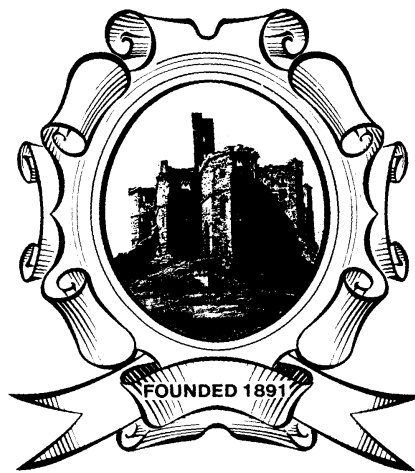


WARCKWORTH

GOLF CLUB



RULES AND CONSTITUTION

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WARKWORTH GOLF CLUB

1. NAME

The Club shall be called WARKWORTH GOLF CLUB and hereafter referred to as the Club.

The Clubhouse and premises shall be at:-

THE GOLF COURSE, THE LINKS, WARKWORTH, NORTHUMBERLAND NE65 0SW

or at any other address as the Club may, in a General Meeting, determine.

2. THE OBJECTS

The objects for which the Club is established are:-

- a)** The promotion and practice of the sport of golf and other athletic amusements as may be determined at the Club or at such other places as may at any time be secured by the Club and to encourage community participation in the same.
- b)** To establish, maintain and conduct a club for the accommodation of Members of the Club and their friends and generally to afford to them all the usual privileges, advantages and accommodation of a club so that social activities may be enjoyed.
- c)** To acquire by purchase, lease or otherwise, land, buildings and other property of whatever nature or kind which may at any time be required for the purposes of the Club and such as may be deemed by the Club to advance or benefit, either directly or indirectly, the interests of the Club and, in particular, but without prejudice to the generality thereof, to acquire all of the interest in the land, buildings and assets of the Club.
- d)** To manage, improve, cultivate and maintain all or any part of the lands and other property of the Club, and to demise, sell or otherwise deal with or dispose of the same, together or in portions, for such consideration as the Club may think fit.
- e)** To purchase, hire, make or provide and maintain, and sell or otherwise dispose of all kinds of equipment and other things required or which may be conveniently used in connection with the grounds, Clubhouse and other premises of the Club by persons frequenting the same, whether members of the Club or not.
- f)** To buy, prepare, make, supply, sell and deal in all kinds of apparatus and equipment used in connection with golf and other athletic amusements and all kinds of liquors, provisions and refreshments required or used by members of the Club or persons frequenting the grounds, Clubhouse or other premises of the Club
- g)** To hire and employ all classes of person considered necessary for the purposes of the Club and to pay them and other persons in return for services rendered to the Club
- h)** To promote and hold, either alone or jointly with others, competitions and matches for the playing of golf or other athletic amusements as are cultivated or practised on Club premises and to offer, give or contribute towards prizes, medals and awards for such sports, and to promote, give or support dinners, balls, concerts and other entertainments
- i)** To invest and deal with the money of the Club not immediately required upon such securities and in such manner as may from time to time be determined
- j)** To do all other such lawful things as are incidental or conducive to the attainment of any or all of the above objects.

3. MANAGEMENT

a) The whole management and control of the club and of the club funds shall be vested in the Committee. The Committee shall be composed of eight members, consisting of

The Chairman, The Captain, The Hon Secretary, The Hon Treasurer, 4 Elected Committee Members

b) The Chairman, The Captain, The Hon Secretary, The Hon Treasurer and the four committee members will be elected to serve for one year at The Annual General Meeting. The names of the members proposed as officers and Committee members, together with those of their proposers and seconds, shall be written on the 'Nominations for Committee' form displayed in the clubhouse, handed or forwarded to the Secretary, in writing, seven clear days before the General Meeting. Consent of the proposed persons must be obtained before nomination.

Should any vacancy in the Committee arise in any year by death, resignation or otherwise, the Committee shall have power to elect a Member of the Club and such Member shall occupy the vacant position until the next General Meeting, but the Committee shall have power to act notwithstanding that the vacancy shall not be filled.

c) At all meetings of the Committee, THREE members shall form a quorum. In the absence of the Chairman and Captain, those present will elect a chairman who will have a casting vote.

d) The Committee may appoint Sub - Committees responsible to the Committee for such purposes as are deemed appropriate. The quorum for Sub-Committees is THREE or the full Sub-Committee.

4. HONORARY PRESIDENT

At a General or Extraordinary General Meeting, the membership will elect an HONORARY PRESIDENT to serve for a period of one year or if earlier until resignation or retirement from office. The HONORARY PRESIDENT shall be an ex-officio Honorary Member of the Club. No member elected as Honorary President can serve more than three terms in office.

A Lady President shall be elected by the Committee on such terms as the Committee may decide. Such a member will have the privileges of a full member.

5. LIFE MEMBERS

Life members shall be elected by the Committee on such terms as the Committee may decide. Such members will have the privileges of full members.

6. HONORARY MEMBERS

Any persons may, at the discretion of the Committee, be appointed honorary members, and shall have all of the privileges of the club, except they shall have no voice in its management; neither shall they, without the express consent of the Committee, play in any of the club competitions. Honorary members, except they shall be subject to all the rules and regulations for the time being in force in relation to the club, shall be exempt from all liability as members.

7. CLUB HONORARY SECRETARY

- a) The Committee shall appoint a HON. SECRETARY upon such terms and subject to such conditions as it thinks fit.
- b) He/she will pay no annual membership fee for the period of office whilst still maintaining full membership and voting rights
- c) Subject to directions that may be given from time to time by the Committee, it shall be the duty of the HON. SECRETARY:
 - to conduct and report all correspondence of the Club
 - to attend all General and Committee Meetings and to keep minutes of such meetings
 - to give due notice of all General and Committee Meetings
 - to maintain a register or registers of all categories of Members and visitors
 - to ensure all the names of all candidates for election are duly posted in the Clubhouse
 - to keep a roll of the names and addresses of all members and post an alphabetical list of names, addresses and contact numbers of all Members and of the Committee in the Clubhouse
 - to perform all other duties required by him/her by these rules or by the Committee.

8. CLUB HONORARY TREASURER

- a) The HON. TREASURER shall be appointed by the Committee upon such terms and subject to conditions as it thinks fit.
- b) He/she will pay no annual membership fee for the period of office whilst still maintaining full membership and voting rights
- c) Subject to any directions that may be given from time to time by the Committee, it shall be the duty of the Treasurer:
 - to keep and dispose of all monies belonging to the Club and to keep such accounts in such books as the Committee think fit, and to render to the Committee or any person appointed by it an account of all monies received or expended by him/her
 - to prepare such accounts, statements, reports or balance sheets as the Committee may direct
 - to attend all General Meetings to report and answer questions on the finances of the Club
 - to attend meetings of the Committee or Sub-Committee as deemed necessary to report on the finances of the Club
 - to record payments of subscriptions on the roll of members
 - to perform all other duties required by him/her by these rules, or by the Committee.

9. LADIES' COMMITTEE

A Ladies' Committee, comprising such members of the club as the lady members shall elect, shall be appointed, to whom shall be delegated the duties of:

- a) Controlling ladies competitions, matches and handicapping
- b) Nominations of new lady members for election
- c) Bringing before the Club Committee (through their Captain and other duly appointed delegate) such matters as they may from time to time desire
- d) Arranging an Annual General Meeting of lady members for the purpose of electing their Captain, Committee and Secretary and for any other competent business.

The Lady Captain must provide a photograph of herself to be displayed in the clubhouse at the commencement of her term of office.

10 SENIOR SECTION

The Senior section shall elect their own Senior Committee, Captain, Vice-Captain, and other officers to deal with the affairs of the section. They shall make their own rules for the conduct of Seniors' competitions, and in respect of other matters not covered by the Club Rules and Bye-Laws. All rules so made and/or amended shall require the Committee's approval. A member shall qualify as a Senior on reaching the age of 55 and shall qualify for entry to Senior Club competitions if the day of the competition is on or after the individual reaches the age of 55.

11. THE CAPTAIN AND VICE-CAPTAIN

The Captain shall be an adult male Member and shall be proposed by the outgoing Captain or failing him the last surviving Captain, and seconded by a member of the Committee, approved by the Committee and elected at the General Meeting. He shall hold office for the ensuing year and retire at the subsequent year end.

The Captain must provide a photograph of himself to be displayed in the clubhouse at the commencement of his term of office.

The duties of the Captain are outlined in the 'Advice for Captains' document available from the previous Captain.

The Vice-Captain shall be an adult male Member and shall be proposed by the incoming Captain or failing him the last surviving Captain, and seconded by a member of the Committee, approved by the Committee and elected at the General Meeting. He shall hold office for the ensuing year and thereafter assume the role of Captain.

12. DUTIES AND RESPONSIBILITIES OF OFFICERS

Chairman

To conduct the affairs of the Committee, preside over and sign the approved minutes of their meetings. Where there is a tie between the votes cast for and against a motion before the Committee, he/she shall have the right to a casting vote. In his/her absence from any meeting, the Captain will take the chair for that meeting.

Captain

The captain's duties are wide-ranging and traditional, but he is especially concerned with the welfare and conduct of the members; with the management of competitions; with the condition of the course; and with promoting the good standing of the club. He is the "first citizen" of the Club and is normally expected to preside at all ceremonial occasions. He selects the Captains of the Club's match play team and nominates the organiser of the friendly competitions. He also nominates the Vice Captain (subject to ratification by the Committee).

Vice Captain

The Vice Captain is the Captain elect, and in that capacity he/she is expected to assist and support the Captain in his/her duties. The Vice Captain will also play a major part in the organisation of the club's social calendar.

Competition/Handicap Secretary

The Competition Secretary is responsible for organising the annual programme of Club competitions and matches and chairs the Competition and Handicapping Sub-Committee for all business. The Competition and Handicapping Sub-Committee will have a maximum of 5 members including the Captain and the Committee/Handicap Secretary, The quorum for this sub-committee is two (2) members.

13. GENERAL MEETINGS

a) Only members aged 18 years and over in membership categories **a, b, c**, (see article 17 - Membership below) shall have voting entitlement at general meetings (i.e. Junior, Temporary, Part-time and Social Members are NOT permitted to vote).

b) The General Meeting of the Club shall be held annually before the end of March on such date and at such time and place as shall be fixed and made known in advance by the Committee. The business of the General Meeting shall be: to elect Officers for the ensuing year

- to present a report of the Committee as to the general position of the affairs of the Club and a statement of accounts, duly audited by a qualified person who shall be appointed by the Club
- to transact any other general business of the Club for which 14 days prior notice in writing has been given.

c) The Committee may convene an Extraordinary General Meeting whenever they think fit, and they shall convene one upon requisition made in writing by not less than 10 Members

d) Any such requisition shall express the objects of the proposed Meeting and shall be handed to the Secretary. Upon receipt of such requisition the Committee shall proceed to convene an Extraordinary General Meeting within 14 days. If they fail to do so within 14 days from the receipt of such requisition, the proposers or any other 10 or more members may themselves convene such a meeting. No other business except that outlined in the requisition shall be transacted at such a Meeting.

e) Fourteen days notice of all General Meetings must be given by the Secretary, posting the same in the Club House and such notice shall specify the nature of the business to be transacted thereat.

f) In the case of an Extraordinary Meeting, no business shall be entertained at such meeting other than is specified in the notice

g) The quorum at all General meetings of the club will be fifteen persons and the Chairman shall have a deliberative vote as well as a casting vote. If within half-an-hour from the time appointed for the meeting a quorum of members is not present, the meeting, if convened upon the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the following week, at the same time and place; and, if at such adjourned meeting a quorum of members is not present it shall be adjourned without a day being fixed for a further meeting. The Chairman may, with the consent of the meeting, adjourn any meeting from time to time, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

h) All discussions shall be conducted in such manner as the Chairman for the time being shall direct, and all questions which shall be brought before the meeting shall be decided by a majority on a show of hands, or by ballot, as the meeting decides.

i) In the unlikely event that the general meeting does not take place and / or a vote to elect officers does not take place, then the committee will remain in office until the next general meeting.

14. COMMITTEE'S POWERS

The Committee shall from time to time appoint such sub-committees as may be necessary, and may delegate any of their power to such sub-committees, who shall, in the exercise of such powers, conform to any regulations that may be imposed upon them by the Committee, and the Committee shall have the power to associate with those sub-committees any member or members of the club or, as experts, other persons of knowledge and practical experience in the matters submitted to the sub-committees, with full privilege to act and vote on such sub-committees.

The Committee shall be bound to any regulations made or imposed by the club in general meetings.

15. DISSOLUTION (key rule)

a) If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of Members present and entitled to vote, and if such resolution be confirmed by a resolution passed by a majority of three quarters of the Members present and entitled to vote at a properly convened Special General Meeting held not less than one month after that meeting and at which not less than one half of the Members entitled to vote shall be present, the Committee shall immediately or at such future date as shall be specified in such resolution proceed to realise the property of the Club and after discharge of all liabilities shall dispose of the net assets remaining to one or more of the following:

- to another Club with similar sports purposes which is a charity and/or
- to another sports club with similar sports purposes which is a registered CASC and/or
- to the Club's national governing body for use by them for related community sports.

b) The Committee will then be responsible for the orderly winding up of the Club's affairs.

16. ELIGIBILITY FOR MEMBERSHIP (Key rule)

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

- b) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made following the Warkworth Golf Club Disciplinary Regulations.
- d) Male Amateur golfers who, on 1st April of the year in which they are considered for election to membership, are aged 18 years or over shall be eligible for election as FULL GENTLEMEN MEMBERS of the Club.
- e) Female Amateur golfers who, on 1st April of the year in which they are considered for election to membership, are aged 18 years or over shall be eligible for election as LADY MEMBERS of the Club.
- f) Male or female Amateur golfers who, on 1st April of the year in which they are considered for election to membership, are 8 years or over but who have not had their 18th birthday shall be eligible for election as JUNIOR MEMBERS of the Club but shall cease to be Junior Members on the 31st March of the year they have their 18th birthday.
- g) The Committee may amend the age limits of these sections as they deem appropriate to meet the changing needs of the Club.
- h) Any person may, at the discretion of the Committee or by resolution at a General Meeting, be appointed an HONORARY MEMBER or an HONORARY LIFE MEMBER under whatever terms and conditions are deemed appropriate at the time.

17. MEMBERSHIP

The Club shall be a MEMBERS' CLUB with various categories of membership.

When an application for membership of the club is accepted the person becomes a Member in one of the following categories or other categories as may be deemed appropriate by the Committee. Members are invited to rejoin the club on an annual basis on receipt of a request for payment of the appropriate annual subscription and other charges.

- a) A FULL GENTLEMAN MEMBER may be elected via the election procedure outlined under "ELECTION OF MEMBERS".
- b) A FULL LADY MEMBER may be elected via the election procedure outlined under "ELECTION OF MEMBERS".
- c) A JUNIOR MEMBER may be elected via the election procedure outlined under "ELECTION OF MEMBERS". Junior Members may be allocated to sub-groups according to age, handicap or other criteria as deemed appropriate by the Committee. Young people in further education beyond the age of 18 years will be entitled to benefit from Junior subscriptions until the age of 21 years or completion of further education whichever comes first
- d) A VISITOR/TEMPORARY MEMBER may be allowed to use the course and/or the Club facilities provided they:
 - fulfil the requirements laid down by the Committee
 - pay the appropriate charges
 - sign the Visitors Book kept in the Clubhouse for such purposes.
- e) A 'WINTER MEMBER' - allowing full member rights except that of voting at General Meetings. Fees and timescales will be decided by the committee. 'Winter Membership' may be converted into full membership at the discretion of the committee.

N.B. Members who invite guests are held responsible for ensuring that they observe the rules and comply with the etiquette of the Club on the Course, in the Clubhouse, and at all functions or events organised by or representing the Club.

The Committee may from time to time determine the maximum number in each category of Membership but so that the total number of Members, shall not exceed **600** or such other as may be determined by simple majority at a General Meeting.

18. ELECTION OF MEMBERS

- a) Members wishing to join the club must apply in writing to the Secretary, and such application shall be in the form approved from time to time by the Committee. The application will be signed by a proposer and seconder. If the Secretary or any other committee members has any concerns about the suitability of a prospective member he will refer this to the Committee for consideration'
- b) The Committee or Sub-Committee, at their discretion, may request applicants, proposers and seconders to attend for interview prior to acceptance for membership.
- c) If any candidate be dissatisfied by the decision of the Committee his proposer may appeal following the Warkworth Golf Club Disciplinary Procedure.

d) On the election of a new member the Secretary shall notify the fact to the new member in writing and request him to pay the amount of his / her subscription, and no member newly elected or any other member shall participate in any matches or competitions or in any other privileges of the club that the Committee determine unless he has paid the same.

e) The election of Members shall be decided by the Committee and shall require a 2/3rds majority of those Members present at the meeting.

f) When the maximum number of members in each category is reached a Waiting List shall be established. The Committee will fill any subsequent vacancies from the list, based on the criteria for selection operating at the time. The Committee will not be required to give any reasons for not accepting a candidate.

g) It is the policy of the Club to give maximum encouragement to Juniors but there may be some restriction on accepting Juniors just prior to them being eligible for full membership.

19. ANNUAL SUBSCRIPTION

a) The annual subscription shall be proposed to the Committee by the Finance Sub-Committee. The Committee will make the proposals to the Annual General Meeting for approval by those Members present.

b) The subscription shall be payable in full by the 14th April in each year, or by monthly bankers direct debit on application to the treasurer.

(i) New members joining will have their fees reduced 1/12th for each month after April when they take up membership.

(ii) A senior member is an existing member 65 years of age who qualifies for special concessions due to 25 years of continuous membership.

20. CESSATION OF MEMBERSHIP

A) RESIGNATION

Until the Committee shall determine otherwise, any Member wishing to withdraw from the Club must give notice in writing to the Secretary on or before 31st March in any year, unless the Committee make exception to this rule under special circumstances.

B) EXPULSION

If the conduct of any Member, either in or out of the Clubhouse, or on or off the Golf Course, be deemed by the Committee to be unworthy of a Member of the Club, the Warkworth Golf Club Disciplinary Procedure will be followed.

C) BY DEFAULT

The Committee may terminate the membership of anyone whose subscription remains unpaid on 14th April in any year having been given one reminder in writing by email.

NB ANY MONIES PAID AS ANNUAL SUBSCRIPTION CANNOT BE REFUNDED ON CESSATION OF MEMBERSHIP.

21. BYELAWS FOR DAY-TO-DAY ADMINISTRATION

A) THE COURSE

1. Every Member shall be allowed use of the Course in accordance with the Rules of Golf. Members must observe the Rules and etiquette of the game of golf and display a current membership disc.
2. Certain insurance cover is provided by the Club. It is expected that every Member will look to the adequacy of his/her own personal golfer's insurance.
3. Any person damaging the Course or surrounds shall be liable to make good the damage caused.
4. The practice area is clearly defined and NO shots shall be made in the direction of the clubhouse and care must be taken to avoid risk of injury to others in the same area.
5. No person may use the course without a golf bag and clubs exclusively for his/her use.
6. The Competition Start Sheet must be used to reserve tee-off times and reserved times for whatever reason must be respected.
7. The Course or part of the Course can be closed at the discretion of the Green keeper, The Greens Committee or Committee. A notice will be displayed by the first tee to this effect.
8. The Course may be closed to accommodate Open, Friendly, Shotgun start and other competitions where these events could otherwise be disrupted.

9. The Dress Rules displayed at the Clubhouse shall be observed.
10. Members crossing the Course boundaries must avoid damage and obey any notice displayed.
11. Divots shall be replaced, pitch marks shall be repaired and bunkers shall be raked. (Rakes shall be left in the bunker).
12. In all other respects Members must obey the regulations posted from time to time on the notice boards.

B) HOUSE

1. All Members are to be admitted to the Clubhouse in furtherance of membership of the Club.
2. The Club shall be open and bar facilities will be available at times displayed in the Club.
3. Catering facilities will be available at times displayed on a notice in the Club.
4. NO person under the age of 18 years may purchase alcoholic beverages on the premises.
5. Lockers shall be allocated for members' use as appropriate. Members shall maintain their locker in good condition and help to keep the locker-room in a tidy state.
6. NO golf clubs, other equipment or overcoats, hats etc. shall be brought into the Clubhouse other than in the locker/changing room area. Golf shoes of ANY kind must NOT be worn in the bar, lounge or dining areas.
7. NO CREDIT shall be allowed in the Clubhouse.
8. NO Member shall be allowed behind the Bar or in the kitchen without the express permission of the steward or catering staff.
9. The house affairs are managed by the HOUSE Committee to whom any comments/ complaints should be made.
10. NO dogs except guide dogs shall be allowed in the Clubhouse.
11. SMOKING is NOT permitted in the clubhouse.
12. NO member is allowed to bring food into the Clubhouse for their own consumption without permission of a member of the Committee, or the Catering Staff.
13. In all other respects Members must obey the day-to-day regulations posted on the notice boards in the Clubhouse.

C) COMPETITIONS AND HANDICAPS

1. Competitions are organised by the Competitions Secretary and handicaps are governed by the Handicap Committee.
2. The start sheet remains open until 9.00pm on the day prior to the competition. A member can add/delete/change his/her booking up to this time. Any member wishes to enter/delete/change his/her booking after this time must contact the Match Secretary, or in his absence, another member of the Handicap Committee, to request a change is made to the start sheet. The Match Secretary has the right to refuse without reason the request
3. Failure to turn up on a competition day will result in a 2 competition ban unless a valid reason is given to the Match Secretary or Hon. Secretary, the entrance fee for the competition should be paid before entry into the next competition.
4. A list of any banned players will be generated by the computer and published each week.
5. If a marker is required in a competition, The Committee will nominate the marker.
6. A Single player on a starting sheet has the right to ask for a competitor from a group either in front or behind his start time to play with and mark their card.
7. In Pairs competitions The Committee will take the responsibility of keeping the start sheet in proper order.
8. A single player in a Pairs competition will forfeit his start time at the discretion of The Committee.
9. Competitions and handicaps shall be in accordance with the Rules of Golf published by the Royal & Ancient and the Council of National Golf Unions, except where amended by Local Rules.
10. Knockout Competitions shall have rules for arranging dates/times/stroke allowances for matches posted on the notice boards.
11. Other competition rules shall be detailed on the Entry Sheet or notice boards.
12. Any comments / complaints regarding competitions should be addressed to the Handicap/Competitions Secretary.
13. Any queries / complaints / problems / requests for Handicap Certificates / away score details etc. should be addressed to the Handicap/Competitions Secretary.
14. Members that have not paid their fees by 1st April will not be allowed to play in Club Competitions until the full fee has been paid.

22. LOCAL BYELAWS

The Committee shall have power from time to time to make, alter and repeal all such bye-laws as they deem necessary or expedient or convenient for the proper conduct and management of the Club, and in particular, but not

exclusively, they may by such bye-laws regulate:

- the terms and conditions upon which nominees, honorary guests, children of Members of the Club and visitors shall be permitted to use the premises and property of the Club;
- the times of opening and closing of the facilities, Clubhouse and premises of the Club or any part of them, and the hours for supply of intoxicating liquor;
- the rules to be observed, and prizes or stakes to be played for, by Members of the Club playing any games on the Club's premises;
- the prohibition of particular games on the Club's premises entirely or at any particular time;
- the conduct of Members of the Club in relation to one another and to members of the Club's staff;
- the setting aside of the whole or any part or parts of the premises for any particular purpose or purposes;
- the imposition of sanctions for the breach of any bye-law;
- all matters as are commonly the subject of Club rules.

The Committee shall adopt such means as they deem sufficient to bring to the notice of the Members of the Club all such bye-law alterations and repeals, and so long as they are in force they shall be binding on all Members of the Club. Any byelaw may be set aside by a resolution of a General Meeting of the Club

The rules of the game of golf as adopted from time to time by the Royal & Ancient Golf Club of St Andrews, except in so far as they are modified by local rules of the Club, shall be observed by Members.

23. EXCLUSION OF LIABILITY

Neither the Club nor any Officer thereof shall be liable to any Member or guest of a Member for any loss of or damage to any property occurring from whatever cause in or about the Course / Club premises; nor of any injury sustained by any Member or guest whilst on or entering or leaving the Course / Club premises; and a notice to this effect shall at all times be displayed in the Clubhouse.

24. INTERPRETATION OF RULES

The Committee shall be the sole authority for the interpretation of these rules and of any bye-laws or regulations made from time to time, and the decision of the Committee upon any question of interpretation shall be final and binding on Members.

25. ALTERATION OF RULES

The rules of the club shall be altered by motions from the Management Committee passed at the Annual General Meeting. Any member wishing to alter the rules must submit his requirements in writing to the Secretary for consideration by the Management Committee.

26. TEAM SELECTION POLICY

The Club Committee will maintain and keep up to date, a policy document containing policy on how Team Captains are appointed and how, in turn, teams are selected.

The document will make reference to the teams, and what constraints are to be applied to each of the Team Captains and selectors to ensure that:

- a consistent selection approach is applied
- The match play team will be selected from the best available players throughout the year where possible

The document will refer to the responsibilities of all parties both selectors and players to communicate effectively with each other in order to avoid confusion and discontent. The document will be handed, by the Club Captain, to the Team Captain in, at the latest the March prior to the start of the season. The Club Captain should ensure that the contents of the policy document are read and understood by the Team Captain.

27. CLUBHOUSE AND BAR

The Management Committee must make rules regarding the use of the premises and must display a copy in the Club House. A copy of the licensing hours must also be displayed.

28. VISITORS

Playing Guests:

If Members' guests play golf, then the appropriate Green Fees will be due. Guests may play 3 times per year at the guest rate

The visitors and Member introducing them shall sign their names in the Visitors Book kept in the Clubhouse for that purpose.

In addition to the visitors referred to above, the Committee may allow any person to play on the Club's course upon payment of such charges as shall from time to time be ordered by the Committee.

Such visitors shall first obtain a visitors' ticket and shall, if requested to do so, produce such ticket to the green keeper, any official of the club, or any member of the Committee, and shall also sign his name and address in the Visitors' Book which shall be kept for that purpose at the Club House. Unless such visitors are introduced by a member, as mentioned above then such visitors shall have no privileges of membership other than that of playing golf on the course.

The following may also be admitted to the Clubhouse and to the Course: Players, officials and their spouses of any team or group visiting the Club in connection with a bona fide pre-arranged sporting or social fixture between that team or group and a team or group of the Club on the day of such fixture only. (Remove section as not relevant)

29. SUPPLY OF INTOXICATING LIQUOR

Intoxicating liquor may, subject to any legislation applicable from time to time or terms of any licence or registration permitting the supply of intoxicating liquor, be supplied on behalf of the Club to any of the following persons who shall in each case have attained the age of 18 years:

1. any Member of the Club
2. the bona fide guest of a Member of the Club who is supplied through the host Member only (guests shall not purchase intoxicating liquor)
3. players, officials and their respective spouses of any golfing society visiting the Club in connection with a bona fide pre-arranged competition or meeting between that golfing society and the Club on the day of such fixture only.
4. Before any such person shall be admitted to the Club, the name of the person together with the name of his/her club or society shall be entered in the book kept for that purpose, the whole entry being signed by a member of the Committee.
5. Any such person so admitted may only be sold intoxicating liquor for consumption on the premises.

There may also be admitted to the club premises persons other than those mentioned at (1), (2) and (3) above and intoxicating liquor may be sold to such persons who have attained the age of 18 years, by or on behalf of the club for consumption on the premises only with the proviso that this paragraph shall apply only to a function organised by the Club Committee.

A Temporary Event Notice (TEN) will be applied for in respect of any occasional temporary event which will include non-members. The Hon Secretary or person responsible shall apply to the Chief Inspector of Police, Police Office, Bedlington, Northumberland giving at least 14 days notice prior to the event being held.

30. CLUB PROPERTY

Winners of trophies are expected to attend club presentations and shall be held responsible for the safe keeping and return of trophies in their possession.

No Member shall, on any pretence whatever, take away from the Club any article that is the property of the Club, or wilfully deface damage or destroy any of the Club's property. All breakages, damage or destruction of the Club's property or that of another Member, caused by a Member must be paid for by him/her at the discretion of the Committee.

31. PROPERTY AND FUNDS (key rule)

a) The property and funds of the Club cannot be used for the direct or indirect private benefit of its members other than as reasonably allowed by this Rule.

b) The Club may provide sporting and related social facilities, club sporting equipment, coaching, courses, insurance cover, medical treatment, reasonable away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

c) The Club may also in connection with the sports purposes of the Club:

- sell and supply food, drink and related sports clothing and equipment
- employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
- pay for reasonable hospitality for visiting teams and guests
- indemnify the Committee and members acting properly in the course of running the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

32. RECORDS

The Minutes of the proceedings of all General or Committee Meetings, when signed by the respective Chairmen of such meetings or Chairmen of subsequent Meetings, shall be received as evidence of such proceedings without further proof. These minutes are stored in the Members Section of the Club website.

33. ACCOUNTS

Subject to any reasonable restrictions as to the time and manner of inspecting them that may be imposed by the Committee, the Balance Sheet and Profit & Loss Account showing the financial position of the Club shall be open to the inspection of Members at reasonable times upon application to the Treasurer.

34. DISPUTES

All disputes between Members of the Club or between any Member and an Officer of the Club shall be decided by the Committee whose decision subject to Expulsion rules shall be final.

35. COMPLAINTS

The Committee strives to provide an enjoyable experience for all members and guests at the Club. However, if you find something that is not to your satisfaction please address any complaints in writing to the Secretary who will assist you to follow the complaints procedure in order that they may be submitted to the Committee.

36. NOTICES

No notice of any kind shall be posted in the Clubhouse except by the authority of a member of the Committee Treasurer or Secretary.

Each Member shall keep the Secretary informed of that Member's private postal address and email address or such address to which communication should be sent.

A notice may be given by the Club to any Member personally, by email or by pre-paid post to the Member's given address or by posting it in a conspicuous place in the Clubhouse. Where notice is sent by post, service shall be deemed effected at the expiration of 48 hours. Where posted in the Clubhouse, service shall be deemed effected immediately upon its being so posted.

37. SAFE GOLF

The club is committed to ensuring the safety and well-being of all children and young people. A SafeGolf Policy has been developed and any concerns about the welfare of a child or young person should be raised using the procedures set out in Children and Young People – Safeguarding Policy Procedures.

38. PRIORITY

Where there is any conflict between any of the Key Rules and any other rule or rules the Key Rules will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (Community Amateur Sports Clubs - as first provided for by the Finance Act 2002).

39. DRESS CODE

Smart casual golf attire is allowed on the course and a relaxed dress code in the clubhouse, unless a dress code for an event is published e.g. shirt and tie for Presentation evening.

40. GOLF ETIQUETTE

To maintain the high standard of our Golf Course, we draw your attention to the following rules:

- The Rules of Golf as decided by the Royal and Ancient must be adhered to at all times
- The Green keeper has priority when he is working on the course
- The club's accepted DRESS CODE ("Smart Casual")
- Avoid SLOW PLAY.
- If there is a clear hole and you are delaying those following, you **MUST** wave them through
- NEVER play your shot until those in front of you are out of range
- Replace divots and use the divot mix bags where appropriate
- Repair your pitch mark and another
- Rake bunkers (rake to be placed **in** the bunker)
- Do not drag spiked shoes on the green
- Place golf bags off the green
- Observe Local Rules
- **No** dogs are allowed on the course
- Every player must have a bag of clubs
- Golf carts must be kept **off** the greens and tees
- Do not damage the course and tee areas with your practise swing
- Be courteous to fellow golfers
- Mobile phones are only allowed on the course if kept on silent mode
- Your Committee & Course Ranger will ensure the above and other rules are applied.

WE HOPE YOU ENJOY YOUR GOLF AT WARKWORTH.

NOTES