

Woodside Golf Club
Constitution and Governance

Part 1 Constitution

1.1 Name

The name of the club is Woodside Golf Club herein referred to as **The Club**. The Club is a wholly owned subsidiary of Leisure Chain, who are also the Proprietors and Board of Directors and have full authority and responsibility for the management of The Club.

1.2 Aims and Objectives

The purpose of The Club is to: -

- a) promote and provide facilities for the participation of the whole community in the game of golf and associated activities
- b) provide a members' golf club and provide all necessary property, buildings, equipment, fixtures, fittings and services customarily provided for members of a golf club
- c) promote the game of golf and play the game in accordance and as prescribed by the rules of the Royal and Ancient Golf Club of St Andrews
- d) do all such other things as are incidental and /or conducive to the attainment of any of the above

1.3 Governance

The Club undertakes to adhere to all its legal responsibilities as laid out in UK Statutory Laws and follow all guidance recommended by England Golf, County Golf Associations and the World Handicapping Association.

These responsibilities encompass members, visitors and employees.

1.4 Club Rules

The Board of Directors shall have full authority to make, alter and publish Club Rules on matters falling within its responsibility for the purpose of the management of The Club, provided always that such rules do not seek to materially change or conflict with the Constitution and the rules of the Royal and Ancient Golf Club of St Andrews.

1.5 Members bound by the Constitution

Every member of The Club, and visiting players, shall be deemed to be familiar with and shall be bound by the Constitution available on the Club website.

- a) The Club premises shall be located at Woodside or such premises as the proprietor may provide.
- b) The Proprietors shall be responsible for providing, on a non-exclusive basis, all reasonably necessary facilities for carrying on The Club in accordance with its objectives and rules.
- c) The members shall be under no financial liability by reason of their membership, save for the annual membership fee provided for within these rules.

1.6 Changes to the Constitution

The Constitution shall be reviewed on a regular basis and brought upto date in line with the management of all Club policies

2. Officers, Committees and Management

For the purpose of this section a year shall be deemed from one Annual General Meeting (AGM) to the next.

Within Section 2 it must be noted that The Club is an equal opportunities and non-discriminatory club; as such, any reference to positions which could be regarded as gender specific are illustrative and does not imply any discrimination; for example, the position of club Captain is not gender specific.

2.1 Officers

The Officers of The Club shall be the Proprietors, the section Captains and their Vice Captains, Competition Secretary, Handicap Secretary, Safeguarding Officer, Treasurer, Junior Section organiser and Minutes Secretary.

The Vice Captains shall be proposed by the serving Captains and approved by the Proprietors. The Vice Captains shall take Office immediately after the Annual AGM.

Captains and Vice captains shall serve 12 months on the General Committee in each position.

All other members of the Committee shall serve three years. The post is then advertised to the general Membership for nominations and appointees subsequently approved by the Proprietors.

However, if a retiring Officer wishes to carry on his/her duties, they may do so only in full agreement with the Proprietor and the Committee.

Any member standing for election as an Officer and wishing to serve on the Committee shall be proposed and seconded in writing by two full playing members over the age of 18. Such nominations to be lodged with the Committee in advance of the date of the AGM and displayed on the Notice board.

In the event of a contested election, voting shall take place by secret ballot. If two or more candidates obtain an equal number of votes a further ballot shall take place.

2.2 Treasurer

The Treasurer shall be responsible for members finances and shall produce an annual statement of accounts to be presented at the AGM.

2.3 Minute Secretary

The Secretary shall be appointed by the Proprietors. He/she shall keep full and correct minutes of meetings and those of the General Committee, which shall be open to full inspection by any member of The Club on application to the Secretary

*** Job descriptions for each Committee member are in appendix 1.**

3. The General Committee; role

The general Committee shall be responsible, within the financial constraints of the members accounts, for initiating policy and implementing execution of the following areas: -

- Golfing events and competitions

- Social events
- Members standards of behaviour
- Handicaps
- Local rules
- The annual fixture list

The General Committee shall meet on a regular basis throughout the year and is chaired by The Club Captain. He/she will issue an agenda for members of the committee. Members of the committee are the Officers and Proprietors. From time to time it may be necessary to invite other guests because of their knowledge of a subject for example the Senior Greenkeeper or General manager of the Clubhouse etc. These members will attend for the section they are required to address and leave immediately afterwards . No visiting guest has voting rights or may ask questions of the Committee, they have no eligibility to listen to the business of the meeting.

Members of the committee who cannot attend should give written notice to the Chair and submit their report in advance of the meeting.

Five members of the General Committee shall form a quorum. A quorum must consist of three officers of The Club, one captain and one proprietor.

Sub committees

The general Committee shall have the power to appoint sub-committees consisting of members of the General committee and /or other members of The Club, as it may deem necessary or expedient for the object of furthering any particular activity for the membership. The proprietor may be an ex-officio member of all sub-committees. Each sub-committee must keep minutes of its proceedings which shall be produced to the General Committee and shall conduct its business in accordance with the directions of the General Committee.

No such sub-committee shall have the power to incur any expense on behalf of the Proprietor or members or give any warranty on behalf of the Proprietor except to such extent as the proprietors may from to time authorise.

Members may submit a question for the captain or General Committee at any time using the comments box situated in the members entrance.

3.1 Indemnity

The Club shall be responsible for all costs and liabilities incurred by the Officers in the execution of their roles within The Club and shall indemnify them in respect of the costs of any legal or similar action brought against them.

4 Meetings

4.1 Annual General meeting

This shall be held in January each year. All other meetings called to address a particular issue shall be extraordinary General meetings.

A notice specifying the date of the AGM can be found in the annual Fixture book.

A copy of any question for the captain and/or General Committee, to be answered at the AGM, shall be signed and delivered to the captain not less than 28 days before the meeting

5 Membership and Subscriptions

5.1 Membership

Membership shall be open to the whole community without discrimination. Candidates for adult membership shall be at least 18 years old.

Junior membership shall be available to young persons from aged 8

The membership fees shall be determined by the Proprietors. Annual subscriptions shall be fixed by the Proprietors annually and notified to members.

Account shall be taken of any county subscriptions.

The proprietors reserve the right to determine an entrance fee for each class of membership.

Temporary membership All visitors, members guests and competitors in Opens or Club matches shall be classified as temporary members for the duration of their stay on site and as such shall abide by the Club Rules.

Election to Membership

The acceptance of a potential new member of The Club shall be at the sole discretion of the Proprietor.

Each candidate for election as a playing member of The Club shall complete an application form as required. A candidate shall only be refused membership for a good and sufficient cause, such as conduct or character likely to bring The Club or the sport into disrepute.

On election a member shall pay the subscription and any amounts due and shall be provided with a copy of the The Club Constitution including Club Rules.

Suspension of Membership

Any member wishing to suspend their membership shall give written notice outlining the period for which they propose to suspend their membership e.g., due to medical treatment or ill health. There shall be no obligation on the proprietors to refund any part of their subscription.

The Proprietor may terminate the membership of any member whose subscription is overdue. His/her name shall be removed from the register of members and they shall cease to be a Club member with immediate effect forfeiting all rights of membership.

Disciplinary Action : see also The Clubs Disciplinary Policy

- a) The general Committee shall be responsible for the standards, tone and atmosphere of the membership. As such it has the authority to restrict a member's activities.
- b) Under the Disciplinary policy a member maybe suspended or expelled but only for good and sufficient cause . (See Policy and procedure)
- c) A member who is suspended or expelled has the right of appeal (see Policy and procedure)
- d) A member expelled shall forfeit all privileges of membership without claim for any refund or subscription.
- e) The proprietors decision in any disciplinary matter is final.

Before a member is expelled or suspended, the alleged offenders conduct shall be inquired into and the person involved shall be given the opportunity to defend themselves and to justify or explain their behaviour.

If the Proprietors are of the opinion that the member is guilty of such conduct and the member has failed to justify or explain it satisfactorily, the Proprietors may either expel or suspend the offender at their discretion.

- f) No illegal betting or gambling, drunkenness, bad language, bullying or any other misconduct shall be permitted on The Club premises or within the boundaries of the course.

6. Force Majeure

6.1 The Proprietors reserve the right to invoke Force Majeure when an extraordinary event or circumstance beyond their control prevents them from fulfilling their obligation within the constitution. Such unforeseeable events include, but are not limited to:

- Flood, drought or other natural disaster
- Collapse of buildings, fire, explosion or accident
- Epidemic or pandemic
- Any law or action taken by a government or public authority impacting The Club.

6.2 As soon as reasonably practicable, after the start of the Force Majeure event, but no later than 7 days from its start, the Proprietors shall notify The Club of the rationale for the management of conditions as far as can be known.

Part 2: Club Rules

These rules are made by the Proprietors and or the General Committee with approval of the Proprietor for the purpose of management of The Club and may be changed by them in order to reflect need without validation at the AGM.

Every member and visitor to The Club is bound by them.

1.1 Personal Responsibility

Neither The Club nor its committees will be responsible for the loss or damage to property belonging to members or visitors while on Club premises, nor will they in any way be held responsible for personal injury suffered by players on the course, or damage or injury caused by players on or off the course. All players are therefore strongly advised to arrange their own insurance against such risks.

1.2 Health and Safety

- a) The safety of members and others is paramount. Members should always exercise care, courtesy and patience on the golf course and be aware of any potential danger to which they and others are exposed. Any accident occurring on the course, which warrants medical attention at the time, should be notified to the Proprietor as soon as possible after the event.
- b) Members should observe all notices regarding health and safety matters.

- c) Players should not under any circumstances go out or remain on the golf course when they hear one prolonged note on the klaxon. Players must discontinue play immediately because play has been suspended by a nominated representative of The Club.
- d) Players should not seek to retrieve balls from lakes and ponds
- e) Cars are parked in The Club car park at the owners risk and The Club accepts no liability for damage. All suspect golf ball damage caused by players must be reported to Reception.
- f) Greenkeeping staff are mindful to allow golfers uninterrupted and undisturbed play but players should always alert them when they are about to hit a shot which might endanger them.
- g) Care should be taken to observe the entitlement of walkers who have use of the public bridle path through the course on the 6th 7th 9th and 18th holes.

1.3 Members Guests

Members are responsible for their guests' well being while visiting The Club and also responsible for their behaviour and observance of rules.

1.4 The Course

Members must observe the Rules of Golf and the Etiquette and Behaviour on the Course published bi-annually by the Royal and Ancient Golf Club of St Andrews.

The etiquette of golf must always be observed, particularly with reference to allowing following matches to play through when players are holding up play behind them.

All players must book a tee time with Reception and abide by those start times.

Club sections have prebooked competition tee times on most days.

Greenkeeping staff have priority on the course.

The Head Greenkeeper has the authority not to allow motorised buggies and trollies on the course due to weather and course conditions.

Trolleys must not be taken onto the tees, between a greenside bunker and the green or onto the fringes of the green.

Mobile phones (including pagers and similar devices) may not be used on the course for sending or receiving calls or texts save in the case of emergency.

1.5 Competitions and Knockout Matches

All rules for competitions are displayed on The Club noticeboard or in the Ladies changing room.

It is the responsibility of all members to be aware of competition rules, formats, their handicap index, course handicap and playing handicap, guidance is available on the website, Club noticeboard and on the display board on the approach to the 1st tee

Local rules are displayed in reception or on the noticeboards approaching the 1st tee.

Any disputes are to be referred to the Competition Secretary

1.5 The Clubhouse

The Clubhouse is open every day except Christmas Day. Any changes to opening and closing times will be published and advertised.

No member or visitor to the Clubhouse under 18 shall purchase or consume alcohol on the premises.

No smoking or vaping is allowed in the Clubhouse or on the driving range.

Golf clubs, trolleys, bags and or similar equipment shall not be brought into the clubhouse other than the locker room at any time.

No members, guests or visitors shall bring food or drink into the clubhouse or garden area for consumption.

Mobile phones may not be used for voice calls within the Clubhouse. Free Wi-fii is available for the use of phones and other devices which may be used silently.

No notice of any kind may be displayed in the Clubhouse without the express permission of the Proprietor.

The usual dress code should be observed in the Clubhouse, no golf shoes, hats or wet outerclothing. All current dress code regulations are available on the Club noticeboard

Under no circumstance shall a member reprimand a member of staff in the Clubhouse. Any grievance should be reported to the Manager and or Proprietor.

Behavioural etiquette must be observed at all times.

Date: 12th July 2022