



CLUB REGISTRATION NUMBER A0008883M

# Ocean Grove Golf Club Inc.

## By-Laws

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Committee approved 20th April 2015

Revised 24<sup>th</sup> August 2015



## **BY-LAWS OF THE OCEAN GROVE GOLF CLUB**

These by-laws are issued pursuant to the authority vested in the Committee of the Ocean Grove Golf Club and by the Constitution of the Club.

The terms used in these by-laws are the same as defined in the Articles of the Club Constitution. Where additional definitions are required they will be described in these by-laws.

Where there is any inconsistency between these by-laws and the Constitution, the Articles of the Constitution are to take precedent over the relevant by-law(s).

All previously made by-laws of the Ocean Grove Golf Club are cancelled.

All Members guests and employees of the Club are hereby bound by these by-laws.

Unless shown otherwise, the Committee is responsible for the effective implementation of the by-laws of the Club.

By-laws will be issued/amended/withdrawn by the Committee as circumstances arise, and reviewed for relevance on an as required.

Any amendments to these by-laws will be logged on the by-law Amendment Register, attached to this document.

These by-laws are available to Members and interested persons from the Club office on request, and are posted on the Club website.

Suggestions for changes to these by-laws may be forwarded in writing to the Secretary at any time. The Committee will review all proposals submitted.

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### **CATEGORIES OF BY-LAWS**

By-laws are structured into categories, known herein as Sections, as follows:

Section 1: Clubhouse;	Page 3
Section 2: Membership	Page 5
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Section 4: Sub Committees	Page 9
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Appendices:

By-law amendment register



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## SECTION 1: CLUBHOUSE

### HOUSE FULL

- a. When the Club is deemed to have the legal capacity of patrons, "House Full" will be displayed. During this time no person, Member or Non-Member will be admitted;
- b. The number of guests permitted to the Club per Member may be limited should the Club capacity be near maximum.

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### PURCHASES

- a. All normal purchases for consumables or Club services are to be settled on the day they are made or provided;
- b. No Member shall incur a debt to the Club.

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### ROOM HIRE

- a) All persons (including Members) and organizations, seeking to hire all or part of the Clubhouse for a private function are required to complete a Room Hire Agreement and submit the request to Functions delegate/s for approval by all applicable departments, prior to the booking being accepted and confirmed.
- b) The Room Hire Agreement outlines all Terms and Conditions of hire
- c) The booking Fee is payable within 7 days of approval and booking is not confirmed until the hire fee is paid.
- d) Member's rights and access are to be considered by those hiring the club-house for private functions. In return members will respect the conditions of hire applied to the persons attending the approved functions. Private functions will not exclude Member access

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### USE OF CLUB COMPUTERS, OFFICE EQUIPMENT & STATIONERY

Club computers, office equipment (including faxes and printers) and stationery are only to be used for club business, private use is not permitted unless authorised by the Committee.

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### RESTAURANT TRADING HOURS

The Club restaurant operates flexible hours of operation, dependent on the time of the year and approved golfing and private function bookings. The following days/times are a general guide to normal hours of trading for the restaurant:

- a) Feb to late Dec – meals available after 6pm – Thu / Fri / Sat;
- b) Closed 25 / 26 Dec; unless otherwise agreed by Committee and restaurant Lessee.
- c) 27 Dec to 1<sup>st</sup> week Feb – meals available after 6 pm - 7 days a week, unless notified otherwise by posted signs at the Club.

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### BAR TRADING HOURS

The Club bar operates flexible hours of operation dependent on general demand, and approved golfing and private function bookings.

Opening and closing times for the bar must be kept within the Trading Hours listed on the Club current Liquor Licence as issued by Victorian Commission for Gambling & Liquor regulation

The Committee in discussion with the Chairman of Bar Sub Committee will set the bar trading hours.  
*Note that the deck area has a time restricted liquor licence.*



These bar trading hours will only be extended by prior arrangement with Chairman Bar Sub Committee, Bar Manager or delegate.

The bar will operate in accordance with the clubs Liquor Licence The bar will generally be open for service from 10am each day, except Mondays at 3pm.

#### RESPONSIBLE SERVICE OF ALCOHOL

All volunteers responsible for the service of alcohol on the premises should complete the prescribed mandatory training. Alcohol will be served in accordance with the responsible service of alcohol guidelines: Intoxicated persons will not be permitted to enter the Club. Patrons showing the signs of intoxication will be refused service

Persons under the age of 18 will not be served alcohol. The Club will stock low alcohol products and wherever possible offer these products at a reduced rate The Club will not conduct promotions that encourage speed drinking or reward unreasonable consumption of alcohol The Club will provide a complimentary taxi phone for the use of guests

#### SMOKING

Smoking within the Club is banned, in accordance with the Tobacco (Amendment) act 2005. Patrons found to be smoking in a designated smoke free area will be asked to leave the Club.

#### DRESS REGULATIONS

1. All members/members guests/visitors are expected to wear neat casual clothes appropriate for the climate and reflective of current values;
2. The following minimum standards apply unless there is a specific exemption given (such as a fancy dress event):
  - a. No hats or caps;
  - b. No clothing with offensive wording/messages;
  - c. No swimwear;
  - d. No bare feet;
  - e. No dirty work boots/footwear;

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#### GOLF SHOP HOURS OF OPERATION

Golf Shop trading & closing times are 7am to 4pm, 7days per week. Hours may be extended at the discretion of the Committee.

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#### OFFICIAL CLUB MEMBERS NOTICE BOARD/S

- a. The Club Official Notice Board/s is/are that/those affixed to the wall in the Member's Lounge, in the passage outside the office or in the Golf Shop. These notice boards are only to be used for official notices affecting Club Members;
- b. The Committee may remove any notice considered inappropriate;
- c. Notices are to be removed by the Secretary after a reasonable period of time by and typically not more than one month from the date of posting on the board.



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## **SECTION 2: MEMBERSHIP**

Membership categories, and the nomination and election process are defined in the Constitution.

### **TRANSFER OF MEMBERSHIP CATEGORY**

Any Member may apply to the Committee to transfer from one category of Membership to a new category to which the Member is eligible.

Applications for transfer to another category of Membership must be in writing on the standard Membership Application form approved by these by-laws and delivered to the Club secretary.

The Committee shall determine all applications for transfer of Membership at the next scheduled Committee meeting and a simple majority of votes is required to approve the transfer.

Members transferring to a category of Membership for which a greater annual fee is applicable shall, upon approval of the transfer of membership, be required to pay the difference between the amounts prescribed for the new category and those for the old category, within 7 days of notification of the transfer.

Unless the Committee determines otherwise in respect of particular applicant/s, Members transferring to a category of membership for which a lesser annual subscription is applicable, shall not be entitled to a refund of the difference between the amounts prescribed for the new category and those for the old category. Member shall be required to pay the lesser fee applicable to the new category when annual subscriptions next fall due.

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### **IDENTIFICATION**

- a. Members must produce evidence of membership when requested by a responsible Club officer including a Committee member or authorised delegate.
- b. Any Member found lending his or her membership identification to another person shall be suspended, as will be the person borrowing membership identification.

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### **ANNUAL SUBSCRIPTION FEES**

Current fee structure is contained in the by-law Amendment Register

### **MEMBERSHIP APPLICATION FORMS**

Current forms are contained in the by-law Amendment Register



### **3. GOLF OPERATIONS**

#### **CLUB COMPETITIONS**

Club competitions will normally be conducted on Tuesday, Thursday, Friday and Saturday of each week, unless otherwise designated as an Open or other special board or district event.

All Club competitions will be administered by the Match Committee or Ladies or Veterans sub committees.

Members with full playing rights are eligible to play in any Club event subject to meeting any age/gender criteria. Members that are not eligible to play in the competition or have not entered the competition are not permitted to play in the competition field unless prior consent has been given by the Club Captain, the lady Captain or the Veterans Coordinator.

#### **VISITORS IN CLUB COMPETITIONS**

- Visitors may play in a Club competition subject to the following provisions:
- The visitor is invited by a member of the Ocean Grove Golf Club
- The visitor is approved by the Club Captain, Vice Captain or President
- The visitor has a Golf Link card as proof of membership and handicap
- The visitor pays the appropriate green fee
- Visitors may play in Monthly Medal or Club Championship events but are not permitted to contest a Medal or Club Championship award

#### **TEE TIMES**

Tee times may be booked subject to the following provisions: Booking times will be released at least 2 weeks before the scheduled competition. Bookings may be made on the computer located at the Clubhouse.

Bookings through the website are available at least 14 days before the scheduled competition. Members may place a maximum of four (4) names for any one (1) competition. Cancellations must be notified as soon as possible

#### **NO SHOWS**

Members who make a booking to attend a competition are expected to play in accordance with their booked time or cancel a minimum of 24 hours prior to the scheduled event (excepting sickness or emergency). Members who fail to show for their booked tee time will be noted by the Captain and referred to the committee. A warning may be given in the first instance, however disciplinary action will be taken against members who continue to breach this provision.

#### **MAJOR EVENTS**



Club Championships (Men) to be played over 72 holes Eligibility: Full playing members only

Foursome Championship (Men) to be played over 36 holes Eligibility: Full playing members only

4BBB Matchplay Championship (Men) Eligibility: Full playing members only

4BBB Matchplay Championship (Mixed) Eligibility: Full playing members only

Singles Matchplay Championship (Men) Eligibility: Full playing members only

Quarterly Cup (Men) Quarterly events will be conducted on one Saturday per quarter as determined by the Club Captain Eligibility: Full playing members only

Ocean Grove GC Open event to be played over 36 holes Eligibility: Open to all categories of membership with full playing rights and visitors - Eligibility: Open to all categories of membership and visitors possessing a current Women's or Men's Golf Australia handicap

#### GREEN FEES

Green fees are payable at the Golf Shop and will be charged at the rate set by the Committee and reviewed annually. Payment of green fees entitles players to 12 holes. Green fee players use yellow markers.

NOTE: Green fees may be altered from time to time for the purpose of running specials or promotions or at any other time as approved by the President or Captain on a temporary basis.

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#### RECEIPTS FOR GREEN FEE PLAYERS

All green fee players will be issued with a till receipt on payment of green fees at the Bar or the Golf Shop. Green fee players are required to carry the receipt whilst playing as random checks are carried out on course by approved club delegate/s and any player not having a receipt will be asked to return to clubhouse to pay the green fees applicable before resuming play.

#### MEMBER SOCIAL PLAY

Members may play at any time in accordance with their specific category of membership. Members are required to report to the Golf Shop before teeing off.

Members playing social golf are not permitted to play or practice on the course with more than two balls.

#### CORPORATE OR GROUP BOOKINGS

Corporate or group bookings are to be referred to the Golf Shop and/or a committee member. Discounts may apply to group bookings, at the discretion of the President or Captain



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#### GREEN FEE PLAYERS:

Green fee players are not allowed onto the course on a Saturday until 3.30pm, and not before the last competition group has played through the 13<sup>th</sup> green. This ruling applies for every Saturday during the fixture book golfing season but is not applicable during the summer period when no Club fixtures are scheduled.

No green fee player or member not competing is allowed onto the course during the Club Championship scheduled days, nor during the period of the Club Open Tournament event

#### SOCIAL GOLF CLUBS

Social golf clubs will be permitted to utilise the golf course on a Sunday morning from 7am. Bookings are subject to pennant commitments and major events and remain at the discretion of the Club Captain.

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#### REPORTING TO THE GOLF SHOP

All golfers including Members, visitors and green fee players will seek approval from the Golf Shop (or in the case of an event/tournament from the Match Committee delegate – if applicable) prior to teeing off on the course.

#### DRESS REGULATIONS

Players are requested to be attired in a neat and tidy manner at all times.

#### RECIPROCAL RIGHTS

Members from Clubs that hold a reciprocal playing rights agreement with the Club are permitted to play socially or within competition subject to:

- The terms of the Reciprocal Agreement
- For a period of no more than four consecutive weeks
- Payment of the competition fee Payment and/or the relevant green fee in line with the reciprocal playing rights agreement

*(Reciprocal rights are further defined in Policy No 5)*

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## 4. SUB COMMITTEES

### PURPOSE

- a. Sub- committees are established to further the objectives of the club and provide considered advice to the committee and aid it in meeting its responsibilities.
- b. Sub- committees are formed and approved by the committee in accordance with Article 27 of the Constitution. Sub-committees are approved to deal with business in line with their areas of responsibility and as otherwise approved by the committee. Sub-committees may be convened to deal with special projects and/or duly dissolved at the discretion of the committee.
- c. All sub-committees are required to forward their minutes to the Secretary for presentation at the committee meeting. Sub- committees are to present requests to the committee in the form of recommendations. Sub- committees are not authorised to make any formal undertaking (financial or otherwise) on behalf of the Club, commit to major works, or modify approved Club policy or procedure before committee approval is granted

### SUB-COMMITTEES AUTHORISED

- a. The following sub-committees of the Club are authorised:
  1. Finance and Audit
  2. Greens
  3. Match and Handicap
  4. House
  5. Bar
  6. Ladies
  7. Social
  8. Sponsorship/Advertising
  9. Golf Shop
  10. Junior Development
  11. Veterans

### PARTICIPATION AND MEMBERSHIP

- a. The committee approves membership of sub-committees;
- b. Committee members may participate as chair or members of a sub-committee;
- c. The chair of each sub-committee is to nominate a deputy as mutually agreed by members of the sub-committee;
- e. The president is an ex-officio member of all sub-committees.

### CONSTRAINT ON MEMBERSHIP

No sub-committee can have more than three (3) committee members as members (to prevent the sub-committee having a quorum on any subsequent committee discussion).



## RESPONSIBILITY AND AUTHORITY OF SUB-COMMITTEES

- a. Sub-committees report to the committee;
- b. They are responsible for meeting their terms of reference as shown elsewhere in these by-laws.
- c. Sub-committees take a significant role in helping develop the future of the club, and being involved in the implementation of related plans and budgets to achieve approved activities.
- d. Responsibility for the administration of club employees and oversight of all club financial matters rests with the committee.
- e. The committee may appoint an appropriate responsible club employee to participate in sub-committee business, and that person will be responsive to the leader of the sub-committee for the conduct of activities within the area of responsibility of the sub-committee.
- f. Where the club employee and leader of the sub-committee cannot agree on a particular issue, the committee and the employee will resolve it jointly.

## FREQUENCY OF MEETINGS

The Chair of each sub-committee has discretion as to how often each sub-committee meets. Typically this would not be less than monthly so that the committee can be kept informed of its activities and work.

## LADIES' SUB-COMMITTEE

### INTRODUCTION

The affairs of the lady members will be managed by a ladies' sub-committee of playing women members who shall have the power to manage matches and competitions. Subject to the rules of the club, the ladies' sub-committee shall have the power to deal with any matter relating exclusively to women members. The ladies' sub-Committee shall report to the committee.

### APPLICATION

#### **Sub-committee Make Up**

The ladies' sub-committee will be elected at the lady members Annual General Meeting and shall consist of five members:

President

Honorary Secretary

Vice President

Captain

Vice Captain

#### **Competitions**

The ladies' sub-committee will set conditions of play for annual and daily events at the beginning of each season and for major and/or special events prior to such events. All conditions of play shall be displayed on the ladies' notice board, fixture book and must be consistent with by-law No 3 – Golf Operations.



## **VETERANS SUB COMMITTEE**

### **INTRODUCTION**

The affairs of the veterans' competition will be managed by the veterans sub-committee made up of playing veteran members who shall have the power to manage matches and competitions. Subject to the rules of the club, the veterans' sub-committee shall have the power to deal with any matter relating exclusively to veteran members in veterans competitions. The veterans' sub-committee shall report to the committee.

### **Sub-committee Make Up**

The sub-committee will be elected at the veteran members Annual General Meeting and shall consist of 8 members:

Chairman  
Coordinator  
Secretary  
Treasurer  
Committee members (x4)

### **Competitions**

The sub-committee will set conditions of play for annual and daily events at the beginning of each season and for major and/or special events prior to such events. All conditions of play shall be displayed on the veterans' notice board, in the fixture book and must be consistent with by-law No 3 – Golf Operations.



## OTHER SUB-COMMITTEES

NAME	AIM/PURPOSE	CHAIR	ELIGIBILITY/MAKE UP
<b>Greens</b>	The committee is formed to set minimum standards for course presentation, to analyse and advise on master planning for course layout and to review proposed capital works project	From General Committee	The committee will consist of a maximum of 6 financial members of the Club plus the Course Superintendent. Committee members will be accepted upon the recommendation of the Chair as ratified by the General Committee.
<b>Finance &amp; Audit</b>	To review such reports and procedures as required for the diligent financial and administrative management of the Club and/or other such reports as required under applicable legislation To review and approve operational and capital budgets	Treasurer	Will consist of a maximum of 8 financial members of the Club inclusive of the President and the Treasurer. Committee members will be accepted upon the recommendation of the Chair as ratified by the General Committee.
<b>Social</b>	To provide opportunities for members to interact in a social environment to foster socialisation outside of a competitive golf environment.	From Body of Members	The committee will consist of a maximum of 6 financial members of the Club. Committee members will be accepted upon the recommendation of the Chair as ratified by the General Committee.
<b>Junior Devt.</b>	The committee is formed to design and implement programmes to foster and encourage the development of junior golfers To conduct, promote and administer junior golfing events To select and manage junior Pennant or other representative teams	Captain/Vice Captain or delegate	The committee will consist of a maximum of 6 financial members of the Club. Committee members will be accepted upon the recommendation of the Chair as ratified by the General Committee.
<b>Match &amp; H'Cap</b>	To manage and administer club run competitions. To govern on matters of rules interpretation. To dictate course set up To select and manage Pennant or other representative teams, in accordance with approved policy	Club Captain	The committee will consist of a maximum of 8 financial members of the Club. Only members in a playing category are eligible to join the committee. Committee members will be accepted upon the recommendation of the Chairman, as ratified by the General Committee.
<b>House</b>	To maintain and present the clubhouse in a safe and usable condition. To identify improvement opportunities to further enhance usage of the clubhouse.	Member of General Committee	The committee will consist of a maximum of 5 financial members of the Club. Committee members will be accepted upon the recommendation of the Chair as ratified by the General Committee.
<b>Bar</b>	To manage bar operation cost effectively, manage the volunteers and ensure that the club conforms to all requirements of our liquor licence and the responsible serving of alcohol	Member of General Committee	The committee will consist of a maximum of 5 financial members of the Club. Committee members will be accepted upon the recommendation of the Chair as ratified by the General Committee.
<b>Golf Shop</b>	To manage bar operation cost effectively and ensure there are volunteers rostered to undertake golf shop duties.	General Committee Member	The committee will consist of a maximum of 6 financial members of the Club. Committee members will be accepted upon the recommendation of the Chair as ratified by the General Committee.
<b>Sponsorship/ Advertising</b>	To manage and promote opportunities for local individuals and businesses to provide sponsorship to the club. To identify opportunities to advertise the club	Body of Members	The committee will consist of a maximum of 6 financial members of the Club. Committee members will be accepted upon the recommendation of the Chair as ratified by the General Committee.



## **SECTION 5: Club Policies: Individually added by Committee**

### **Policies of the Club**

Can be submitted by Committee members in writing and voted on at the monthly Committee meeting, if accepted by the committee by vote they then form part of the existing by-laws.

The policies provide detail on specific day to day operations

The following will be the addendum list

<b>Policy Number</b>	<b>Policy Name</b>	
• No.1	Privacy	Page 14
• No.2	Complaints management	Page 14
• No.3	OH & S	Page 14
• No 4	Golf Carts	Page 15
• No 5	Reciprocal Rights	Page 16
• No 6	Pennant	Page 16
• No 7	Purchasing and Procurement	Page 18
• No 8	Damage caused by golf balls hit from course	Page 20
• No 9	Honour Boards	Page 22
• No 10	Membership deferment on medical grounds	Page 22
• No 11	Functions	Page 23
• No 12	Social score handicapping	Page 25



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Policy No 1      PRIVACY POLICY

The Club will meet its obligations under the Privacy Act 1988.

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Policy No 2      COMPLAINTS MANAGEMENT

- a. Members and visitors who wish to make a complaint about Club goods, services, actions or policies and procedures are requested to make them in writing.
- b. The President will respond to all complainants in a timely manner after receipt of the complaint. The response will address the complaint, be conciliatory, and contain an appropriate response;
- c. Complaints are of the gravest importance to our reputation and will be handled in a timely and efficient manner;
- d. The Club will treat personal information with complete confidentiality;

Policy No 3      HEALTH AND SAFETY

- b. The Club will fully meet its obligations under the Occupational Health & Safety Act 2001;
- c. Paid staff are made aware of their OH&S responsibilities at their workplace induction session and any on-going training sessions;
- d. In providing their support, volunteers must comply with applicable Occupational Health and Safety arrangements as set by Club management;
- e. The relevant Sub Committee Chair/s have oversight of applicable OH&S issues.



## Policy No.4 Golf Carts

### Policy for Golf Carts on the course

#### **Definition:**

A golf cart includes all power operated vehicles ridden by the operator while playing golf.

**Policy Description:** To provide direction on what is required for a member to be able use a golf cart on the Ocean Grove Golf Course, and what limitations there are approved. Golf carts are not allowed on the course unless the following guidelines are adhered to:

#### Conditions for Golf Cart Use

1. Any member/visitor must supply a doctor's certificate clearly stating the medical necessity for them to use a motorised vehicle to play golf .
2. On Committee approval of the doctor's certificate, the captain and chair of greens or their delegate shall inspect the golf cart. If the cart is not specifically manufactured for use on a golf course it will be subject to further inspection for
  - Tyre suitability
  - Noise
  - Exhaust emission
  - Speed capability
  - Size

If the cart is deemed unsuitable the cart may be modified and subsequently reinspected.

Once the member/visitor and the golf cart are approved by the committee the following rules apply:

- I. All carts are forbidden on the greens and must be no closer to them than 8 meters from the edge of the greens
- II. All carts must be no nearer than 6meters from any bunker
- III. No carts are permitted on the upper tee of the 15<sup>th</sup> tee, you must walk that distance from the made pathway nearer the men's 3<sup>rd</sup>.
- IV. Cart owners must give way to walking members and greens staff
- V. All carts must be parked to the side of the pathway as far away as possible from the nearest point of entry to that tee area to allow walking members right of way , especially on the men's 9<sup>th</sup> and 11th
- VI. All carts must be regularly maintained , the club takes no responsibility for the cart or the driver
- VII. Cart owners are responsible for how they use their carts on the course and must at all times treat the course properly and avoid making any damage to it.
- VIII. The cart is the sole responsibility of the cart owner/driver, the cart owner/driver is responsible for any accident on the course or any damage to the course involving that cart.

The Captain/Green Committee may provide a Local ruling for the day or a period of time in regards to use of carts and their limitations.



## Policy No.5 Reciprocal Rights

**Policy Description:** To provide direction on what is required between our Club and others when Reciprocal Rights have been agreed upon

The Ocean Grove Golf Club currently has ½ Reciprocal Rights with the following Golf Clubs:

- Corowa Golf Club
- Camperdown Golf Club
- Howlong Golf Club

These agreements are in place and mean the following:

- ½ Reciprocal means ,1/2 the green fee of that Club and our Club

The member from the other Club for which we have the applicable agreement with must:

1. Be a full member of the reciprocal club
2. Must live permanently within 50 kilometres of that Club, proof of this will be required by the Ocean Grove Golf Club when asked for.

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## Policy No.6 Pennant

### ***Pennant Selection:***

The Match Committee is responsible for the selection of Pennant and individual golfing representatives of the Ocean Grove Golf Club.

The Match Committee delegates to the Ocean Grove Golf Club Women's sub-committee, the selection of women's pennant teams and other individual women's representation.

The Match Committee delegates to the Ocean Grove Golf Club Veteran's sub-committee, the selection of veteran's pennant teams and other individual veteran's representation.

The Match Committee delegates to the junior pennant mentor, and in consultation with the junior sub-committee, the control of Junior pennant and individual representation of junior members.

The Match Committee to control all other pennant and individual representation.

At appropriate times the Match Committee (or their delegate) will call for expressions of interest from members for Pennant selection.

This expression of interest can be by:

Letter to members, notice on Match Committee Notice Board or by personal contact from Captain or Vice Captain or delegated Match committee member or sub-committee.

Selection Criteria that may be taken into account but not limited to:

- Previous match play experience and performance/form in pennant representation





- Previous match play experience and performance/form in Club match play competition/practice
- Recent stroke play competition form; or
- Handicap considered suitable for the team being considered

Selection panel will be chosen by the Match Committee (or delegated sub-committee or member) and should include either the Captain or Vice Captain unless they request exclusion from the panel.

When the selection panel contains a member who has nominated for team selection, a decision to include that member in the team is made by the other members of the selection panel.

Team Captain's are chosen by the selection panel. Club Captain or panel representative may consult with pennant team members before Team Captain is chosen.

If the selection panel cannot agree on a team nomination, selection will be referred to the full Match Committee

### ***Pennant expenses and reimbursements***

At the start of each pennant season a budget will be established with the assistance of the team Captains and the Club Captain and Vice-Captain to be approved by the General Committee for that season.

The Team Captains will be expected to manage their allocated budgets for that season for their team.

Junior teams will be able to apply for travel reimbursement as set out below in the 3 Zones, to be shared between the owners of the vehicles used to transport the players to their matches.

Travel is based on the existing average petrol cost of \$1.50 per litre and an average consumption rate of 12 litres per 100 kilometres, which equals \$1.80 per 10 Kilometres.

Is in the form of a car allowance for away games only and is based on travel to 3 zones.

- It is expected that 2 to 4 persons travel in each car with all equipment, but to be fair a maximum of 2 cars per 5 member team and a maximum 3 cars per 7 member teams apply, and have been allowed for in our calculations.
- Reimbursement will be established by the use of zones, there are 3 zones and the allowance is per car.
- Reimbursement will be in the form of Club Vouchers, and used at either the Club or accepted Voucher recipient's eg : Shell Garage Wallington Rd.
- The rates are as follows:
  - Zone 0 = \$0 No reimbursement for travel to 13th Beach, Barwon Heads, Clifton Springs, Curlewis, Lonsdale and Ocean Grove.
  - Zone 1 = \$10 per car for travel to Torquay, Barwon Valley, East Geelong, Portarlington, Queens Park and The Sands.
  - Zone 2 = \$12 per car for travel to Anglesea, Bannockburn, Elcho Park, Inverleigh and Winchelsea.
  - Zone 3 = \$19 per car for travel to Apollo Bay, Colac and Birregurra

### **Golf Balls**

- Two Balls per player per season for competition only at the recommended value set out in this policy, but replacements may be purchased if required.

### **Other Entitlements**

#### **Shirts**

Shirts with the Ocean Grove Golf Club emblem affixed will be supplied for each pennant team member on a once only basis – normal wear and tear excepted. It is expected that the shirts will used only for pennant as new shirts will not be issued to each member each year.

#### **Reciprocal Meals and Drinks**

Reciprocal meals and drinks will be supplied by the club when games are played at the club. The value is to be for a similar meal to what is provided by other host clubs in the particular pennant competition.



The organiser for the day (usually the Captain) shall arrange and issue the following

- One meal voucher per player to be presented at the Club to collect meals
- One drink voucher per player to be presented at the bar. Bar staff are to be advised that there are no drinks tabs associated with pennant.

### **Winning Team Celebrations**

If a team wins a flag, at the end of the season, the Club will sponsor celebrations for the team members in the form of a \$10 meal voucher to be used at the club, together with 2 drink vouchers.

### **Sponsorship**

Each team is able to obtain sponsorship by individuals or businesses to increase their allowances, but must be approved by the committee.

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## **Policy No 7: Purchasing and Procurement**

### ***Purchasing & Procurement***

- a. The Club will purchase goods and services locally whenever possible. "Locally" refers to the Ocean Grove area in the first instance, then the City of Greater Geelong and then to adjoining Shires;
- b. When goods and services are not available locally and /or are not competitive in cost or quality, then purchases may be made non-locally;
- c. No provider of goods or services shall have an exclusive right to supply goods or services to the Club. The pricing and the quality of goods and services is to be continually monitored and purchases are to be made on the basis of the "best value for money" so as to ensure the greatest benefit of the Club;
- d. Ongoing contracts and non-staff Management Agreements (e.g. Golf Professional, Cleaning Contract etc) are to be effected by selective quotation processes under terms determined by the Committee;
- e. Minor on-going maintenance or service contracts are to be effected by the Chair of the appropriate sub-committee having regard to competitive pricing and value for money;
- f. Purchases of capital items and expenditures for golf course, Clubhouse, and other projects are to be approved by the Committee. A minimum of three quotes is normally required to be obtained for such purchases and expenditures that exceed \$1000 in value.
- g. The Committee may provide a waiver to f. above;
- h. The Chair of a sub-committee may approve purchases of minor capital equipment within their delegation;
- i. To prevent Club operations being adversely affected, the President and/or Treasurer may effect capital purchases to replace Club equipment. Such purchases are to be confirmed at the next meeting of the Committee;
- j. The Committee will ensure that a Safety Purchasing Checklist, (a simplified Procurement Policy) is developed, is in place, and is applied to any purchases or expenditures on behalf of the Club.
- k. Those persons authorised to expend Club funds will ensure the goods/services being purchased have been assessed to comply with health and safety risk assessment as outlined in the Safety Purchasing Checklist.

### ***Financial Delegations***

- a. Committee members acting alone have no power or financial authority unless the Committee has specifically delegated a specific task, function or responsibility to that Committee Member;
- b. A Committee Member can only effectively exercise power when acting in concert with his or her other Committee Members constituted as the Committee of the Club or as a Sub Committee of the Club acting within the scope of any authority delegated by the Committee to that Sub-Committee;



- c. The Committee shall determine operational and capital budgets each year.
- d. Financial delegations are required to be exercised within these budgets providing monies are available and/or financing arrangements as approved by the Committee are in place. The Committee may review these budgets as required;
- e. The Treasurer may delegate their financial delegations or parts thereof to designated volunteers/employees in the interest of operational efficiency, but remains accountable for its proper application.
- f. Financial delegations for the Club are shown in the following table:

**AUTHORITY TO EXPEND CLUB FUNDS**

(All figures exclude GST)

Delegated Authority	Included in Business Plan		Not in Business Plan	
	Routine Expenditure•	Capital Expenditure**	Emergency Expenditure•	Other Expenditure**
Treasurer	\$1,500	\$5,000	\$1,500	
Club Captain	\$1,000	\$1,000	\$1,000	
Chair House Committee	\$1,000	\$5,000	\$1,000	
Chair Bar Committee	\$1,000	\$1,000	\$1,000	
Chair Greens Committee	\$1,000	\$5,000	\$1,000	
Course Superintendent	\$ 200			

- All routine expenditure is to be budgeted in the Club Business Plan. Where emergency expenditure is needed the relevant sub-committee Chair is to advise the President and Treasurer within 2 working days of incurring the expenditure;

\*\* The Treasurer is the authorising officer for all Club sub-committee Chairs who must obtain approval prior to entering into agreement to purchase any goods or services required within their areas of responsibility.



**Policy No 8: Damage to property as a result of balls hit from the course**

**Description:** To provide a process for dealing with the following:

- As a result of balls hit outside the boundaries of the course that have caused damage to properties or vehicles, Eg: Cars, Houses, Caravans any property or any claim.

**On receiving notice:** Including verbal, written or electronic notification of an incident.

- Advise complainant, " if they have come to the Club personally", that if they have rectified the damage, that some type of proof will be required to establish liability, this can be done in the form of a digital photo, but a Committee member will need to inspect the incident and some type of proof will be required.
- Refer the incident to a Committee Member ,Preferably the President

**Duties of the Committee member:**

It will be the responsibility of the Committee Member who takes on the incident to do the following:

- After receiving the request it will be the duty of that Committee Member to establish liability before reimbursement can proceed

**Establishing liability:**

- The committee member will be required to inspect the damage or have a qualified person inspect the damage. Preferably an Ocean Grove Golf Club Member from the particular trade involved that can verify and quantify the cost.
- The extent of the damage and how it was caused must be established to have been caused by a golf ball from the Ocean Grove Golf Course and any proof must be recorded.
- If the damage cannot be established to have been caused by a golf ball from the Ocean Grove Golf Club, the incident must be recorded in the form of a report. This may include negotiating with the claimant by the Committee Member.
- If liability accepted a legal document attached will be required to be signed by the claimant and the Committee Member once the incident has been established to be the responsibility of the Ocean Grove Golf Club.

**Establishing the cost for reimbursement:**

- The cost will need to be established as being of a reasonable amount; this can be established by either the claimant providing two quotations or the invoice being presented to a qualified person from the particular trade that does this type of work and who can quantify the cost.
- If the Damage has been repaired and reimbursement has been requested retrospectively, the Ocean Grove Golf Club, reserves the right to have the Invoice for the works scrutinised to be of a fair and reasonable cost.
- The Ocean Grove Golf Club prefers the right to appoint someone to repair the damage, Preferably an Ocean Grove Golf Club member.
- Only then can the claim be reimbursed

Please see attached liability form to be completed by the Committee Member and signed by the Claimant and Committee Member

The Form below must be signed by the person claiming damage and a committee member before reimbursement can be paid.

---



Reimbursement declaration for payment for damage caused by a golf ball from the Ocean Grove Golf Course. And Waiver for any further claim

I .....

Of.....

On this day .... / .... / 20....

Hereby request for reimbursement of damage to my ..... to the value of \$.....

I hereby declare the following damage was caused by a golf ball from the Ocean Grove Golf Course and that this is the limit of my claim and no more.

- Date and time that the damage was caused: Date ..... / ..... / 20.... Time: PM/ AM ..... : .....
- Place of damage:
- Description of damage:
  
- My Proof that it was caused by a ball from the Ocean Grove Golf Course:

Photo of damage supplied Yes / No

This is the limit of my claim. There is no other damage or claim that I will apply for.

Print name Claimant: ..... Date ... / ... / 20....

Signature of Claimant: .....

Committee member and position: ..... Date ... / ... / 20....

Signature of Committee member: .....

**Instruction for Damage to property outside the course**  
**Caused by balls hit from the course**

When contacted by anybody claiming to have damage to their property that is caused by a ball hit from the our course, the following advise must be given to that person and details requested from them.

Advise them that:

- A committee member will handle their request
- That committee member may or may not inspect the damage
- The Club reserves the right to have the damage rectified by their providers
- It must be proved that the damage was as a result of a ball from our course

Also advise them that they need to leave the following information if they are to make a claim:

- Name, address and contact phone Number of Claimant.
- Date and time of incident
- Place and time at where the incident occurred
- A full description of the damage, with some proof that it was a ball from our course.
- A digital photo of the damage, if the damage has been rectified.

Photo Copy this document and have the Claimant fill this in

Claimant: ..... Address: .....

Contact Number: .....

Date of Incident:        /    / 20        Time of Incident:        :        am / pm

Description of damage: .....

.....

.....

Photo supplied Yes / No



#### **Policy No 9 : Honour Boards**

- Honour boards will be updated annually
- The name of the President, Captain and Secretary will be displayed as soon as possible after the AGM
- Winners of Major Events will be displayed at the conclusion of the fixture events
- The match committee is responsible for the updating of all honour boards
- The committee will approve the selection of a sign writer and the cost of signwriting
- The boards will be maintained in the existing print, style, colour and size.
- No titles will be used on the honour boards (eg: Mr Dr Ms)
- Surnames and first initial only will be displayed unless more than one member share the same surname and first initial, in which case a second initial will be displayed.

#### **Policy No 10: Membership deferment on medical grounds**

**Policy description:** To provide direction on what is required for a member to be able to defer their membership due to a medical reason that stops the member from being able to play golf.

- The member must write a submission to the Committee stating the reason and term that is being requested. (The reason for deferring their membership must be supported by an attached doctors certificate)
- The medical reason for deferring of membership must conclude that because of this injury or medical reason, the member is unable to play golf
- The period requested cannot be less than 6 months
- The deferred period will be credited to the following year's membership for the approved applicant at the pro rata rate set out in that particular year. (No applicant can have any part of their membership refunded)

The Committee will vote on the request at the following General Committee meeting and the member will be notified in writing of the outcome.



## **POLICY No 11: FUNCTIONS:**

### **Definition:**

Functions are events held in the Clubhouse by the Club or private individuals that require catering other than the normal services provided.

#### **1. Private Functions:**

Private functions occur when an individual or group hires all or part of the Clubhouse. All private functions must be approved by The Committee of Management (COM) or it's delegated person/s.

#### **2. Club Functions:**

**Category 1:** Special events for members and members guests that are fully catered and an admission fee charged, eg: New Years Eve and Presentation Night.

**Category 2:** Less formal events where finger food or light meals are provided and no admission fee is charged, eg: Club lunches

**Category 3:** BBQs

### **1: PRIVATE FUNCTIONS:**

#### **Bookings:**

Application is made to the COM or it's delegated person/s. The applicant will be advised of Clubhouse availability, costs and conditions of hire. The applicant will then negotiate a food cost with the caterer. Once agreement is reached the function will be recorded in the Functions Register.

#### **Conditions of Hire:**

1. Cost (other than food):
  - a. Hire of Clubhouse up to 50 people \$100  
Over 50 people \$200  
Other terms of hire may be negotiated by the COM or delegated person/s.
  - b. Hire fee to be paid at a time negotiated by the COM or delegated person/s
  - c. Alcohol at bar prices
2. Maximum numbers, excluding band: 100 persons seated or 150 persons standing
3. Dress code as displayed on entry to Clubhouse
4. Decorations are accepted with the exception of poppers, glitter, confetti and candles other than birthday cake candles
5. Children must be supervised and controlled at all times
6. Hours of operation:
  - a. Evening: Monday to Saturday; last drinks 11.45pm; leave Clubhouse by 12.15am
  - b. Morning or Afternoon: Functions by arrangement with COM or delegated person/s
  - c. Deck area liquor licence expires 11pm
  - d. Music to end 11.45pm
7. Functions will not normally be accepted from 25 December to 1 February, during Easter or on long weekends
8. No BYO alcoholic or non-alcoholic beverages are permitted in the Clubhouse or on deck
9. Bowls of punch or other premixed drinks are not permitted nor will they be supplied by the Club
10. The Clubhouse is not available for 18<sup>th</sup> or 21<sup>st</sup> birthday parties
11. The person or persons hiring the Clubhouse are responsible for the behaviour of their guests and must remain on the premises until all guests have left
12. The person or persons hiring the Clubhouse are responsible for any damage or theft occurring during the function
13. Take away beverages will not be available to non-members



14. Clubhouse staff will operate under the Liquor Licence laws and will refuse service for any breach
15. Private functions will not exclude member access unless prior approval is granted by COM
16. No music outside the Clubhouse
17. If the function is a Wake, no caskets are to be brought onto the premises
18. Saturday evening functions cannot start before 6.30pm

## **2: CLUB FUNCTIONS:**

### **Category 1: Special events**

- All functions will be authorized by the COM or it's delegated person/s
- Dates for Club functions will be entered in Functions Register
- Catering costs for functions will be negotiated with the Caterer and the COM delegated person. No negotiations will be discussed unless both parties are present
- All food will be supplied by Club Caterer
- All alcoholic and non-alcoholic beverages will be supplied by the Club
- Fully catered club events where admission is charged will be limited in number by seating capacity. When seating capacity is reached, no further bookings will be accepted. Members not attending the function will not have access to the Club facilities on these occasions.

### **Category 2: Less formal club functions**

- All functions will be authorized by the COM or it's delegated person/s
- Dates for Club functions will be entered in Functions Register
- Catering costs for functions will be negotiated with the Caterer and the delegated person. Negotiations are only to be discussed with both parties present unless menu is selected from caterers pre set menu options (Available from Caterer)
- All food will be supplied by Club Caterer
- All alcoholic and non-alcoholic beverages will be supplied by the Club
- Members not attending the function will have access to Club facilities unless COM decides otherwise.

### **Category 3: BBQ's**

- Traditional use of the Club BBQ facilities by sections of the Club that predate this policy will continue and not require further COM approval. These are:-
  - o Saturday afternoon Golfers Quarterly BBQ. All food supplied by the members and consumed on deck between 2.00 and 5.30pm
  - o Veterans Section Opening Day BBQ which is held on a fixture Friday at lunch time.
  - o Ocean Grove Golf Club Open Tournament breakfast and lunch BBQ for participants and volunteers organized by Tournament Committee

#### **- Guidelines for BBQ use other than already specified in "traditional use"**

- o COM approval required
- o The use of BBQ facilities will not be approved on evenings or days when the Club Caterer is operating
- o Club Caterer will be given first option of catering
- o Unless Club Caterer is providing BBQ:
  - No food will be allowed inside the Clubhouse
  - The kitchen is not available for use, nor will kitchen utensils, cutlery, crockery or condiments be available
  - All mess, including BBQ hotplate, to be cleaned and the deck area returned to the condition and configuration it was in prior to use.





**Policy No. 12: SOCIAL CARDS FOR HANDICAPPING:**

Any player wanting to have a non competition card recognised for handicapping purposes must get approval in the first instance from the club captain.

Prior to playing they must notify the captain and inform the golf shop volunteer of their intention. The golf shop volunteer will record details in the book provided. The card must be marked by a club member with a current G.A handicap and put in the handicappers' notice box.



MEMBERSHIP APPLICATION FORM

**Applicant Details**

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_ State: \_\_\_\_\_

Phone: ( \_\_\_\_ ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Do you wish your phone number to be inserted in the Fixture Book? Yes  No

Occupation\*: \_\_\_\_\_ Date of Birth\*: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender\*: M  F

Type of Membership: (Please tick)

Full (Ordinary)  Social  Student (Under 25)  Junior (U 14)  Junior (14-17)

Note: If you are currently, or have previously been, a member of another affiliated golf club, please state the club, your Golf Link number if applicable, and your latest handicap.

Club: \_\_\_\_\_ Golf Link number: \_\_\_\_\_

Previous Handicap \_\_\_\_\_ Year/approx year \_\_\_\_\_

Do you wish to make Ocean Grove your Home Club? Yes  No

**Declarations**

In signing this application I hereby agree to be bound by the rules of the incorporated association, Ocean Grove Golf Club Inc. (Herein after referred to as 'the Club'.)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<p><b>Proposed Affirmation :</b></p> <p>I _____ , being a full financial member of this Club nominate the applicant, who is personally known to me, for membership of this Club.</p> <p>Signature: _____ Date: ____ / ____ / ____</p>	<p><b>Secunder Affirmation:</b></p> <p>I _____ , being a full financial member of this Club second the nomination of the applicant, who is personally known to me, for membership of this Club.</p> <p>Signature: _____ Date: ____ / ____ / ____</p>
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For Action: M/ship Mgr:  Secretary:  Committee:  Handicapper  Filing:

Date Processed \_\_\_\_\_ OGGC Member # \_\_\_\_\_

- Note 1: Personal details provided to the Club as part of this application will be dealt with in accordance with Victorian Privacy Law and will not be passed on to third parties without applicants permission.
- Note 2: Under Victorian Antidiscrimination Law response to these questions is optional and the information if provided will only be used in managing your membership and will not affect the acceptance of nomination for membership of the Club.
- Note 3: Applicant understands that this application form will be displayed on club membership notice board for a period of 7 days to allow scrutiny by members and final acceptance/rejection of this application will be confirmed at the next scheduled meeting of the club Committee of Management
- Note 4: Applicant will be issued with Provisional membership on payment of fees. This Provisional membership is subject to acceptance of the application. by Committee of Management at the next scheduled meeting. On acceptance Provisional membership will automatically transfer to the appropriate membership category.
- Note 5: Should an application be rejected by the club Committee of Management the following process will apply - applicant will be notified in writing – Provisional membership will be cancelled – any fees paid by applicant will be refunded within 14 days of that meeting.

Doc: OGGC Membership Application Form rev 4 - Aug 2012 - Website: [www.oceangrovecgc.com.au](http://www.oceangrovecgc.com.au)



## BY-LAW AMENDMENT REGISTER

1. Annual subscription fees 2014/15
  - Ordinary member \$440.00
  - Social member \$ 35.00
  - Junior member (under 14 years) \$ 40.00
  - Junior member (14 – 18 years) \$ 85.00
  - Student member (19 – 25 years) \$210.00
2. Current membership application form  
Available at Clubhouse
3. Policy for membership deferment on medical grounds    Policy No 10    page 23    Added Dec 15<sup>th</sup> 2014
4. Policy for Functions    Policy No 11    page 23    Added Feb 17<sup>th</sup> 2015
5. Amendment to golf operations    Section 3    page 6    Amended April 20<sup>th</sup> 2015
6. Policy for Social cards    Policy No 12    page 25    Added April 20<sup>th</sup> 2015
7. Policy for Functions    Policy No 11    page 23    Amended August 24<sup>th</sup> 2015