

## **NAMBOUR GOLF CLUB INC. BY-LAWS**

In accordance with Section 12.5 of the Nambour Golf Club's Constitution, these By-Laws have been endorsed by the Management Committee for the internal management of the Club.

### **1. CLUB HEIRARCHY**

#### Management Committee

President: Personally, and on behalf of the Management Committee, answerable to the Members of Nambour Golf Club.

Secretary: Reports to Club President

Treasurer: Reports to Club President

Captain: Reports to Club President/Management Committee

Greens Director: Reports to Club President/Management Committee

Committee: Reports to Club President/Management Committee

#### Staff

General Manager: Reports to Club President

Assistant General Manager: Reports to General Manager

Operations Manager: Reports to General Manager

Bar/Golf Shop Staff: Report to General Manager

Head Greenkeeper: Reports to General Manager (Liaison with Greens Director)

Grounds Staff: Report to Head Greenkeeper (Overseen by General Manager)

*Note: No Member (including members of the Management Committee) has the authority to tell a staff member (including the General Manager) how to do his/her job.*

*Complaints regarding staff are to be directed to the General Manager. Complaints regarding the General Manager are to be directed to the Club President.*

## 2. POSITION DESCRIPTIONS

### PRESIDENT –

- Responsible for the overall performance of the club;
- Conduct meetings and see that all business is dealt with expeditiously;
- Unobtrusively supervise the work of the General Manager and other club officials to ensure that the decisions and policy of the Management Committee are carried out promptly and effectively; and
- Ensure that he or she and all other Management Committee members, do not become involved in staff matters or staff supervision or direction. All such items should be referred to the General Manager.

### SECRETARY –

- Maintain records of the Committee and ensure effective management of the Club's records;
- Manage Minutes of Committee meetings, recording the Minutes and ensure minutes are distributed to Committee members shortly after each meeting;
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting;
- Responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements;
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons;
- Ensure that official records are maintained of members of the Club and Committee. Ensure that these records are available when required for reports, elections, referenda, other votes, etc;
- Manage the general correspondence of the Committee except for such correspondence assigned to others;
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders; and
- Ensure smooth, regular, open, and effective communications throughout the Club i.e. reaching all members.

### TREASURER –

- General financial oversight;
- Planning and budgeting. (Together with the General Manager);
- Financial reporting (Together with the General Manager);
- Ensure development and Committee review of financial policies and procedures;
- Support any required auditing processes; and
- Prepare monthly financial reports for presentation at monthly Committee meetings.

### CAPTAIN –

- Have comprehensive knowledge of, and uphold, the rules and traditions of the game;
- Chair meetings of the Match Committee;
- Liaise with the ground staff (when required) on course conditions, course setup and fixture changes;

- Represent the Club at designated events if requested;
- Submit a monthly report to the Management Committee;
- Ensure that, as much as possible, members are informed on the Rules of Golf, local rules and etiquette;
- Help Assistant General Manager set the annual golf calendar;
- Help Assistant General Manager organise and run various Club Championships;
- Organise Mens' pennant teams; and
- Organise/Supervise Mens' pennant host days.

#### GREENS DIRECTOR –

- Support the Head Greenkeeper (this includes protecting he or she and his or her staff from belligerent members);
- Be the liaison between the Head Greenkeeper and the Management Committee; and
- Report to Management Committee.

Note: The Greens Director has NO authority over the Head Greenkeeper from an employer/employee point of view. It is NOT the Greens Director's role to tell the Head Greenkeeper how to do his/her job. (Unless the Greens Director comes from a horticultural background, it is very unlikely that he/she would have similar qualifications, knowledge, or experience to that of a Head Greenkeeper.)

#### COMMITTEE MEMBERS–

- To assist and carry out duties as required by the Management Committee.

### 3. DRESS REGULATIONS RELATING TO THE CLUBHOUSE AND COURSE

Members and Visitors are required to be suitably dressed within the dictates of modesty, current fashion, sun safety and workplace health and safety at all times, both on the course and in the clubhouse.

#### **Acceptable wear on course or in clubhouse:**

- Male Members & Visitors

Shirt with collar or turtle neck and sleeves; slacks or walk shorts with shoes.

- Female Members & Visitors

Sleeveless blouse or blouse with collar and sleeves, worn with slacks, skirt, shorts or culottes with shoes.

#### **Unacceptable wear on course:**

Golf shoes with metal spikes, thongs, bare feet, beachwear, singlets, bare shoulders, and exposed mid-riffs.

#### **Unacceptable wear in clubhouse:**

Bare feet, beachwear, male singlets and bare mid-ribs.

**Exception:**

Working clothes are permitted with the permission of the Management Committee. Minimum requirements are: Shirt and Shorts/Trousers or Overalls and footwear.

The Senior Member of the Management Committee present may grant a special dispensation from standard dress requirements in unusual circumstances, such as extreme weather conditions.

Children, while in the clubhouse, must be under strict parental control. Children who can walk must have footwear.

**4. CONDUCT**

All members and visitors shall, at all times, conduct themselves in a seemly manner, both on the course and in the clubhouse, so as not to interfere with the other members' quiet enjoyment of the Club's amenities.

Any person breaking or otherwise damaging any property of the Club shall pay such sum as may be adjudged by the Management Committee, sufficient to cover the damage.

Junior members under the age of eighteen years are not permitted to sit at the bar or near the poker machines, and will not be served alcoholic drinks.

**5. LIQUOR, BEVERAGES AND FOOD (as per LIQUOR ACT 1992)**

- Liquor - No liquor to be brought onto any Golf Club property, all liquor consumed on Golf Club property must be purchased from the Club.
- Food and Beverages - Only food and beverages purchased from the Club or the Club Caterer may be consumed in the clubhouse. Any exception would be at the sole discretion of the Management Committee.
- The clubhouse is defined as that area within the guttering on the perimeter of the clubhouse, including any verandah area.

**6. RIDE ON GOLF CARTS**

The Greens Director and Club Captain or their representative, shall from time to time make rules governing use, access, wet weather conditions and marshalling of motorised golf buggies. They can also denote areas for parking buggies, designate prohibited areas and the like.

Hired and visitors' motorised golf buggies are subject to the same rules which apply to members' buggies.

## **7. MOBILE PHONES**

During competition rounds, members are requested to minimise the use of mobile phones. As a courtesy, members should ask fellow players if they have any objection to the use of the mobile phone.

## **8. SOCIAL PLAYERS**

Unless permitted by the Match Committee, all social play will be conducted from the designated social tees.

## **9. PRACTICE AREAS**

The Club's designated practice areas are:

- The practice nets beside the 9<sup>th</sup> green;
- The practice putting green beside the clubhouse; and
- The practice green behind the cart shed.

During a practice round of golf, a maximum of 2 balls may be played.

NB: Practice is not permitted on any other part of the course.

## **10. GENERAL CONDITIONS OF PLAY for MEMBERS' COMPETITIONS**

(To be read in conjunction with the Rules of Golf)

The Match Committee may amend "Conditions of Play" if, in its absolute discretion and having regard to all of the circumstances, it considers the change is warranted.

- a) Grades, game times, dates and daily prizes for competitions will be determined by the Match Committee. Dates will be published on the Nambour Golf Club website.
- b) Competition fees and a sliding scale of prizes based on field sizes, will be determined by the Financial Committee.
- c) Single competitions:
  - MEDLEY - competitions are open to both men and lady players.
  - GRADED - grades will be dependent on the number of players and determined by the Match Committee e.g. one grade only or, grades for men and ladies.
- d) The decision as to whether a competition will proceed due to the number of competitors will lie in the hands of the Match Committee on the day.
- e) If a decision is made not to allow carts on a day scheduled for any stroke Championship round, that round will be cancelled and postponed to a later date, if possible.

- f) Honorary playing members who are **amateur** golfers may compete in any Nambour Golf Club competition.
- g) Visitors who play in a Club competition will:
- produce proof of club membership and handicap;
  - pay prescribed fees;
  - be eligible to win only “OPEN” events; and
  - be ineligible to qualify for any club event or Honour Board events.
- h) Should a visitor have the best score, a trophy will be made available by the Nambour Golf Club. Should a visitor and a member win a 4BBB event then they will receive the trophy of the day. A visitor must be a member of an affiliated Club.
- i) PGA Professionals are welcome to play within a competition field however are ineligible to win any prizes be it Winner’s or Runner-Up, Ball Rundown or NTP’s. They will not be charged a competition or green fee (A current PGA Membership card must be presented prior to play).
- j) Members playing junior events must be 17years or younger on the first day of the event.
- k) Juniors with a GA handicap may play in any Club competition with a maximum of 3 juniors in any one group.
- l) Players who win a Winner’s or Runner-Up trophy are not eligible for a ball in the rundown unless otherwise stated.
- m) A swinger in a four-ball competition may only win one major trophy and one ball in the rundown.
- n) Handicapping in 4Balls – 4BBB events will NOT be handicapped. Following the most recent ‘MicroPower’ update, we are unable to manually handicap these types of events because the ability to manually change a member’s handicap has been withdrawn. ‘MicroPower’ does not have the capability to handicap 4Balls automatically.
- o) Holes-in-one, eagles and albatrosses:
- members and visitors are eligible to receive a reward for a hole-in-one, eagle or albatross in any golf competition;
  - for a hole-in-one or albatross, Nambour Club members and visitors have their names on the Honour Board and receive an appropriate ball mounted trophy. Nambour Club members also receive one dozen golf balls;
  - eagles are recognized on par 4 holes as well as on par 5 holes for lady members. For an eagle, Nambour Club members receive 8 balls. Lady members also receive an eagle badge. A reward for an eagle will not be made on a par 3 hole;
  - a hole-in-one will be recognized on a par 3 hole with either a temporary tee or green;

- an eagle or albatross will not be recognized on holes with either a temporary tee or green;
- holes-in-one trophies with individual sponsors may only be won by Nambour Club members; and
- PGA Professional golfers are ineligible to win any of these trophies.

p) Deciding Tied Scores

The countback method described below is that recommended by the R&A and is set down in the Official Guide to the Rules of Golf.

Gross events

18 holes:

- Ties will be decided by a countback. Comparing the Gross scores for the last 9 holes on the card. If there is still a tie, the last 6 holes are compared and if still tied, the last 3 holes. If a tie still exists then hole by hole from the 18<sup>th</sup>.

36, 54, 72 holes (Honour Board events):

- Ties for first place will be decided by a “sudden death” playoff of holes 1, 8 and 9 (repeated if necessary) until a winner is determined. If more than 2 players are tied for first place, the Runner Up will be decided by a countback on the last 18 holes.
- Ties for second place (Runner-Up) will be decided by a countback on the last 18 holes.
- \*If none of the tied players/teams are available for the sudden death playoff, the winner will be decided by countback on the last 18 holes.
- \*If only one of the tied players or teams is available for the sudden death playoff, this player or team will be the winner on a forfeit.
- If in the two \* cases above, the Match Committee representative on the day determines that exceptional circumstances exist in relation to players being unavailable, the playoff may be scheduled for a later date.
- In the case of a playoff being unable to proceed because of failing light, weather conditions or the course being unplayable, the winner/s will be decided on a countback on the last 18 holes.
- In the case of a playoff commencing but unable to be completed because of failing light, weather conditions or the course becoming unplayable, the winner/s will be decided by countback.

Net events

18 holes:

- Ties will be decided by a countback. Comparing the Net scores for the last 9 holes on the card. If there is still a tie, comparing the last 6 holes and if still tied, the last 3 holes. If a tie still exists then hole by hole from the 18<sup>th</sup>.

In comparing Net scores, the relevant GA handicap or fraction thereof is deducted as follows:

- 1/2 the handicap for the last 9 holes
- 1/3 the handicap for the last 6 holes
- 1/6 the handicap for the last 3 holes
- 1/18 the handicap hole by hole from 18<sup>th</sup>

36, 54, 72 holes:

- Ties will be decided by a countback. Comparing Net scores for the last 18 holes and if still tied, continuing as per 18 holes above.

#### Stableford events

- Ties will be decided by a countback. Comparing the scores for the last 9 holes on the card. If there is still a tie, comparing the last 6 holes and if still tied, the last 3 holes. If a tie still exists then hole by hole from the 18<sup>th</sup>.
  - For “2 tee” or “shotgun” starts, the last 9 holes are considered to be 10 to 18.
- q) Protests shall be made in writing to the Match Committee within 15 minutes of completion of round and before the presentation of prizes commences.
- r) Players may use motorised transport for any competition, Gross, Net or Match Play events, unless otherwise stipulated.
- s) Distance measuring devices:

A player may obtain distance information by using a device that measures distance only.

If during a stipulated round a player uses a distance measuring device that is designed to gauge or measure other conditions that might affect his play (e.g. gradient, wind speed, temperature), the player is in breach of Rule 4-3, for which the penalty is disqualification, regardless of whether any such additional function is actually used.

## **11. MEMBERS’ ANNUAL EVENTS**

Unless otherwise stated, these are closed events. To be eligible players must be financial Nambour Golf Club Members. Dates are as per the Club Web Site. (Additional conditions of play specific to each event to be read in conjunction with the General Conditions of Play)



MONTHLY HONOURS (including annual playoff of monthly winners)

Format: Stroke competition over 18 holes.

Grades – “A” up to 12; “B” – 13-19; “C” – 20-36; “Ladies” – 0-45 (unless otherwise determined by the Match Committee on the day)

Trophies are awarded to Net winners in each grade including Ladies, and to Runners-Up in Mens’ A, B and C Grades. A trophy is awarded for the Best Mens’ and Ladies’ Gross.

Winners of each monthly event prior to the annual playoff will be eligible to compete in the Annual Monthly Honours playoff (*Mug of Mugs, Medal of Medals*). The Mens’ playoff is ungraded.

The annual winners will be the eligible monthly winners with the lowest Net score in the playoff. Ties will be decided as per the General Conditions of Play – “Deciding Tied Scores”.

CLUB CHAMPIONSHIPS

Format: Stroke competition over 72 holes (4 rounds of 18 holes per day).

The Championship will be over 4 rounds. A contingency date will be scheduled for the final round in the event that one round is cancelled. If the final round is unable to be played on the contingency date, the Championship will be decided on rounds played.

- Mens’ Club Championship (Honour Board; Gross winners)

Grades – “A” up to 12; “B” – 13-19; “C” – 20-36; (unless otherwise determined by the Match Committee on the first day of play)

Trophies are awarded to Gross and Net winners in each grade. Players’ current handicaps each round will be used to determine the Net winners.

- Ladies’ Weekend Championship

Single Grade 0-45

Trophies are awarded to Gross and Net Winners. Players’ current handicaps each round will be used to determine the Net winner.

The final round involving players with the lowest Gross, will be played with the 8 leading Men in each grade and the 3 leading Ladies playing in a seeded draw. The final seeded draw will start at approximately 11:30am. The order of grades will be determined by the Match Committee.

Players are expected to play in the seeded draw. A player unable to play in the seeded draw will make a written application to the Match Committee, stating the reason(s). The Match Committee may make exceptions after consideration of the circumstances.

Play and practice on the course is permitted between rounds except between rounds played on the same day. (Rule 5-2b) Penalty for first breach of Rule 5.2 – General Penalty; Penalty for second breach - Disqualification.

- Junior Champion (Honour Board; Gross Winner)

Format: Best Gross and Net scores over 72 holes.

A Junior may also win his respective grade event.

- Senior Champion (Men 50 years and over as of the first round of the championships.)

Format: Best Gross and Net (incorporating Carolan Cup) score over 72 holes.

A Senior may also win his respective grade event.

No player is to receive more than one trophy in any single event, excluding NTP'S. Ties will be decided as per the General Conditions of Play – “Deciding Tied Scores”.

MENS' FOURSOMES. (Honour Board; Gross winners)

Format: Stroke competition played over 36 holes in one day.

Trophies for 36 holes Gross and Net winners; 1<sup>st</sup> 18 holes and 2<sup>nd</sup> 18 holes Net winners. Players cannot win more than one trophy.

Handicap for the Net event will be half the combined handicap.

Players hitting off **odd** numbered tees in the first stipulated round will hit off **even** numbers in the second round and vice versa.

If a playoff is required, the players who hit off on the first tee in the first round will hit off again on the first tee. Ties will be decided as per the General Conditions of Play – “Deciding Tied Scores”.

MIXED FOURSOMES (Honour Board; Gross winners)

Format: Stroke competition played over 36 holes in one day.

Trophies for 36 hole Gross and Net winners and 1<sup>st</sup> 18 holes and 2<sup>nd</sup> 18 holes Net winners. Players cannot win more than one trophy.

Handicap for the Net events will be half combined handicap.

Men hitting off **odd** numbered tees in the first stipulated round will hit off **even** numbers in the second.

If a playoff is required, Men will hit off first. Ties will be decided as per the General Conditions of Play – “Deciding Tied Scores”.

### MENS' SCRATCH MATCH PLAY CHAMPIONSHIP (Honour Board)

Format: Scratch Match Play knockout competition over 18 holes for Men qualifying with the best 8 Gross scores in the Mens' Club Championships.

In deciding the qualifiers, ties will be determined by a countback on the last 18 holes.

A match which ends "all square" will be played off hole by hole until one player wins a hole. The playoff starts at the hole where the match began. Play will be from the permanent blue markers unless otherwise stipulated.

### MENS' HANDICAP MATCH PLAY CHAMPIONSHIP (Honour Board)

Format: Handicap Match Play competition over 18 holes.

Maximum handicap – 36. Match play handicaps are to be the current handicaps for the day of the match. A minimum of 16 players must nominate for this to be declared a Championship.

The number of strokes given is the difference between the two players' handicaps. The player with the lower handicap plays off scratch and the opponent's handicap is reduced by the difference in their handicaps. Use the Match Play Index to determine where strokes are given.

A match which ends "all square" will be played off hole by hole until one player wins a hole. The playoff starts at the hole where the match began and strokes are given as in the stipulated round. Play will be from the permanent blue markers unless otherwise determined by the Match Committee.

Entry to the competition, whether by a qualifying round or nomination, will be determined by the Match Committee.

### MENS' 4BBB HANDICAP MATCH PLAY CHAMPIONSHIP. (Honour Board)

Format: Handicap Match Play competition over 18 holes.

Maximum handicap – 36. Match Play handicaps are to be the current handicaps for the day of the match. A minimum of 8 teams must nominate for this to be declared a championship.

Handicaps are determined by reducing the handicap of all players by the handicap of the lowest handicap player who will play off scratch even if he is not present at commencement of match.

The player can join the match later at the commencement of a new hole being played. The number of strokes given is determined by the difference between the players' handicaps.

The Match Play Index is used to determine where strokes are given.

A match which ends “all square” will be played off hole by hole until one side wins a hole. The playoff starts at the hole where the match began and strokes are given as in the stipulated round. Play will be from the permanent blue markers unless otherwise determined by the Match Committee.

### MENS' WEDNESDAY CLUB CHAMPIONSHIPS

Format: Stroke competition over 54 holes played over 4 days - 18 holes per day

Grades – “A” up to 12; “B” – 13-19; “C” – 20-36; (unless otherwise determined by the Match Committee on the first day of play)

Players will remain in the grade in which they played the first round. Trophies will be presented to Gross and Net winners in each grade.

The winners of each grade will be decided by counting the best two Gross and Net scores of the first 3 rounds plus the Gross and Net score for the final round.

Players' current handicaps each round will be used to determine the Net winners. Rounds cancelled will be rescheduled if possible. Alternatively, the Championship will be decided on rounds played. Ties will be decided by countback over last 18 holes.

### ARBORICULTURE CONTRACTORS AUSTRALIA (ACA) FINAL

Format: Stroke Net competition over 18 holes played annually.

Monthly winners of “Red Shirt Days” from all grades since the previous final, are eligible to compete.

The final competition is un-graded. Trophies are awarded to the Winner and Runner-Up.

Ties will be decided as per the General Conditions of Play – “Deciding Tied Scores”.