



MACCLESFIELD

GOLF CLUB

Policies and Operating Procedures

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1.Introduction

The Clubs Memorandum and Articles of Association set down aspects of the management and running of the Club which are required by Company Law, including the responsibilities and authority of the Directors appointed by the Shareholders (Full Golf Members) to run the Club on their behalf.

The Policies and Operating Procedures described in this document (P & O document) cover aspects of the day to day running of the Club, particularly the rights, responsibilities and conduct of members and the way in which various matters are normally conducted or managed. The P&O document is subordinate to the Memorandum and Articles of Association and if there is any conflict between these documents, the Memorandum and Articles of Association prevail.

The primary aims of the P & O document are threefold:

1. To provide clarity on the way the authority given to Directors individually and collectively must be exercised in practice. This is achieved through the delegations of authority and the role descriptions. Policies and Operating Procedures refer to approval and authorisation by the Executive Management Committee [EMC], this means either approval by itself, as the Board of Directors, or as delegated by the EMC.
2. To provide a framework and guidance within which decisions are made. Adhering to Policies ensures that decisions are made consistently and fairly in the best interests of the Club. Once agreed, they also help avoid frequent discussion of the same topics and an ad hoc approach.
3. To set out the standards and operating procedures which the Board of Directors have agreed, and which can only be modified with the explicit approval of EMC. Reviews of policies will be conducted from time to time to ensure they remain appropriate.

2. Directors, Officials & Sub Committees - Roles & Responsibilities

2.1 Board of Directors - Executive Management Committee (EMC)

Overall responsibility for running the Club rests collectively with The Executive Management Committee (EMC). The EMC is comprised of a Chair and 4 Directors, responsible for running the Club in compliance with its Memorandum and Articles of Association.

The Chair and Directors are elected individually by Full Golf Members (shareholders) and thereby given the authority to manage the Club on behalf of Members.

EMC determine what powers and authority they delegate to individual Directors, sub-committees and others and which they retain for themselves.

The responsibilities of running the Club are effectively discharged through regular meetings of EMC, the sub-committees and individual Directors operating within their delegations.

As Club Officials, the current Captain, Lady Captain and President have an open invitation to attend EMC meetings, but do not have any voting rights. The processes traditionally used by the Club for the election of these Officials, are outlined in Appendix E

This document sets out how the authority of individual members is exercised, by outlining the responsibilities of Directors and how their collective responsibility is delegated to individual Directors; Sub-Committees; Officials and others

2.2 Outline Responsibilities of the EMC

EMC delegates the running of Club activities to Officials and Sub-committees in line with their roles and responsibilities and within the framework set down by these Policies and Operating Procedures. EMC, however, retains the following specific authorities for itself. These must either be approved by itself or specifically delegated on a case-by-case basis:

Staff

- ❖ Changing staff establishment numbers
- ❖ Appointment or dismissal of staff
- ❖ Salary awards and bonuses
- ❖ Ex gratia payments to staff
- ❖ Any major changes to conditions of employment

Finance

- ❖ Agreement of annual budget (revenue and capital) and revisions
- ❖ Approval of annual accounts for presentation to members
- ❖ Changing Club bankers
- ❖ Obtaining new credit arrangements, loans or facilities

Contracts and Leases

- ❖ Approval of any contract for goods or services with a potential duration of three years or more
- ❖ Approval of any contract for goods or services, or a total or annual value greater than £5,000

Property

- ❖ The acquisition or disposal of land and/or buildings either by acquisition or lease
- ❖ Obtaining or granting rights to land and buildings by way of lease

Greens

- ❖ The Winter programmes
- ❖ The Summer programmes
- ❖ Projects which affect the layout of the course, including removing and creating bunkers and water hazards; repositioning tee boxes; substantial planting or removal of trees and similar shrubbery, and ecological areas.

Golf

- ❖ Final approval of the annual programme of competitions
- ❖ Entry requirements for Club competitions
- ❖ Green Fees
- ❖ Use of buggies in competitions

Operations

- ❖ Clubhouse use, layout or change of function

Social

- ❖ Final approval of Annual Social programme

Membership

- ❖ Opening, amending or closing categories of Membership (both Members and Associate Members)
- ❖ Approval of annual subscriptions and entry fees; both those needing further approval by Members and those determined by EMC
- ❖ Consideration of new applications for membership
- ❖ Consideration of requests for part year membership

Policies

- ❖ Adding new policies or amending or deleting existing policies

Emergency action

- ❖ Occasionally urgent action is needed between meetings on issues where authority has not been delegated to individuals or committees (i.e., emergency action). In these circumstances, all decisions must be reported to EMC for their endorsement at their next meeting

2.3 Outline Role Description - Finance Director (Budgetary Control and Financial Delegations)

Budgetary Control

Overall budgetary control rests with the Director with responsibility for Finance, through the operation of the Finance Committee.

The Annual Budget is set each year by EMC in August / September for the following financial year. It is then reviewed each May/June once membership numbers become clear.

Every area of budget activity is allocated to a member of staff (Budget Holder) and a member of EMC for oversight.

The Director with responsibility for Finance will bring financial reports to EMC on a monthly basis. At the end of each quarter a detailed budget breakdown is to be presented to EMC, identifying actual and likely variances.

The Finance Committee receive transaction reports for Budget Holders monthly. For the Membership Sub Committee, this includes the numbers of Members by category.

2.4 Financial Delegations

Purchases (can place an order with regular suppliers, or for budgeted expenditure)

Greens

Up to £1000 - Head Greenkeeper

Over £1,000 - Head Greenkeeper; Chair of Greens committee and Director with responsibility for Finance

NOTE: With the agreement of the Director with responsibility for Finance, a higher or lower limit may be set for certain suppliers.

Bar

Up to £500 - Bar Supervisor

Over £500 - Bar Supervisor and Operations lead or EMC Director

NOTE: With the agreement of the Operations lead, or Director with responsibility for Finance, a higher limit may be set for certain suppliers (e.g., Marston's).

Catering

Up to £250.- Catering Supervisor

Over £250 - Catering Supervisor and Operations lead or EMC Director

NOTE: With the agreement of the Operations lead, or Director with responsibility for Finance, a higher limit may be set for certain suppliers

Other Expenditure

Up to £500 - Club Bookkeeper or Director with responsibility for Finance

Over £500 - Director with responsibility for Finance and EMC

Payments (with proper commitment and received or authorising documentation)

Up to £500 – One Signature

Above £500 – Two Signatures

NOTE: Bookkeeper and Director with responsibility for Finance cannot make payments if they are the sole authoriser of the purchase

Payroll

Prepared by the Bookkeeper and administered by accountants Heywood Shepherd, Macclesfield. Authorised retrospectively by the Operations lead, Director with responsibility for Finance, or Chairman

Financial Write Offs

Up to £50 - Bookkeeper

Up to £500 – Director with responsibility for Finance

Over £500 – EMC

Standing Authority

The Director with responsibility for Finance, has the standing authority to commit expenditure, or agree a reduction in income of up to £1,000. Expenditure of more than £1000 requires the agreement of either the Chairman or EMC following due diligence regarding estimates provided.

Alternative Authority

The Chairman may substitute for the Director with responsibility for Finance, but not as both the 1st and 2nd signatory

2.5 Outline Responsibilities of the Club Officials

Club Captain

The Club Captain is either the Men's or Ladies' Captain, whichever is the larger section of the Club.

Men's Captain

The Men's Captain is responsible for:

- ❖ Representing the Club at events or activities specific to the Men's section.
- ❖ Participating in resolving Members' disciplinary matters
- ❖ Participating in resolving staff disciplinary matters and grievances
- ❖ To act as a focal point and lead on issues affecting his year of captaincy as follows:
 - ❖ Working with the Golf Committee, that manages the annual calendar of competitions and matches
 - ❖ Working with the Greens Committee, advising on course set up and routine maintenance
 - ❖ Working with the Social Committee, that manages the annual calendar of social events

Ladies Captain

The Ladies' Captain is responsible for:

- ❖ Representing the Club at events or activities specific to the Ladies' section.
- ❖ Participating in resolving Members' disciplinary matters
- ❖ Participating in resolving staff disciplinary matters and grievances
- ❖ To act as a focal point and lead on issues affecting her year of captaincy as follows:
 - ❖ Working with the Golf Committee, that manages the annual calendar of competitions and matches
 - ❖ Working with the Social Committee, managing the annual calendar of Ladies' social events

President

The President has no specific responsibilities other than to advise the Captains and Chair as required. The President may be asked to undertake or lead on specific projects and contribute through sub-committees.

Men's and Ladies Captain Elects

The Men's and Ladies Captain Elects are expected to play a full part in the Greens sub-committee and support other committees of their choice in preparation for their role as Captains.

2.6 Outline Responsibilities of the Sub-Committees

EMC will appoint sub-committees and their Chairs to manage an area of responsibility including:

- ❖ **Finance Committee**
Maintain an overview of the Clubs financial position. Provide support to the development of budgets, financial reports and the annual accounts. Consider and recommend changes to annual subscriptions
- ❖ **Greens Committee**
Management of staff work programmes for routine course maintenance, staff training, preparation of Summer and Winter programmes of work, greens projects, maintenance of machinery, capital replacement plan, course set up.
- ❖ **Golf Committee**
Club competitions, Club matches, handicaps, Juniors, mixed and Senior's golf. Course set up (with greens). Liaison with the Club Shop
- ❖ **Marketing**
Promotion of the Club, sponsorship, increasing membership numbers and trading activities.
- ❖ **Information Technology (IT)**
Maintaining the Club's IT hardware, software and systems.

- ❖ **Social**
Annual social calendar, organising social events
- ❖ **Operations (closely linked to Finance Committee)**
Clubhouse facilities and maintenance; bar and catering; staff training; work rotas
- ❖ **Ladies**
Matters specific to the Ladies section not affecting other aspects of the Club.
- ❖ **Seniors**
Matters specific to the Seniors section not affecting other aspects of the Club.
- ❖ **Juniors**
Matters specific to the Juniors section not affecting other aspects of the Club
- ❖ **Membership**
Maintaining the Clubs membership records and processing membership applications
- ❖ **Health & Safety**
To do what is reasonably practicable to ensure the Health and Safety of Employees, Golfers (members and paying visitors), and all visiting members of the public lawfully on the Club Property/premises, by carrying out a continuous proactive monitoring of all aspects of the Club activities from a Health and Safety perspective, and seeking professional help where necessary /required to meet its responsibilities.

The Men's Captain, Ladies Captain and Chair are automatically members of all Club committees, although their attendance is not part of the committee quorum.

EMC may appoint additional committees and task and finish groups to consider issues in more depth, should the need arise.

Day to day administrative line management of all Clubhouse staff is the responsibility of Operations. Greens staff are managed by the Head Greenkeeper.

3.Membership Categories

The Club's Membership categories are as follows:

Full Members (Shareholders) of the Club – (as specified in the Memorandum & Articles of Association)

- ❖ Platinum seven-day membership
- ❖ Gold seven-day restricted membership

Associate Members of the Club

- ❖ Staff Member - full time member of staff, with Platinum member playing rights
- ❖ Annual Green Fee Holder – Sunday to Friday, six-day non-competitive membership
- ❖ Junior
- ❖ Social

Associate Members are not shareholders of the Club and the Memorandum & Articles of Association empower the EMC to determine the categories of Associate Membership.

Maximum Membership Category Numbers and transfers between categories

EMC may set maximum numbers in any Membership category (or subcategory) if it considers that is in the best interests of the Club.

Requests from Members, to upgrade their Membership category, will be processed by the Membership Sub-Committee and notified to the EMC. Requests from Members, to downgrade their Membership category during the current subscription year will not normally be permitted. Any such requests should be made in writing to the EMC, setting out the Members reasons. The following guidelines will be taken into account by EMC when determining their decision:

- ❖ A job move to another location initiated by current employer is likely to be accepted
- ❖ A move to another location as a result of change of job and employer is likely to be rejected
- ❖ Move of location due to personal lifestyle choices is likely to be rejected
- ❖ Wish to change golf Club would be rejected
- ❖ Not playing enough would be rejected
- ❖ Being abroad for part of the year would be rejected

4.Applications for Membership

The Memorandum & Articles of Association set down the responsibilities of EMC to approve membership applications. Membership of the Club shall be open equally to ladies, gentlemen and juniors without discrimination subject to the requirements below:

- All applications must be made to the Membership Sub-Committee on the appropriate form, duly signed by the prospective member.
- For Junior membership, applicants must either be over 11 years of age, or if younger, assessed as course ready by the Junior Organiser

4.1. Eligibility for Membership

The eligibility for Platinum or Gold membership is set out in the Memorandum & Articles of Association. Eligibility for Associate membership categories is set by the EMC for each category.

4.2 Entrance Fees

The Memorandum & Articles of Association allow the EMC to set the level of entrance fees for new members and sets down the criteria to which the EMC must have regard in this respect. EMC may determine the method and timing of payment and has discretion to waive the fee.

4.3. Unpaid Entrance Fees

Any Member who has not paid the entrance fee due by the date specified when their application was approved will, at the discretion of the EMC, be deemed to have resigned from the club.

5.Period of Membership

5.1 Membership and Subscription Year

Membership is only offered on a full year basis from 1st April until 31 March the following year, except where a member joins part way through the year in which case membership is from their joining date until the following 31st March.

Members will be reminded on the subscription notice sent to them, that membership is on an annual basis commencing 1st April and that playing after this date automatically renews their membership for the following year, with the full year's subscription being payable.

5.2 Requests for Part Year membership

There are circumstances where, notwithstanding the principle of full year membership above, EMC may wish to consider whether it should agree to reimburse, or not insist on payment, for part of the membership year. This is based on the Member resigning their membership, and not merely suspending it.

EMC will consider requests on a case-by-case basis but be strongly influenced by the amount of control the member had over the circumstances giving rise to the request. For example, requests prompted by:

- ❖ the death of a member would certainly be accepted
- ❖ a job move to another location initiated by current employer is likely to be accepted
- ❖ a move to another location as a result of change of job and employer is likely to be rejected
- ❖ a move of location due to personal lifestyle choices is likely to be rejected
- ❖ a wish to change golf club would be rejected
- ❖ not playing enough would be rejected
- ❖ being abroad for part of the year would be rejected,

The resignation date cannot be retrospective or backdated to a date before the request for part year membership was made. The subscription due for the part-year will be based on the full quarters of the

year remaining after the date the Member has resigned. For example, a member leaving in November would be expected to pay until 31st December (i.e., only the complete quarter January to March remains).

5.3 Resignation of Membership

Members who wish to resign from the Club may do so by giving notice to the EMC before the end of the current subscription year, 31st March. Notwithstanding the resignation of the member, subscriptions remain due for the whole of the current membership year and pro-rata refunds for part years will not be made except in exceptional circumstances and at the absolute discretion of the EMC.

5.4 Suspension of Membership

Suspension of membership occurs when with the agreement of the Club, a member ceases to play with the intention of resuming playing in the future. They revert to social membership during that period.

Suspension of membership is for a minimum period of three months and the start date cannot be backdated to a date before the request for suspension of membership was first made by the Member.

Suspension is normally allowed for the following reasons only:

- ❖ Ill health or injury
- ❖ Pregnancy
- ❖ One off, temporary employment out of the area
- ❖ Unexpected financial difficulties as a result of redundancy or unemployment for example.

Temporary absence for holidays or living abroad for part of the year, is not considered grounds for suspension.

EMC will consider requests for suspension of membership and what, if any, evidence is required to support the suspension, such as a doctor's note. In considering the request, EMC will consider the frequency of requests i.e., does the Member "fall ill" every winter or does working out of the area appear part of a regular work pattern.

In the event of membership suspension, Members will be asked to continue with their existing payments and either credit will be given in the next subscription year, or the relevant amount transferred to their membership card.

5.5 Retrospective changes

Membership suspension or part year membership cannot be retrospective, i.e., the earliest possible start dates or termination dates, respectively, are the dates the Club received the request from the Member. This avoids the situation where, for example, a member might inform the Club that as they have been injured for a previous period (minimum three months) and are now seeking some sort of reduction to their subscription payable for that period.

6. Disciplinary and Complaints Procedures

The procedure that would normally be followed for processing complaints against members including those that could lead to the expulsion or suspension of a member is detailed in Annex F.

Complaints against members of the Club's staff should be notified to the EMC who will progress the particular issue with the staff involved as appropriate and in accordance with Club HR procedures.

7. Annual Subscriptions

The Memorandum & Articles of Association require that the annual subscription for Full Members is voted on at the Annual General Meeting (AGM). EMC determines all other subscriptions and has discretion over any discounts given.

As permitted by our Articles of Association, discounts may be offered to Platinum; Gold and Annual Green Fee holders, reflecting their likely ability to pay:

- ❖ **Members over 65 years and over 70 years of age.** These discounts are no longer offered, but were based on eligibility when seven, six- and five-day categories were introduced. However, the Club is committed to maintaining the scheme for those already benefiting. Age related discounts are 25% for age 65+ and 40% for 70years+, of the Full Membership category subscription.

- ❖ **Discounts for Intermediate Platinum Members**

<u>Age</u>	<u>Discount</u>
19 – 24 years	70%
25 – 30 years	45%

- ❖ **Low and Modest Income**

EMC will manage a “low and modest income” scheme to encourage those who are unable to afford the full subscription. The subscription set under this scheme will be at a level which allows the Club to meet its obligations under the CASC scheme (currently £490).

This scheme will be advertised alongside other membership categories, with the same prominence.

Supporting this, EMC will operate a means testing process to identify those who are entitled to benefit from the scheme. The means testing criteria will be reviewed from time to time to ensure that it continues to meet the CASC general objectives of encouraging participation and affordability.

Access to information regarding those who have applied or who benefit from reduced subscriptions under the scheme, will be limited to the Chairman, the Director with responsibility for Finance and the Volunteer administering memberships.

8.Payment of Subscriptions, Other Fees and Charges

8.1 Methods of Payment for Full Members and Annual Green Fee holders (AGF's)

There are four methods of payment of subscriptions as follows:

1. Payment in full at the start of the subscription year
2. Payment by 12 Direct Debit payments commencing April for which there is an administration fee.
3. Payment by 10 Direct Debit payments commencing October (6 months in advance) for which there is no administration fee. **NOTE: this is a legacy payment option and is no longer offered.**
4. Payment in two halves – 1st April and 1st October. **NOTE: this is a legacy payment option and is no longer offered.** The arrangements for payment of the second half (for example by post-dated cheque), must be notified to the member at the time of payment of the first half. This attracts an administration fee.

8.2 Payment of other fees and charges

Administration Fees:

For Direct Debit payments the fee is £35.00

For Payment in two halves the fee is £10.00

[both fees are reviewed annually]

In addition to their subscription, Members renting lockers and 200 Club Members who have elected to pay their 200 Club subscription with their Membership, will be invoiced annually.

8.3 Payment by all other Associate Members

Payment by all other Associate members is in full.

8.4 Returning members who have defaulted on payments

If a member has left the Club and defaulted on their subscription payments, membership will only be offered once any outstanding debt has been repaid in full. Additionally, payment in full will be required for the first year.

8.5 Payment in kind

The Club does not permit Members to pay their subscriptions in kind.

9.Non- Payment of Subscriptions

The purpose of this procedure is to avoid the situation whereby a member can owe the Club an amount of their subscription whilst continuing to enjoy playing rights.

9.1 Annual Subscription

The subscription year commences on 1st April. The Club will apply the following timetable:

By beginning of March	Subscription Invoices sent to members
1 st April	Subscription year begins
Mid-April	The Club sends reminder to those Members who have not paid or started their Direct Debit payment scheme
1 st May	The Club advises Members who have not commenced payment, that their membership has been suspended and therefore they cannot play
1 st June	The Club advises Members who have not commenced payment, that their membership has been cancelled

9.2 Payment by Instalments

For Members who pay by instalments, the following procedure also applies:

Payment in two halves (April and October):	The Club will action the second half payment option agreed (for example, by paying in their post-dated cheque). Those remaining unpaid by Mid-October will be reminded by the Club and those remaining by 1 st November will be advised that their Membership has been suspended and they cannot play or re-join until the balance of the amount due has been paid.
Payment by Direct Debit:	<p>The Club recognises that errors can occur with Direct Debits (and Standing Orders) and applies the following procedure on a rolling 12month basis.</p> <p>On the first occasion, the Club will raise the matter with the Member and no further action will be taken provided payment is then made.</p> <p>Similarly, on the second occasion, except the Member is also advised that if it reoccurs their membership will be suspended.</p> <p>On a third occasion, the Club writes to the member advising that their Membership has been suspended until all arrears are paid, and that the option of paying by Direct Debit is no longer available</p>

9.3 Offset of amounts owed

Members may leave the Club with unpaid subscriptions and other fees and charges. This is made more likely by a combination of the annual membership, and credit terms offered for payment of subscription.

In the situation where a member leaves with an amount of unpaid subscription then the Club will offset all amounts due by the Club to that Member against the unpaid subscription. This includes the balance of their Club card, subscriptions for previous years paid in error, 200 Club, unexpired locker rental, competition prizes not claimed.

9.4 Financial Hardship and exceptions to procedure

The Club will refer cases of financial hardship and other exceptional circumstances (where the Club may not wish to follow established procedures, or charges) to EMC for decision.

10. New Members, Offers and Promotions

Payment Methods

Payment methods for new Members joining in April, or part way through the subscription year, are:

1. Payment in full at the start of the subscription year
2. Payment by 12 Direct Debit payments commencing April for which there is an administration fee of £35.

NOTE: for those new members opting to pay monthly, the first payment must be by BACS transfer, cash, cheque or debit/credit card and the remainder by Direct Debit. Membership does not start until the first payment is received

11. Etiquette & Dress Code

Macclesfield Golf Club seeks to promote a friendly and relaxed atmosphere in which Members and Guests can enjoy our course and Clubhouse to the full. Members and visitors must comply with general golf etiquette both in the Clubhouse and on the course. Members must extend due courtesy to junior and young players and those who are beginners

Mobile phones may not be used on the course except in an emergency and only within the locker room or foyer within the clubhouse.

A high standard of casual dress is always required and to avoid any embarrassment, we respectfully ask members and visitors to the Club to adhere to the following dress rules and regulations.

On the course

We require a high standard of smart casual clothing, which must be tailored and appropriate for golf.

Gentlemen

Golf shoes must be worn, trainers are not permitted.

Only recognized golf shirts must be worn. 'New style' turtle/polo neck golf shirts are acceptable.

Any types of football shirt, tracksuit, jogging suit, or gym wear are not permitted.

Denim jeans are not permitted.

Shorts must be tailored, knee length and worn with suitable long, ankle length, or low-cut socks.

Shirts must be tucked into trousers or shorts.

Ladies

In all cases, the same as for the gentlemen with the following exceptions:

Ladies may wear collarless and/or sleeveless shirts. If the shirt does not have a collar, it must have sleeves.

Stretched leggings and bikini type tops are not permitted.

Lounge, Dining and Snooker Rooms

We ask for smart, clean casual dress and that footwear be worn at all times.

Trainers are not permitted.

Smart denim jeans are allowed, but not torn or frayed jeans

No hats, or caps to be worn in the Lounge, or Dining Room.

12. Insurance

As Macclesfield Golf Club is affiliated to England Golf, all Members are provided with £10 million personal liability insurance. Members are covered if they are found to be negligent for causing injury to another person, or damage to third party property whilst playing or practising golf at any golf club or recognised practice facility in the UK, Channel Islands, or the Isle of Man.

13. Alteration of Policies & Operating Procedures

Policies & Operating Procedures will be reviewed regularly and may be amended in accordance with the provisions of the Articles of Association.

14.Smoking

The smoking of any tobacco-based material, e-cigarettes, or vaping is not permitted within any of the Club's buildings. The smoking of any tobacco-based material, e-cigarettes, or vaping is permitted outside the Club's buildings, but with due consideration to other members and guests. Smoking materials must be discarded in the receptacles provided outside the Clubhouse.

15.Lockers

Cost of Lockers

The cost of lockers is set annually by EMC.

Period of Locker Hire

Lockers are offered on a one-year basis.

Allocation of Lockers

Allocation of lockers is in the following priority order:

1. Full Member
2. Junior and Annual Green Fee holders – if no Full members are waiting.

Reclaiming Lockers

If a member leaves the Club or is no longer allocated a locker under the process above, the Club maintains the right to empty the locker and to dispose of the contents after a reasonable period and due notice has been given.

16 Honoraria

The purpose of the Club's Honoraria is to assist an Official in meeting expenses which the Club and Members would normally expect that Official to incur in carrying out their role. The rationale for this is that financial considerations should not be the major factor in whether an individual accepts the role or incurs undue costs as a result. It is not intended as a payment or remuneration for holding office or for services rendered.

An honorarium is a payment that is made without expectation or obligation and is normally a gesture to recognise the activities that have been provided by an individual rather than as a payment for services rendered. True honoraria are exempt from tax.

However, although a payment is described as an honorarium it may be liable to both Income Tax and National Insurance contributions. It is a question of fact not of description. Factors such as an expectation or commitment to pay, agreeing an amount in advance, lack of clarity on what the honorarium may and may not be spent on increases the likelihood that it is liable to tax and NI.

Each year the Club will make available an annual expenses budget, “an Honorarium”, to Officials as follows:

- ❖ Men’s’ Captain –£3000
- ❖ Lady Captain –£1750
- ❖ President - £1750

This is the maximum amount which the Club will pay for expenses incurred in carrying out the role. Expenses incurred beyond that amount are for the account of the individual Official.

For guidance, the Official should refer to the “Guidance for Honoraria” provided by the Club. The Honorarium is intended to cover additional costs which the Official would reasonably incur in fulfilling their role. It would therefore extend to the cost of specifically badged golf shirts and jumpers, general hospitality in the Club, at Club socials matches and when representing the Club, the costs of Captain’s Day or President’s Day including prizes, halfway house and evening buffet.

17 Club Socials

Socials for Club Members and Guests

Socials for Club Members should be organised and priced so that they at least break even overall, without any bar profit being considered.

Costs to be recovered though ticket sales include:

- ❖ All costs of the artist or entertainment
- ❖ Catering costs including food, consumables, staff time and a “normal” profit on catering
- ❖ Eligible VAT on food and consumables

The exceptions to the above are Captain’s Day, Lady Captain’s Day and President’s Day when no charge is made for members attending. For these functions, it is expected that the Captain, Lady Captain and President utilise their honorarium to finance their days.

18.Functions & Room Hire

The Club needs to maximise its income from use of the Club House within the following framework:

- ❖ We do not book functions that clash with Sponsored competitions on Saturdays if the sponsor wishes to entertain guests at MGC following the competition.
- ❖ It is essential to minimise disruption to members and to advise members at least 7 days in advance of any function that may disturb normal use of the Clubhouse.
- ❖ We do not accept 18th birthday party requests. We do accept 21st party requests with an expectation that parents are present to police the function. If no parents will be present, then either the function is cancelled, or professional security is engaged by the Club and costs charged and paid for in advance.
- ❖ There is no room hire charge for members but a £100 room hire charge for non-members.
- ❖ When catering is included in the booking, payment of the balance is due 7 days before the event.
- ❖ When there is a request to change the normal room lay out and/or the use of tablecloths, etc, there will be an additional charge of £25 for members and £50 for Non-Members for all bookings. The exception to this is if the event has utilised the function menu for its catering purposes.
- ❖ All catering bookings must be made through the club's hospitality team.

All fees/prices indicated above will be reviewed in line with any review of this document and independently following any significant change in circumstances to the above.

19. Competitions

Competitions will be under the control of the EMC or appropriate sub-committee if appointed. The format of major competitions will not be changed without consultation with the members of the appropriate section. All other matters relating to competitions will be decided by EMC or appropriate sub-committee if appointed, who will ensure that all competitions comply with the Rules of Golf and fix the dates, times and entrance fees, prizes and all other conditions of all competitions.

Following appropriate investigation on issues concerning a member's conduct in Club competitions, EMC may suspend the member from Club competitions for a maximum of four weeks in any consecutive 52-week period without following the disciplinary procedure which would normally be undertaken.

19.1. Men's Major Competitions - Handicap limit

This will be reviewed periodically in the light of changes to handicap methodology.

19.2. Competition Prizes and Sponsorship

Men's Saturday Competitions and knockouts

The agreed policy is that the prize fund in any individual competitions should not total more than the entry fees for that competition i.e., there should be no cross subsidisation between competitions.

Budgeting

Over the course of a financial year, enough surplus should be generated from entry fees after prizes have been paid, to cover the costs of maintaining the Honours Boards and any other contributions to golfing activities determined in the annual budget approved by EMC.

The Golf Committee are required to provide monthly competition accounts to the Finance Committee showing the income from competition fees, prize expenditure, and percentage provided for maintenance of the Honours Boards and other golfing activities.

Sponsorship

It is a principle of sponsored competitions that the Club benefits from the sponsorship and that the sponsorship is not used to increase the prize fund or contribute to the surplus above.

If the sponsor provides the prize table, then the value of entry fees from that sponsored competition contribute to the surplus for maintaining the Honours Boards and other golfing activities.

Prizes will be by voucher for the Golf Shop.

20. Use of Ride-on Buggies on the Golf Course

20.1 Introduction

The purpose of this section is to establish a standard for the safe operation of all ride-on buggies operated on the course at Macclesfield Golf Club. [The Club]

The section also sets down the criteria to be applied and conditions to be met for their use.

The Club has several buggies for hire. They can be booked in advance by telephoning the Club shop on 01625 423227. Any booking for the use of the Club's buggies is subject to restrictions that may be imposed owing to the condition of the course.

The Club also allows members and visitors to use their own buggies on the course subject to them obtaining the permission of the Club to do so and meeting the requirements set out in this section.

20.2 Qualifications

In normal circumstances there is no restriction on the use of ride-on buggies other than in certain areas of the golf course.

In some circumstances it may be necessary to restrict the use of ride-on buggies due to course conditions and the general topography of the course.

Any person who operates a ride-on buggy on the golf course is deemed by so doing, to have the knowledge, training and skill to safely operate the vehicle and be fully accountable for their actions and the consequences thereof.

The safe operation of ride-on buggies on the course requires conscientious application and adherence to the minimum standard of care prescribed by this policy.

Ride on buggies must be operated in accordance with the requirements of the following documents:

- ❖ Golf Buggy Safety Policy (Section 19.3)
- ❖ Golf Buggy Safe Working Practice / Conditions of Use (Section 19.4)
- ❖ Golf Buggy Safety Policy Acknowledgement Form (Appendix A or B as appropriate)

The Club reserves the right to refuse permission if all the conditions stipulated are not complied with.

It is the Club policy that if the whole course or part of the course is open, ride-on buggies may be used.

In exceptional weather conditions the Greens Staff may determine that unrestricted use of buggies will or is likely to cause significant damage to the course, or due to course topography, becomes a safety risk for the buggy user. In these circumstances, buggy restrictions will apply. Buggies will then be permitted, but only to those people who have a disability as defined under the Equalities Act 2010. Course conditions shall determine those holes where buggy use is possible. Such persons must have lodged with the Club a Medical Certificate signed by a registered General Practitioner, confirming that they are unable to play a full round of golf without the use of a buggy. (Appendix C)

Those members using their own buggies must sign the Golf Buggy Safety Policy Acknowledgement Form and lodge this with the Club.

This policy is subject to review and amendment by the Executive Management Council on a regular basis.

20.3 Golf Buggy Safety Policy

The Club has a duty of care to all users of the golf course. The topography of certain areas of the course is such that the user of a ride-on buggy must show caution and prudence. It is also necessary for the Club to provide adequate safe means of access for all golfers including those given permission to use buggies. Moreover, the Club must ensure the safety of golfers who do not wish to use ride-on buggies, but who might be at risk from a mechanically defective ride-on buggy or its careless use. This duty of care also applies to members of the public using any rights of way.

To assist the safe use of ride-on buggies all potential users [members and visitors] shall comply with the following conditions:

- ❖ Ride-on buggies on Macclesfield Golf Club property are only for the use of members, green fee-paying visitors, entrants in competitions or other persons so authorised by the Club.
 - ❖ Ride-on buggies must be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians must be afforded the right of way at all times.
 - ❖ The signs and instructions employed on the course to warn buggy riders of potential danger areas or, areas forbidden to ride-on buggies because of concerns about danger or, the potential to cause unacceptable wear and tear to the course must be followed at all times.
 - ❖ Ride-on buggies must be operated and parked in such a manner that they do not impede or interfere with normal pedestrian or vehicular flow on roadways ramps or pavements.
 - ❖ Macclesfield Golf Club have no responsibility for ensuring the safe operation of ride-on buggies on or beyond the confines of the course and Club car park and property other than those operated by their servants or agents.
 - ❖ The Club will accept no responsibility for any loss or damage caused by the buggy and driver during the period of hire or whilst playing golf on the course.
 - ❖ No ride-on buggy will be operated in excess of 15km per hour [9mph]. When the ground is wet or muddy or when negotiating narrow bridges or routes, the maximum possible speed is walking pace 3.3km per hour [2mph]. Operators must ensure that they drive at appropriate speed and in the appropriate manner for the prevailing conditions.
 - ❖ Ride -on buggies shall be only used between dawn and dusk.
 - ❖ Ride-on buggies must be operated in compliance with the common “rules of the road” regardless of whether they are operated on pavements, bridleways or roadways.
 - ❖ Operators must stop the buggy at blind intersections and proceed with caution.
 - ❖ The consumption of alcohol and /or improper use of drugs when using a ride-on buggy is strictly prohibited.
 - ❖ If in the opinion of the Secretary or an Officer of the Club a person is in an unfit condition to use a buggy, they have the authority to immediately prohibit that person to use or be a passenger on a ride-on buggy. Reinstatement of such a prohibition is at the discretion of EMC, following a written report of the incident.
 - ❖ The minimum age for use of a ride-on buggy is 18+.
- Buggies are NOT allowed:
- ❖ on the fairway or in the rough on any hole that has a permanent or temporarily designated buggy path.
 - ❖ on any area that is visibly wet, marked “ground under repair”, or areas fenced off to protect the course conditions.
 - ❖ to use the bridge to access the 3rd Green on the left.
 - ❖ to the left of the bunkers protecting the 4th Green.
 - ❖ to the slope to the right of the 11th Green.
 - ❖ on the slopes behind the 16th Green towards the 17th tee.
 - ❖ to the slope on the left side of the 17th Fairway and Green.

20.4 Golf Buggy Safe Working Practice/Conditions of Use

20.4.1 Before Use

- ❖ All operators of ride-on buggies, including privately owned buggies, must sign a Safety Policy Acknowledgement Form before they are allowed to drive the buggy.
- ❖ A ride-on buggy shall only be used for the number of people it was designed to carry and only by people who are authorised to use one.
- ❖ Ride-on buggy operators must not be under the influence of alcoholic drinks or drugs.
- ❖ Children must not drive a ride-on buggy.

20.4.2 During Use

- ❖ Do not drive off until the occupants are seated.
- ❖ Always remain seated and hold on while the vehicle is in motion.
- ❖ Hands, feet and head [where relevant] must be kept inside the buggy at all times while the vehicle is in motion.
- ❖ Ride-on buggies must use permanent or temporary buggy paths where provided.
- ❖ Where no path exists, the buggy should be driven in the rough whenever possible.
- ❖ The buggy must be used to progress the game and must not be driven up and down excessively, e.g., when looking for golf balls.
- ❖ The buggy must not be driven on tees, greens or the slopes leading up to them.
- ❖ The buggy must not be used within 5 metres of any green, bunker, ditch, pond or slopes leading to them except when using the designated paths or bridges.
- ❖ Check the area behind the vehicle before reversing.
- ❖ Always set the parking brake before leaving the buggy even on flat ground.
- ❖ Always consider the terrain and pedestrians as well as environmental factors that may affect your ability to operate the buggy safely.
- ❖ Drive the buggy only as fast as the terrain and safety considerations allow.
- ❖ To avoid tipping over, drive the buggy straight up and down severe slopes, not across them.
- ❖ Slow down before corners.
- ❖ Avoid sudden stops or changes of direction that may result in loss of control.
- ❖ Brake gently and progressively.
- ❖ Be extra careful and drive slowly when the course is wet and muddy.

The Club may determine that the course condition or weather is such that buggies cannot be used safely and may close all or part of the course. Buggies will then be permitted only for use by those people who have a disability as defined under the Equalities Act 2010. For competition use the buggy operator in these instances must comply fully with the Golf Buggy Safety Policy and adhere to advice on ground conditions. The use of the buggy on all other occasions will be limited to the specific holes identified in this policy unless advised otherwise. The Club will review conditions on a regular basis.

Macclesfield Golf Club has designated a nine-hole golf course for golfers wishing to use buggies, but when course conditions do not allow the whole course to be open for general buggy use: -

- ❖ The par four 1st. The path by the green must be used.
- ❖ The par four 2nd.
- ❖ The par four 6th. Access will be via the path to the left of the rise on the third. Then across the 9th fairway towards the eighth tee using the walkway provided. Progress to the sixth tee will be via the left- hand side of the eighth.

- ❖ The par four 7th. Access to the tee via the slope between the end of the stand of trees and the sixth green.
- ❖ The par four 8th.
- ❖ The par five 9th.
- ❖ The par five 10th
- ❖ The short par three used as the 11th on the winter twelve-hole course.
- ❖ The par three 18th.

21. Use of Buggies in Competitions

The Royal & Ancient rules state:

“The use of golf carts (i.e., ride-on motorised vehicles) during a competition is permitted unless their use is specifically prohibited in the conditions of the competition. “

It is the policy of the Club that buggies are allowed in all competitions taking place at the Club, unless specifically prohibited by the rules of that competition.

This therefore applies to both our regular weekly competitions for members and to our Club knockouts.

To avoid confusion, the policy extends to qualifying rounds of national and regional competitions held at the Club unless their use is specifically prohibited by the rules applying to that stage of the competition. For example, buggies are usually not permitted (other than on medical grounds) for the finals of competitions organised by England Golf. However, they may be used in a qualifying round held by a particular Club for its own members.

Buggies can also be used in inter-Club matches unless this is prohibited by the rules of the competition.

22. Competition Committee

The arrangements for official Club competitions for all sections are the responsibility of the particular group of members or individual charged with running that competition.

This responsibility includes not only logistical arrangements such as reserving the date, promoting the event, ensuring that required catering and bar arrangements are in place but also, for all those golfing matters which normally form part of the responsibility of the “Competition Committee”.

However, the responsibility of the Competition Committee does not extend to:

- ❖ for internal competitions, determining the prize amounts given, relative to entry fees. This responsibility lies with the Golf Committee to ensure that over the course of a season we comply with VAT regulations.
- ❖ deciding whether buggies may or may not be used in the competition - see Use of Buggies in Competition policy
- ❖ imposing sanctions on members beyond the immediate competition which gave rise to the issue; banning a member for say two weeks from competitions if they fail to turn up and do not notify their playing partners. This responsibility rests with the Golf Committee who will consider what if any action should be taken, ensuring consistency across the Club and its competitions.

23. Availability of Golf Facilities

EMC may reserve tee times for members' competitions and events, open days, societies, and similar organisations such as those engaged in charitable fund raising. Otherwise, a member's membership category will determine the times when they may play golf and enjoy all facilities available, without discrimination on grounds of ability or other reason.

25.1. Golf Playing Visitors and Guests

Golf Members may introduce not more than three guests at any one time on the reduced members green fee as determined by EMC. The same guests may only play six times in one year on a members' green fee, irrespective of which member makes the introduction.

Other visitors may play on the course except when tee times are reserved, on payment of the green fee set by EMC.

The EMC may restrict the number of visits by each visitor each year, refuse facilities on certain days and debar any particular person from the course and Club premises if considered to be in the best interests of golf generally or the Club.

25.2. Juniors and Young Players

The Club wishes to promote golf amongst Junior and young players. All those responsible for organising junior and young golf on a regular basis will have a current DBS check

24. Tee Times

Access to the course to play social golf or compete in informal competitions such as Roll-ups is gained by booking tee times on the ClubV1 system.

Tee times may be booked up to 7 days in advance

Tee times may be reserved by recognised sections and sub sections of the Club for organised competitions (1st tee, two tees or shotgun).

Match organisers may reserve tees for matches against other Clubs.

Match and competition organisers should not reserve excessive tee times and should make any appropriate gaps available for general play by members

25. Golf Course Policy

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25.1 Introduction

The purpose of this document is to set out details of all aspects of the management of the golf course at Macclesfield Golf Club (MGC).

This policy will be strictly pursued, and any future changes will not be introduced without the approval of the Directors.

25.2 Roles and Responsibilities

EMC are responsible for the management of MGC in all its aspects.

The Greens Committee and Chair are responsible to and through to Members for the management of the golf course - development, presentation and maintenance, machinery, health and safety, financial - and the general management of the staff.

The Greens Chair is the line manager of the Head Greenkeeper.

Day to day management of the greens staff is delegated to the Head Greenkeeper who has the full authority of the Directors to manage the staff and course in accordance with this document.

The Head Greenkeeper /Greens Chair is responsible for the establishment of management controls that monitor the implementation of the policies set by the Directors and the Committee and for ensuring that correct management practices are followed.

The Head Greenkeeper is responsible for the day-to-day management of the course and implementation of this Policy document. Areas of responsibility include: - planning of maintenance schedules; machinery maintenance; schedules and records; health and safety; staff training; discipline; allocation of daily tasks; use and storage of fertilisers, chemicals and petroleum products; ecology; budget controls and will liaise with the Greens Chair regarding any problem areas.

25.3 Resources

Staff - the agreed staffing level is: -

Head Greenkeeper

Deputy Greenkeeper

2 Assistant Greenkeepers

Apprentice Greenkeeper

Total – 4 + 1 Apprentice

During the season, the staff may be supplemented by part-time staff and volunteers.

There is a commitment to the training of greens staff who are to be encouraged to maximise their individual abilities.

Financial - The Directors are committed to the allocation of sufficient MGC funds to achieve the policies set out in this document.

25.4 Objectives

The objectives will necessarily alter as time progresses. The overall objective is that the golf course should be maintained to the standard that is recognised as one of the best presented and maintained courses in the area. This high standard will be maintained from the end of March to the beginning of October with the standard throughout the winter months being as high as realistically possible, subject to weather conditions. It is intended that the course will always remain at its present status against other local courses, and it is to be maintained in excellent condition for the enjoyment of members of all handicaps, their guests and visitors.

25.5 Timing of Work

Much essential work has to be undertaken and completed throughout the year. It will be the responsibility of the Head Greenkeeper, in regular discussion with the Greens Chair to plan this work well in advance so that the periods in which work has to be undertaken can be agreed, taking into account the golf programme. The Golf Chair should be kept informed of the planned work. Should the Greens and/or Golf Chairs lack the necessary experience in course management, they should formally consult and take advice from others that do. Where appropriate, work being undertaken will be communicated to members.

25.6 The Course

25.6.1 Greens

Mowing- During the growing season the greens are cut 5-7 days per week with the height of cut being between 3mm and 4.5mm. Mowing height and frequency is determined by a number of factors such as weather conditions and forthcoming events. On days when the greens are not mown, they are brushed/switched to help prevent the onset of turf disease and also to remove surface worm castings.

Fertilisers – Granular fertiliser application is used in the spring to help thicken the sward and aid recovery from winter and spring renovations. A balanced liquid fertiliser program is used on a little and often basis throughout the season to ensure consistent plant health and growth. Turf hardeners and Bio stimulants are also utilised on a regular basis to help strengthen the plant against disease and drought stress and aid root growth and sward density.

Irrigation – is only used when deemed necessary to help maintain desirable moisture levels and sustain healthy grass growth. A wetting agent programme is carried out on a monthly basis alongside efficient watering practices to control accurate moisture levels within the soil. Wetting agent pellets are used when hand watering, to help break up underlying surface tension, treat areas of dry patch and ensure greater water penetration through the soil structure.

Aeration – is carried out regularly throughout the year on fine turf surfaces with the aim to achieve year-round playability through good drainage qualities. Aeration is also essential to support healthy bacterial activity, breakdown thatch levels and encourage deep rooting.

- ❖ Verti-draining takes place in spring and early autumn with an application of medium/fine top dressing to help reduce compaction and improve drainage qualities.
- ❖ Mini-tining is utilised on a consistent basis throughout the year to aerate the soil profile whilst providing limited surface disruption.
- ❖ Sarel spiking monthly during the summer when conditions allow.
- ❖ Weekly slitting to top greens and fortnightly to bottom greens through autumn to spring, subject to ground conditions.
- ❖ Scarification - treatment in the spring and autumn.
- ❖ Verti-cutting- when required throughout the growing season.

Top Dressing – light monthly applications during the growing season with a heavier application in spring to improve surface smoothness and trueness. The overall objective is to apply 100 tonnes of top dressing on the 18 greens over the year.

Disease – both cultural and chemical control measures are carried out preventatively to control a range of fine turf diseases.

Overseeding - to encourage the finer grasses.

Pin positions should be changed twice a week for Saturday competitions and for qualifying competitions during the rest of the week. The process creates a fresh golfing challenge as well as reducing compaction.

25.6.2 Green Surrounds and Approaches

Green surrounds - treatments and maintenance similar to that applied to the greens, one or two cutting widths around each green to a height of 10mm.

Aprons (Approaches) to greens - Verti-draining/top dressing - spring treatment.

Slit tining - every 7/14 days throughout the winter, when weather allows.

Overseeding - spring treatment.

Verti-cutting - occasional light treatment.

Irrigation - treatment as necessary

25.6.3 Tees

Ensure level with good overall grass coverage.

Scarify twice a year.

Maintain fertiliser programme.

Mowing twice weekly throughout the growing season to a height of 10mm. Mowing to maintain full width of tees and avoid “rounding” corners on the smaller tees.

Divoting weekly, with mix including seed. Programme to include necessary repairs with particular attention to maintaining and improving levels.

Aeration - Verti-draining / Micro tining programme. Fortnightly slitting throughout the winter.

Tee markers to provide a good width (min.4 - 5 yards) and where appropriate to be placed up to the edges. Markers to be placed square to the centre of fairways and to be re-positioned daily ensuring that all parts of each tee are used during the season. Tees which can be divided into two or more teeing widths to be identified and used accordingly.

Tees to be allocated for use as blue, red, yellow and white areas; these areas must not overlap, except in areas which have already been identified.

25.6.4 Fairways

Shaping and widths to be maintained

Mowing twice weekly during the growing season to a height of 14mm.

Divotting of fairways, with a seed and top-dressing mix, to be undertaken on a regular basis.

Weed control - action as necessary from time to time, particularly early Spring.

Verti-draining, with 3/4 in. tines, during November and December subject to ground and weather conditions.

150-yard markers, to centre of green, to be maintained at the side of each Par 4 and Par 5 fairway.

25.6.5 Bunkers

Average sand depth of 4 to 6 inches at the base of the bunker and 2 to 3 inches on the bunker face.

To be thoroughly raked at least twice per week, to include Fridays before Saturday competitions and Tuesdays before Seniors and Ladies section competitions on Wednesday's and Thursdays.

25.6.6 First Cut (Green/ tee banks)

To be mown weekly to a height of 25mm.

25.6.7 Rough

Cut to a height of 51mm to create a penalty in playing a shot but providing a fair golfing challenge where golf balls are easily located and reducing any significant delays in play.

25.6.8 Winter Play

Develop and maintain a plan which retains the present length of each hole as far as is realistically possible with provision of winter tee mats. Fairway mats are also used to aid further protection during winter.

Regrettably in order to reduce compaction and long-term damage of various areas of the course, it may be necessary during certain winter months to introduce restrictions in the use of buggies and trolleys, this decision will be made by the Head Greenkeeper and/or the Deputy Greenkeeper.

25.6.9 Miscellaneous

Small mounds, banking's and areas under trees adjacent to all fairways to be mown/strimmed and maintained at a height of 50mm throughout the year.

Ditches - to be maintained in a tidy condition.

OOB and Water Hazards - ensure these are clearly defined and marked with appropriately coloured posts.

Ground under repair - areas of GUR within fairways and light rough to be clearly marked and must be repaired and brought back into play as quickly as possible.

Walls - to be fully maintained and mown/strimmed up to base at a height of 50mm.

Roadways and paths - to be maintained in good repair.

25.7 Closure of The Course

The course may be closed on the authority of the Head Greenkeeper or, in his absence, the Deputy Greenkeeper when weather conditions are such that the course is considered unfit for play. Such conditions would exist if the course were waterlogged, or during periods of heavy snow. Any such action must be immediately reported to the Chair or when they are not available to the Captain / Vice Captain. The Club Shop must also be advised as soon as possible.

During the winter months the Greens staff may decide whether the course or individual holes should be closed.

During a competition, the course may be declared unfit for play by any member of the Committee supervising the competition.

In winter months a decision to close the course will not be rescinded for the rest of that day. Decisions regarding reopening, or continued closure on subsequent days will be made not later than 09.00am each day (08.00am Saturdays and Sundays).

25.8 Greens Staff and Members

25.8.1 Work on The Course

The Greens Staff are required to be vigilant so that they do not delay play unreasonably. Players must be prepared to wait a short time to allow Greens Staff to either complete or suspend the task in hand and move to safety.

25.8.2 Complaints

Members and visitors may not complain directly to Greens Staff either about their conduct or about the state of the course. Any complaint must be made to the Head Greenkeeper or Chair. Such complaints will be investigated, and contact made with the complainant within 7 days.

25.9 Machinery

The Head Greenkeeper will maintain a rolling plan of machinery replacements, additions, and major repairs for consideration by the and inclusion in the Club's financial plan.

The Head Greenkeeper has responsibility to keep himself up to date with developments in golf course machinery and to bring his recommendations to the attention of the Golf and Greens committees.

The Head Greenkeeper is responsible for the maintenance of all machinery; records of use; servicing; preventative maintenance etc. He is also responsible for ensuring that all machinery meets current health and safety legislation and that it is operated by all staff strictly in accordance with the manufacturer's recommendations and within health and safety provisions.

25.10 Equipment and Materials

It is not always practical either to loan out equipment to Members or to supply the latter with materials, however small the quantity may be. The Greens Staff are therefore under instructions not to undertake any such arrangements without the prior approval of EMC.

Materials which are surplus to requirements may be disposed of Members or elsewhere, on the recommendations of the Head Greenkeeper and with the approval of the EMC.

25.11 Irrigation

The overall policy is to use as little water as possible to encourage deeper rooting grasses to predominate and to reduce the effect of thatch which seriously affects all greens.

The watering of greens during periods of dry weather is at the discretion of the Head Greenkeeper.

The course water supply is via the bore hole and storage tank. The Head Greenkeeper is responsible for ensuring that during the summer months the supply is readily available, and that the system is primed and the greens sprinkler heads fully operational. During the winter months the system is fully drained to prevent frost damage.

25.12 Financial Controls

The Head Greenkeeper and Greens Chair are responsible for monitoring expenditure against authorised annual budgets and for regular reviews during the expenditure periods.

In August of each year the Head Greenkeeper is required to provide financial forecasts for the following year by way of both revenue and capital budgets. These are considered by the Finance Committee and the agreed proposals submitted to the EMC for consideration within the overall expenditure requirements for the subsequent year.

25.13 Ecology

Within the course there are several areas of copse, natural woodland, wildflowers and grasses. It is an important part of the Policy to preserve the natural habitat of birds, animals, insects and flora on the course. The wooded areas forming part of the playing environment must not be left unattended - fallen trees have to be removed together with unwanted saplings/bushes etc. Grass areas should be managed on a seasonal basis allowing integration into the course lay out and playability. The addition or removal of any rough land grass areas must be agreed by EMC prior to work being started.

Certain animals - squirrels, rabbits, moles - do damage to the course and, subject to the prior agreement of the Greens Committee, action may be necessary to keep their numbers under control.

Certain birds, e.g., magpies, whilst not directly damaging the course may also have a detrimental effect on the presence of other wildlife and again action may have to be considered to control their numbers.

Trees which affect the course, particularly when overhanging teeing grounds, have to be lopped. This work has to be implemented under the control of the Head Greenkeeper who always has to recognise the need for tree preservation.

Tree planting will continue on an annual basis subject to appropriate funding and availability. It is the responsibility of the Head Greenkeeper that all new trees are marked by GUR or by marking with white tape. Such marking to be regularly assessed to ensure that these markings can be removed as trees mature. The existing programme to regenerate areas of gorse and heather, etc, to be continued and newly planted areas to be given adequate protection

26. Course Health & Safety Document

ACCIDENT/EMERGENCY PROCEDURES

First Aid Assistance: In the event of an accident, first aid boxes are located at the main entrance to the Club, in the Greenkeepers Rest Room and in the kitchen. A defibrillator is located near the Club Office.

Mobile phones: Mobile phones must be switched off whilst on the course and may only be used to summon help in case of an accident/emergency. Call the clubhouse 01625 423 227 or emergency services on 999 (post code is SK11 7EA).

Accident reporting:

All accidents must be reported to the Appointed Person (First Aid) for entry into the Accident Book.

COURSE RISK ASSESSMENT STATEMENT

The Golf Course Risk Assessment has been carried out on a hole by hole basis. To help minimise the risks from the hazards that have been identified it is your responsibility as a golfer, caddie, or spectator on the course to ensure that you adhere strictly to the following:

There are many hills and slopes on the course, with some particularly steep inclines around some of the tees and greens. Choose your route around these areas carefully.

You are asked to exercise caution at all times on the course in respect of identifying areas where you may be at potential risk of being hit by another golfer's ball, especially on those holes where the landing area is not clearly visible from the tee and areas where parallel fairways are played in opposing directions.

At Macclesfield GC a public right of way runs along the left side of the 10th fairway, and the left side of the 11th fairway.

If a mishit shot is heading in the direction of other people, you must shout 'FORE' in a loud voice to alert them to possible danger. If 'FORE' is heard when playing, please take evasive action if possible.

Players should not strike a golf ball when there is the risk of endangering other players, members of the Green Staff and all other users of the course.

Particular care should be taken on holes where the landing area of your shot is not clearly visible.

1st hole: Players are out of sight/ slight dog leg left uphill, please wait for the bell to ring on your approach shot to the green.

2nd hole: Be aware of players on the 10th fairway.

3rd hole: Players are out of sight and need to wait for the bell to ring before teeing off. When playing an approach shot to the green be aware of players on the 9th tee, 8th green and 4th tee.

8th hole: A dog leg left, wait for the bell to ring players are out of sight.

9th hole: Players are out of sight on your approach to the green.

10th hole: Public right of way all down the left-hand side. Be aware of players on the 2nd fairway.

11th hole: Dog leg left, players out of sight. Public right of way partially down the left-hand side.

12th hole: Players are out of sight and wait for the bell to be rung.

17th hole: Dog leg right, players out of sight.

Buggies: Macclesfield GC has buggies available for hire. Apart from these, the use of motorised ride-on buggies is permitted only by prior application to the Secretary. All buggies must be operated in accordance with our Golf Buggy Safety Policy (available on request). All buggies are to be kept out of the rough.

Fertiliser and Insecticides: Do not lick golf balls or fingers. A notice on the 1st Tee will advise of days that chemicals have been used. Players are advised to take heed of the warnings and protect themselves.

Footwear: Macclesfield GC require golf shoes to be worn on the course as they help to avoid slips. They also help your golf.

Greenkeepers: The green staff is regularly working on the course when golf is in progress. Please be careful and courteous to them and ensure that they are aware of and have acknowledged your presence prior to you playing in their proximity.

Insurance: Macclesfield GC provides liability insurance to their members. The insurance is also extended to green fee paying visitors. However, all golfers must ensure that they are adequately insured in respect of the risks involved with the playing of golf.

Practising: This is strictly limited to the designated practise areas of the club. To the right hand side of the clubhouse shop, also we have a chipping area on the opposite side of the 10th green.

Steep Banks, Slopes & Paths: Macclesfield GC has too many steep banks, slopes and paths to list individually. At all times players should take care when walking up or down these, particularly when using golf buggies or trolleys. Adherence to the instructions located on the steering wheel and also on the 'dashboard' of the buggies is also an essential part in respect of minimising risks.

Pond and other water hazards: There is one pond on the course (8th hole), a stream (16th hole), and drainage ditches on the 3rd, 6th, 8th, 9th and 16th holes. Extreme caution should be taken if attempting to retrieve golf balls from these areas.

Steps: There are wooden sleeper steps when entering/exiting 2nd, 3rd, 4th, 5th, 10th, 11th, 12th and 18th tees. You are advised to use these with caution particularly in wet or icy conditions.

INCLEMENT WEATHER

Darkness, rain, fog, ice: During inclement weather, the fact that the course has not been officially closed does not warrant that it is fit for play. Therefore, members and visitors should themselves determine whether it is safe to play. Players have a duty of care to behave in such a way that others may not be injured by their actions. They also have a duty of care to ensure that they do not injure themselves. All players play at their own risk and should do nothing to jeopardise the safety of themselves or others.

Lightning: It is the players own responsibility to discontinue play when, in his/her opinion a danger from lightning exists. In the event that a player is out on the golf course when lightning is about then the following safety precautions are advised:

KEEP AS LOW AS POSSIBLE,

STAND AWAY FROM YOUR GOLF EQUIPMENT,

DO NOT USE A MOBILE PHONE-MAKE SURE IT IS SWITCHED OFF,

DO NOT PUT AN UMBRELLA UP

TO HELP WITH THE REVIEW PROCESS OF OUR SAFETY PROCEDURES ALL MEMBERS GUESTS AND VISITORS ARE KINDLY REQUESTED TO BRING TO THE ATTENTION OF THE EXECUTIVE MANAGEMENT COMMITTEE (EMC) ANY INCIDENTS THAT HAPPEN ON THE GOLF COURSE, OR HAZARDS THAT THEY FEEL HAVE NOT BEEN ADDRESSED.

27. Appendices

Appendix A – To Be Completed by members using their own ride-on golf buggy and/or who have a completed medical certificate [Appendix C - to be held by the Club].

Users of Private Golf Buggies do so at their own risk. Macclesfield Golf Club will not accept any liability for any loss or damage to the golf buggy or any other property however caused.

When appropriate - I possess and have produced a copy of certified evidence that I have a disability within the meaning of the Equalities Act 2010 that prevents me from playing golf without the use of a ride-on buggy. [Appendix C]

I have read and understand Macclesfield Golf Club’s Golf Buggy Safety, and Safe Working Practice/Conditions of Use Policies. I agree to abide with the requirements of these policies whilst using my buggy, or a hired buggy on the course and its environs.

Where I am using my own buggy:

- ❖ I agree that it has been maintained in a safe working condition for use on the course and the environmental and weather conditions I may encounter.
- ❖ I have valid third-party insurance cover.
- ❖ I agree to indemnify The Macclesfield Golf Club against all claims, costs and demands made against the Macclesfield Golf Club, arising out of or in connection with the use of my golf buggy.
- ❖ I agree to utilise the identified nine-hole course that is available for buggy use when course conditions are declared unsuitable for general buggy use. [Golf Buggy Safe Working Practice/Conditions of Use]
- ❖ When using my buggy for competitions when the course is declared unsuitable for general buggy use, I agree to follow all the necessary safety advice provided and operate according to “Golf Buggy Safe Working Practice/Conditions of Use”.

Signature of User:

Date:

Signature of Club:

Date.....

Appendix B – To Be Completed by Members, Guests or Visitors Hiring a Ride-On Buggy from The Course Shop

I have read and understand Macclesfield Golf Club’s Golf Buggy Safety, and Safe Working Practice/Conditions of Use Policies. I agree to abide with the requirements of these policies whilst using a hired ride-on buggy on the course and its environs.

I understand the terms and conditions of the Golf Club’s:

- ❖ Golf Buggy Safety Policy (Section 20.3).
- ❖ Golf Buggy Safe Working Practice/Conditions of Use (Section 20.4).

I have been given the opportunity to ask questions relating to these policies and operating instructions.

I understand and expressly acknowledge that the Club has and will accept no responsibility for any loss or damage however caused by the buggy and driver during the period of hire or whilst playing golf on the course. I accept and expressly agree that I am therefore responsible for any damage to the buggy, course or myself during such period.

I am aware of the areas on the course where I am unable to take a buggy.

I am 18 years of age and over.

Signature of user..... Name.....

Club Rep..... Signed.....

Deposit..... Date.....

Appendix C - Medical Form to be completed by the Applicant's Doctor

I, Dr.....

of.....

.....

Certify that I have examined

of.....

.....

I am of the opinion that he/she has a disability within the meaning of the Equalities Act 2010 and is unable to play a full round of golf without the use of a motorised ride-on buggy.

Signed:

Date:

Appendix D.- TERMS AND EXPRESSIONS

To help understanding, this Appendix sets out the use of terms and expressions used in this document.

Club – Macclesfield Golf Club Limited

Club Captain – The Captain of the Section determined by the Articles of Association may be referred to as the Club Captain.

Directors - The members of the Executive Management Committee elected at the Annual General Meeting in accordance with the Articles of Association

Executive Management Committee – used to refer collectively to the Board of Directors of the Club.

Golf Members – all members other than social members

EMC – used to refer collectively to the Board of Directors of the Club.

Members – The Memorandum and Articles of Association uses the term “Members” to refer to those Members (Platinum and Gold) who are shareholders in the Club and Associate Members to refer to golf and social members who are not Shareholders.

Full Golf Members – Full golf members are Platinum and Gold members who as defined by the Articles of Association are shareholders of the Club

Associate Members – Associate members are those golf and social members who are not Full Golf Members and Shareholders of the Club

Subscription Year – The Club’s subscription year runs from 1st April until 31st March the following calendar year

Section – refers to the Men’s, Ladies, Seniors and Juniors golf Sections

Appendix E - Election of Captains, President, Life and Honorary Members

The Articles of Association provide that Officials of the Club will include the Men's and Ladies Captains and Captains Elect and the President. As Officials, their election is subject to a vote of all shareholders at the Annual General Meeting. It has been a tradition of the Club that the Captains and President are elected unopposed. Although not part of either the Memorandum and Articles of Association or this Policies & Operating Procedure, and therefore having no legal or formal status, the process by which nominations for these posts are normally put forward is outlined below.

Notwithstanding this tradition, any Full Member who satisfies eligibility requirements and is appropriately proposed and seconded may stand for election for Captains, Captains Elect and President.

President

The nomination for President of the Club would normally be the Club Captain from six years previously. If that Club Captain was unwilling or unable to serve as President then the Captain of the other Section (Gentlemen or Ladies) from the appropriate year, would be nominated. If neither Captain is willing or able to serve as President then the Club Captain at the time this situation becomes apparent, convenes a meeting with Life Members of both Sections to determine, taking into account all the circumstances, the action to be taken. Such action may include for example:

- ❖ Reducing the number of years between being Club Captain and being President
- ❖ Asking the President of the preceding year before to continue for a second year
- ❖ Proposing a suitably qualified and respected Member who has not been a Captain

Men's Captain and Captain Elect

At the Annual General meeting, Shareholders will elect the Men's Captain for a two- year term - the first year to be served as Captain Elect and the second year as Men's Captain.

The process to arrive at the nomination is as follows:

Several weeks prior to President's Day (when the nomination is announced), the current President will convene a confidential meeting of the current Captain & Vice-Captain and in attendance Captain Elect. At that meeting the President, Captain & Vice Captain should bring a maximum of 3 possible candidates and the rationale for their choice. The Captain Elect is in attendance to observe the process and take the learning forward. At the meeting there should be an open discussion about every candidate and how well they would fit the profile of a good Captain and taking into account the factors listed below. It is recommended that a decision is not taken at this meeting, but at a second confidential meeting one or two weeks later. This allows each attendee to reflect on the outcome(s) of the initial meeting.

Once a decision has been made and in confidence, the President should validate the first choice candidate with the current Chairman of EMC. In the unlikely event the nomination is not validated by the Chairman he will refer it back to the President with an explanation for the nomination committee to consider.

Following validation, the current Captain should formally invite the candidate to accept the nomination. If this is declined the current Captain should arrange another meeting of the selection committee, until a candidate has accepted the nomination.

All parties must keep the nomination confidential, until on President's Day, the President invites the current Captain to announce it

Factors to be considered when nominating the future Captain of the Club (normally the Men's Captain):

- ❖ As required by the Memorandum & Articles of Association – must have been a Full Member for 2 years.
- ❖ The candidate should have been a Platinum Member for a continuous period of at least 5 years.
- ❖ Have the ability to support the club as outlined in the clubs P&O document.
- ❖ Active member of the Club in supporting EMC either directly or indirectly (eg through their sub-committees, administrative assistance, Club team organisation)
- ❖ Able and willing to support the Club at both internal and external events (eg major competitions; hosting sponsors; social events)
- ❖ Would be a good ambassador for the Club

Ladies' Captain and Captain Elect

At the Annual General meeting, Shareholders will elect the Ladies' Captain for a two- year term - the first year to be served as Captain Elect and the second year as Ladies' Captain.

The process to arrive at the nomination is as follows:

Normally prior to the Annual General Meeting the current Ladies' Captain will form a sub-committee, comprising, at her discretion, of herself, the Captain Elect, the President (if a member of the Ladies' Section) and past Captains as she considers appropriate. This committee will meet as necessary to determine the nomination to be put to shareholders for election at the AGM.

Club Captain

The Articles of Association set down which Captain will normally be referred to as the Club Captain.

Vice-Captain

The Captains of both the Men's and Ladies' Sections from the previous year will normally be known as Vice-Captains. Vice-Captains are available to offer advice and assistance but do not have any formal role in managing the Club.

Life Members

Following discussions with the Club Officials and current Life Members, the EMC may award a Life Membership to any Full Member in recognition of their significant and sustained contribution to the Club.

Honorary Members

Honorary Membership will be offered to any Full Member reaching the age of 90 and who has had at least 25 years membership of the Club

Appendix F - MEMBERS' DISCIPLINARY PROCEDURES

Introduction

This appendix details those procedures that will normally be followed to investigate complaints against members or inappropriate behaviour by them. Failure to follow these procedures does not invalidate conclusions reached or any action subsequently taken by the Club. These procedures apply to all members.

Disciplinary Committees

The power to administer an admonishment, to suspend a member from membership, or to expel a member is vested in a Disciplinary Committee and a Disciplinary Appeal Committee appointed by the Executive Management Committee from the Directors and Officials of the Club. The Disciplinary Committee will normally be chaired by a Director or if they are either unable or unwilling then an Official of the Club. The remainder of the panel will comprise two members, at least one of the Executive Management Committee and chosen at the absolute discretion of the Chair. The Disciplinary Appeal Committee will be appointed by the Chair of the EMC from Directors and/or Officials who have not previously been involved in the matter at hand.

Notification of Complaints

All complaints against a member shall be notified to the Secretary/Manager, preferably in writing, outlining details of the matter(s) complained of. If the Secretary/Manager is not available, then the matter should be reported to any member of the Executive Management Committee.

Informal Resolution of Complaints

On receipt of a complaint, the Secretary/Manager (or other member of the Executive Management Committee if the Secretary/Manager is unable) will discuss the facts as they are then known with the Chair of the Disciplinary Committee who will decide given the nature of the complaint whether it could be resolved informally by discussion to the satisfaction of all concerned and act accordingly.

Investigation of Complaints

If the Chair of the Disciplinary Committee decides that the matter is so serious or is unlikely to be resolved informally, then an investigation will be carried out. Procedure for this investigation will normally be as follows:

The member who is the subject of the complaint will be advised, normally in writing, of the general nature of the complaint. As part of the investigation process, the member concerned may be interviewed by a Director or Club Official as designated by the Chair of the Disciplinary Committee. The member who is subject of the complaint may be accompanied by another member at the interview. The Director or Official may have a further person present to take notes at the interview. A copy of the notes of the interview will be sent within 7 days of the date of the interview to the member concerned.

The Director or Official conducting the investigation will seek to establish the facts promptly before recollections fail. It may be appropriate to take statements from witnesses that should be signed by them.

The Director or Official responsible for the investigation will report to the Chair of the Disciplinary Committee who will consider the report and decide whether there is a prima facie case to convene a Disciplinary Hearing. If he does not, the member and complainant shall be written to within 24 hours of their decision advising him/her that there will be no further action taken.

Disciplinary Hearing

If the Chair of the Disciplinary Committee decides there is a prima facie case to convene a Disciplinary Hearing, then a meeting of the Disciplinary Committee will be convened.

The member whose conduct is being considered will be notified of the Disciplinary Hearing and be further advised as follows.

- ❖ That he/she is invited to a Disciplinary Hearing at which the Disciplinary Committee will consider the matter.
- ❖ The details of the allegations or complaint that he/she will have to face.
- ❖ The date, time, and place of the Disciplinary Hearing.
- ❖ The names of the witnesses who will be called to substantiate the complaint.
- ❖ That he/she is entitled to be accompanied by a friend or colleague.
- ❖ The possible outcome of the Hearing e.g., that he/she may be admonished, suspended, or expelled from membership.

The Disciplinary Committee may grant an application for a first adjournment of the Disciplinary Hearing by a member without requiring a reason to be given for the request. Any further requests for an adjournment will only be considered if supported by written evidence and in every case (other than an application for a first adjournment) the Disciplinary Committee may order that the Disciplinary Hearing shall proceed on an appointed day and if so ordered, the Disciplinary Committee shall have the power to conduct the Hearing and reach a decision in a member's absence.

The Chair of the Disciplinary Committee should conduct the Hearing and give the member a full opportunity to deal with the allegation(s) against him/her. The member whose conduct is subject to a Disciplinary Hearing and the person who accompanies him/her should be given every opportunity to ask questions of any of the witnesses. The member should be allowed to present his/her case in response to the complaint and call any witnesses in support of his/her cause. At all times, members of the Disciplinary Committee have the power to ask questions of the member, or any witnesses called in the proceedings.

Notes of the meeting should be kept by a designated minute taker appointed by EMC.

When the member has confirmed that he/she has nothing further to say, the Hearing should be adjourned for the Disciplinary Committee to consider its decision. If a decision can be reached during the adjournment, the Hearing should be reconvened and the member informed of the findings the Committee has made and what action, if any, is to be taken against him/her. In the event of membership being suspended or terminated, he/she should be told that they have the right of appeal that he/she should exercise in writing to the Secretary/Manager within 7 days. All this information should also be notified to the member in a letter of confirmation that should be dispatched promptly. If the Disciplinary Committee cannot reach a decision immediately either because it requires further time for consideration or it feels that further enquiries are warranted, it should reconvene the Disciplinary Hearing and inform the member accordingly. If the delay is not for the purpose of obtaining further information but simply to give the matter further consideration, the member should be told when he/she might expect to hear the outcome.

If there are further investigations and as a result the Disciplinary Committee discovers matters that might have an effect on the outcome of the Disciplinary Hearing, it should be further reconvened in order that the member has the opportunity to deal with them. At the end of that reconvened Hearing, the Committee may again either give their decision immediately (confirmed in writing) or inform the member that the matter is to be given further consideration and the date by which he/she should expect to hear the outcome.

Disciplinary Appeal Committee

If the member appeals, the matter should be referred to a Disciplinary Appeal Committee convened for the specific purpose. The Appeal Committee shall consist of three members of the EMC and/or Officials of the Club selected by the Chair of EMC. No member of the Appeal Committee should have had any earlier involvement in these Disciplinary Proceedings.

An Appeal shall consist of a rehearing of the matter. The Chair of the Appeal Committee should conduct the proceedings in the same manner as a Disciplinary Hearing. All of the papers and notes in connection with and arising out of the Disciplinary Hearing will be circulated to each member of the Appeal Committee and the Chair will write to the member to notify him/her of the date, time and venue when the appeal will be held. Any relevant documents, which are not already in the member's possession, should be sent to him/her.

The Appeal Committee shall have the right to confirm, reject or vary such terms as it thinks fit the original decision. If the decision of the Disciplinary Hearing is confirmed, then the penalty imposed by the Disciplinary Committee takes immediate effect as from that date. There is no further right of appeal.

28.Document Changes

Document changes			
1 Oct 2017	Updated from December 2015 dated version	Version 2	Changes Made: Addition of Annex A – H&S assessment Addition of Dress Code & Smoking Sections Addition of this Document Change Table Updates to reflect current golfer categories General typographical corrections
15 th October 2018	Updated from October 2017 version	Version 3	Updated to reflect change from General Management Committee (GMV) to Executive Management Committee (EMC)
8 th June 2020	Updated from October 2018 version	Version 4	Updates to Sections 6-10; 16; 19; 23; 24 General formatting & typographical correction
26 th August 2021	Updated to incorporate Bye Laws	Version 5	Major update of previous version to incorporate the separate Bye Laws document. Minor changes to text to improve clarity.
21 st July 2022	Section 26 and Appendix E updated	Version 6	Section 18 updated. Section 26, replaced by Course Health & Safety Document. Appendix E updated to clarify process and criteria for selection of the Men's Captain
28 th July 2023	Sections 7 & 14 updated	Version 7	Section 2.6 updated to include description of H&S Sub-Committee. Section 7 updated to reduce discounts for 2 Intermediate categories and to remove the previous 30-34 category. Sections 8 & 10 updated to modify previous option for subscription payment in two halves. Section 14 updated to disallow smoking of any type inside the Clubs buildings