

Kapunda Golf Club Incorporated

Regulations



Approved: 27th April 2023

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1. MEMBERSHIP CATEGORIES

- Members are bound by the Constitution and Regulations of the Kapunda Golf Club,
- should observe Golf Australia's Member Protection Policy, and are
- liable for such fees and subscriptions as may be fixed by the Committee.

Life member

- has all the rights of a full member;
- defined in clause 5.5 of the Constitution;
- has served in a number of important positions in the Club;
- added significantly to the functioning of the Club;
- an active member of the Club for more than 15 years.

Full member

- full playing rights with unrestricted access to the course and club competitions;
- membership from April to March (inclusive);
- full voting rights.

Six Day Member

- full playing rights, except on Saturdays ;
- membership from April to March (inclusive);
- full voting rights;
- green fees apply to play on Saturday.

Winter Member

- full playing rights from April to November (inclusive);
- no voting rights.

Summer Member

- full playing rights from September to April (inclusive);
- no voting rights.

Junior Member 18-21 years

- are 18, 19, 20 or 21 years of age at the date of application or renewal;
- full playing rights;
- no voting rights.

Junior Member under 18

- less than 18 years of age at the date of application or renewal;
- full playing rights;
- no voting rights.

Honorary member annual

- awarded for one year at the discretion of the Committee to acknowledge contributions made to the Club by any of our volunteers;
- on an annual basis in February/March for the next membership year commencing 1st April.

- Has all the rights of a Full member;
- not required to pay membership subscriptions for the year of the award;
- required to pay competition fees.
- This award shall be limited to a maximum of 5 in any year.

Honorary member 80 plus

- awarded at the discretion of the Committee to those who have, or will have reached the age of 80 years before the start of the next membership year;
- who have also been a Club member for at least 10 consecutive years immediately prior to being considered for this award;
- and who have also made a contribution to the Club as a volunteer.
- Has all the rights of a Full member;
- not required to pay membership subscriptions;
- required to pay competition fees.
- Memberships in this category to be reviewed annually by the Committee in February/March for the next membership year commencing 1st April.

Sand greens member (must be a member of a sands greens club)

- full playing rights November to March (inclusive);
- no voting rights;
- the player's home club is responsible for affiliation fees etc.

Visiting player

- A non-member paying green fees.

Pro-Rata conditions

- Pro-rata subscription rates apply to new members joining during the year;
- A past member returning after more than 12 months absence is entitled to pro-rata subscription rates.

2. GREEN FEES

- \$20 per day
- \$15 for visiting clubs
- \$15 for guests playing with members

On Saturdays the course is open for green fee players from 2.30pm.

3. COMPETITIONS

- Regulations governing competitions are to be determined by the Captains and Match Committees and any major alterations are to be ratified by the Club Committee.
- No member shall compete for a prize or take part in any competition unless all fees, subscriptions, or other monies due have been paid accordingly.
- All subscriptions (other than Summer Membership) are due on the 1st of April.
- Visitors are not eligible to compete in Club Championship or Monthly Medal competitions. Visitors are only eligible to win grade and novelty events held on those days.

4. DISCIPLINE POLICY

4.1 Disciplinary Measures

Our club may take disciplinary action against a member of the Club who has conducted themselves in a manner which in the opinion of the Committee has brought the Club into disrepute, or conducted themselves in a manner that was not in the best interests of the Club. Any disciplinary measure imposed under our policy must:

- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach;
- be determined by our Constitution, Regulations, Golf Australia's Member Protection Policy and the rules of the game;
- be applied consistent with any contractual and employment rules and requirements.

Possible measures that may be taken include:

- direction that a verbal and/or written apology be made;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournament, or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- any other form of discipline that our club considers reasonable and appropriate.

4.2 Responding to Complaints

Complaints

Our club takes all complaints about on and off-course behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint will immediately refer the complainant to the President, who will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen and if they need any support;
- maintain confidentiality;
- within 48 hrs convene the Discipline committee to investigate.

Once the complaint has been lodged, the Discipline committee, where appropriate and necessary, will begin the process. This may involve:

- speaking to all parties who have knowledge of the complaint in an open, honest, confidential and impartial manner;
- discussing and deciding upon an appropriate penalty which is communicated to the Committee;
- the Committee, by a majority vote at a properly convened meeting of the Committee, confirming or adjusting the penalty;

- the particulars of the penalty communicated to the respondent(s) and complainant(s) in writing within 48 hours of the Committee decision;
- referring the complaint to our RSO/SSO.

In situations where a complaint is referred to our RSO/SSO and an inquiry is conducted, the club will:

- co-operate fully with the enquiry;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our RSO/SSO recommendations.

4.3 Appeals

The complainant(s) or respondent(s) may lodge an appeal against decisions made, or disciplinary measures imposed, in accordance with Golf Australia's Member Protection Policy.

4.4 Discipline committee

- President (Chair)
- Men's Captain
- Women's Captain
- Vice President

5. COURSE CLOSURE POLICY

The Club will notify members, whenever possible, if the course is to be closed at any time due to a weather event. Course closures will be advertised by SMS and/or email, and/or Kapunda Golf Club Facebook page.

Players should use discretion if the conditions are adverse.

If the forecast maximum temperature for Kapunda, as issued by the Bureau of Meteorology for their Nuriootpa weather station, is **40°C** or above, the course will be closed.

If the forecast maximum temperature for Kapunda, as issued by the Bureau of Meteorology for their Nuriootpa weather station, is **37°C, 38°C or 39°C**, competition start times will be restricted to the cooler parts of the day. Casual players are advised to start early or play in the evening as the temperature cools.

See the Club's Heat Policy for further details.

6. HEAT POLICY

This Heat Policy has been introduced to reduce the risk of heat related illness to players and officials involved in golf activities at our course as well as to protect the grass surfaces of the course during an extreme hot weather event.

This policy **will** apply to all events sanctioned by the Kapunda Golf Club Committee, including regular competitions conducted on Wednesdays (including Twilight), Thursdays and Saturdays.

This policy will also apply to casual play on the course.

The Match Committee will monitor the weather forecast and if the temperature is expected to be within the **37°C, 38°C or 39°C** range as stated below, following consultation with the Course Manager, a revised booking sheet will be made available to members 2 days prior to the competition.

The Match Committee will, giving 2 days notice whenever possible, notify members that the course is to be closed or competition times changed. Course closures and changes to competition times will be advertised by SMS and/or email, and/or Kapunda Golf Club Facebook page.

If the forecast daily maximum temperature for Kapunda is **37°C, 38°C or 39°C**, as issued by the Bureau of Meteorology for their Nuriootpa weather station:

- Competition golf will be restricted to the tee off times as per the 1Golf revised booking sheet.
- If it is a Saturday, there will be NO tee times between 11am and 12pm.
- Competitions with a shotgun start must tee off before 8.30am. Players may be advised of an earlier start.
- If the maximum temperature is forecast to be **39°C** or above, the regular Wednesday women's competition will not be held.
- The Wednesday 9-hole twilight competition will be held with tee-off time delayed to take advantage of the:
 - falling temperature in the evening, and
 - increased shade on the fairways.
- Casual players are advised to start play early, before 8.30am, or play in the evening as the temperature cools.

If the forecast daily maximum temperature for Kapunda is **40°C or above**, as issued by the Bureau of Meteorology for their Nuriootpa weather station:

- The course will be closed on those days.

7. RECIPROCAL PLAYING RIGHTS

- Balaklava Golf Club - 50% reduction on green fee rates
- Barmera Golf Club - 50% reduction on green fee rates
- Burra Golf Club
- Clare Golf Club – 50% reduction on green fee rates
- Lameroo Golf Club
- Maitland Golf Club
- Mt. Pleasant Golf Club – limited to four rounds per member per year

8. COMMITTEE - KAPUNDA GOLF CLUB INCORPORATED

The Committee is legally responsible for the governance of the Club.

- Only members with voting rights may be elected to the Committee.
- Term of appointment is one (1) year and ends at the conclusion of the next AGM.
- For each Committee position, roles and responsibilities will include, but not be limited to those listed.

President

Vice President

Men's Captain

Women's Captain

Secretary

- shall keep full and correct minutes of all resolutions and proceedings of the Club and the Committee in books kept for that purpose, and produce them at all meetings;
- ensure the minutes are confirmed and signed at a subsequent meeting;
- keep a record of Committee Members with their addresses and dates of respective elections.

Treasurer

- shall pay into a financial institution selected by the Committee to the credit of the Club, all monies received by the Club and shall keep correct accounts and records showing the financial affairs of the Club;
- provide financial reports on a monthly basis to the Committee;
- annually prepare a financial budget for the year from 1st October, for consideration and approval by the Committee, and
- shall submit a statement of the financial affairs of the Club as at the 30th September for the previous twelve (12) months to the Annual General Meeting, such statement having been previously examined and certified correct by the person appointed by the Committee to check the Club's financial statements each year.

Notwithstanding the foregoing, the Treasurer may delegate to the Bar Manager such powers and duties that relate to the income and expenditure of the bar whereupon the Bar Manager shall be bound by the same provisions as the Treasurer, and shall provide financial reports for the bar's activities on a monthly basis to the Committee.

Bar Manager

- shall purchase drinks, food and other items for sale over the bar;
- in conjunction with the Treasurer, keep accounts and records for the financial affairs of the bar;
- provide financial reports on a monthly basis to the Committee;
- prepare costings as required;
- prepare bar rosters.

Course Manager

- shall be responsible for course preparation and planning;
- report to the Committee.

Committee members

- up to 6.

9. ROLES WITHIN COMMITTEE

Membership officer

- shall keep and maintain a register of members, containing full names, addresses, and other information that the Committee considers appropriate;
- process new membership applications and report to the Committee for approval;
- mail out subscription renewal letters and process replies;
- report membership renewals to the Committee;
- promote the club and encourage new members.

Booking officer

- shall be the contact for clubhouse and course bookings from both members and visitors;
- organise staff for bar and catering as required;
- post updated calendar of events on Club noticeboards.

10. SUBCOMMITTEES

- All subcommittees to be chaired by a member of the Committee.
- Any member may serve on a subcommittee
- For each subcommittee, roles and responsibilities will include, but not be limited to those listed.

Men's match committee

Men's Captain (Chair), Men's vice captain, President, Vice President

To be ratified by Club Committee at first meeting after AGM.

- shall control and organise Saturday competitions;
- source and allocate weekly and season prizes as required;
- choose and organise players for inter club Pennants, MNGA events and other events as required;
- plan and promote Men's Open Day event(s). Events to be ratified by Club Committee.

Women's match committee

Women's Captain (Chair), Women's vice captain, and 3 others

To be ratified by Club Committee at first meeting after AGM.

- shall control and organise Wednesday golf competitions;
- source and allocate weekly and season prizes as required;
- choose and organise players for inter club Pennants, MNGA events and other events as required;
- plan and promote Women's Open Day event(s). Events to be ratified by Club Committee.

Women members to meet (as a sub-committee) prior to Club AGM to:

- elect their nominee for Women's Captain;
- add nominees name to the Committee nomination form posted in clubhouse prior to AGM;
- if no further nominations for the position, that person will be declared Women's Captain at AGM;
- if there are other nominations for the position, then an election must be conducted at the AGM.

- Shall also elect their nominees for rest of Women's Match Committee.

Thursday competition

Organisers

- shall control and organise Thursday golf competitions;
- source and allocate weekly and season prizes as required.

Wednesday Twilight competition

Organisers

- shall control and organise summer Twilight golf competitions;
- source and allocate weekly and season prizes as required;
- co-ordinate catering and bar requirements for Twilight.

Discipline committee

President (Chair), Men's Captain, Women's Captain, Vice President

- shall ensure complaints are referred immediately to the President;
- convene Discipline Committee within 48 hours to investigate complaint;
- communicate with all parties that have knowledge of the complaint;
- discuss and decide on an appropriate penalty as required;
- report to meeting of Club Committee for confirmation or adjustment of the penalty.

Course committee

Course manager (Chair) & two others

- shall ensure the course set up reflects the rules of golf as well as local and temporary rules;
- ensure the course is set up for any planned golf event;
- advise Captains and Match/Competition Committees of any restrictions on play due to course maintenance;
- co-ordinate the planning and future development of the course and surrounds;
- review and assess suggestions from members on course improvements;
- develop a strategy for replacement and upgrade of course machinery;
- liaise with external agencies, such as Council, regarding land and water use.

Clubhouse committee

- shall co-ordinate volunteer cleaning roster and duties;
- ensure clubhouse equipment is in good and safe working order;
- ensure supply of clubhouse consumables.

Functions and events committee

President, Bar Manager, Booking Officer & others

- shall plan and co-ordinate catering and bar requirements for club dinners, Open Days, Presentation night and other events;
- co-ordinate catering and bar requirements for visiting groups and clubhouse bookings.

11. OTHER CLUB ROLES

Public Officer

- shall be the primary contact for the Association – Kapunda Golf Club Incorporated;
- submit forms and documents as required by Consumer and Business Services;
- be conversant with the Associations Incorporation Act 1985.
- The public officer does not have to be a committee member but shall be appointed by the Committee.

12. COMMITTEE MEMBER CODE OF CONDUCT

- In agreeing to be part of a committee and/or sub-committee, each member should also agree to adhere to standards of behaviour expected of their position of leadership in the club.
- Committee members will be asked to commit to the Committee Member Code of Conduct at the commencement of each term of appointment to the Committee.
- Agreement to the Code of Conduct shall be for the term of appointment to Committee, which is currently one year, and ends at the conclusion of the next AGM; however agreement to maintain confidentiality of sensitive information shall continue beyond the conclusion of the term of appointment.

Committee Members should:

- Act honestly and in good faith at all times;
- Attend assigned meetings or forward their apology prior to the meeting;
- Follow up diligently on commitments made at meetings;
- Remain loyal to committee decisions once they are made, even if the committee member did not agree with the decision;
- Maintain confidentiality of sensitive information as and when required;
- Treat all people associated with the club with respect, including members, volunteers, staff, representatives, contractors, partners, external stakeholders, and other committee members;
- Mix with as many members as possible both on the golf course and at social events;
- Consider the welfare of the club's members at large at all times;
- Not take advantage of their position on the committee in any way;
- Understand and attend to the fiduciary responsibilities of being on the committee;
- Make decisions based on what is best for the club, not for individual interest or the interests of a few (sometimes golfing group of friends);
- Declare any 'conflicts of interest' as they arrive and act to ensure that these conflicts do not pose a risk to the club;
- Be open to feedback from members and respond appropriately;
- Act as a positive role model with respect to good club behaviour;
- Refrain from excessive use of alcohol at the club;
- Adhere to the policies and procedures established by the club;
- Adhere to the legislative requirements of the club;
- Not receive gifts that result in personal financial benefit;
- Always look for opportunities for improved performance of the club operations and committee performance;
- Always represent the club in a professional manner; and
- Do not speak to the media about any aspect of the club without authority to do so.