

GREAT YARMOUTH AND CAISTER GOLF CLUB

RULES AND REGULATIONS as adopted at AGM 7th December 2011

1 NAME AND OBJECTS OF THE CLUB

- 1.1 The name of the club shall be the "Great Yarmouth and Caister Golf Club".
- 1.2 It is a Private Members Golf Club.
- 1.3 Its objectives are to provide facilities for and to promote participation in the amateur sport of golf.
- 1.4 The Club is non profit making and all surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

2 MEMBERSHIP OF THE CLUB

2.1 Categories of membership

- 2.1.1 The following categories of membership are available at a subscription recommended by the Committee of Management and approved by the members in general meeting.
- 2.1.1A Full membership
- 2.1.1B Five day membership - restricting the member to play over the course on Monday to Friday inclusive but permitting use of the other facilities of the club on any day of the week. All users of the course who are 5 day playing members using the course on a Saturday or Sunday will be required to pay a green fee
- 2.1.1C Country membership - as for full membership but restricted to those who are full playing members of another golf club
- 2.1.1D Life membership -. This category is granted by the Committee of Management to members who have made a significant and valued contribution to the club over a number of years. The appointment of any new members to this category shall be announced at the next general meeting. Life members shall be entitled to the benefits of full membership without paying the annual subscription or any special payment
- 2.1.1E Intermediate membership - for those aged 19-35 on 1st October of the year in question
- 2.1.1F Junior membership - for those aged 18 or under on 1st October of the year in question
- 2.1.1G Non - playing membership - permitting the use of all the facilities of the club except the course

2.2 Voting

- 2.2.1 Only members in the categories of Full, Five day, Life, or Intermediate membership, i.e. categories 2.1.1A,B,D,E, are entitled to vote at any general meeting of the club.
- 2.2.2 Voting at a general meeting of the club shall be either by a show of hands or ballot at the meeting concerned. When ballots are required for the election of a President, Officer or members of the Committee of Management the ballot shall take place over a period prior to the meeting as specified in the relevant rule.
- 2.2.3 There are no rights for proxy or postal voting except as specified in 6.2 Extraordinary General Meeting – Rule 6.2.9.

2.3 Transfers between categories

- 2.3.1 Members may transfer between the various categories of membership with the approval of the Committee of Management.

2.4 New members

- 2.4.1 Membership of the Club shall be open to anyone interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Prospective members shall complete a form of application, obtainable from the Club Manager.
- 2.4.2 The Committee of Management may refuse membership, for good cause such as conduct or character likely to bring the Club or the sport into disrepute. Appeal against any refusal may be made in writing to the Trustees. The Trustees shall then meet with the prospective member and a member of the Committee of Management to ascertain the reasons for the refusal. After hearing from both parties, they will, within 14 days, make a decision as to whether the prospective member shall be admitted to the Club or the refusal shall be upheld. If any Trustee should be a serving member of the Committee of Management then he may not take part in the appeal process.
- 2.4.3 If the Committee of Management decide in favour of admitting the prospective member they shall be notified accordingly and will immediately become liable to pay the annual subscription and joining fee in accordance with rule 3.
- 2.4.4 Upon such payment, the prospective member shall become a member and be entitled to the privileges afforded to that class of membership. Until such time as they have become members, prospective members are considered as visitors and shall only use the facilities of the club upon payment of the appropriate fee.
- 2.4.5 Prior to playing on the course, the new member must attend a meeting with one or more of the members of the Committee of Management at which matters such as the expected standards of behaviour and etiquette on the course, together with matters relating to health and safety etc. will be discussed.

2.5 Resignations

- 2.5.1 Any member desiring to resign from the club should give notice in writing of their intention to the Club Manager.

2.6 Expulsion or suspension of members

- 2.6.1. The Committee shall have power to admonish, suspend for a period not exceeding 12 months on such terms as it thinks fit or to expel a member who infringes any of these rules or whose conduct whether within or without the confines of the Clubhouse and the Course is in the opinion of the Committee injurious to the good name of the Club or renders him unfit for membership. No person shall be suspended or expelled without first being summoned before the Committee and full opportunity afforded to him to advance a defence nor unless three quarters of the Committee then present shall vote on his suspension or expulsion.
- 2.6.1.1 The Committee shall have power to suspend any member from membership of the Club pending the hearing of the case against him.
- 2.6.1.2 Complaints received by the Club concerning the conduct of any member should be recorded in writing by the Manager/ and then referred to the Committee for its consideration.
- 2.6.2 The member may explain their conduct in writing or orally to a meeting of the Committee of Management and may call any witnesses.
- 2.6.3 If no explanation is given or if the Committee of Management remain of the opinion that such conduct was not in the best interests of the club, they shall inform the member of his expulsion by recorded delivery letter. The decision of the Committee of Management shall be taken by secret ballot.
- 2.6.4 If the member is dissatisfied with the decision of the Committee of Management they may, within one month of the date of the letter referred to above, request in writing that the matter be considered by the voting members at an Extraordinary General Meeting. The committee shall then convene such meeting. If no such request is made, the member shall be considered to have been expelled.
- 2.6.5 If an Extraordinary General Meeting is so called, the Committee of Management shall explain to the meeting their reasons for considering that the member should be expelled. The member may explain their conduct in writing or orally to the meeting and may call any witnesses but may not be represented legally or otherwise by a third party.
- 2.6.6 The members present that are eligible to vote shall then vote by secret ballot. If more than two thirds of the votes cast are in favour of the expulsion of the member, he shall thereupon cease to be a member of the club. If the appeal is allowed, the member will be considered to have been reinstated.
- 2.6.7 Any member expelled from the club shall, upon ceasing to be a member, forfeit all right to and claim upon the club and it's property and funds.

2.7 Introduction of guests

- 2.7.1 Members may invite guests to the club on such terms and upon payment of such fee as the Committee of Management shall from time to time determine. The member is responsible for ensuring that the guest signs the visitors book obtainable from the steward or the professional. Guests may only remain at the club for as long as the member introducing them is present.
- 2.7.2 Members may introduce playing guests to the course at a reduced green fee. Guests must play with the sponsoring member.
- 2.7.3 Guests shall include Associate Members and guests of associate members. For the purpose of this rule a guest is an associate member if: In accordance with the rules of the club he is admitted to its premises as being a member of another club; and that other club is a recognized golf club.
- 2.7.4 Visiting Golfers as members of other types of golf club, overseas visitors and non-club members will, on the payment of a green fee, be regarded as a guest of the club and its members.
- 2.7.5 The member shall be responsible for the behaviour of their guests and ensuring that they obey the rules of the club and course.
- 2.7.6 Guests shall be entitled to purchase intoxicating liquor for consumption on the premises.

3 PAYMENT OF SUBSCRIPTIONS ETC.

- 3.1 All subscriptions become due on 1st October each year and any member who has not paid or made arrangements for payment by instalments in accordance with rule 3.4 or rule 3.5 below by 15th October or the 15th of the month of renewal in the year shall cease to be a member.
- 3.2 The club offers the facility to pay subscriptions by instalments in respect of the following categories
 - Full membership
 - 5 day membership
- 3.3 Subscriptions paid by instalments may be at a higher rate than those paid in one annual sum, as the Committee of Management may decide.
- 3.4 Payment may be made by 12 equal instalments, by bankers order, on the 3rd day of each month from October to September inclusive.
- 3.5 Payment may be made by 2 equal instalments on or before 1st October and the 1st April each year.
- 3.6 A joining fee shall be payable upon joining the club at a rate determined from time to time by the Committee of Management.
- 3.6 All payments in cash should be made in person to the Club Manager who will issue a receipt.
- 3.7 Payment by cheque may be made by post, or in person to the Club Manager. Cheques should be made payable to "Great Yarmouth and Caister Golf Club".
- 3.8 Payment by Debit/Credit Card may made in person or by telephone to the Club Manager. Credit Cards will be subject to a 1.5% surcharge.

4 MANAGEMENT OF THE CLUB

4.1 Committee of Management

- 4.1.1 The management and control of the club, including its financial affairs is vested in the Committee of Management, subject to any resolutions passed in general meeting. The Committee of Management shall, however, not incur

capital expenditure on any single project in excess of £30,000 nor incur borrowings in excess of £30,000 without the prior approval of the members in general meeting.

- 4.1.2 The Committee of Management shall consist of five elected Full members of the club plus the Officers of the club and the Ladies Captain and Ladies Secretary, if so elected. The Officers of the club shall be the Captain, Immediate Past Captain, Vice Captain, Honorary Treasurer and Club Manager.
- 4.1.3 The elected Full members of the Committee of Management shall serve in this capacity for a term of three years and, on completion, shall be eligible for re-election in accordance with rule 5.4.
- 4.1.3 The Committee of Management shall have power from time to time to make, alter and repeal all such bye-laws as they deem necessary or convenient for the proper conduct and management of the club.
- 4.1.4 Such bye-laws shall be binding upon members unless set aside or varied at an Annual General Meeting or an Extraordinary General Meeting of the club.
- 4.1.5 The Committee of Management shall have authority in all matters regarding the employment of any staff that they feel are necessary for the running of the club.
- 4.1.6 The Committee of Management may recommend financial levies, in addition to normal subscriptions, that may be placed upon members to meet unusual circumstances. The Committee of Management shall have authority, without reference to a general meeting, to increase entrance fees and subscriptions at the beginning of a new financial year by not more than 5%. The Committee of Management has the power to call an amount of up to £20 per member in any three year period without ratification by the members at an Annual General Meeting or an Extraordinary General Meeting.
- 4.1.7 The Captain will be responsible for calling meetings of the Committee of Management and, where possible, members of the Committee should receive ten days notice of meetings so called.
- 4.1.8 A quorum for meetings of the Committee of Management shall be a total of five members and no business shall take place if a quorum is not present.
- 4.1.9 The Captain shall take the chair at all meetings of the Committee of Management. In the absence of the Captain, the Immediate Past Captain, or in his absence the Vice Captain shall take the chair. The chairman shall have the casting vote where required.
- 4.1.10 The Captain may appoint sub-committees from the Committee of Management and the Full members of the club, providing his nominations receive the support of the Committee of Management.

4.2 President

- 4.2.1 The President shall serve in this capacity for a term of three years.
- 4.2.2 The President will receive minutes of all committee and sub-committee meetings. The President may attend all committee and sub-committee meetings in an advisory capacity but shall not vote.
- 4.2.3 The President may call an Extraordinary General Meeting.

4.3 Captain

- 4.3.1 The Captain shall serve in this capacity for a term of one year.
- 4.3.2 At the end of his term of office, the Captain may continue to serve on the Committee of Management, in the capacity of Immediate Past Captain, for a further year. At the end of that year, he becomes eligible for election to the Committee of Management in accordance with rule 5.4.

4.4 Vice Captain

- 4.4.1 The Vice Captain shall serve in this capacity for a term of one year.
- 4.4.2 At the end of that year, he becomes eligible for election as Captain in accordance with rule 5.2. If he does not then progress to the office of Captain or, for any reason, he relinquishes the office of Vice Captain, he shall not continue to serve on the Committee of Management but shall be eligible for election to the Committee of Management in accordance with rule 5.4.

4.5 Honorary Treasurer

- 4.5.1 The Honorary Treasurer shall be appointed by the Committee of Management but the appointment shall be subject to ratification at each Annual General Meeting.
- 4.5.2 The Honorary Treasurer will be a member of the Committee of Management with full voting rights.

4.6 Club Manager

- 4.6.1 The Club Manager shall be appointed by the Committee of Management.
- 4.6.2 The Club Manager will be responsible for the day to day running of the club under the direction of the Committee of Management.
- 4.6.3 The Club Manager shall not vote at Committee or Sub-Committee meetings.

4.7 Ladies

- 4.7.1 Lady members of the club may elect a Ladies Committee consisting of a Ladies Captain and such other ladies as they may decide with a view to organising their own section, social events, handicaps, competitions and matches (in consultation with the Club Manager). The Ladies Committee may not expend club funds without the prior approval of the Committee of Management.
- 4.7.2 The Ladies Captain and Ladies Secretary shall be eligible, by virtue of their office, for election to the Committee of Management at the Annual General Meeting of the club.
- 4.7.3 The names of the elected Ladies Captain and Ladies Secretary shall be sent, in writing, to the Club Manager at least 15 days before the date of the Annual General Meeting of the club and will be exhibited on the club notice boards at least 14 days before the Annual General Meeting.

5 THE ELECTION OF THE MANAGEMENT OF THE CLUB

5.1 The President

- 5.1.1 Any two members eligible to vote and who have been so for at least two years may nominate a Full member, who must be a Past Captain of the club, to serve as President. They must have received the assent of that member before completing the nomination.
- 5.1.2 The name of each member so nominated shall be sent in writing to the Club Manager at least 21 days before the Annual General Meeting and nominations shall be exhibited on club notice boards for at least 14 days before the Annual General Meeting.
- 5.1.3 In the event of more than one nomination being received, the President will be elected by ballot of the members, in accordance with the procedure set out in rule 5.5.

5.2 The Captain

- 5.2.1 Any two members eligible to vote and who have been so for at least two years may nominate a Full member of at least five years standing, who will normally have been Vice Captain for the previous year, to serve as Captain. They must have received the assent of that member before completing the nomination.
- 5.2.2 The name of each member so nominated shall be sent in writing to the Club Manager at least 21 days before the Annual General Meeting and nominations shall be exhibited on club notice boards for at least 14 days before the Annual General Meeting.
- 5.2.3 In the event of more than one nomination being received, the Captain will be elected by ballot of the members, in accordance with the procedure set out in rule 5.5.

5.3 The Vice Captain

- 5.3.1 Any two members eligible to vote and who have been so for at least two years may nominate a Full member of at least five years standing, to serve as Vice Captain. They must have received the assent of that member before completing the nomination.
- 5.3.2 The name of each member so nominated shall be sent in writing to the Club Manager at least 21 days before the Annual General Meeting and nominations shall be exhibited on club notice boards for at least 14 days before the Annual General Meeting.
- 5.3.3 In the event of more than one nomination being received, the Vice Captain will be elected by ballot of the members, in accordance with the procedure set out in rule 5.5.

5.4 Committee of Management

- 5.4.1 Any two members eligible to vote and who have been so for at least two years may nominate a Full member of at least two years standing, to serve as a member of the Committee of Management. They must have received the assent of that member before completing the nomination.
- 5.4.2 The name of each member so nominated shall be sent in writing to the Club Manager at least 21 days before the Annual General Meeting and nominations shall be exhibited on club notice boards for at least 14 days before the Annual General Meeting.
- 5.4.3 A passport sized photograph of the member so nominated should accompany each nomination.
- 5.4.4 Should the number of nominations exceed the number of vacancies to be filled, the election to the Committee of Management will be by ballot of the members, in accordance with the procedure set out in rule 5.5
- 5.4.5 All candidates who wish to be included in the ballot for election to the Management Committee of Great Yarmouth and Caister Golf Club should write a short note with their nomination paper as to their reasons for wishing to be elected and to indicate what qualities/experience they consider they would bring to the management committee.

5.5 Procedure for ballots

- 5.5.1 In the event of a ballot being required for any election, a notice will be placed on the club notice boards at least 12 days before the date of the Annual General Meeting giving notice that a ballot will be required and detailing which positions will be subject to ballot.
- 5.5.2 All voting shall be by secret ballot and only members eligible to vote may vote in the ballot. A register of members voting will be kept.
- 5.5.3 The preparation of ballot papers and the arrangements for members to cast their votes will be the responsibility of the Committee of Management.
- 5.5.4 The period for votes to be cast shall be 7 days (i.e. 168 hours) before the time and date of the Annual General Meeting. Voting will conclude at the time of commencement of the Annual General Meeting.
- 5.5.5 Members may vote for one candidate only for the positions of President, Captain and Vice Captain and as many candidates as they wish, but not exceeding the number of vacancies to be filled, for members of the Committee of Management.
- 5.5.6 Two tellers and one scrutineer will be appointed by the Committee of Management and their names will be exhibited on the club notice boards at least 2 days before the date of the Annual General Meeting.
- 5.5.7 The total result of the ballot will be announced by the Captain at the Annual General Meeting at the appropriate time and will be exhibited on club notice boards at the appropriate time.
- 5.5.8 Canvassing, except on behalf of oneself, is not considered to be in the best interests of the club.

6 GENERAL MEETINGS

6.1 Annual General Meeting

- 6.1.1 The Annual General Meeting of the club shall be held each year on a date and at a time determined by the Committee of Management.
- 6.1.2 All members of the club entitled to vote shall receive at least 28 days notice of the Annual General Meeting.
- 6.1.3 It is the responsibility of the Honorary Treasurer to ensure that accounts are presented to the Annual General Meeting.
- 6.1.4 A quorum for an Annual General Meeting shall be a total of 30 members entitled to attend and vote and no business shall take place if a quorum is not present.
- 6.1.5 The Captain shall take the chair at the Annual General Meeting. In the absence of the Captain, the Immediate Past Captain, or in his absence the Vice Captain shall take the chair. The chairman shall have the casting vote where required.
- 6.1.6 "Any other business" will not be included on the agenda of the Annual General Meeting but an item described as "Members Propositions" will be included. Members propositions will only be taken if written notice of such proposition, duly proposed and seconded by voting members is received by the Club Manager at least 14 days before the date of the Annual General Meeting. Members propositions and amendments require a two thirds majority of those members present and entitled to vote.
- 6.1.7 Copies of Members Propositions shall be exhibited on club notice boards at least 12 days before the Annual General Meeting.
- 6.1.8 Amendments to propositions should be notified to the Club Manager at least 4 days in advance of the Annual General Meeting but emergency amendments may be taken at the Captain's discretion. Directly opposing and irrelevant amendments will not be accepted.

6.2 Extraordinary General Meeting

- 6.2.1 An Extraordinary General Meeting of the club may be called by the President or the Committee of Management as circumstances require.
- 6.2.2 All members of the club entitled to vote shall receive at least 28 days notice of the Extraordinary General Meeting.
- 6.2.3 A quorum for an Extraordinary General Meeting shall be a total of 30 members entitled to attend and vote and no business shall take place if a quorum is not present.
- 6.2.4 The Captain shall take the chair at any Extraordinary General Meeting. In the absence of the Captain, the Immediate Past Captain, or in his absence the Vice Captain shall take the chair. The chairman shall have the casting vote where required.
- 6.2.5 The agenda for an Extraordinary General Meeting will be restricted to those items appearing on the notice calling the meeting. There will be no "Any other business" or "Members Propositions" at an Extraordinary General Meeting.
- 6.2.6 Resolutions passed at an Extraordinary General Meeting are equally as binding upon the club as those passed at an Annual General Meeting.
- 6.2.7 An Extraordinary General Meeting may also be called by any two voting members of the club, provided they have the support and signatures of 25 voting members of the club in total (including proposer and seconder). The notice must be given in writing to the Club Manager and must contain the signature of all 25 members supporting the notice.
- 6.2.8 The Committee of Management may not refuse a properly constituted request for an Extraordinary General Meeting and must fix a date for such meeting not more than 7 weeks after the receipt of such notice.
- 6.2.9 Voting at an Extraordinary General Meeting shall include proxy and postal votes.

7 DISSOLUTION OF THE CLUB

- 7.1 The club shall not be dissolved save by a resolution passed at a properly convened Annual General Meeting or Extraordinary General Meeting by two thirds of those members present and entitled to vote.
- 7.2 Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

8 REGULATIONS - CLUBHOUSE

8.1 Alcohol

- 8.1.1 The sale of alcohol shall only be supplied in accordance with the Licensing Acts.
- 8.1.2 The sale of alcohol shall only take place during the permitted hours as authorised by the Committee of Management and permitted by the Licensing Authority.

8.2 General

- 8.2.1 No member is permitted to bring any intoxicating liquors or any food into the clubhouse without the permission of the Club Manager. Such permission will only be granted in exceptional circumstances and may be subject to a House Charge.
- 8.2.2 All members are required to pay any expense they incur in the club before they leave it. Members will not be permitted to run up accounts.
- 8.2.3 Only guide dogs/hearing dogs will be permitted in the Clubhouse.

9 REGULATIONS - COURSE

9.1 Rules

9.1.1 The Rules of Golf as formulated by the Royal and Ancient Golf Club shall apply and the Committee of Management shall formulate local rules as and when necessary.

9.1.2 The club agrees to comply with the Constitution and Rules of England Golf as a condition of affiliation to that bodies.

9.2 Competitions

9.2.1 No competitions shall be arranged or played on the course except with the approval of and under the control of the Competitions and Handicapping Committee.

9.2.2 The Committee of Management shall have power to give directions and make regulations for the use of the course on match days, competition days and other special occasions.

9.2.3 Five day members are not eligible to play in club competitions at weekends unless special conditions for that competition apply. Special condition competitions are:- Captain's Day, President's Day and major charity days only.

9.2.4 Five day members may play in Open competitions at weekends subject to payment of the appropriate entry fee.

9.3 General

9.3.1 Visitors and members' guests are allowed to play on the course subject to Rule 2.7. and satisfying the professional as to their competence.

9.3.2 The Committee of Management may, from time to time, allow five day members to play non-competitive golf at weekends on payment of a reduced green fee.

9.3.3 All members and visitors using the practise ground shall observe the signs indicating the direction of play. The professional should be given priority on the practise ground.

9.3.4 Dogs are not allowed on the course or practise ground except on a lead and under strict control.

9.3.5 Any proposed course alterations involving permanent changes to the course length or shape of a hole or construction or removal of any hazards must be notified to the members by notice displayed on the club notice boards detailing the proposed alterations and asking for members response. No such alteration may be implemented until 3 months after the displaying of such a notice and then only if a simple majority of those members responding is in favour.

9.3.6 **Seniors.** All male full and five day members aged 55 and over will, for the purposes of playing golf only, be defined as Seniors. Seniors will be allowed up to 15 matches, at Caister, against similar golfers from other Clubs during the year, in arrangement with the Club Manager. There will be no playing charges for these matches. The Seniors will recommend the appointment of a Senior's Organiser to the Management Committee for ratification

10 COMPLAINTS

10.1 All complaints shall be made in writing to the Club Manager who, if unable to deal with them, shall refer them to the Committee of Management, whose decision shall be final.

10.2 In no instance shall an employee of the club be reprimanded directly by a member or a guest.

11 TRUSTEES

11.1 The property of the club shall be vested in four trustees appointed by the Committee of Management.

11.2 The trustees shall deal with the property as the Committee of Management may from time to time direct by resolution (of which an entry in the minute book is to be conclusive evidence).

11.3 The trustees shall be entitled to be indemnified against risk and expense out of the club property.

11.4 The trustees shall hold office until death or resignation or until removal from office by the Committee of Management.

11.5 Where by reason of death, resignation or removal it is necessary for a new trustee or trustees to be appointed, the Committee of Management shall nominate the person or persons to be appointed the new trustee or trustees.

11.6 To give effect to the nomination the Captain is hereby nominated as the person to appoint new trustees of the club within the meaning of the Trustee Act 1925 Section 36, and he must by deed appoint the person or persons nominated by the Committee of Management.

12 ALTERATIONS TO THE RULES

12.1 No rule of the club shall be repealed or altered and no new rule shall be made save by a resolution passed at a properly convened Annual General Meeting or Extraordinary General Meeting by two thirds of those members present and entitled to vote.

13 INTERPRETATION OF THE RULES

13.1 Where the context permits, reference to the masculine shall include the feminine.

13.2 The headings to these rules are for ease of reference only and are not to be taken into account in their interpretation.

13.3 Every member is bound by and must submit to these rules and the bye-laws of the club.

13.4 Members must notify the Club Manager of their address and keep the Club Manager informed of any change of address. Notices sent to the address in the member's record will be deemed as proper service.