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**MUNDARING SPORTING CLUB INCORPORATED**

**GOLF SECTION BY-LAWS**

**SEPTEMBER 2023**

**Constitution versus By-Laws**

Whereas Rules of Association (the Constitution) for the Mundaring Sporting Club Incorporated are imposed by State Law to ensure proper governance, these By-Laws are local rules made by the Golf Section for its Section Members. They supplement but do not duplicate, replace or oppose the Constitution.

tABLE OF cONTENTS page

[1 Introduction 1](#_Toc146800571)

[2 Purpose 1](#_Toc146800572)

[3 Objectives 1](#_Toc146800573)

[4 Legal Power of the Section 1](#_Toc146800574)

[5 Reliance on the Club Constitution 2](#_Toc146800575)

[6 Section Year 2](#_Toc146800576)

[7 Membership 2](#_Toc146800577)

[8 Use of Club Facilities 2](#_Toc146800578)

[9 Right to Vote 3](#_Toc146800579)

[10 Section Committees 3](#_Toc146800580)

[10.1 Management Committee 3](#_Toc146800581)

[10.1.1 Management Committee Responsibilities 3](#_Toc146800582)

[10.1.1.1 President 3](#_Toc146800583)

[10.1.1.2 Vice President 4](#_Toc146800584)

[10.1.1.3 Secretary 4](#_Toc146800585)

[10.1.1.4 Treasurer 4](#_Toc146800586)

[10.1.1.5 Captain 5](#_Toc146800587)

[10.1.1.6 Vice Captain 5](#_Toc146800588)

[10.1.1.7 Scroungers Captain 6](#_Toc146800589)

[10.1.1.8 Handicapper 6](#_Toc146800590)

[10.1.1.9 Course Co-ordinator 7](#_Toc146800591)

[10.1.1.10 Media Officer 7](#_Toc146800592)

[10.1.1.11 Catering Liaison Officer 8](#_Toc146800593)

[10.2 Sub-Committees 8](#_Toc146800594)

[10.2.1 Sub-Committee Responsibilities 9](#_Toc146800595)

[10.2.1.1 Executive 9](#_Toc146800596)

[10.2.1.2 Match 9](#_Toc146800597)

[10.2.1.3 Course 9](#_Toc146800598)

[10.2.1.4 Catering 10](#_Toc146800599)

[10.2.1.5 Bar 11](#_Toc146800600)

[10.2.1.6 Projects 11](#_Toc146800601)

[11 Meeting Administration 12](#_Toc146800602)

[11.1 Management Meeting 12](#_Toc146800603)

[11.1.1 Standing Orders 12](#_Toc146800604)

[11.1.2 Management Meeting Protocols 13](#_Toc146800605)

[11.2 Annual General Meeting 14](#_Toc146800606)

[11.2.1 Standing Orders 14](#_Toc146800607)

[11.2.2 Annual General Meeting Protocols 16](#_Toc146800608)

[11.3 Special General Meeting 17](#_Toc146800609)

[11.3.1 Standing Orders 17](#_Toc146800610)

[11.3.2 Special General Meeting Protocols 17](#_Toc146800611)

[12 Golf Rules and Procedure 18](#_Toc146800612)

[12.1 Formal Game Day 18](#_Toc146800613)

[12.2 Championships 19](#_Toc146800614)

[12.3 Scroungers 19](#_Toc146800615)

[12.4 Novelty Events 20](#_Toc146800616)

[12.5 Summer Scroungers 21](#_Toc146800617)

[13 GLOSSARY OF TERMS 22](#_Toc146800618)

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# Introduction

These By-Laws have been written with the full knowledge of the following:

1. They are adopted in accordance with the Constitution and Rules of the Club.
2. They are written with full awareness of the need to ensure the Constitution will always prevail where any interpretive or prescriptive doubt exists.
3. They can only be created, amended or deleted through a minuted Club BOM decree.

# Purpose

These By-Laws are written to give Section Members clarity on the roles, operation and administration of their Section. They are:

1. Designed to give additional procedural and detailed direction to the Constitution.
2. Form the basis of the Section’s business and how it coordinates its activities.
3. Intended to deal with the Section’s Controls, Rules and Protocols. The By-Laws are prescriptive in nature to minimise any confusion associated with the administration of the Section.

# Objectives

The objectives of the Section of the Club are:

1. To foster and control the game of Golf and to promote good fellowship and sportsmanship among members.
2. To classify all gender and age groups as one playing group.
3. To affiliate with Golf WA as a Country Club.
4. To ensure all Section Members have a relative Golfing Handicap. (Affiliation with Golf WA enables the payment of a Golf Capitation fee to Golf Australia, particularly for the management of GA handicaps via Golf Link).

# Legal Power of the Section

Being the legal entity, all regulation, control and administration of the Club rests with the BOM.

Accordingly, included but not limited, the following major Section activities are ultimately owned and vested in the Club:

1. Banking.
2. Contracts and Agreements
3. Grant Applications.
4. Asset Ownership.
5. Sinking Fund Balances and Operating Surpluses.
6. Membership and associated categories and fees.
7. Member Complaints and Resolutions.

# Reliance on the Club Constitution

These By-Laws do not address all the rules detailed in the Club’s Constitution and associated By-Laws. The Section Committee is satisfied the following items are well addressed in the Club documents and require no interpretation or expansion at the Section level:

1. Subscriptions.
2. Complaints about a Member’s Conduct.
3. Resolving Disputes.
4. Resignation of a Member.
5. Financial Control and Banking System.
6. Supply and Sale of Liquor.

# Section Year

The Section’s Year operates as follows:

1. The Financial Year is from the 1st of March until the End of February.
2. The Official Golf Season is from the 1st of April until the 31st of October.
3. The Prime User of the Golf Course on Saturdays during the Official Golf Season will be the Golf Section.
4. The Prime User of the Golf Course on Sundays during the Calendar Year will be the Disc Golf Section.
5. The Summer Scroungers Season is from 1st November until the 31st of March.
6. There is no Prime User of the Golf Course on Saturdays during the Golf Summer Scroungers Season. Mutual respect will be accorded with regard to fixture conflict by the Golf and Disc Golf Sections in this period.

# Membership

The Golf Section of the Club is classified and affiliated with Golf WA as a Country Club.

Individual Full Time Sporting Membership of the Golf Section shall comprise:

1. Life Members of the Club who have paid the Affiliation Fee with Golf WA.
2. Members of the Club who have paid the Golf Full Sporting Member subscription plus Affiliation Fee with Golf WA.
3. Members of the Club who are eligible Full Time Sporting Students and who have paid the relative Club subscription plus Affiliation Fee with Golf WA.
4. Members of the Club who are eligible Juniors and have paid the relative Club subscription plus Affiliation Fee with Golf WA.

# Use of Club Facilities

The Clubhouse facilities can be used by the Section under the following conditions:

1. The Club has absolute control over the use of its facilities.
2. Unless specifically excluded by the Club the Section has shared access to the facilities during its Official Season.
3. Members of any Community Club,  Association or activity who have been properly approved by the Board of Management to hire and use the recreational hall facility for the purposes of conducting their own activities.

# Right to Vote

For voting purposes all financial Golf Section Members are entitled to vote at General Meetings of the Club.

# Section Committees

***Preamble:*** Although this section serves to detail Committee Membership and individual Committee Member Responsibilities, it does not dictate sole performance of tasks. Although ultimate ownership of Responsibilities rests with the Committee Member, it is recognised and expected that in the absence of a Sub-Committee, individuals will co-opt others to assist in the execution of some of their duties.

During the election process, a Section Member can be elected to more than one Management Committee or Sub-Committee position.

## Management Committee

The Section Management Committee (the Committee) shall consist of the following Officers who shall be Ordinary or Life Members:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Captain
6. Vice Captain
7. Scroungers Captain
8. Handicapper
9. Course Co-ordinator
10. Media Officer
11. Catering Liaison Officer

### Management Committee Responsibilities

As defined in Section 2, role clarity is one of the purposes of these By-Laws; for that reason the following role descriptions serve to meet that purpose:

#### President

The President is primarily responsible for the management of the Golf Section. Specifically the role is responsible for:

1. Stewardship of the Section.
2. Ensuring the culture of the Section is aligned with the Club.
3. Overall management of the Committees and associated individual tasks.
4. Presiding over the Section’s Management, General and Annual General Meetings.
5. Manage meetings strictly in line with the order dictated by the Standing Orders.
6. Membership of the Section’s Executive.
7. Assuming Ex-Officio membership of any Sub-Committee formed for the purpose of bettering the Section.
8. Ex-Officio membership of the Club’s BOM.
9. Apart from being a voting member on the BOM, the President must table a Golf Report at each Club Committee Meeting.
10. Directing the Section Secretary to call a Special General Meeting to discuss the business contained in such requests.
11. Preparation and presentation of the Annual Report of the Section to the Section’s Annual General Meeting.
12. Supply of an Annual Report for the Club President for the preparation of an Annual Report to the Club’s Annual General Meeting.
13. Being the Spokesperson and recognised leader of the Section for Club and Section special events.

#### Vice President

This is an important support and backup role to the President. Specifically the Vice President is responsible for:

1. Attending and assisting the President at all meetings of the Section.
2. Occupying the chair and conducting the business of the meeting where the President is absent.
3. Performing all the functions of the President for any time where the President is unable to perform the duties.
4. Membership of the Section’s Executive.
5. Attending the Management, General and Annual General Meetings of the Section.

#### Secretary

The Secretary is the key record keeper of the Section. The role is to ensure the history of the Section’s reportable activities are minuted and archived for current and future posterity. Roles include:

1. Manage all Pre, During and Post Meeting Protocols.
2. Write all minutes strictly in line with the order dictated in the Standing Orders.
3. Retaining minutes of all meetings. Such minutes must be made available to the BOM.
4. Receiving and keeping a record of all inward correspondence.
5. Writing and keeping a record of all outward correspondence.
6. Keep, or cause to be kept, a record of all By-Laws as approved by the BOM.
7. Carry out all duties and instructions which the President of the Section shall direct.
8. Keep and maintain a register of all Section Members, setting forth their names and contact details.
9. Cause to have all Honour Boards and Trophies updated on an annual basis.
10. Membership of the Section’s Executive.
11. Attending the Management, General and Annual General Meetings of the Section.

#### Treasurer

The Treasurer is responsible for all financial activity relative to the Golf Section. This requires close liaison with the Club Treasurer, as all Banking and Reporting activity is sourced from the Club’s Operating Bank Account and Accounting Software. Roles include:

1. Providing all stationery necessary for the Captains to record their net of game day receipts and payments.
2. Collecting from the Captains the net game day receipts for the banking into the Clubs nominated Bank Account.
3. Providing all stationery and instructions for the payment of Public Golf and Disc Golf fees.
4. Banking the revenues for Public Golf and Public Disc Golf fees.
5. Advising the Club Treasurer of the revenue and cost allocation detail of each banking.
6. Requesting electronic payment of Golf Creditors through the Club’s Payables Officer. All requests must be supported by invoice duly approved by any two of the Sections Executive.
7. Present the Year to Date Financial Report at all meetings of Actual compared to Budget. This includes Operating and Capital activity.
8. Produce a detailed Monthly Operating and Capital Budget for presentation and approval by BOM at its February meeting.
9. Membership of the Section’s Executive.
10. Attending the Management, General and Annual General Meetings of the Section.

#### Captain

The Captain has the key Committee role with respect to the administration of the game of Golf. The responsibilities emphasise the value of this role and the impact it has on the player group. Roles include:

1. Leadership in the input and recommendations for the Fixtures in the coming season.
2. Cause to take the overall responsibility for the advertising and entrant notifications for Open Events – namely; Pink Day, Open Day and Darlington Cup.
3. Liaise with the Catering Liaison Officer on entrant numbers and menus for all catering requirements for Open and Intra Events.
4. Liaise with the Pickering Brook Club on the Pickmun Shield event.
5. Administer Game Days in line with the Captain’s obligations detailed in Section 12.
6. Membership of the Match Committee for the determination of the rules of play.
7. Attending the Management, General and Annual General Meetings of the Section.
8. Production of the Captains Report for Committee and Annual General Meetings.

#### Vice Captain

This is an important support and backup role to the Captain. Specifically the Vice Captain is responsible for:

1. Attending and assisting the Captain at all Golf Events of the Section.
2. Occupying the role and conducting Golf Events where the Captain is absent.
3. Performing all the functions of the Captain for any time where the Captain is unable to perform the duties.
4. Membership of the Match Committee for the determination of the rules of play.
5. Attending the Management, General and Annual General Meetings of the Section.

#### Scroungers Captain

During the Official Season the Section has a Wednesday Scroungers competition which is recognised as an Official Section Event. The Responsibilities of the Scroungers Captain are:

1. To administer Game Days in line with the obligations detailed in Section 12.3 and 12.4 (ii) (f).
2. Membership of the Match Committee for the determination of the rules of play.
3. To update the Scrounger of the Year records for the Section Handicapper.
4. To close the award season on the Wednesday before the Annual General Meeting.
5. To attend all Management, General and Annual General Meetings of the Section.

#### Handicapper

The competition integrity of Golf is reliant on this role. The role manages the handicapping level playing field on any course for all competitors with a GA Handicap.

For the Section, the Handicapper is responsible for:

1. Maintaining the Club’s master file in the Golf Australia Handicapping System (GAHS).
2. Adding new Golf Members to the Club’s register in the GAHS. (This enables the creation of a Golf Australia (GA) Handicap).
3. Collecting all Captain vetted cards for all Section related competitions.
4. Entering player results from Section related competitions into the GAHS for the update of their individual GA Handicap.
5. To administer Game Days in line with the obligations detailed in Section 12.1 (vi).
6. Cause to take the overall responsibility for any reassessment of the Clubs Golf Course Rating.
7. Entering Section related competition results in the Sunday Times newspaper for all official Golf Season Saturday events.
8. Maintaining the records and presenting the Golfer of the Month award for the Official Saturday Golf Season.
9. Maintaining and updating the annual award records; namely:
   1. Club Champion and Runner Up – Handicaps 0-20.
   2. Net Champion and Runner Up – Handicaps 0-20.
   3. Club Champion and Runner Up – Handicaps 21 +.
   4. Net Champion and Runner Up – Handicaps 21 +.
   5. Golfer of the Year and Runner Up.
   6. Most Improved.
   7. Eclectic Winner and Runner Up.
10. Administer the following order with respect to Count Back Rules for the Monthly and Annual Awards:
    1. For Monthly Awards:
       1. Firstly – the player with most games during the month.
       2. Secondly – the player with the most firsts, then seconds, etc. during the month.
       3. If it cannot be separated there will be multi awards for the month.
    2. No Count Back for Club Champion for Handicaps 0 - 20 – the result will be multi winners.
    3. For all other Annual Awards:
       1. Firstly – the player with most Saturday games during the Official Golf Season.
       2. Secondly – the player with the most Saturday firsts, then seconds, etc.
       3. If it cannot be separated there will be multi awards.
11. Acquiring and presenting on Closing Day all prizes to successful Annual Award recipients.
12. Membership of the Match Sub-Committee for the determination of the rules of play.
13. Preparing the Handicapper’s Report for Management Meetings.
14. Attending the Management, General and Annual General Meetings of the Section.

#### Course Co-ordinator

The role is responsible for all activities pertaining to the maintenance and development of the Golf Course. It specifically has the following responsibilities as a Member of the Management Committee:

1. Leading the Course Sub-Committee.
2. Encourage and promote individuals to be members of the Course Sub-Committee.
3. Be the primary proposer for the Course Sub-Committee candidates at the AGM.
4. Managing and scheduling the maintenance and development programs for the Course Sub-Committee.
5. Preparing the Course Co-ordinator’s Report for Management Meetings.
6. Attending the Management, General and Annual General Meetings of the Section.

#### Media Officer

There is general consensus that social media advertising can bring great value to the recording and promotion of events. To this end the Section’s Committee give great value to this service. It specifically has the following responsibilities as a Member of the Management Committee:

1. To choose the appropriate mediums.
2. To take every opportunity to market and report on Events.
3. To report on worthy Section and Member highlights.
4. At a minimum the Section’s Committee expect the Media Officer role will:
   1. Make Use of the Clubs website and associated Facebook membership.
   2. Promote Upcoming Events.
   3. Post images and written material as a record of a Section event.
   4. Create Golf Event promotional materials in liaison with the Captains and Section Committee where necessary.
5. Preparing the Media Officer’s Report for Management Meetings.
6. Attending the Management, General and Annual General Meetings of the Section.

#### Catering Liaison Officer

Historically, the Golf Section has earned a strong reputation for its catering in the Open, Intra and Inter Events. The Management Committee position of Catering Liaison Officer exists to ensure this reputation is preserved. The responsibilities of the position are to:

1. Encourage and promote individuals to be members of the Catering Sub-Committee.
2. Be the primary proposer for the Catering Sub-Committee candidates at the AGM.
3. Be the conduit to and from the Management Committee and Sub Committee in communicating the format, menu, player numbers and timing prerequisites of Events.
4. Assume by virtue of the roles importance, the position of Ex-Officio membership of the Catering Sub-Committee..
5. Allow ownership of the catering logistics to rest with the Sub-Committee subsequent to the communication of an Event’s prerequisites.
6. Ensuring all required equipment and service requirements of the Sub-Committee are made available on the day.
7. Communicate to the Sub-Committee which of the following Events may need their support:
   1. Opening Day.
   2. Diggers Bell.
   3. Pickmun Shield (is Biennial)
   4. Open Day.
   5. AGM.
   6. Darlington Cup.
   7. Scroungers Cup.
   8. Closing Day.
   9. Christmas Cup.
8. Preparing the Catering Report for the Management Meetings.
9. Attend the Management, General and Annual General Meetings of the Section.

## Sub-Committees

Management Committee individuals often have duties that require group thinking, physical input and consensus before any action. Sub-Committees are small groups formed to assist and complement Committees. To this end the Section has identified the need for the following Sub-Committees:

1. Executive
2. Match
3. Course
4. Catering
5. Bar
6. Projects

### Sub-Committee Responsibilities

The following are the Section’s Sub-Committee Responsibilities:

#### 

#### Executive

The Golf Section Executive shall consist of the President, Vice President, Secretary and Treasurer. The Executive have the following special powers and responsibility:

1. To make immediate decisions on any emerging crisis.
2. To make binding decisions before a formal Management Committee Meeting.
3. To prioritise issues for the full Management Committee to consider.
4. All Executive Committee decisions are to be presented to the subsequent Management Committee Meeting for ratification and associated minuting.

#### Match

Specifically the Match Committees role, composition and responsibilities are:

1. At their discretion the Sub-Committee can invite the Section President to attend meetings in an Ex- Officio capacity.
2. It supports the Management Committee role of Captain and Scroungers Captain.
3. It is made up of the Captain, Vice Captain, Scroungers Captain and Handicapper.
4. At a minimum it is specifically responsible for:
   1. In general, ensuring competitions are carried out to the rules of Golf.
   2. Determining start times.
   3. Cancellation of events.
   4. Suspension of play.
   5. Determining what constitutes a game due to weather events.
   6. Slow Play decisions.
   7. “Come and Try Day” activities and associated co-ordination.
   8. Making Local Rules according to the Rules of Golf.
   9. Adjudicating Rule Disputes.
   10. Determining Penalty Areas.
   11. Determining Abnormal Ground Conditions (Old GUR).
   12. Determining Areas of Relief without penalty.

#### Course

Playing the sport of Golf depends on reliable and well maintained playing facilities. Hence, the Section’s Course Sub-Committee at a minimum takes responsibility for the following:

1. At their discretion the Sub-Committee can invite the Section President to attend meetings in an Ex- Officio capacity.
2. It supports the Management Committee role of Course Co-ordinator.
3. It is made up of the Course Co-ordinator and a team of volunteers elected at the Annual General Meeting – usually a full team of six personnel or more.
4. It is specifically responsible for the:
   1. User Training, Safety and Responsible Use of all equipment and tools.
   2. Upkeep of Tees.
   3. Raking of Greens.
   4. Remediation and repair of damaged Greens.
   5. Refreshing the sand as required on the Greens.
   6. Mowing Fairways.
   7. Marking Fairways.
   8. Remediation of Fairway washaways and general damage.
   9. Housekeeping of the off fairway leaf and tree litter.
   10. Burning of leaf and tree litter burn piles.
   11. Maintaining path and roadways.
   12. Maintaining Scrapers, Flags and Cups.
   13. Replacement and maintenance of electrical and petrol driven Power Tools as required.
   14. Replacement and maintenance of Equipment as required – mowers, tractor, truck, quad bike and all associated accessories.
   15. Maintaining and housekeeping the workshop and surrounds.
   16. Cutting, carting to the wood pit, blocking, splitting, loading and selling firewood from course cleanups.
   17. Assisting the Sporting Club with machinery, equipment, tools and manpower needs as required.
   18. Emptying all Course Bins for Golf.
   19. Maintenance support for the Disc Golf Section when requested.
   20. Closing the Back Nine during the Off Season.
   21. Supply manpower and expertise for the Projects Sub-Committee that may be determined from time to time – vis-a-vis the Contour Project, Artificial Turf Tees, etc.

#### Catering

This role is the key to a successful Open or Intra Event and requires a clear communication channel with the Management Committee. At a minimum the Sub Committee undertakes to:

1. Accept the Catering Liaison Officer as an Ex-Officio member to the Sub-Committee.
2. At their discretion the Sub-Committee can invite the Section President to attend meetings in an Ex- Officio capacity.
3. Understand that all other Members of the Sub-Committee are elected at the AGM or subsequently co-opted during the Official Season.
4. Accept communication to and from the Management Committee through its Catering Liaison Officer.
5. Understand the role of the Catering Liaison Officer as detailed in Section 10.1.1.11.
6. Rely on the Management Committee to ensure all required equipment and services are available on the day.
7. Rely on the Sub-Committee’s chosen structure to manage the catering side of an Event.
8. Accept that the catering and associated logistics for an Event is vested in the Sub-Committee.
9. Provide season menu options to assist the Committee in their format and menu deliberations.
10. Be aware that all catering expenses incurred by the Volunteer Catering Group and Members can be reimbursed by the Section.

#### Bar

The Clubhouse and Bar are available to all Sections when hosting their Open, Intra and Inter Competitions. The Club expects and the Golf Section will undertake to:

1. At their discretion the Sub-Committee can invite the Section President to attend meetings in an Ex- Officio capacity.
2. Operate the Bar in accordance with the Club’s Bar Management Business Operations Manual.
3. Have at least three registered RSA who can individually operate the Bar.
4. Have at least two registered Bar Managers who carry their approved Bar Manager ID card.
5. Always have a Bar Manager in attendance with the appropriate Duty Manager Tag displayed at the Bar entrance.
6. Advise the Functions Officer of the Club of the need for an employee/contractor to serve at the Bar on major Section events.
7. Secure the Bar and Clubhouse after all Section events.

#### Projects

Given the infrastructure, machinery and tools under the Sections control, there will always be a need to consider significant Repair, Replacement and Development Projects. Accordingly, the order of progressing a Project will be subject to:

1. At their discretion the Sub-Committee can invite the Section President to attend meetings in an Ex- Officio capacity.
2. The need for a Project being identified and determined by the Management Committee.
3. The Management Committee sourcing the required Project Sub-Committee from within the Membership with the option of co-opting third parties to assist.
4. Approval being given by the BOM before the proposed Project physically progresses.
5. Financing being sourced from Section Funds or a grant,
6. The Project Team being responsible for the Project’s:
   1. Supervision/Management.
   2. Scope.
   3. Material(s).
   4. Costing.
   5. Purchasing.
   6. Deliveries
   7. Schedule.
   8. Resource Planning and
   9. Implementation.
7. A member of the Projects Sub-Committee making application and managing any targeted Local, State or Federal grants if required.

# Meeting Administration

Given the value to its Members and the Club, the Section Committee has a responsibility to be professional in the administration of its Meetings:

There are two key elements in formalising the administration of any meeting, namely:

1. **Standing Orders** - these are the agreed fixed order and detail that govern a meeting. It gives order, content, control, discipline and standardisation of process that is expected to deliver efficient outcomes.
2. **Meeting protocol -** these are the pre, during and post meeting actions that help to assign responsibilities, practices and communication to serve the Committee and Section Members.

The following Meetings reflect these two key elements:

## Management Meeting

These meetings are held for the elected Management Committee to action, record, plan, progress and communicate the routine activities of the Section. This is achieved by standardising the following:

### Standing Orders

The fixed Order and Detail of Business of a Management Meeting is as follows:

1. **Preliminaries**
2. Opening Time recorded
3. Presidents Opening Remarks
4. Confirm Agenda
5. **Attendance**
6. Present
7. Apologies
8. Absent
9. **Motion:** That apologies be accepted
10. **Suspension of Standing Orders:** To be applied at this point of proceedings if a special guest, special advice etc is to be given to the committee.
11. **Minutes**
12. Amendments called for on previous minutes
13. **Motion:** that the minutes be confirmed
14. Chairman to Sign the Minutes
15. Business arising from the minutes is recorded
16. **Correspondence**
17. Correspondence In is read
18. Correspondence Out is read
19. **Motion:** that the correspondence in be received and outward endorsed
20. Business arising from the correspondence is recorded
21. **Treasurers Report**
22. The Treasurer presents Treasurer’s Report
23. **Motion:** That the Treasurer’s Report be adopted
24. **Tabling of Reports**
25. Club Captain
26. Scroungers Captain
27. Handicapper
28. Course
29. Media Officer
30. Catering
31. **Motion:** that the Reports be accepted and adopted
32. Business arising from the Detailed Reports is recorded
33. **General Business**
34. Items 1 to “x” as requested of and provided by the Committee
35. **Other Business**

(Time permitting ONLY - President to ask individually around the table for “Other” Business.

1. Items 1 to “x” as tabled
2. **Closure & Future Meeting Time**
3. Proposed Future Meeting Date & Time
4. Meeting Closed by President and the Time Recorded

### Management Meeting Protocols

The following disciplines and processes are the rules for Management Meetings:

1. **Timing**

At a minimum the Meeting must be held bi-monthly.

1. **Quorum**

Four Members of the Management Committee constitutes a Quorum.

1. **Pre Meeting Protocols**

The following is actioned by the Secretary:

1. Request General Business Agenda item from the Management Committee at least 7 days before a Planned Meeting and receive them at least three days before the Planned Meeting.
2. Once the General Business items have been received the Full Agenda is sent to the Management Committee in full as detailed in the Standing Orders.
3. Request the Treasurer, Captain, Scroungers Captain, Handicapper, Course Co-Ordinator, Media Officer and Catering Liaison Officer provide their Reports to the Secretary at least six days before a Planned Meeting.
4. Once received, the Secretary is to send the Treasurer, Captain, Scroungers Captain, Handicapper, Course Co-Ordinator, Media Officer and Catering Liaison Officer Reports to the Management Committee within two days of a Planned Meeting.
5. **Meeting Protocols**
6. The Secretary and President are to run the Meeting in the order accorded in the Standing Orders. This may include a suspension of Standing Orders as detailed in the Standing Orders Agenda.
7. Business arising from the Minutes, Correspondence and all Reports may be moved to General Business at the discretion of the President.
8. Adoption of Motions is to have a Proposer and Seconder at all times.
9. **Post Meeting Protocols**

The following is actioned by the Secretary:

1. Draft Minutes are sent to the Management Committee Members within 5 days of a completed Meeting for verification.
2. Management Committee Members advise the Secretary of any changes or confirm acceptance within 2 days of the receipt of the Draft Minutes.
3. The final version of the Minutes including the appended Reports is then sent to all Members of the Section

## Annual General Meeting

This meeting is held each year to:

1. Confirm the Prior Year Minutes.
2. Receive the Treasurer Report
3. Receive the President’s Report
4. Elect the Committees
5. Ratify Game Day Fees
6. Table Motions on Notice
7. Record General Business Items for the New Committee

The Annual General Meeting Standing Orders and Meeting Protocols follow:

### Standing Orders

The fixed Order and Detail of Business for an Annual General Meeting is as follows:

1. **Preliminaries**
2. Opening Time recorded
3. Presidents Opening Remarks
4. Confirm Agenda
5. **Attendance**
6. Present
7. Apologies
8. Absent
9. **Motion:** That apologies be accepted
10. **Minutes**
11. Amendments called for on previous minutes and recorded
12. **Motion:** that the minutes be confirmed
13. Chairman to Sign the Minutes
14. Business arising from the minutes is recorded
15. **Treasurers Report**
16. The Treasurer presents the Treasurer’s Report
17. **Motion:** That the Treasurer’s Report be adopted
18. **Presidents Report**
19. The President presents the Presidents Report
20. **Motion:** That the Presidents Report be adopted
21. **Election of Officers**

**Management Committee**

The following Management Committee nominees must be individually Proposed, Seconded and Accepted:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Captain
6. Vice Captain
7. Scroungers Captain
8. Handicapper
9. Course Coordinator
10. Media Officer
11. Catering Liaison Officer

**Sub Committees**

With the exception of Ex-Officio Sub-Committee nominees, all other nominees must be individually Proposed, Seconded and Accepted:

1. Executive – Ex-Officio’s of President, Vice President, Secretary and Treasurer
2. Match – Ex-Officio’s of Captain, Vice Captain, Scroungers Captain and Handicapper.
3. Course – Ex-Officio of Coordinator, Plus Monday Maintenance Crew Nominations.
4. Catering – Sub-Committee Nominees.
5. Bar – Ex-Officio RSA’s and Bar Managers Nominees.
6. Projects – Ex-Officio of President, Plus Nominees for New Year Projects (if any)
7. **Game Day Fee Ratification**
8. Saturday
9. Wednesday Scroungers
10. Open Day
11. Summer Golf
12. Novelty Days
    1. Pink Day
    2. Darlington Cup
    3. Scroungers Cup

Proposer and Seconder Required

1. **Motions on Notice**
2. Items 1 to “x” as posted on the Notice Board/Advised by Email
3. **Other Business**

(Time permitting ONLY - President to ask for “Other” Business.)

1. Items 1 to “x” as tabled – No Proposer or Seconder permitted (Can only recommend for action by the current Management Committee)
2. **Closure**
3. Meeting Closed by President and the Time Recorded

### Annual General Meeting Protocols

The following disciplines and processes are the rules for Annual General Meetings:

1. **Timing**

The Meeting is held in the last month of the Golf Playing Season.

1. **Quorum**

Eight Members of the Club’s Golf Section constitutes a Quorum.

1. **Pre Meeting Protocols**

The following is actioned by the Secretary:

1. Remind the Section Members of the upcoming Meeting date and send a copy of the Prior Year minutes at least seven days before the scheduled Meeting.
2. Remind Section Members of the need for Motions of Notice items 14 days before the Meeting.
3. Ensure Motions on Notice items from the Section Members duly Proposed and Seconded are on the Notice Board 7 days before the Meeting.
4. The Full Agenda including the Motions on Notice and Treasurers Report is sent to the Section Members in line with the Standing Orders detail 6 days before the Meeting.
5. **Meeting Protocols**
6. The Secretary and President are to run the Meeting in the order accorded in the Standing Orders.
7. Business arising from the Minutes may be moved to General Business at the discretion of the President.
8. Adoption of Motions is to have a Proposer and Seconder at all times.

## Special General Meeting

The purpose of a Special General Meeting is to deal with one or more specific items that cannot be addressed by the Section Committee, and cannot wait until the next Section Annual General Meeting.

The Special General Meeting Standing Orders and Meeting Protocols follow:

### Standing Orders

The fixed Order and Detail of Business for a Special General Meeting is as follows:

1. **Preliminaries**
2. Opening Time recorded
3. Presidents Opening Remarks
4. Confirm Agenda
5. **Attendance**
6. Present
7. Apologies
8. Absent
9. **Motion:** That apologies be accepted
10. **Deal With Meeting Objects**
11. Items 1 to “x” as advised to Section Members.

Proposer and Seconder Required for all Objects if necessary.

1. **Closure**
2. Meeting Closed by President and the Time Recorded

### Special General Meeting Protocols

The following disciplines and processes are the rules for Special General Meetings:

1. **Timing**
2. The Secretary shall call a special General Meeting within 14 days of being directed to do so by the President.
3. Notice of such meeting shall be sent to each Section Member not less than 7 days before the date of the meeting.
4. **Quorum**

Eight Members of the Club’s Golf Section constitutes a Quorum.

1. **Meeting Protocols**
2. The Secretary and President are to run the Meeting in the order accorded in the Standing Orders.
3. Only items detailed in the Meeting Objects may be addressed.
4. Adoption of Motions is to have a Proposer and Seconder at all times.

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# Golf Rules and Procedure

The game of Golf is a disciplined sport with a set of regulations and procedures by which the sport should be played. The Golf Section of the Club adheres to the following controls:

1. The number one rule at Mundaring - "Play the ball as it lies, play the course as you find it, and if you cannot do either, do what is fair. But to do what is fair, you need to know the Rules of Golf."
2. The R&A and the USGA jointly govern the rules and administration of the game worldwide.
3. The Rule Book, entitled ***Rules of Golf*** is updated regularly to deal with:
   1. All aspects of play.
   2. Definitions of terminology and procedures.
   3. Equipment parameters.
   4. Penalties enacted in certain situations and for rule infractions.
4. Golf Australia administers the Handicapping system for Affiliated Golfers throughout Australia.
5. Our Section under the control of the Course Sub-Committee administers all local rules of the Mundaring Golf Course.
6. In addition to the rules, golf adheres to a code of conduct known as etiquette – at Mundaring this is seen as being as important to the sport as the rules themselves.

The following rules and procedures apply for the following Game Day Events:

## Formal Game Day

In general for all Formal Events, administration and play is controlled as follows:

1. Formal Game Days are always scheduled to be 18 hole Events.
2. Player Fees are determined at the Sections AGM for the next year.
3. Only Affiliated Players are eligible for Monthly and Annual Awards.
4. A preferred lie is permitted on fairway.
5. The Captain is responsible for the administration of the day, namely:
   1. Start Times.
   2. Pre game entrants, handicaps, fee collection, partnering, hit off locations and special announcements.
   3. Post game collection and compliance vetting of player cards.
   4. Post game completion of the Player Sheet for positions and novelties.
   5. Post game cash reconciliation and associated completion of the Banking Sheet for the Section Treasurer.
   6. Clubhouse welcoming, announcements and presentation of winner and novelty awards to successful players.
6. The Handicapper is responsible for the:
   1. Provision of the current GA Handicaps for all Affiliated Players.
   2. Assigning a Handicap to Non-Affiliated Players.
   3. Updating the GAHS with the game day results.
   4. Media advertising of Game Day results.
   5. Updating the players on rule changes.
   6. Maintaining the records for the Monthly and Annual Awards.
7. The Match Committee are responsible for the:
   1. Adjudication of Rule Disputes.
   2. Determination of Penalty Areas.
   3. Determination of Abnormal Ground Conditions and associated relief.
   4. Determining Areas of Relief without penalty.
   5. Determining individual maximum handicaps in all Four Ball and Ambrose Events.
   6. Cancellation of an event.
   7. Suspension of play.
   8. Determination of what constitutes a game due to weather events.
   9. Slow Play decisions.
   10. Applying the Rules of Golf, Etiquette and Local Rules.

## Championships

Championship Events are run to determine the Club Champions. The rules of play are:

1. Formal Game Day Procedures apply (Section 12.1).
2. Player Fees are determined at the Section’s AGM for the next year.
3. Hit Off Time will be the same for all players.
4. Championship Rounds are to be played over 18 holes of Stroke.
5. A reduced round as per 12.1 (vii) (h) does not constitute a Championship Round.
6. Only Affiliated Players are eligible for Club Championship prizes.
7. All Stroke Events count towards Club Championship eligibility.
8. The best two Stroke Rounds are taken to determine Club Championship prizes.
9. Player Club Championship prize eligibility is dependent on playing at least eight games in the Official Golf Season – the eight games include the Stroke Events.
10. Championship prizes will be:
11. Best Gross (Club Champion) and Runner-Up – 0 to 20 Handicap
12. Best Net and Runner-Up – 0 to 20 Handicap
13. Best Gross and Runner-Up – 21 + Handicap
14. Best Net and Runner-Up – 21 + Handicap
15. Count – Back Rules for Championship Prizes are detailed in Section 10.1.1.8 (x).

## Scroungers

The Scrounger Events are run to enable a 9 hole game to be played mid week (Wednesday) during the Official Golf Season. The rules of play are:

1. Scroungers is a recognised Section Annual Award Event.
2. The alternate 9 is played each week.
3. A 5, 3, 1 award system will be applied to the first three placegetters for Annual Awards.
4. An official competition is recognised with 3 or more players.
5. Player Fees are determined at the Section’s AGM for the next year.
6. The Annual Award Season closes the Wednesday before the Annual General Meeting.
7. All Scroungers related player cards will be entered into the GAHS by the Section Handicapper.
8. Banking of the fees will be the responsibility of the Sections Treasurer.
9. All the normal Rules of Golf apply.
10. Specifically, the Scroungers Captain is responsible for:
    1. Administering the Event including Match and Handicapper rule determinations.
    2. Start Times.
    3. Pre game entrants, handicaps, fee collection, partnering, hit off locations and special announcements.
    4. Weekly award presentations.
    5. Post Game results communication to the Section’s community.

## Novelty Events

Many Novelty Events during the year have players record their Stableford Scores specifically for handicap entry by the Handicapper. However, the following Novelty Events and associated rule variations make them an **ineligible** handicapping game:

1. Novelty Events are:
   1. Pink Day
   2. Darlington Cup
   3. Scroungers Cup
2. Rules

Where applicable all Formal Game Day rules apply to Novelty Events with the following exceptions:

* 1. The Events are open to Section, Non-Affiliated and Novice Players.
  2. For all Events the creek on holes 2, 9, 10 and 18 on and off the fairway are a drop without penalty.
  3. For the Pink Day and the Darlington Cup Events, a preferred lie is permitted off fairway for the players subsequent to the chosen players shot.
  4. Pink Day is a two person mixed Ambrose with a Player Fee determined at the Sections AGM for the next year.
  5. Darlington Cup is a two person mixed Ambrose with a Player Fee determined at the Sections AGM for the next year.
  6. Scroungers Cup is an individual Stableford Event. The special rules are:
     1. The Event is managed by the Scroungers Captain.
     2. The Event is on a Wednesday before Closing Day.
     3. All Section players are invited to play.
     4. Player Fees are determined at the Sections AGM for the next year.
     5. Playing rules are at the discretion of the Scroungers Captais.
     6. The Section contributes to the prizes and food.

## Summer Scroungers

This is an Event established by players to continue their game in the Off Season. It is a relaxed Event with the following Rules and Protocols:

1. Administration of the Event is voluntary.
2. It is played between the months of November and March.
3. It is played early on a Saturday morning.
4. It is a nine hole Event played on the Front Nine.
5. The Event is not a Handicapped Event.
6. Player Fees are determined at the Sections AGM for the next year.
7. Players play to their Official Handicaps.
8. Winners lose one stroke off their Handicaps for their subsequent two games.
9. Preferred lies are permitted off fairway.
10. “Gimme” puts are given under a putter grip length.
11. The creek on holes 2 and 9 is a free drop on and off fairway.
12. End of game is usually spent celebrating at a local coffee shop.

# GLOSSARY OF TERMS

| **Term** | **Term Definition** |
| --- | --- |
| **AGM** | Annual General Meeting. |
| **Affiliation Fee** | The portion of a Section Members subscription that is paid to affiliate with Golf WA particularly for Golf Handicap Management. |
| **Bar Manager** | Is a certified position that is approved after suitable training by the Department of Racing, Gaming and Liquor. An approved Manager must always be present as the Duty Manager when alcohol is served from the Bar. In addition the Approved Manager must be holding an Approved Manager ID card. Persons can only act as a Duty Manager if they hold an Approved Manager ID card. |
| **BOM** | The Board of Management of the Mundaring Sporting Club Incorporated. |
| **Club** | Is the Mundaring Sporting Club Incorporated – our Club. |
| **Clubhouse** | The Mundaring Sporting Club Incorporated Clubhouse and surrounds. |
| **Count Back Rules** | A set of Rules necessarily put in place to determine the winner(s) when two or more players (or teams) Draw with the same score. |
| **Country Club** | As an approved Country Club for Golf in WA the Club Members are entitled to play in the Clubs WA sponsored Country Week Event. The Club also enjoys all the standard range of services provided by Golf WA as an Affiliated Club. |
| **Hole Index** | That difficulty rating given to a hole on a golf course. A rating of 1 is the hardest hole up to 18 which is the easiest hole. |
| **Daily Handicap** | Is the handicap that is assigned for playing on a specific course. |
| **Daily Handicap Formula** | This is an individual’s GA Handicap multiplied by the Course Slope divided by the Average Slope. The result is then added to the difference between the Scratch Rating and the Course Par. This result is then multiplied by .93 to give an actual Daily Handicap.  ***The Mathmatical Formula is: = Round((GA HandicapXCourse Slope/Average Slope) + (Scratch Rating – Course Par))X.93,0)*** |
| **Draw** | A draw in Golf is when players have the same score for an Event. |
| **Duty Manager Tag** | The Tag required at the entry of the Bar certifying who is the Duty Manager for the day. It is a Department of Racing, Gaming and Liquor operational requirement. |
| **Event** | A Golf Game |
| **Ex-Officio** | Membership of a Committee as a result of holding another respected position. |
| **Formal Events** | Are Events that are in the Fixture Book. |
| **Full Sporting Member** | All Members as detailed in Section 7. |
| **Functions Officer** | The Club approved position that is responsible for taking Clubhouse bookings and arranging for all associated Club Sevices. |
| **GA** | Golf Australia |
| **GAHS** | Is the Golf Australia Handicapping System labelled Golflink. |
| **GA Handicap** | Is a Nationally standardised handicap index. In simple terms, official GA Handicaps are calculated as follows: Take the best 8 differentials from the most recent 20 scores, Divide that number by 8 and Multiply that number by 0.93. |
| **Game Day** | Is competition day for an Event. |
| **General Meeting** | A Special General Meeting or an Annual General Meeting. |
| **Gimme** | A ball considered so close to the hole that it is a certainty to be putted. |
| **Golf Australia** | Golf Australia is the **national sporting body that runs golf in Australia**. It was formed in 2006 as a merger of the Australian Golf Union (AGU) and Women's Golf Australia (WGA). In particular it administers the handicapping system driving the GA Handicap of players. |
| **Golf Capitation** | Is the Fee paid by Golf WA out of our Affiliation Fee to Golf Australia. |
| **Golf Course Rating** | Is a number that indicates the level of difficulty for a Scratch Handicapper. For our course with a Par of 72 it has a Course Rating of 69 for men and 71 for ladies. |
| **Golflink** | Is the Golf Australia Handicapping Software System |
| **Golf Report** | Is a report given by the Section President to the BOM on a Monthly Basis and for the Year. The President also gives an Annual Report to the Sections AGM. All reports are expected to be a summary of key activities for the associated time period. |
| **Golf WA** | Is Golf’s amateur governing body in Western Australia. |
| **Hit Off Time** | Is the scheduled start time for an Event. |
| **Junior** | A Member under the age of 18 years of age. |
| **Life Members** | A Member of the Club that has been given special recognition for service on and off the field. The award is only considered with Club Membership of over 10 years and exemplary service on BOM and Section Committees. The individual is also expected to show significant attitude, commitment, leadership and role modelling traits. |
| **Meeting Objects** | Are the Agenda Item(s) for a Special General Meeting. |
| **Member** | Is a financial member of the Mundaring Sporting Club Incorporated. |
| **Official Season** | As defined in Section 6 (ii). |
| **Open Events** | Are the Section’s Pink Day, Open Day, Darlington Cup and Scroungers Cup. |
| **Payable Officer** | This is the Club position that does the online payment to Creditors of the Club. The electronic controls include the need to have The Payable Officer’s online entry approved online by an approved second “signatory”. |
| **Pickering Brook Club** | The Affiliated Golf Club that has had a 50 + year Inter Club relationship with our Club. This relationship is celebrated each year in a fixtured match play event between the Clubs. |
| **Pickmun Shield** | The Inter Club golf match play Event between Pickering Brook Golf Club Incorporated and the Club’s Golf Section. |
| **Player Sheet** | This is the Sheet that the Captain completes for an Event that records the Name, Handicap and Result for all players. It is used to determine the Winner, Placegetters and Novelties for the Event. |
| **Prime User** | Under general playing conditions it is the Section that has prime, but not exclusive use of the Golf Course. Other Users must always give way to Prime Users. |
| **Reports** | For the Golf Section these are reports from the Treasurer, Captain, Scroungers Captain, Handicapper, Course Co-Ordinator, Media Officer and Catering Liaison Officer. |
| **RSA** | Responsible Serving of Alcohol officer. This certified position is permitted to serve alcohol in the Club’s Bar when a Bar Manager is present and the Duty Manager Tag displayed at the entry to the Bar. |
| **Section** | Unless otherwise indicated, Section in this document means the Golf Section of the Mundaring Sporting Club Inc |
| **Slope** | Is a golf term that determines the degree of difficulty of a golf course. The average/standard slope is 113 – Mundaring is deemed to be the less difficult at 109 for men and equal to the average of 113 for the ladies. |
| **Stableford** | Is a Golf game that assigns a score of 2 points for a player that plays to their Daily Handicap determined by the Hole Index on the course. An additional point is added or subtracted for every stroke under/over the player’s handicap for the hole. The minimum score for a hole is zero/0. |
| **Stroke Event** | A Stroke Event requires a player to play every shot according to the Rules of Golf from Tee through to holing out on the Green. In other events such as Match Play, Par and Stableford a player moves to the next hole after achieving a minimum score. |
| **Students** | For this document a Student is a Full Time Student. |