutes of all meetings.

The Vice President

The Vice President shall assist the President to ensure that all duties allotted by the Board are properly carried out. In the absence of the President, the Vice President will carry out the duties normally performed by the President.

The Treasurer

The Treasurer shall supervise the financial affairs of the Club and shall advise the Board on all matters relating to the financial aspects of the Club's operations.

The Treasurer, with the assistance of the Finance sub-committee, will prepare monthly and yearly reports on the accounts of the Club, and ensure budgets are followed.

The Secretary

The Secretary shall:

Record full and accurate minutes of all questions, matters, resolutions and other proceedings of every Board meeting and General meeting to be recorded and to be available for inspection at all reasonable times, either by way of displaying minutes on notice board and web site or being available to any financial member who previously applies to the Secretary for that inspection.

For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of

every Board meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Board meeting verifying their accuracy. Similarly, the minutes of every General meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General meeting. Provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting or Annual General Meeting.

Record the full name of each member of the Association, specifying his registered address, profession or occupation, name of proposer and seconder, and the date of election and the date of the latest payment of each member of his subscription. All notices delivered at or posted to addresses listed in the Association register shall be valid.

The Captain (in conjunction with the Guide for Club Captain)

The Captain will:

- have a sound knowledge of the Rules of Golf;
- ensure that all competitions are played in accordance with the Rules of Golf;
- be responsible for the golfing program of the Club;
- have a hands-on role in the performance of his duties to ensure the smooth running of all Club competitions and special events;
- assist in finding sponsors as required.

The Greens Director (in conjunction with the Guide for Greens Director)

The Greens Director shall be responsible for all matters relating to construction on and maintenance of the golf course.

Position Description for the House Manager

The House Manager has full responsibility for the day to day running of the clubhouse and office administration in line with established Board Policy, the Strategic Plan and any other Board directions. The House Manager will report on all management matters to the Board and the President. The bar and kitchen staff are accountable to the Board through the House Manager.

The Course Superintendent and Golf Operations Manager, as senior managers of the Club, will be responsible for the operations of their relevant cost centres and are accountable to the President.

BY-LAW 6 Motorised carts

Introduction

Due to the increasing use of motorised carts and the restricted area of our golf course, damage to the playing surface is occurring in certain areas. A Cart Path Plan has been established and pending funding of this project the Board has formalised the following policy on motorised carts.

Definitions in this By-Law 6:

- “motorised cart” means, any mechanical or electrical propelled ride-in or ride on vehicle specifically designed and manufactured for use on golf courses, that is, or is intended to be, used on the Club’s Course, whether or not the motorised cart is stored in on-course facilities or trailered in for use on the Course.
- “authorised person” means, any member of the Board or a person delegated that authority by the Board.

Indemnity

The Club shall not be liable for any claims for fire and extraneous perils including accidental damage, malicious damage, burglary or theft to any motorised carts or to any associated cart equipment including external equipment such as battery chargers.

Users, hirers and owners of motorised carts shall be liable for any claims whatsoever arising from their carts causing damage or injury to property or person.

All owners of Motorised carts must have their Motorised cart insured for Public Risk Insurance and a written copy of this insurance must be able to be presented if requested.

Motorised Carts On-Course Storage

Full details are contained in the **Cart Shed Agreement** (that is subject to variation by the Board at any time.). In brief:

- a) Members wishing to secure a position in on course storage facilities are to make written application to the Secretary to have their name placed on the waiting list, other than any other already allocated at the effective date of this By-Law.
- b) The Board shall determine all rental fees and charges for on course motorised cart storage.
- c) Storage positions in the on-course facilities are not transferable under any

circumstances.

- d) Owners are responsible for the cleanliness of their storage area and the individual security of their motorised cart.

Motorised Carts - Conditions of Use (including Club's fleet) of motorised carts on the course are subject to the following conditions of use:

- a) The Captain, or his/her delegate, may prohibit or limit the use of motorised carts on the course at any time.
- b) Only motorised carts with current Public Risk Insurance cover shall be permitted on the Course.
- c) The Match Committee shall determine motorised cart restrictions for Club competitions.
- d) When advised of conditions which restrict free ranging of motorised carts, all motorised cart drivers are required to proceed strictly via the routes indicated.
- e) Motorised carts are not permitted to be driven within 10 metres of greens or tees unless on prescribed pathways.
- f) Motorised carts are not permitted to be driven onto any mounds or slopes surrounding greens and tees; i.e. motorised carts must stay on flat turf surfaces.
- g) In the interests of course etiquette, the motorised cart user must turn the cart motor off if a nearby player is about to play, and not re-start the carts motor until the shot is completed.
- h) On the course, the motorised cart user is required to travel in as straight a line as possible and actively avoid soft ground patches where damage to the Course may be caused.
- i) Exclusion and directional signs erected for the guidance of motorised carts on the Course are to be strictly adhered to at all times.
- j) At times a painted line may be used at the front and/or sides of greens or restricted areas. This is an indication of the distance motorised carts should remain from any green or restricted area. No Motorised carts are to proceed past these painted lines towards the green or through the restricted area.

k) At all times, the owner of the motorised cart is responsible for the observance of these conditions of use of the motorised cart on the Course.

Permission to Use a Motorised Cart on the Course –

Visitors

Visitors wishing to use their motorised cart on the Course must firstly secure permission through the Golf Shop and are to acknowledge and agree to abide to the conditions of use for motorised carts on the Course.

Golf Cart Use – Offences

Offences with regard to the Conditions of Use will, if substantiated, result in a warning issued by the Board. A subsequent offence may result in an immediate two-week suspension of the use of that motorised cart on the Course and the use of any motorised cart by that person on the Course.

Offences by persons using motorised carts belonging to the Golf Club's fleet, shall result in an initial warning to such persons. Where a subsequent offence is noted, offenders may be banned from the future hiring of or the operation of a motorised cart on the Course.

BY-LAW 7 Dress Regulations

Dress Standards

Appropriate attire must be worn at all times in the clubhouse and on the course. **The dress standard acceptable for men is:**

- a) Collared shirt, polo shirt or turtleneck golf shirt;
- b) Tailored trousers or shorts, neat denim, fashion and cargo pants/shorts;
- c) Soft soled golf shoes or clean sneakers;
- d) In the clubhouse, men shall be permitted to wear sandals (with heel strap) or thongs prior to 6 pm.

The dress standard acceptable for women is:

- a) Tailored shorts/slacks/skirts, $\frac{3}{4}$ length slacks;
- b) Blouses/shirts preferably with a collar;
- c) Soft soled golf shoes or clean flat soled and enclosed shoes.
- d) In the clubhouse women shall be permitted to wear scuffs, thongs, masseurs, halter top

Nonacceptable dress standards for men or women include

- a) Soiled work clothes;
- b) Singlets;
- c) Collarless t-shirts;
- d) Tracksuits;
- e) Board shorts;

- f) Casual beach wear;
- g) Football wear (jumpers, shorts or socks);
- h) Sun tops or bare midriff tops;
- i) Clothing displaying excessive or offensive printing or logos; and
- j) Steel spiked golf shoes. Hats or caps are not to be worn in the clubhouse.

The House Manager or Golf Operations Manager may overrule these regulations if the circumstances warrant such a decision.

BY-LAW 8 Club Risk Assessment Management Plan

(This needs to be read in conjunction with the Club's Risk Assessment Plan, currently being prepared).

In the meantime the following procedures will be followed:

Part (A) Liquor Licensing Sale of Liquor

The sale of Liquor is authorised to members and their guests in the Clubhouse and on the grounds at the prescribed licence times under current Liquor Act 1992. The House Manager has copies of the Liquor Act and all requirements are predominantly placed around the clubhouse. These are updated when necessary.

Functions

The sale of liquor is authorised at the Clubhouse to Members, authorised visitors and invited guests to the function only.

Takeaway

The sale of liquor is only authorised to Club Members and officials in a visiting team for removal and consumption away from the golf course.

BBQ Area

- Open as required for functions and Golf days.
- Responsible Service of Alcohol
- All employees who work in the bar and any café area or functions must have an up to date RSA certificate.

Part (B) DOSA (Designated Outdoor Smoking Area) and Smoking Management Plan

A comprehensive Smoking Management Plan is in place for the Woodford Golf Club. Signage is placed in all areas. There is no smoking inside the Clubhouse.

Part (C) Occupational Health and Safety

Woodford Golf Club has a comprehensive OH&S Plan in place. Members of our organisation apply quality and safety standards that have been established to protect our members and guests, our contractors, our employees and members of the public. The philosophy of our Club is to ensure that our work is undertaken safely, with a high level of integrity and quality. This is achieved by maintaining an Occupational Health and Safety Management System (OHSMS) complying with AS/NZS 4801:2011 that covers the activities of our operation.

The OHSMS has the objective of eliminating work-related injury and illness by:

- a) Conforming to legislative requirements, being the Act, Regulations and Codes of Practice
- b) Identifying hazards related to the business's activities;
- c) Assessing risks associated with the hazards;
- d) Determining suitable control measures to minimise the risk;
- e) Reviewing controls to ensure they remain effective;
- f) Preparing Work Method Statements (WMSs);
- g) Communicating safety issues to our employees and seeking their advice and suggestions;
- h) Supervising and training our personnel;
- i) Auditing the program to ensure that aspects of the OHSMS are functioning correctly;
- j) Conducting periodic reviews to continuously improve the OHSMS;
- k) Establishing measurable objectives and targets to chart our progress.

We request the personal cooperation and commitment of people working within our Organisation, whether they are staff, contractors or clients, to help us achieve our "Zero Harm" objective. Please abide by our safety rules and report unsafe conditions. Also be involved and committed to a continuing program that will ensure a safe, healthy and hygienic environment for everyone. Your contribution is valued.

By-Law 9 Practice Facilities

The Golf Course can be used for practice but not prior (on the day of) or during a golf competition.

- A maximum of 2 golf balls can be used when playing practice on the Course.
- Practice putting and chipping can only be done in the prescribed practice areas and members must follow any instructions or directional signs in the practice areas.
- All on-course practice facilities are closed if the Course is closed. Members must ensure all divots are repaired and bunkers have been raked.

BY-LAW 10 - The Course & Etiquette

Player Conduct (needs to read in conjunction with the Club's Constitution and Rules)

All Members are expected to uphold and comply with the Rules of Golf, Golf Etiquette, these By-Laws, the recommendations contained within these By-Laws and all Notices issued by the Club.

- a) Members shall conduct themselves in an appropriate manner at all times. This applies within the physical boundaries of the Club and at all other Golf Australia affiliated golf clubs.
- b) Members introducing guests are responsible for their guest's adherence to the Rules of Golf, Golf Etiquette and these By-Laws.

It is neither desired, nor financially practical, for the Club to employ a compliance officer to ensure Members adhere to the Rules of Golf, these By-Laws and Golf Etiquette. Accordingly, it is expected that each Member assists in ensuring that all Members and guests comply with these By-Laws and Golf Etiquette by advising a player within their group of non-compliance, in a polite and friendly manner.

If the Player has failed to properly repair an identified pitch mark, replace a divot, rake a bunker, and return a rake to a bunker or any other act or omission that is not in keeping with good course care:

- the Player has breached the Rules of Golf;
- the Player has failed to observe Golf Etiquette or a Notice;

Where a player is not complying with the Club's Dress Regulations, Members are requested to draw the Club's Dress Regulations to the player's attention. In providing this advice the Member must ensure they do not abuse, threaten, frighten or intimidate any player as such behaviour may result in disciplinary action being taken against the Member.

If a Member advises another player of a breach of the Club Rules or By-Laws and that player still does not comply with the Club Rules or By-Laws, then the Member should report such non-compliance to the Secretary. If a player is involved in any incident on the Course, the player or one of the player's playing partners must report the incident to the Office or Golf Shop and fill out the appropriate incident form.

BY-LAW 11 Handicaps

Handicaps will be maintained in accordance with the Golf Australia handicapping system. The Match Committee or the Board may approve alteration to the handicap system, or of a Member's handicap if, in its absolute discretion and having regard to all the circumstances including the Member's results in any form of Competition, it considers the change is warranted under the handicap system which the Club follows. The Member shall not have any rights to make any representation to the Match Committee or to the Board of Directors in relation to any proposed alteration to the Member's handicap

BY-LAW 12 Children

Children on Course and in the Clubhouse

A Member may bring a child who is not a Member to the Clubhouse and/or Course provided the Member ensures the child observes Golf Etiquette.

If a Competition is being played, the Member must ensure the child does not behave in a manner that distracts or disturbs other Members and, if another Member reasonably complains about the child's behaviour, the Member must abandon their round and remove the child from the Course.

If the child is under 11 years of age, the child must be accompanied by the Member at all times when on the Course or in the Clubhouse.

In all cases, the Member must be aware that the Member is responsible for the child's behaviour. A disciplinary process may be applied for behaviour deemed to be unacceptable. Persons under eighteen (18) years of age are not permitted to approach the bar for service for any reason.

BY-LAW 13 Club & Personal & Property

No property of the Club shall be removed under any circumstances from the Club's premises without the authority of the Board. If property is removed in breach of this By-Law, it shall be forthwith returned.

Any Member who destroys or damages any property of the Club, shall forthwith upon demand pay to the Club the cost of replacing the property so destroyed or making good such damage.

The Board, if satisfied in any instance that such destruction or damage was accidental, may waive payment wholly or subject to such terms and conditions as the Board may think fit.

BY-LAW 14 Complaints & Disciplinary Matters

In terms of Club Rule 4.1 – 4.10.

If a Member makes a complaint about any aspect of the Club's operations and wants to have the complaint dealt with formally:

- a) the complaint must be made in writing to the Secretary, who shall attempt to deal with the complaint personally unless in the sole opinion of the Secretary the complaint is considered to be of a nature that requires consideration by the Board;
- b) regardless of whether or the not the Secretary is able to resolve the complaint, the Secretary shall at the next Board meeting inform the Board of the complaint;
- c) c) if the complaint is referred to the Board, the Secretary shall inform the complainant of the outcome of the Board's consideration of the complaint within seven (7) days of the Board meeting at which the complaint was considered.

Disciplinary Matters

In terms of Rule 4.1 – 4.10:

The Club expects all Members, guests and visitors to the Club to adhere to these By-Laws, all Notices, Golf Etiquette and commonly accepted standards of sportsmanship (collectively referred to as "Acceptable Behaviour").

In order to ensure Acceptable Behaviour at all times, a Member who does not observe Acceptable Behaviour may face disciplinary proceedings. If any person who is not a Member does not observe Acceptable Behaviour, then he or she may be asked to immediately leave the Course and/or Clubhouse by any employee or Director and, if the person objects to or resists the request, the employee or Director may take such reasonable action as they see fit to ensure the person leaves the Course and/or Clubhouse.

Disciplinary / Appeals Process:

Refer Rule 4.1 -4.10 for full details of the Disciplinary and Appeals process.

All allegations of Unacceptable Behaviour must be made in writing to the Secretary: the Board will usually consider the allegation at its next meeting,

BY-LAW 15 Parking Areas

Persons parking on Woodford Golf Club property do so at their own risk. Woodford Golf Club, it's Board and employees do not take any responsibility for any damage to any vehicle including damage by golf balls or loss or damage to property in any vehicle.

The Club recommends you do not leave valuables in your vehicle and the vehicle be locked before leaving it.

BY-LAW 16 Booking-In Golf Competitions

No Member shall alter another Member's booking without that Member's prior consent.

No Member shall book in more than four players in any one competition without the prior consent of the Captain. Any such bookings must be for one only tee time and include that Member's own name.

A Member shall only cancel his/her booking in accordance with the cancellation instructions issued by the Board from time to time. Cancellations on the day of competition can only be made by contacting the Golf Shop either by telephone or in person.

Any Member who telephones and cancels within one hour of the Member's booked time may be required to provide a written explanation and, if not provided or considered unsatisfactory by the Match Committee, the Board shall have the power to suspend the Member's playing rights to participate in golfing competitions conducted by the Club for a period not exceeding one calendar month.

Any member who telephones and cancels over one hour prior to his booked time on the day of competition will have his name recorded and if this occurs on two or more occasions in any two-month period, the Match Committee shall have the power to suspend the Member's playing rights to participate in golfing competitions conducted by the Club for a period not exceeding one calendar month.

Fail to attend for Golf

Please refer to the Club's **No Show Policy** for full details.

BY-LAW 17 Golf Starter

The Golf Operations Manager is the official Starter for all golf events. The Starter has the power to:

a) book in any Member or visitor in a Club competition provided it is allowed by the Rules of Golf. The Starter reserves the right not to take a specific time booking for a competition on the day of that competition;

b) move a player or players from their original timeslot into another time slot in order to make up a group. For example, two players can be put with another two players in a nearby slot to make up a foursome;

c) book a visitor from another club into a competition that is not “open” or “by invitation”, if spare time slots exist, subject to the Club Rules and other Golf and Course By-laws.

d) Reserve one or more time slots in the same group for a Member at their request if the Member does not have the required visitor details when booking in. The Member must provide the details according to the Starter’s instructions to preserve the slots on the time sheet;

e) extend the field of a competition by a maximum of two groups if the field is full and Members wish to compete in the competition;

f) suspend or terminate play by sounding the siren in the event of lightning or extreme weather conditions.

BY-LAW 18 Course Marshall

A Course Marshall may be appointed at any time. The person may be a Member appointed by the Board or Match Sub-committee.

To help speed up play, the Course Marshall has the power to direct players to speed up their play to catch up to the group in front. If they do not do so within a reasonable time, then one of the following may apply:

- a) in an event where the players would not be disqualified for doing so, direct the players to pick up their golf balls and move immediately to the next tee; or
- b) in an event where the players would be disqualified for picking up their golf balls, penalise each player two strokes.

BY-LAW 19 Local Rules

Local Rules of the Woodford Golf Club are displayed on the official scorecard and on the noticeboard outside the Golf Shop and are By-Laws of the Club. The Rule numbers and penalties for breach referred to are the Rules of Golf.

BY-LAW 20 Pace of Play

Please refer to the Club’s **Pace of Play Policy document**.

BY-LAW 21 Mobile Telephones, and Other Devices

Mobile phones may be carried to use the MiScore App or as a GPS unit, provided they do not disturb the play of fellow golfers.

BY-LAW 22 GENERAL CONDITIONS OF PLAY for MEMBER'S COMPETITIONS

(to be read in conjunction with Rules of Golf and the Club's Conditions of Play)

- The Match Committee may amend "**Conditions of Play**" if in its absolute discretion and having regard to all of the circumstances it considers the change is warranted.
- Grades, game time, dates and prizes will be determined by the Match Committee. Dates will be published in the Members Fixture Book and on the Club's website.

Single Competitions:

MEDLEY competitions are open to both male and female players.

GRADED. Grades will be dependent on the number of players and determined by the Match Committee, i.e. one grade only or grades for men and ladies.

For a competition to be valid more than 12 players (men) and 6 players (ladies) must start the competition.

Honorary playing members who are amateur golfers may compete in any Club competition. Honorary playing members who are professional golfers may compete in club events except in Monthly Medals, Woodford Open Cup, and any Honour Board events or any event designated by the Match Committee.

Visitors who play in club competitions will:

- pay the set fees and be eligible to win 'OPEN' events.
- be ineligible to qualify for any club event or Honour Board events.
- be ineligible to win monthly medal competitions.

Prize Run Down/ Ball Run Down (in conjunction with the Guide for Club Captain)

All prize and ball allocation will be credited to Members accounts at the time the competition is finalised. This process will be finalised by the Golf Shop staff or Match Committee on the day of the competition. Details of the prize structure must be advised to the Golf shop at least one day prior to the competition commencing.

- Any competitions that have sponsored prizes (non-cash prizes) must be listed on the prize structure form.
- All conditions of play must be advised in writing prior to the competition being opened for members to book in.
- Any 'ball run down prizes' are added to Members Ball account and can be spent in the bar or golf shop. There is no expiry on these prizes. The ball account cannot be used to pay Membership fees.
- Any 'daily winning prizes' are added to the House account and members can add their own money to this account. The House account balance can be used to offset Membership fees.
- All prize credits in members accounts (won prior to September 1st) will be encouraged to be redeemed prior to 30th September each year.
- Prize credits are not transferrable between member's accounts. Discretion may be used by the Board in special circumstances.

Visitors:

- Should a visitor have the best score, a trophy will be made available by the Club.
- Should a visitor and member win a 4BBB event then they will receive the trophy of the day.
- A visitor must be a member of an affiliated club.
- All visitors will have 3 months to redeem competition prize credits and balls. After 3 months, visitor prizes will be come null and void.

Holes- In- One

- Members and visitors are eligible for a hole in one in any golf competition.
- For a hole in one our members have their names on the Honour Board and receive an appropriate ball mounted trophy.
- Our club members also receive \$50 credited to their house account.

Honour Board Events:

Unless otherwise stated, these are closed events, eligible players to be financial Woodford Club members only.

All Conditions of Play specific to each event will be published on the club's web site prior to these events.

BY-LAW 24 CONDITIONS FOR BAD WEATHER AND SUSPENSION OF PLAY

A suspension of play for a dangerous situation will be signalled by one prolonged note of the siren. Players must mark their ball and return to the clubhouse or **suitable shelter** immediately.

Resumption of play will be signalled by 3 consecutive notes of the siren repeated.

Failure to observe this By-Law by any Member or guest will be taken seriously by the Board and appropriate action as devised by the Board may be taken at its discretion.