

# **RULES OF THE ARKLEY GOLF CLUB**

## **CONSTITUTION**

1. The name of the Club is "Arkley Golf Club". In the interpretation of these rules "The Company" means the Arkley Golf Club Limited. "The Club" means the Arkley Golf Club. "The Board" means the Board of Directors of Arkley Golf Club Limited. "Member" means a member of Arkley Golf Club. "Secretary" means the Club Secretary, unless otherwise stated, of the Arkley Golf Club. "Club Year" means the year ending on the 25th day of March in each calendar year. Words importing the masculine gender shall include the feminine except where inconsistent with the content.
2. The title of all land, buildings, equipment and other property is held by the Company which will provide the Club with a Club House and everything reasonably necessary for carrying on the Club in accordance with its objects and these rules.
3. The management and administration of the Club shall be the responsibility of the Board who shall be elected by the members in accordance with the provisions of the Articles of Association of the Company. Directors shall be elected to office at the Annual General Meeting and no more than 15 months shall elapse between Annual General Meetings. Retiring Directors shall be eligible for re-election. On the direction of the Board, the Secretary shall call an Extraordinary General Meeting of the Club providing that details for motion shall be circulated to the membership entitled to vote at least 14 days before any such meeting takes place.
4. Pursuant to their powers under the Articles of Association of the Company the Board may make, revoke, alter or add to the rules and bye-laws for the proper regulation of the affairs of the Club.

## **MEMBERSHIP**

5. The Club shall consist of the following categories of members which are defined in rules 13 - 22: -

- (a) Full gentlemen and lady members
- (b) Seven day lady members
- (c) Five day gentlemen and lady members
- (d) Full age-group members
- (e) Five day age-group members
- (f) Junior members
- (g) Social members
- (h) Honorary life members
- (i) Country members
- (j) Temporary members

The number of members shall be determined by the Board from time to time and all members shall be subject to the rules and bye-laws for the time being in force. Amateur golfers only are eligible for membership.

6. Candidates for membership of the Club shall be proposed and seconded by two members of the Club. The sponsors shall vouch for the candidate's fitness for membership in writing to the Secretary. Upon receipt of these letters the Secretary will issue a form of application for completion and submission to the Directors. The candidate, together with the proposer and seconder, shall sign the application form.

Candidates not known to any Club members, may be accepted on the recommendation of the Membership Committee to the Board, after all possible investigation, after the Secretary has gathered references from all other past or present clubs and after the candidate has played at least one round of golf with a member of the Board.

7. The proposal and application for membership shall be posted on the Club's notice board for fourteen days. Any member who objects to the candidate may make his objection in writing to the Secretary stating his reasons. The Secretary shall advise the Board of these reasons but no other person.

8. All candidates for membership shall be interviewed by the membership committee which will make recommendations to the Board. A candidate not admitted shall not be considered again within a period of twelve calendar months from the application.

9. The name of every candidate for membership who has been duly interviewed by the Membership Committee and approved by the Board shall be forthwith communicated to the Secretary who shall inform him that he has been accepted and send him a copy of these rules together with a request for payment of his fees.

10. When the approved member has paid in accordance with Rule 9 he shall be a member of the Club and entitled to all the privileges of the class of membership to which he belongs (see Rules 13 - 22) and shall be deemed to have agreed to be bound by these rules.

11. If an approved candidate for membership does not pay in accordance with Rule 9 within twenty one days from the date when notification of his acceptance has been posted to him such acceptance shall be null and void.

12. Annual subscriptions are payable in advance on the 26th day of March in every year. If any member has not paid or made arrangements for payment with the Secretary by 30th April, the Secretary shall send him a request for immediate payment and the Board may, at its discretion, levy a surcharge on the member concerned up to a maximum of 20% on the amount outstanding or remove the person's name from the register of members. In the latter case the person ceases forthwith to be a member of the Club and forfeits all the rights of membership. Both decisions are required to be notified to the person concerned in writing.

The Board may at any time at its discretion restore any such person so affected to membership upon payment of the subscription and any surcharge that has been levied. In any case, after 30th April no member whose subscription is unpaid or who has not made arrangements for payment can enter for any Club prize, competition or play on the course, nor may he vote at any meeting until such time as the subscription and any surcharge is paid.

A member who leaves during the year is not entitled to any refund of his subscription. A member paying by direct debit who leaves during the year is required to pay the remaining portion of his subscription in full upon departure.

### **CLASSES OF MEMBERSHIP**

13. Full gentlemen and lady members shall be entitled to use the premises of the Club at all times when these are open and to play on the golf course of the Club all year except at such times when the course may be closed.

14. Seven day lady members shall be entitled to the same rights and privileges as full gentlemen/lady members except that they shall not play on the golf course of the Club before noon on any Saturday or Sunday from the last Sunday in March until the last Saturday in October, and not before 11.30 am for the period in between, except that they may be allowed to play on the morning of any Invitation day, any Open day and at the Secretary's discretion.

15. The Board may approve any number of five day gentlemen or lady members, such members shall be duly proposed and seconded under Rule 6 and the other provisions of that Rule and Rules 7 - 12 applied to such approvals with the following modifications: -

(a) A five day member shall pay the entrance fee current for full membership.

(b) A five day member shall be entitled to use the premises of the Club at all times when these are open and play on the Course except on Saturdays and Sundays before 4.30 p.m. in the summer and 3.00pm in the winter.

(c) A five day member shall be entitled to introduce visitors except at times when he is not entitled to use the Course.

(d) A five day member shall be entitled to apply for approval as a full member, such applications to be made in writing to the Secretary.

(e) A five day member shall not be entitled to play in Club competitions other than those designated for five day members.

16. Candidates for age-group membership must be 18 or above and below the age of 30 at the 26th March, and shall be duly proposed and seconded under Rule 6 and the other provisions of that Rule and Rule 7 - 12 shall apply to such members with the following modifications: -

(a) An age-group member shall pay an entrance fee equal to his annual subscription at the time of joining but shall not be liable for a further entrance fee upon attaining the age of 30.

(b) Age-group members shall be entitled to the same rights and privileges as a full member.

(c) Upon attaining age of 30 an age-group member shall be entitled to continue membership in a similar category upon payment of the appropriate annual subscription.

17. The Board may approve from time to time five day age-group members who shall be subject to the conditions laid down in Rule 16 except that subparagraph (b) shall be deleted and the following substituted: -

A five day age-group member shall be entitled to use the premises of the Club at all times when these are open and play on the Course except on Saturdays and Sundays before 4.30 p.m. in the summer and 3.00pm in the winter and shall not be entitled to play for any Club medals or prizes except those designated for five day members.

18. Members' children between the ages of 7 and 18 may, upon application by a parent and subject to the approval of the Board, be admitted as junior members. Other juniors may be proposed by full, five day or Honorary Members for approval by the Board or recommended after approval by the Secretary and Juniors Manager. Juniors aged between 7 and 11 shall be related to a member and that member shall sign an undertaking that he is responsible for the junior and is aware of his insurance obligations. Junior members shall not be entitled to play on the Course on Saturdays and Sundays before 4.30 pm in the summer and 3.00 pm in the winter, except that male juniors with a handicap of 28 or less and female juniors with 36 or less may play after 12 noon from the last Sunday in March until the last Saturday in October and from 11:30 am for the period in between. No junior member may use the bar to purchase alcoholic beverages and use of the Club House may be restricted at the discretion of the Board. Junior membership shall be granted for the ensuing year and renewed annually. The Board may refuse to renew the membership of any junior without any reason being given. Junior members with a handicap of 28 for boys and 36 for girls or under may compete in and win Club competitions other than the knock-outs and those qualifying for national events.

19. Candidates for social membership shall be approved in accordance with Rules 6 - 12. Social members so approved shall be subject to the general rules with the following modifications: -

- (a) A social member has no right to play the course other than as a guest of a member or as a visitor.
- (b) Social members are entitled to use the Club House on any day that it is open.
- (c) A social member may not play in any Club Competition.

20. On the recommendation of the Board a member may in special circumstances be elected an Honorary Life Member at any general meeting of the Club and shall thereafter be entitled to all the rights and privileges of full membership without paying the yearly subscription or any special payment for life membership. The approval of two-thirds of those present and voting shall be necessary to ensure election.

21. A country member shall live more than 50 miles from the club and shall not be entitled to compete for any Club medal or prize. A country member may play up to six times in any calendar year without payment of a green fee. Thereafter a green fee is payable. A country member may play in Club matches.

22. The Board may, at their discretion, grant temporary membership to an individual who wishes to play for a limited period of time in any calendar year. The temporary member shall pay such pro-rata subscription as the Board sees fit. A temporary member may play in Club competitions for handicap purposes but may not win such competitions.

### **VOTING RIGHTS**

23. All Honorary, full, seven day, five day gentlemen and lady members and age group members over the age of 18 are entitled to vote at any meeting of the Club.

### **EXPULSION**

24. The Board may expel from the Club a member of any category whose conduct is such as shall in the opinion of the Board be injurious to the character or interests of the Club or render him unfit to associate with members of the Club. Before a member is expelled his conduct shall be enquired into by the Board and he shall be given full opportunity to defend himself and to justify or explain his conduct. If a majority of the Board present when the matter is enquired into are of the opinion that the member has been guilty of such conduct and the member has failed to justify or explain it satisfactorily, the Board shall call upon the member to resign. Should the member fail to resign he shall be expelled and forfeit all the privileges of membership. Any person who has been expelled from the Club shall not be introduced as a visitor or guest.

### **ADMISSION OF VISITORS**

25. Any member except a junior may introduce a visitor to those privileges of the Club to which he himself is entitled. A junior may introduce a visitor by prior arrangement with the secretary or the professional. The member so introducing shall be held responsible for the character of the visitor being such as will be acceptable to members and for his compliance with these rules.

A member may bring three guests at any one time to play in a fourball. No one person shall be admitted as a guest (to play at reduced green fee rates) more than six times in any calendar year. There is no restriction on visitors or guests paying the full green fee.

Only members' guests may play the course at weekends prior to 4.30pm in the summer and 3.00pm in the winter. Visitors who are not members' guests may only play after 4.30pm in the summer and 3.00pm in the winter.

The visitor's name and address and the name of his introducer shall be entered legibly in block capitals in the green fee book and payment made before the commencement of play. Each such visitor shall be entitled to use the Club House and course and may purchase intoxicating liquor for consumption on the premises during the period covered by the payment of the green fee.

26. No green fee or other charge shall be made for the admission of any visitor not playing on the Course but the introducing member shall immediately on entering the Club House insert his own name and the name and address of the visitor in the visitors' book. Such a visitor shall not be permitted to purchase intoxicating liquors from the Club and the introducing member shall be responsible for payment of any charges incurred by the visitor.

27. The Secretary may admit as a visitor any member of the public. Each visitor shall pay green fees in accordance with the scales for the time being in force. The visitor's name and address shall be entered in the green fee book and payment made before he plays upon the Course. Each such visitor shall be entitled to use the Club House and the Course and may purchase intoxicating liquor for consumption on the premises during the period covered by the payment of green fees.

28. In accordance with the provisions of Section 49 of the Licensing Act, non-members may be admitted to the Club on special occasions, including private parties, by arrangement with the Board, provided that such persons are invited guests of some body utilising the whole or part of the premises, and that intoxicants may be supplied to and consumed on the premises by them.

29. The scale of green fees shall be settled by the Board. Details of green fees for the time being in force will to be displayed on a prominent position in the Club House.

## **GENERAL**

30. All notices required by these Rules to be given to members of the Club must be given by prepaid letter addressed to a member at the last address which he has furnished to the Secretary and shall be deemed to have been given on the day after such letter is posted. Members must notify the Secretary of any change of address. The Secretary and Directors of the Club should endeavour to maximise the use of email communication with members.

31. Any dispute which may arise as to the meaning or interpretation of these rules shall be determined by the Board whose decision shall be final and binding upon all members.

32. All complaints shall be made in writing through the Secretary to the Board whose decision shall be accepted as final.

33. In no circumstances shall an employee of the Club be reprimanded directly by any member. Any member believing that he has justifiable cause for complaint should report full details to the Secretary. No member shall in any way interfere with any employee of the Club in respect of his duty on the Course or in the Club House.

34. The Club House shall be opened and closed at such hours as the Board shall from time to time determine.

35. Members shall pay, before they leave, all expenses they incur on their own behalf or for visitors in the Club House or on the Course. The steward has strict orders to refuse credit. No wines, liquors or provisions other than those supplied by the Club shall be introduced or used on the Club premises unless by prior arrangement under payment of corkage.

36. No paper, notice or placard written or printed shall be displayed in the Club House except by the Secretary or the Secretary of the Ladies' Section without the previous sanction of the Directors.

37. Changing in the car park, including footwear, is strictly forbidden.

38. Mobile phones may not be used in the clubhouse or on the course except in an emergency.

39. All commercial vehicles are to be parked in the rear car park.

## **LICENSING**

40. The bar shall be opened and closed within the permitted licensing hours for such periods as shall be determined by the Board from time to time. No person under the age of 18 years of age may be served with intoxicating liquor.

### **DRESS CODE**

41. Members shall at all times be properly dressed in accordance with regulations laid down from time to time by the Board. Detailed dress codes are posted on the Club's Notice Boards.

### **CHILDREN**

42. No child under the age of 7 shall be allowed on the Course. The child shall be allowed in the Club House whilst in the care of a parent or guardian who must be a member of the Club and who shall be responsible for the conduct of the child.

### **DOGS**

43. Except for the protection of the Club's property and guide dogs no dogs are allowed upon the Course or in the Club House.

### **RULES OF THE GAME**

44. The rules of the game of golf shall be those approved by the Royal and Ancient Golf Club of St. Andrews. Any dispute, that may arise as to the meaning, interpretation and application of these rules, will be referred to the Club Handicap and Competitions Committee for decision.

45. Handicaps of all playing members shall be under the control of the Club Competitions and Handicap Committee who will apply the rules of the CONGU Unified Handicapping System. Any dispute, that may arise regarding handicaps, competitions and matches, will be referred to this committee for decision.

### **LADIES SECTION**

46. A Ladies' Committee elected by the lady members appoints the lady officers.

### **CLUB COMPETITIONS**

47. Players in Club competitions have precedence in starting over ordinary matches.

48. In all Club competitions cards may be marked by a visitor if he is a member of any recognised Golf Club but only after permission has first been obtained from the Secretary or in his absence from a member of the Board who shall before the competition record the permission on the score card.

49. All cards must be placed in the competition box immediately after completion of the round under penalty of disqualification for non-compliance.

50. Competitors must make their own arrangements by mutual agreement for playing off their matches. In the event of competitors being unable to agree on a date on which to play off their match the player or side reporting on the first tee at 1.00 p.m. on the last day appointed for the completion of that round shall be given a walkover.

### **STARTING TIMES**

51. Starting times may be put in force at the discretion of the Board.

52. Certain restrictions must be accepted owing to the course being one of nine holes only and in order to secure maximum and fair use of the course: -

(a) All matches will start from the first tee except that where no match is visible on the 5th/14th hole matches may start on the 15th tee.

(b) Matches starting on the 1st tee must alternate with those playing from the 10th tee. A match will enter the order for alternating when it is ready to tee off.

(c) The 1st and 15th tees will be closed to starters on Saturday and Sunday mornings from 9.45 am to 12 noon from the last Sunday in March until the last Saturday in October and from 9.30 am to 11.30 am for the period in between.

- (d) The 1st and 15th tees shall be closed to starters on Saturday and Sunday afternoons from 2.15 p.m. to 4.00 p.m. from the last Sunday in March until the last Saturday in October and from 1.30 p.m. to 3.30 p.m. for the period in between.
- (e) The Board in its discretion may vary the times and dates on (c) and (d) above. In which case any variation will be posted on the Club Notice Board and the times will also be altered on the board at the access point to the course.
- (f) On Saturdays and Sundays single and foursomes matches not playing in a Club competition shall have no priority on the first tee but shall have normal precedence through the green where the match ahead has lost one clear hole.

### **CARE OF THE COURSE**

53. No member will climb over walls, hedges, fences, railings or gates of the course or leave any gates (other than the main entrance gate) open. No member shall climb, damage, pull down or destroy any of the trees, shrubs or plants or pluck any flowers in the grounds or break, deface or injure any of the seats or other property affixture of the Club or wilfully cut or injure the surface of the fairway or greens on the course or trample on or injure any flower or vegetable beds or shrubberies in the grounds.

No member shall leave or deposit any form of litter in any part of the Club House, grounds or course except in the proper receptacles provided. Turf cut or displaced (divots) must be at once replaced and properly pressed down. Members in default are liable to be suspended from play at the discretion of the Board. For the benefit of other players members must carefully fill up any holes made by them in a bunker and refrain from walking up the face and over the top of the bunker.

### **REGULATION OF PLAY**

54. Players in club competitions and inter-club matches shall be entitled to take precedence over and to pass other players not engaged in the competition or inter-club match.

Players coming up shall be entitled to pass any players searching for a ball and the latter on request shall immediately allow them to pass and shall not recommence playing until they are out of range or have holed out although the ball may be found before they have actually passed.

Players temporarily breaking off from play or entering the Club House for refreshment lose their place on the course. Three and fourball matches must on request allow two ball matches to pass as they come up except at such times as the Board may decide. No player shall strike off from any tee until the players in front have taken their second shots and have moved out of range nor play up to the putting green until the players in front have holed out and moved off the green.

Members playing 18 holes have the right to pass members playing a fewer number and the latter are required to permit the former to pass as they come up. Players failing to keep their places through the green and losing a distance of one clear hole must on request allow players coming up from behind to pass through.

Practice on the course or the playing of more than one ball is not permitted.

Any member or members responsible for congestion during play should be reported to the Secretary by any members observing the situation. A member or members so reported will on the first occasion receive a formal notification of the complaint and if thereafter such member is again reported he or she will be liable to suspension at the discretion of the Board.

55. Golf clubs and equipment are not allowed in the clubhouse or on the patio in front of the main lounge. All such articles improperly deposited or found anywhere on the Clubs' premises without mark or identification will be placed in store and if not claimed will be disposed of at the discretion of the Board.

We certify that the above is a true copy of The Arkley Golf Club's current rules

\_\_\_\_\_ G. Goes \_\_\_\_\_ (signed G Goes, President)

\_\_\_\_\_ S. Giles \_\_\_\_\_ (signed S P Giles, Chairman)

Dated: 29<sup>TH</sup> November 2011