

PART 1 – MEMBERS

INDEX

1A	Members and Membership	2
	Intent	2
	Election of Members	2
	Membership Numbers	2
	Application for Membership	2
	Life Members	3
	Honorary Members	3
	Corporate Members	3
	Transfer of Membership	3
	Membership Resignations	4
	Membership Classes	4
	Conditions and Privileges of Membership	4 - 7
	Adult Supervision for Juniors	5
1B	Annual Subscriptions Policy	8
	Authority to Set Subscriptions	8
	Payment Methods	8
	Due Dates	8
	Reminders	8
	Consequences Arising from Late Payment	8
	Monthly Option	8
	Loss of Membership Rights	9
	Refunds	9

PART 1 - MEMBERS

PART 1A – MEMBERS AND MEMBERSHIP

INTENT

1. The constitutional position of members and membership is described in the Club Constitution, Articles 4, 5, 6 and 7. The following additional Rules regarding members and membership are set out for the mutual benefit of all members and the Club.

ELECTION OF MEMBERS

2. **Membership Numbers:** The WGC Board shall determine the number of members to be permitted in each class of membership.
3. **Application for Membership:**
 - a. **General:** All prospective members, except Life & Honorary members, shall be proposed and seconded by a Full member, Life member, or the Secretary-Manager. The proposer and seconder shall sign and forward to the Secretary-Manager an application form stating the name, occupation, address and telephone number of the candidate and the class of membership for which the candidate is proposed. The application form must be signed by the candidate and all candidates should tender with their application form the relevant deposit and or entrance fee as may be set by the WGC Board from time to time. All persons who have lodged their application form shall be temporary members pending the confirmation of their acceptance.
 - b. The application form shall be posted on the notice board in the Clubhouse for not less than seven days. Any member wishing to object to the acceptance of a proposed member must do so in writing within seven days of the application form being posted in the Clubhouse and state their reason for the objection. The proposer and seconder shall supply to the Secretary-Manager, in writing, any information the Golf Committee or Secretary-Manager may request regarding a proposed member.
 - c. Acceptance of members shall be by the WGC Board after the foregoing procedures have been completed.
 - d. On the acceptance of a member the Secretary-Manager shall at once give notice to the candidate of the acceptance and shall also supply the new member with a copy of the Club's Rules. The new member shall be advised that acceptance is dependent upon payment of the required fees, as applicable, within one month of the date of the advice and failure to pay may result in the acceptance being declined, which latter would only be revived if the WGC Board is satisfied about the delay in payment. No person, once declined membership, may be proposed

again within six months, except with the consent of the WGC Board.

4. Life members:

- a. Any member who has had continuous full playing membership of this Club for at least fifteen years and has in the opinion of the WGC Board made significant contributions to the Club may be elected as life member of the Club. Every such election shall take place at any Annual General Meeting and shall require a two-thirds majority vote by secret ballot of members present at such meeting.
- b. Any Full Playing member, Honorary member who was previously a Full Playing member, and Life member shall be entitled to recommend to the WGC Board, in writing, at least two months prior to any Annual General Meeting, any person considered eligible for Life Membership. If the Board endorses the application it shall be referred to the next Annual General meeting.
- c. The total number of Life Members shall not exceed 1% (one percent) of total Full Playing membership and Honorary members who were previously full playing members.
- d. Life members shall have all the rights and privileges of a Full Playing member, without payment of fees, except that where the WGC Board considers it appropriate they shall be required to reimburse the Club for charges levied upon it by an outside agency or agencies. They shall also be required to pay any entry fee relating to competitions in which they play.

5. Honorary Members: The WGC Board may elect to Honorary membership of the Club any person whose position is such that the WGC Board deem it appropriate to grant Honorary membership for such period as may be thought fit.

6. Corporate Members: The WGC Board may contract with organizations and confer Corporate Memberships for the duration of the contract. Corporate Members are persons named in the contract and these individual memberships are not transferable without the express permission of the WGC Board.

TRANSFER OF MEMBERSHIP

7. Club membership is not transferable to another person. A member of one class may make application, in writing or on a new application form, to the Secretary-Manager for transfer to another class of membership. The WGC Board shall consider all applications and may approve, defer or refuse them. If approved the member shall be transferred to the class applied for but no member shall be entitled to a refund of any fees paid by virtue of any transfer.

MEMBERSHIP RESIGNATIONS

8. A member may resign at any time from the Club by giving written notice to the Secretary-Manager, but shall remain liable for any arrears of fees unpaid at the date of their resignation. Refunds are not payable when a member resigns before the end of a current financial year, regardless of the reason therefore. Any member, before a resignation is accepted may, with the consent of the Golf Committee, withdraw the resignation.

MEMBERSHIP CLASSES

9. **Membership Numbers:** The membership of each of the following classes shall be limited to such number of men and women respectively as the Club in General Meeting may from time to time direct (Voting Members) or the Board may from time to time decide (Non-voting Members).

10. **Membership Classes:** Membership Classes shall consist of the following:

- a. Full Playing Members (Voting)
- b. Life Members (Voting)
- c. Intermediate Members (Voting)
- d. Nine-hole Members (Voting)
- e. Honorary Members (Voting)

- f. Full Junior Members (Non-Voting)
- g. Junior Red 9 Members (Non-Voting)
- h. Junior 2nd Year 9 Members (Non-Voting)
- i. Country Members (Non-Voting)
- j. Summer Members (Non-Voting)
- k. Non-playing Members (Non-Voting)
- l. Corporate Members (Non-Voting)
- m. Staff Members (Non-voting)

11. **Conditions and Privileges of Membership:** Save as elsewhere provided, the conditions and privileges of each class of membership shall be:

- a. Full Playing Members: Full Playing Members may exercise full playing rights and privileges in respect of all of the Club's course, Clubhouse and facilities generally.
- b. Life Members: Life members shall have all the rights and privileges of Full Playing members.
- c. Intermediate Members
 - i. Initial Intermediate Members shall comprise any applicant who is aged nineteen to twenty-four years at the start of the clubs financial year. They may transfer from

being Full Junior members in terms of rule 11.d or they may be proposed and seconded in the ordinary way as set out in rule 3.

ii. Transitional Intermediate Members shall comprise any applicant who is aged twenty-five to thirty years at the start of the clubs financial year. They may transfer from being Initial Intermediate members in terms of rule 11.c. i or they may be proposed and seconded in the ordinary way as set out in rule 3

- d. Nine-hole Members: Nine-hole Members are registered with NZGA and are handicapped on the basis of nine-hole play. Accordingly, they are restricted to drawing cards for nine-hole rounds only, but are unrestricted in doing so on any day, either casually or in any competition. Exceptionally, the Golf Committee may invite nine-hole members to participate in appropriate 18-hole competitions in particular circumstances. Otherwise, nine-hole members may exercise full playing rights and privileges in respect of all of the Club's course, Clubhouse and facilities generally.
- e. Honorary Members: Honorary members shall be entitled to the full use of the Clubhouse, course and grounds without payment of any fees; except that where the Board considers it appropriate they may be required to reimburse the Club for charges levied upon it by an outside agency or agencies. They shall also be required to pay any entry fee relating to competitions in which they play.
- f. Full Junior Members:
- i. Full Junior Members shall comprise any applicant for membership under nineteen years of age at the start of the Club's financial year.
 - ii. Full Junior Members shall be proposed and seconded in the ordinary way as set out in Rule 3.
 - iii. The Golf Committee shall determine from time to time their playing privileges, class of competition they are entitled to enter and any extra fee payable for the right to enter any particular class of competition.
 - iv. Full Junior Members shall take no part in the management of the Club.
- g. Junior Red 9 Members: Graduates of the introductory WGC Junior Gateway Programme are eligible to apply for Junior Red 9-Hole (JR9) membership. This entitles JR9s to play the NZGA-rated Red course (either Holes 1 – 9, or Holes 10 – 18) at any time under adult supervision. Scorecards must be drawn, completed and returned for all rounds played (for handicapping purposes).

- h. Junior 2nd Year 9 Members: JR9 members may become eligible for promotion to Junior 2nd Year 9 Members (J2Y9) membership on meeting certain playing and behavioural standards as set by the Junior Golf Committee. Promotion to J2Y9 status entitles J2Y9s to play 9 holes of either the Red or White courses under adult supervision. Scorecards must be drawn, completed and returned for all rounds played (for handicapping purposes).

Note: Adult Supervision for Juniors

Adults who are supervising Juniors are to ensure that they become familiar with the dress code and etiquette expected of them and their charges on and off the course as outlined in this booklet and are to set appropriate examples. In particular the following matters are to be managed appropriately:

- Safety of all participants – the most obvious dangers are swinging clubs, flying golf balls, creeks and swamps.
- Behaviour that is considerate of others' enjoyment – general behavior both on and off the course.

i. Country Members:

- i. Country Members must be Full Playing members of another Golf Club affiliated with the New Zealand Golf Association.
- ii. They shall remain as Country Members only as long as they possess the above-mentioned qualification. Proof of such membership must be provided if requested.
- iii. Country Members shall take no part in the management of the Club.
- iv. Country Members may not compete in any Club Trophy Competitions except at the discretion of the Club's Golf Committee from time to time.

j. Summer Members:

- i. Summer Members shall have the privileges of Full Playing members during the period of summertime, such months to be determined by the Board from time to time.
- ii. Summer Members shall not take part in the management of the Club and they may not compete in any Club Trophy Competitions except at the discretion of the

Club's Golf Committee from time to time.

- k. Non-playing Members:
 - i. Non-playing Members shall be entitled to the privileges of the Clubhouse at all times and may play on the course subject to the payment of the appropriate green fees.
 - ii. Non-playing Members shall not take part in the management of the Club.
- l. Corporate Members: Representative(s) named under a Corporate Membership whose handicap(s) are administered by the Waikanae Golf Club shall have the privileges of a Full Playing member(s) during the term of such membership. If a Corporate Member's handicap is administered by another golf club, then that member shall have the same conditions and privileges as apply to Country Members. Corporate Members shall not take part in the management of the Club.
- m. Staff Members: Staff members shall be entitled to the full use of the Clubhouse, course and grounds without payment of any fees; except that where the Board considers it appropriate, they may be required to reimburse the Club for charges levied upon it by an outside agency or agencies. They shall also be required to pay any entry fee relating to competitions in which they play.

AUTHORITY:

By-laws and Rules approved by the Board of the Waikanae Golf Club (Inc) on <date> as recorded in the relevant Minutes.

.....
Chairman

.....
President

PART 1B - ANNUAL SUBSCRIPTIONS POLICY

1. **Authority to set Subscriptions:** In accordance with the WGC Constitution, the WGC Board shall set Annual Subscriptions.
2. **Payment Methods:** Annual Subscriptions may be paid by one of the following methods:
 - a. one lump sum payment for full year (the preferred option)
 - b. 2 six-monthly payments
 - c. quarterly payments
 - d. monthly payments

Note: Regardless of the payment option entered into, the full annual subscription is payable.

3. Due Dates

Annual Subscriptions must be paid in advance, the payments falling due on the 20th of the preceding month of the term covered by the payment, ie

- a. 20 February for full year payments
- b. 20 February/20 August for 6-monthly payments
- c. 20 February/20 May/20 August/20 November for quarterly payments
- d. 20 February and the 20th of each successive month for monthly payments

4. Reminders

In the first instance, members are responsible for ensuring that they pay their subscriptions by the due date/s. Where practicable, before the end of the month in which the payment has fallen due, the Club will send a reminder notice to those in default.

5. Consequences Arising from Late Payment

Members who have not paid for the relevant period by the end of the preceding month will be removed from the NZG data base at the end of the second business day of the following month and cease to be members of the Club from that date.

Those wishing to be reinstated as members and reconnected to the NZG data base will incur an additional administrative fee as well as the amount owing on the subscription (including any arrears).

6. Monthly/Quarterly Option

Members wishing to pay monthly or quarterly must pay by direct debit through the Club's collection agency Debit Success.

Members are required to pay Debit Success administration fees as follows:

- a. Initial setup fee - \$10.00 GST Inclusive.
- b. Monthly/Quarterly administration fee - \$2.35 GST Inclusive.
- c. Reversed payment fee - \$10.00 plus \$2.35 for reprocessing.

Debit Success fees are subject to change from time to time.

WGC will also charge a \$4.00 GST Inclusive administration fee for all reversed payments.

Members wishing to withdraw from paying by direct debit must make arrangements to do so with the Office Manager and not directly with Debit Success.

7. Loss of Membership Rights

Those who default on payments on three occasions will forfeit all membership rights for the remainder of the financial year in which the default occurs.

8. Refunds

No refunds on subscriptions will be paid and all monies owing are to be paid in full by those who resign during the financial year. The WGC Board, however, may exercise its discretion in special cases.

AUTHORITY:

By-law approved by the Board of the Waikanae Golf Club (Inc) on 23 July 2013 as recorded in the relevant Minutes.

.....
Chairman

.....
President

PART 2: CLUB RULES

INDEX

2A	PLAYING AND BOOKING RIGHTS	11-19
	Safety and Security	11
	Playing Rights	11
	Green Fee Players	12
	Tees	12
	Bookings	12
	Reciprocal Rights & Sister Clubs	13
	Clubhouse Use	13
	Motorised Carts	13
	Car Parking	14
	Visitors and Competition Golf	14
	Match and Handicaps	14
	Practice	15
	Play	15
	Dress Codes	16
	Score Cards	17
	Competition Rules	17
	Disputes	17
	Trophies and Honours Boards	17
	Discipline	17
	Local Rules	17
	Annex A: Local Rules	19
2B	SPECIFIC POLICIES	21-48
2B-1	Hole-in-One Policy	21-22
2B-2	Frost Policy	23
2B-3	Course Closure Policy	24-25
2B-4	Competition Rules	26-37
	2B-4A General Rules	26
	2B-4B Men's Competitions	27-28
	2B-4C Mixed Events (Men and Women)	29
	2B-4D Mid-week Men's Events	30
	2B-4E Women's Events	31-33
	2B-4F Weekend Women's Events	34
	2B-4G 9-Hole Women's Events	35
	2B-4H 9-Hole Men's Events (TBA)	36
	2B-4I Junior Events (TBA)	37
Enclosure 1	WGI Code of Conduct and Disciplinary Policy	38-47

PART 2: CLUB RULES

PART 2A: RULES CONCERNING PLAYING AND BOOKING RIGHTS

1. **Safety and Security:** Persons using the Club facilities and entering the playing areas of the course do so at their own risk.
2. **Playing Rights:**
 - a. Social, Non-playing, Non-affiliated Members or Visitors have no playing rights, except as Green fee players.
 - b. Subject to course availability, all other members ('playing members') have playing rights on any day and may enter any competition for which they are eligible under the rules set out for that competition.
 - c. All playing members are entitled to play casual golf outside of scheduled Club events on a 'first come – first served' basis. Those who have made formal bookings will take precedence over un-booked casual players, whether they are members or green fee players.
 - d. Summer Members have the same rights as playing members but their playing rights are restricted to the currency of their membership.
 - e. 'Country' and 'Summer' Members are entitled to play in Club competitions in which they will be eligible to win prizes but are not eligible for Club trophies.
 - f. Full Junior Members may take part in selected Club competitions only with the prior permission of either the Women's Captain (for girls) or Chairman of the Match Committee (boys). The principal conditions of entry are:
 - i. Permission granted by relevant committee
 - ii. Have a registered handicap
 - iii. Play with an adult competitor who will be assigned to record the junior's score.
 - iv. Be conversant with the basic Rules of Golf
 - v. Observe the etiquette of golf
 - vi. Comply with the dress code.
 - g. Restricted Junior Members (JR9s and JR18s) may use the practice facilities unaccompanied but must be accompanied by a supervising adult when playing on the course. Adults who are supervising Juniors are to ensure that both they and their charges comply with WGC dress standards and code of etiquette, on

and off the course and are to set appropriate examples. In particular the following matters are to be managed appropriately:

- i. Safety of all participants – the most obvious dangers are swinging clubs, flying golf balls, creeks and swamps.
 - ii. Behaviour that is considerate of others' enjoyment both on and off the course.
- 3. Green Fee Players.** *Green Fees are an important income stream for both the Golf Shop and the Club, without which member expenses would rise considerably. In recognition of their contribution to Club income, Club members should welcome the presence of green-fee players. For its part, the Shop must continue to manage green-fee starting so as not to disrupt Club activities. Should any issue arise, the proper course is to deal with the situation at the time, in a civil manner. Later, should it be warranted, any concerns should be reported to the Golf Committee.*
- 4. Tees:**
- a. Women players may compete off 'white' or 'yellow' tees only.
 - b. Men players may compete off 'blue' or 'white' tees only.
 - c. Junior Red players (JR9s and JR18s) may compete off 'red' tees only.
- 5. Bookings:**
- a. **Management of Start Times:** The Golf Shop proprietors are contracted to manage all tee bookings and starting. They are authorized to allow casual play at any time so long as there is no direct interference with Club play.
 - b. **Individual and Group Green Fee Bookings:** The Office Manager or Golf Shop proprietors are authorized to take individual and group green fee bookings that will fit around the Schedule of Events. An accepted green fee tee booking has the same status as a member's booking. Where large group bookings are likely to affect members' plans, these will appear on the monthly notices.
 - c. No member shall alter another member's booking without that member's prior consent.
 - d. Members are entitled to invite and book visitors to participate in Club-organised events (so long as the eligibility rules for the competition provide for non-member participation) or for casual play. Members are responsible at all times for the conduct and attire of their visitors, and for ensuring that the appropriate green fees and competition fees are paid.

6. Reciprocal Playing Rights and Sister Clubs:

- a. **Reciprocal Rights:** A memorandum of understanding exists between the WGC, Otaki Golf Club and Levin Golf Club for reduced green fees for members of those clubs.
- b. **Sister Clubs:** Sister clubs offer reciprocal playing rights, subject to course availability, for WGC members at no charge. WGC's sister clubs are:
 - i. Kaitake Golf Club (New Plymouth)
 - ii. Maraenui Golf Club (Napier)
 - iii. Pakuranga Country Club (Auckland)
 - iv. Whakatane Golf Club (Whakatane, Eastern Bay of Plenty)
 - v. Ocean Shores Golf Club (NSW, Australia)

7. Clubhouse Use:

- a. **Bar Hours:** Licence hours are as follows:
 - i. Monday to Saturday 10.30am to 11.00pm
 - ii. Sunday 10.30am to 10.00pm

Note: All liquor is to be cleared away 15 minutes after the time of closure. No liquor at all is to be consumed outside these hours except for special occasions where the Club has obtained an extended permit. Posted bar hours may vary depending on weather and demand. Please respect the bar person's judgment regarding closing times. The Club does not have a B.Y.O. licence. Therefore, no liquor may be brought onto, or consumed on, the club premises.

- b. **Café:** The Club Café is normally open when a sufficient demand is apparent.
- c. **Private Functions:** On application to the Office Manager, and subject to availability, the Clubhouse may be hired for appropriate functions. Conditions apply.

8. Motorised Carts:

- a. **General:** Under normal circumstances, the use of motorized carts is permitted. However, the use of motorized carts may be cancelled if the ground has become too soft following heavy rain.
- b. **Operation of Motorised Carts:** Whether privately owned or hired, motorized carts must be operated clear of Tees, Greens and surrounds and, where possible, confined to formed cart paths. Reasonable standards of care shall be exercised at all times and, in particular, carts shall be kept clear of soft

ground and excessively steep and rough areas.

- c. **Hire Carts:** Club-owned carts may only be hired and operated by owners of a full drivers' licence. The maximum load is for 2 persons per cart. Whilst in motion, passengers must be seated on the cushioned seats provided. The hirer shall be responsible for any damage arising from misuse.

9. Car Parking:

- a. Vehicles are to access the car park through the main entrance on Te Moana Road. They are to be parked in the main car park to the south of the main pedestrian access bridge in a manner that enables the greatest possible number to be accommodated.
- b. For both business and health and safety reasons, use of the drive, vehicle-bridge and parking area to the east of the main car park and behind the clubhouse is reserved for staff, key club officers and service and emergency vehicles only.
- c. Parking on the grass area immediately to the south of the clubhouse is prohibited without the express prior permission of the Office Manager.

10. Visitors and Competition Golf:

- a. Visitors are not permitted to play in Major Events without prior Match Committee or relevant Section Convenor approval.
- b. The President, Club Captain or Women's Captain, at their discretion, may extend an invitation to a visitor or visitors to play in any non-major competition.
- c. No visitor may be invited to play competition golf more than six (6) times in any one financial year.
- d. In a 2-Ball, 4-Ball or other team event, the member **must** partner his or her visitor.
- e. When booking in a visitor on invitation competition days the inviting member shall ensure that the visitor personally registers with the Golf Shop and shows proof of membership and current handicap on the day of competition.

11. Match and Handicaps

- a. The Captain or Match Committee may make adjustments to the structure of a competition field, or the playing times or tees of individual members, in the interest of the pace of play or for other reasons deemed necessary for the fair and efficient operation of a competition.

b. In general, handicaps will be those issued under the auspices of the NZGA handicap system. The Handicap Committee may from time to time approve the alteration of a member's handicap if in its absolute discretion and having regard to all of the circumstances including the member's results in any form of competition; it considers the change is warranted under New Zealand's handicapping systems.

12. **Practice:** Members and paid-up visitors only may practice in the following areas that are set aside specifically for this purpose:

- a. the practice putting green next to the Shop;
- b. the warm-up nets adjacent to practice putting green;
- c. the chipping area between the 10th and 1st tees;
- d. the pitching area adjacent to the 1st tee; and
- e. the practice fairway located between the 1st and 9th fairways.

13. **Members Only Practice Rounds:** No more than two balls may be used when playing a casual practice round. Players practicing in this way must give way to individuals or groups who are playing golf.

14. **Play:**

- a. All players must display their identification tag.
- b. All play shall commence from the first tee unless otherwise directed by the Starter (for competitions) or the Golf Shop Proprietor (for casual play).
- c. Sharing of golf clubs is not permitted.
- d. Players must not interfere with the operation of the course watering system
- e. The use of mobile telephones on the course is prohibited during competition play except only in the case of a medical emergency.
- f. Inter-club and Club competition players have precedence on the course. Course staff have precedence over players at all times
- g. Slow players (viz. having a clear fairway ahead of them) must call following faster players through.
- h. Non-competition players cannot play the course on scheduled Club days until after the competition is completed without the prior permission of the Starter.

- i. No more than four players shall hit off together in any competition event without authorisation from the Starter and then only at the end of the field.
- j. Players must smooth out their foot and club marks in bunkers and lay rakes outside the bunkers
- k. When a ball is lost and cannot be found within 5 minutes (Rule 27) the players following must be called through.
- l. The player with the lowest handicap in any group in a competition is expected to ensure that golf etiquette is observed by all members of such match or competition, particularly in regard to maintaining his or her group's position in the field and to any 'call through' rule. The group's position in the field is 'directly behind the group in front' and not 'in front of the group behind'.
- m. All competition players must report to the starter at least 10 minutes before their scheduled starting time.
- n. Bags must not be placed on greens, trundlers and motorised equipment must not be driven onto greens or surrounds.

15. Dress Codes:

- a. **Common Sense:** Golf is played outside for hours at a time, in all seasons. New Zealand's weather can change very quickly without much warning and the risks of exposure and of ultra-violet damage are ever-present. Accordingly, for one's own protection and safety, weather-appropriate clothing is essential for both short and long-term enjoyment of the game.
- b. **Standards:** A high standard of dress should be maintained at all times both on the course and in the club house and environs of the club. The standard attire is long trousers (optionally skirts or shorts); open neck shirts and fit-for-purpose shoes. Beach shorts, tank tops and jandals are not acceptable.
- c. **Footwear:** For reasons of safety, appropriate footwear must be worn. Metal spikes are not permitted. Footwear worn on the course is not to be worn in the Clubhouse lounge.
- d. **Enforcement:** The Golf Shop proprietors and employed staff have the discretion to disallow an article of dress or footwear which is considered to breach the Club dress rules (including clothing that is deemed to be dirty, offensive, provocative, untidy, frayed, torn or not neat in appearance).

16. Score Cards:

For all stroke play competitions and matches which continue past the 13th hole, a card MUST be returned correctly completed in terms of Rule 6-6 of the Rules of Golf. Cards must be returned to the competition card box or other designated point IMMEDIATELY the round is completed. Failure to do so will result in disqualification. Members attention is drawn to the correct method of keeping score, with the player marking his opponent's or fellow competitor's card and vice versa. This should be done at the completion of each hole but keeping in mind R&A Etiquette #2. It is the player's responsibility to ensure that the card is correctly completed with handicap, member number, data and course played, together with the hole by hole scores shown, and duly signed as correct by player and marker.

17. Competition Rules: The rules for competitions are to be published and displayed by the Section organizing the event prior to its commencement. Items to include are: Competition Name, Eligibility, Format, Tees, Entry, Method of Dealing with Tied Scores, and Disputes.

18. Disputes: Disputes are to be lodged immediately in accordance with the Rules of Golf 2-5. In the normal course of events, the relevant Section Committee will deal with the matter on the day. Should there be a need for an escalation of attention, the matter is to be referred to the Match Committee, whose decision shall be final.

19. Trophies and Honours Boards: Eligibility to win trophies and/or to be recognized on Honours Boards is to be stipulated in the Competition Rules. It is Club policy that trophies are presented to, but not kept by, the winners. Rather, they are retained by the Club for security and display.

20. Discipline: In the event that any member of the club shall commit any act which reflects discredit or disrepute thereon or shall refuse or neglect to comply with the rules adopted by the WGC Board or the duly appointed officers, such member shall be subject to a disciplinary hearing. In this regard, the WGC has aligned itself with the Wellington Golf Incorporated (WGI) Code of Conduct and Discipline Policy. At Enclosure 1 to Part 2 there is a copy of the relevant WGI policy.

21. Local Rules: The Match Committee sets and regularly reviews Local Rules, as follows:

- a. **Permanent Local Rules:** Permanent Local Rules are published at Part 2A, Annex A and also are printed on the WGC scorecards.
- b. **Temporary Local Rules:** Temporary Local Rules are to be posted on a Notice Board provided for this purpose in front of the Clubhouse.

AUTHORITY:

22. Rules approved by the Board of the Waikanae Golf Club (Inc) on 23 August 2013 as recorded in the relevant Minutes.

.....
Chairman

.....
President

LOCAL RULES 2013

These Local Rules are to be read in conjunction with the Rules of Golf and any temporary Local Rules posted on the notice board in front of the Clubhouse.

1. Out of Bounds (OOB):

OOB is defined by white stakes or lines, beyond boundary fences or the natural boundaries including the stream to the left of holes 14, 16 and 17. Internal OOB exist to the right of Hole 1 and to the left of Hole 6 extending tee to green.

2. Immovable Obstructions:

Defined as all staked trees, formed paths, walls, permanent buildings, elements of the course watering system, fences other than those defining OOB, distance markers and stakes.

All internal OOB stakes and lines for Holes 1 and 6 are deemed Immovable Obstructions when playing other holes.

No stake may be removed for any reason. Free relief (Rule 24) may be taken except when the ball lies in any hazard or there is interference by anything defining OOB.

3. Water Hazards - yellow stakes: Lateral Water Hazards - red stakes.

The natural boundary of any Water Hazard and Lateral Water Hazard is defined by where mown grass ends and rough begins.

4. 6th Hole- Boundary Fence:

If a ball comes to rest against or close to the boundary fence, beyond the signposted, painted fence post, the player may deem his ball unplayable and may 1. Play again from where the original shot was played or 2. Drop his ball in the Drop Zone behind the green, or 3. Drop within two club lengths of where his ball came to rest, no nearer the hole. Each option incurs a penalty of one stroke. If the third option is taken and the ball rolls back into the fence and becomes unplayable again all options remain open but will incur a further penalty stroke.

5. 13th Hole- Eastern (Blue)Tee Only:

If there is reasonable evidence that a ball played from the tee has failed to clear the wetlands, to save time a provisional ball may be played from the tee. If the original ball is not found the provisional ball becomes the ball in play under penalty of stroke and

distance. (Rule 27). If it is found in the wetlands it may be played or abandoned at the player's discretion, no other relief options are available under Rule 26.

6. Distance Measuring Devices:

A player may obtain distance information by using a device that measures distance only. If, during a stipulated round, a player uses a distance measuring device that is designed to gauge or measure other conditions that might affect his play(e.g. gradient, wind speed, temperature etc) the player is in breach of Rule 14-3, for which the penalty is disqualification, regardless of whether any such additional function is actually used.

7. Course Preservation:

Compulsory- Free relief from all prepared beds and gardens, all ground under repair (whether marked or not) all newly seeded or turfed areas included newly reseeded or, sand-filled divots.

Optional- Free relief, though the green, from wheel ruts made by green keeper's machinery and a ball that is embedded in its own pitch mark other than sand. (Rule 25)

PART 2B - SPECIFIC POLICIES

2B-1: HOLE-IN-ONE POLICY

1. **Background:** Within annual subscriptions, all playing members are levied a small insurance premium to help cover the cost of shouting fellow golfers to celebrate achievement of a hole-in-one.
2. **General Policy:** The insurance is intended to meet the cost of providing an engraved trophy and a badge as a memento of the achievement and to provide a “shout” of one drink for each person in the club house while the member is present. The member may of course cover additional costs. The Duty Bar Person will run a tab up to the entitled amount (for later reimbursement by the Club) after which the member must meet any additional costs.

Notes:

- a. **Bar not Open:** If the clubhouse bar is not open, there is no entitlement to a shout either elsewhere, or on another day.
 - b. **Players from other Clubs** must pay for their shout but should receive a receipt so they can claim reimbursement at their home club.
 - c. **Country Members** will have their names added to the Honours Board, but it is their Home Club’s responsibility to provide any other benefits.
3. **Eligibility Conditions:**
 - a. The hole-in-one must be achieved by a playing member of the Waikanae Golf Club when it is the intention of the member to play a full round, or in the case of a 9-hole member, a full 9 hole round even though, in either event, the round may not be completed.
 - b. The hole-in-one must be achieved on the Waikanae Golf Course. The member’s card must be signed by both the player and the marker who is playing with the member.
 4. **Member Entitlements:**
 - a. A hole in one trophy
 - b. Member’s name displayed along with similar records in the club house
 - c. A hole-in-one badge

Note: To receive the above entitlements, it is the member’s responsibility to present the scorecard to and inform the Office Manager of the achievement, and

provide the ball that was used (for purposes of mounting).

d. A “shout” of drinks in the Lounge.

Notes:

- a. It is the member’s responsibility to advise the barperson of the occurrence and advise how they wish to manage the “shout”.
- b. The “shout” entitlement is to consist of \$5 towards patrons’ drinks of choice, once only each, for as many as are currently in the House when the member is present.
- c. For those whose drink of choice costs more than \$5.00, they will be required to pay the difference.
- d. For those whose drink costs less than \$5.00, they will not be entitled to credit, or to change.
- e. The member must be present for the shout. Once the member leaves the premises, “shout” entitlements cease.

5. Entitlements for a WGC Member Achieving a Hole-in-One at another Club:

- a. A hole in one trophy
- b. A hole in one badge

Note: To receive the above entitlements, it is the member’s responsibility to present the scorecard to and inform the Office Manager of the achievement, and provide the ball that was used (for purposes of mounting).

6. Claims: A member may submit a claim for reimbursement for an amount of up to \$50.00 if the member achieves the hole-in-one at another Club and then “shouts” at the same club where it was achieved (that is, not at another establishment). A receipt must be presented to the Waikanae Golf Club for the reimbursement.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on 23 August 2013

.....
Chairman

.....
Secretary

PART 2B-2: FROST POLICY

1. If the Greens Superintendent or his nominee advises that there is frost on the Course and playing golf may be harmful to the Course or that areas are dangerous to walk on he will close the Course until such time as conditions improve sufficiently.
2. Upon commencement of play, the first group on the start sheet will still be the first away with subsequent tee times following on.
3. However, if circumstances permit, the shop staff may utilise more than one start tee to help alleviate the backlog.
4. **Exceptions**
 - a. Any Inter-club match on the Course takes precedence and will either be first off or retain its allocated start time.
 - b. The Midweek sections will be responsible for their own starting on their individual allocated day after the Course is opened.
 - c. On Sundays (Club Days) the Match Committee in liaison with the Shop will be responsible for re-organising the start sheet to ensure maximum Course use as soon as possible after the course is open.

AUTHORITY:

Rule approved by the Board of the Waikanae Golf Club (Inc) on 23 August 2013

.....
Chairman

.....
Secretary

PART 2B-3: COURSE CLOSURE POLICY

Decision-making Authority:

1. The decision on whether or not to close the course for play for periods in excess of a few hours following adverse events is to be made by the General Manager and/or Chairman of the Greens Committee (normally also a member of the Board). In the absence of the Chairman of the Greens Committee, this responsibility is to be undertaken by the Club Captain, or the Club Vice Captain (in that order of precedence). In reaching the decision, the General Manager and/or Chairman is/are to consult with the Course Committee and the Course Superintendent.

Key Matters:

2. The key matters to be taken into account are to be:
 - a. Safety of Staff, Players and the Public.
 - b. Consequences to short-term and long-term viability of the course if the course is not closed.
 - c. Whether the course is playable.
 - d. No other matter.

Communication:

3. Such a decision, once made, (including decision review times – and any shortening or extending of the closure) is to be communicated without delay to interested parties, using the following means:
 - a. Personally advise the following key people:
 - i. Course Superintendent
 - ii. Club Captain
 - iii. Shop proprietors
 - iv. Caterer
 - v. Bar Manager
 - vi. Chairman of the Match Committee

- b. Provide appropriate signage at the Main Entrance and any other key area.
- c. Instruct the Website Manager to promulgate the decision/s to members on the web-site.

AUTHORITY:

Rule approved by the Board of the Waikanae Golf Club (Inc) on 23 August 2013.

.....
Chairman

.....
Secretary

PART 2B-4: COMPETITION RULES

PART 2B-4A: GENERAL RULES

1. **Handicap for Match Play** is the full difference in the Course handicaps (not the difference in handicap indices).
2. **Handicap for Net, Stableford and Par Competitions** is the Course handicap, where applicable, used against the Stroke Indices printed on the card.
3. **Competition scores** must be recorded at the conclusion of each hole in accordance with Rule 6-6 of the Rules of Golf and the card handed in promptly on completion of the round. Cards will not be considered for competitions if received more than 15 minutes after the final playing group has left the course.
4. **Revised handicaps** apply to all match play or competitions subsequent to their being posted, but not to “play-offs”.
5. **Eligibility:** All players are required to be financial members of the Club to play in trophy events.

Ties and Play-offs

6. A match which ends all square must be played out, hole by hole, until one side wins a hole to determine the match. The play-off shall start at the hole where the match began and strokes are to be given and received as in the Stipulated Round. The play-off is an immediate extension of the Stipulated Round.
7. Ties will be decided optionally by a count back, by lot, or by a play-off. The competition rules are to state clearly which of the approved options will be used for the competition.

Placing

8. When placing is permitted, the conditions are specified in the local rules on the local rules board.

PART 2B-4B: MEN'S COMPETITIONS

1. Rules for each Trophy or other competition will be posted prior to the event. The following list is a guide only and may be varied at the discretion of the Golf Committee. As a general rule, those eligible to win Club trophies must be full members or the equivalent. Other classes of membership are able to compete for prizes associated with most Trophy events but not for the Trophies. Junior members should note the special conditions relating to their competing in Club events. (See **Junior Playing Rights**) Visitors introduced by a member may play in some events subject to payment of green fees and event fees and upon provision of proof of handicap.
2. **Summer Cup:** Two rounds, each of 18 holes, aggregate net stroke play. Open to all male members.
3. **Vice-President's and Vice-Captain's Trophies:** Qualifying round of 18 holes net stroke play followed by knockout match play over 18 holes on handicap. Male members, excluding Country members, are eligible.
4. **Top Dogs (men) and Top Cats (women) Trophies:** Entry sheet from which there is a blind draw for partners for a playoff over 27 holes combined Stableford. Full playing members only (This event is not classed as a mixed event and play is in single sex groups.)
5. **Pink Ball Stableford:** 18 hole team Stableford. All male members and visitors.
6. **Combined Net Stroke Cup:** 18 hole, team of two, aggregate net stroke play. Male members excluding Country.
7. **Pairs Matchplay:** Select own partners. Qualifying round of 18 holes combined Stableford followed by knockout match play over 18 holes on handicap. Matches are to be completed on or by the scheduled dates.
8. **Winter Cup:** One round, of 18 holes, Stableford. All male members.
9. **Stroke Championship – Club Stroke Championship:** Three rounds aggregate stroke play, being a round of 18 holes on one of the days set down, and 36 holes on the other.

10. **36-Hole Net Stroke Cup:** Two rounds of 18 holes aggregate net stroke play in handicap divisions over two playing days.

11. **Monthly Medal:** Rules are posted on the Notice Board in the Men's Change Room. Please note that, for this event, the bookings procedure is different than normal. Thanks to the Monthly Medal sponsor:

12. **Club Shootout:** Format varies. Rules are posted on the Notice Board in the Men's Change Room. Thanks to the Club Shootout sponsors.

13. **Club Championships:**
 - a. **Qualifying:** 2 x designated 18-hole rounds of stroke play are aggregated to count for qualifying and seeding.

 - b. **Matchplay:** Players are seeded from qualifying for knockout match play. Play is in up to six divisions depending on handicap or age and is without handicap except in Veterans' or Junior Boys' grades. Open to all male Full, Intermediate, Junior, Life or Honorary Life members.

14. **Men's Medal Golfer of the Year (MMGOY):** Played throughout the year in conjunction with the Monthly Medal. Rules are posted on the Notice Board in the Men's Change Room. Thanks to the MMGOY sponsor:

PART 2B-4C: MIXED EVENTS (MEN'S AND WOMEN'S)

1. **Wairakei Trophy:** 18 hole stroke play with an associated net stroke competition. There are separate trophies for men and women, but play in mixed groups is encouraged.
2. **Mixed Handicap Stroke Cup:** Teams of one man and one woman, each playing their own ball for 18 holes of net stroke play with scores aggregated. Select own partners.
3. **White Heron Trophies:** Teams of two, either two men or two women, each playing their own ball for 18 Holes of Four Ball Better Ball net stroke play. Select own partners.
4. **Reta Steel Memorial Trophy:** Teams of one man and one woman, playing 18 holes, Mixed Canadian Foursomes Stableford. Select own partners.
5. **Founders' Trophy:** Teams of one man and one woman, playing 18 holes of Four Ball, Better Ball, Stableford. Select own partners.
6. **Patron's Trophy:** Mixed day with format to be decided by the patron. Separate competition of men and women, but play in mixed groups is encouraged.
7. **Eligibility for all above mixed competitions:**
 - a. All male or female members, including juniors subject to special criteria detailed elsewhere in this programme, and country members or visitors subject to proof of handicap.
 - b. Visitors must be introduced by a member and are expected to pay green fees.
 - c. Only Full Playing Members or their equivalent are eligible to win trophies but other entries are eligible for associated prizes.

PART 2B-4D: MID-WEEK MEN'S EVENTS

Entry to all competitions is open to male players over the age of 55.

1. Sim's Trophy

Open to all men over 70. 18 hole Stableford competition on handicap.

2. Osboldstone Trophy

Open to all men over 80. 18 hole Stableford competition on handicap.

3. Two Day Stableford Competition

Played over 2 successive weeks.

4. Winter Challenge

Best 5 scores to count from 10-11 games of either Par, Net or Stableford. Scores for top 20 players ie 1st = 20points and 20th = 1 point. To run from late May – Mid September.

5. Pairs Competition

Match play on handicap. Make up own pair.

6. Singles Competition

Match play based on handicap. Includes a 'plate' competition for those eliminated in Round 1.

7. Bob Penny Trophy

An 18 hole stroke play competition based on best net.

8. Peter Beams Trophy

An 18 hole stableford competition open to all mid week men played in November.

PART 2B-4E: WOMEN'S EVENTS

1. **Cancellations:**

Play is cancelled only if the course is closed. However, the Committee may, on the day, postpone or cancel the competition if the weather is unsuitable or if there are insufficient numbers to give a fair result.

2. **Draws On Club Day:**

Qualifying and LGU days are seeded draws. All decisions regarding draws are at the Committee's discretion. Some competitions include both mid-week and week-end players.

3. **All LGU** events will be played from yellow distance markers.

4. **LGU Medal:** the lowest aggregate of 4 differentials from 9 listed days.

5. **Trixie Lewis Medals:**

Silver and Bronze, points competition on listed LGU days, week-end and mid-week. Aggregate from 3 for a win, 2 for second and 1 for third.

6. **Top Cats:**

Women enter blind draw for partners, combined stableford over 27 holes, played on a Sunday, not a mixed event.

Note: The above 4 competitions are open to all players but they must designate their competition day at the beginning – Sunday or Wednesday.

Match Play Trophies:

7. **Waimeha Trophy**

Best 16 net scores to qualify - thereafter match play over 18 holes starting from No 1 Tee. Dates for completion of rounds will be included in the draw. In the event of a tie after 18 holes, the match is played off hole by hole until one side wins. As is normal practice, the loser records the winner's name and score on the draw sheet.

8. **President's Trophy** - 16 best net to qualify - then same conditions as for the Waimeha Trophy.

9. **Captain's Trophy** - 16 best gross to qualify - thereafter match play on handicap.

10. **Winter Cup** - 16 best net to qualify - then same conditions as for the Waimeha Trophy.

Black Book Entries:

11. **Reta Steel Memorial Putting Trophy** - Best aggregate of six scores from nine listed days.
12. **Julie Howes Memorial Trophy** Best aggregate of 3 out of 5 stableford rounds.
13. **Veterans:** Best aggregate of 5 net scores in 8 rounds open to those 60 or over.
14. **Home Pennant Stableford Trophy** - Aggregate of 5 stableford scores from 5 rounds, played between April and August, in conjunction with the Wellington Golf Inc Home Pennants' competition.
15. **Stroke Championship** Lowest gross aggregate of 2 listed medal rounds played during the winter. Silver and Bronze, but no division.
16. **Winter Plate:** Played in conjunction with the Stroke Championship (see above) but awarded on net.

One or Two Day Competitions:

17. **Coronation Medal;** (Silver only), Aotearoa Cup (Silver and Bronze) best net and gross scores.
18. **Home Links Medal Senior Vets** (over 70s) best net over listed 18 holes – NZ Golf competition.
19. **Nancy MacCormick Foursomes** - played over 36 holes (net). Choose own partners, played first half of year – NZ Golf competition.
20. **Championship Foursomes** - Played over 36 holes (gross). Silver and Bronze divisions. Choose own partners.
21. **4 BBB. Matchplay** - Choose own partners. 18 holes.
22. **Club Championship** - 16 best gross, Silver and Bronze, to qualify from 2 listed rounds. thereafter match play off stick off No 1 tee as listed and drawn. 36 hole final for Silver and Bronze on a listed Sunday in conjunction with Men's Finals.

23. **Bronze Cup** - Bronze 2 handicap, best 16 to qualify as above but final played over 18 holes.
24. **Summer Cup and Eclectic:** - Best aggregate of 3 net scores played between opening and closing dates.
25. **Par Book:** Most pars counter signed by partner on the day.
26. **Birdie or Better Book:** Most birdies or better scored over 18 holes, counter signed by partner on the day.
27. **Eclectic:** Computer eclectic competition for Sunday and Wednesday competition only.
28. **Most Improved Player:** based on handicap reduction.
29. **Summer Cup:** Played between closing and opening dates based on aggregate of best 3 rounds, computer recorded, separate individual entry fee.

PART 2B-4F: WEEKEND WOMEN'S EVENTS

1. Members wishing to play their LGU at weekend must register their interest on the Notice Board. Week day members wishing to play in week-end competitions must register their intent on the Notice Board and pay \$12 to the Treasurer. Similarly, week-end women must do the same if they wish to enter mid-week competitions. The draw is the responsibility of the week-end convenor and the committee.

Weekend Trophies:

2. **All LGU** is to be played from the yellow distance markers.
3. **Trixie Lewis, Home Pennants, Nancy MacCormick** and **Top Cats** competitions are open to all women.
4. **LGU Medal:** lowest aggregate of 4 differentials from 9 listed days.
5. **Weekend Best Nett** – lowest aggregate of 4 net scores out of 8 listed rounds.
6. **Weekend Stableford** - Best aggregate of 3 out of 8 listed rounds.
7. **Weekend Putting** - Best aggregate of 4 out of 9 listed rounds.
8. **Veterans.** Lowest aggregate of 5 net scores from 8 listed rounds.(55 years and over).
9. **Stableford Match Play** - 16 Best Stableford to qualify.
10. **Paekakariki Cup:** 1 round Stableford.
11. **Summer Cup:** Played between closing and opening dates based on aggregate of best 3 rounds, computer recorded, separate individual entry fee.

PART 2B-4G: 9-HOLE WOMEN'S EVENTS

1. **Open Championships:** 16 best gross to qualify, from 2 qualifying rounds, August and September, thereafter as for 18 Hole Women's Championship rules, but played over 9 holes off-the-stick. The final to be 18 holes as per programme.
2. **Sue Bunt Salver:** (WGI) best 3 medal rounds played in conjunction with Medal & Putting from 4 rounds.
3. **Oscar Trophy:** Aggregate of 3 lowest net scores (medal) from 4 listed rounds.
4. **Helen Thompson Trophy:** Aggregate of 4 best stableford scores from 4 listed rounds.
5. **Tunbridge Putting Trophy** - Aggregate of 3 lowest putting scores from 4 listed rounds.
6. **Matchplay Competition:** Open on handicap, best 16 net to qualify; thereafter match play giving strokes as per draw.
7. **Par Competition** - Best scores from 2 listed rounds.
8. **Eclectic:** kept by computer on the Monday competition day only.
9. **Most Improved Player:** most reduced handicap from Opening Day to 7 November.

PART 2B-4H: 9-HOLE MEN'S EVENTS

TBA

PART 2B-4I: JUNIOR EVENTS

TBA

WELLINGTON GOLF INCORPORATED (WGI)



WGI CODE OF CONDUCT AND DISCIPLINARY POLICY

1. INTRODUCTION

The purpose of this code is to assist members of Wellington Golf know and understand the standards of behaviour expected and shall apply to all competitions run by WGI or events which are a part of the WGI Programme. This code is in addition to any other requirements expected of players as laid out in the tournament conditions, local rules or bylaws of hosting clubs.

The policy sets out the disciplinary process and outlines to all players, members and the public how to make a complaint and how the disciplinary process of Wellington Golf works.

A member of Wellington Golf includes all players and officials representing WGI and includes any spectator or member of the public who is also a member of a golf club within the Wellington Golf region.

In the interests of having a common approach throughout the Wellington Golf region, member clubs of WGI can also adopt this policy in which case any references to WGI can be read as the member club and WGI competitions and programmes can be read as club competitions and programmes.

NOTE: Effective from 20 August 2013, the Waikanae Golf Club (Inc) has adopted the WGI policy for dealing with any disciplinary issues it may face from members.

2. CODE OF CONDUCT

As a member of Wellington Golf a certain standard of behaviour is expected that reflects the basic requirements of sportsmanship, integrity, courtesy and respect to be shown to all other members, competitors, officials and the public.

Without limiting the basic requirements of sportsmanship, integrity, courtesy and respect, matters of conduct likely to reflect unfavourably on the game include:

- bad temper, club throwing, foul and abusive language;
- failure to adhere to the rules and etiquette of the game of golf;
- unsportsmanlike conduct and unnecessary gamesmanship;
- dishonesty, including cheating in the course of any event;

- physical violence and threatening behaviour;

A person engaging in any behaviour that may be detrimental to the game of golf or Wellington Golf and its member clubs is in breach of the code of conduct and should be reported to the member club or the General Manager WGI.

It is in the best interests of the game that such behaviour is reported and all players, officials and members of the public are encouraged and have a duty to report such behaviour.

3. DISCIPLINARY COMMITTEE

The Board of WGI will appoint a Disciplinary Committee to oversee the Complaints Procedure set out in section 4 and to conduct investigations, hearings and impose penalties within the guidelines in section 7 as may be deemed necessary.

The Committee will be made up of:

- Convenor of the either the Men's or Women's Match Committee;
- General Manager, WGI
- A minimum of at least two other persons as appointed by the Board.

The Disciplinary Committee will be responsible for implementing this policy in a fair and impartial manner. The Committee will elect a Convenor who will perform the Convenor requirements set out in this policy.

4. COMPLAINTS PROCEDURE

Complaints may be made by any person including a competitor, Committee member, WGI Official, officers of other District Associations, Clubs and members of the public.

Complaints can be made in the first instance to the member club of the person involved or the General Manager WGI, but must be within 3 working days of the matter occurring. Clubs should refer all complaints in relation to WGI events and programmes to the General Manager WGI.

Once notified of a complaint, the General Manager will require all complaints to be in writing and lodged with WGI in an acceptable timeframe set by the General Manager depending on the seriousness of the complaint. Once received the General Manager will determine the offence and, in conjunction with the Convenor of the Disciplinary Committee, grade the offence in accordance with section 5 below. The General Manager will then take the following actions:

- a. If the matter is Grade 1, of a minor nature, the General Manager will discuss the complaint with the person(s) involved and will deal with the complaint by either dismissing the complaint or deal with it by way of the first step in Appendix 2 whereupon the matter will be closed;
- b. If the matter is Grade 1, but the person involved has already had step one of Appendix 2, then the General Manager will discuss the complaint with the person(s) involved and either dismiss the complaint or deal with it by way of the second step in Appendix 2;
- c. If the matter is a Grade 2 or 3 offences, or involves a Grade 1 suspension or expulsion, the General Manager will carry out a preliminary investigation and gather all the facts of the complaint as is

reasonably available within five days from the receipt of the Complaint Notice. This may include speaking to the accused person and getting a written report from that person. The matter will then be referred to the Disciplinary Committee in accordance with Paragraph 6.

A Complaints Information Notice, refer Appendix 3, is to be completed in all cases and referred to the Disciplinary Committee with the action taken in the case of (a) or (b) above or a recommendation in relation to (c).

The General Manager will be responsible for keeping all parties involved informed about the complaints process.

If a member club has adopted this policy then a recommended complaints procedure for Clubs to follow in relation to club events, based on the steps above, is attached in Appendix 4.

5. GRADING OF COMPLAINTS

All complaints and charges are to be graded 1 to 3 with one being the lightest grading and three the most serious. This is done by reference to Appendix 1 and the following notes.

The General Manager is required, in conjunction with the Convenor of the Disciplinary Committee, to initially determine the grading of the offence. The grading allocated to an offence will determine the action to be taken and the potential penalty a player may receive. Therefore consistency of grading across offences is important and the General Manager will be required to keep records to support the grading process.

On some occasions, the General Manager may not recommend a grading because of the seriousness of an incident and may automatically refer the charge to the Disciplinary Committee.

6. DISCIPLINARY COMMITTEE FUNCTIONS

The Disciplinary Committee will meet on an as required basis to perform the following functions;

- Review Complaints Information Notices in relation to grade 1 offences and ensure consistency in application.
- Consider all grade 2 and 3 complaints and appeals to a grade 1 penalty.
- Where necessary hold investigations, including a hearing into the complaint or appeal.

Notice of any hearing of the Disciplinary Committee shall be given, in the case of a complaint, to the person or persons the subject of the complaint and the complainant; and in the case of an appeal, to the persons affected by the appeal and the appellant.

The notice of hearing shall specify the date, time and place fixed for the hearing and shall be accompanied by such material as will give the person to whom it is sent adequate notice of the subject matter of the hearing. The hearing date shall be fixed no earlier than 24 hours after the date the person receives adequate notice but that period of notice may be waived by any person affected in the interests of speeding up the hearing or appeal process.

The notice shall advise parties to whom it is sent whether the hearing is to be conducted on written submissions or whether the parties are to be requested to appear in person with the opportunity to have representatives appear to give oral evidence. The hearings will be in private with only the accused player and his or her representative and the Disciplinary Committee present.

No participant in a Disciplinary Committee hearing or appeal shall be entitled to be represented by legal counsel, provided that the Sub-Committee may receive such legal advice as it deems necessary.

The hearing will be conducted by a panel of three members of the Disciplinary Committee and no member of the Committee will be on a hearing panel if they have a conflict of interest with the matter of complaint or the parties associated with the hearing. A conflict of interest will arise in circumstances such as if a panel member was directly involved in the matter of complaint or is a member of the same club as either of the complainant or the accused person.

7. DECISIONS AND PENALTIES

If a complaint is upheld by the Disciplinary Committee, it shall give its decision in writing to the Board of Wellington Golf within five working days, with reasons for the decision and any penalty imposed. If a penalty of disqualification or suspension is being imposed the written decision must be done in a timely manner before the start of any such disqualification or suspension.

It would be expected that the Committee will deal severely with proven cases of serious misconduct, including abuse of tournament officials, physical violence or threatening behaviour. In some cases, the conduct may constitute a criminal offence in which case the matter should be referred to the Police.

Possible penalties that may be imposed in the case of players include:

- A letter of warning or a letter of censure;
- Removal from a team already selected;
- Disqualification of eligibility for a particular team, squad or Academy;
- Suspension from participation in national, district and/or club events for a specified period;
- A total expulsion from the game for a specified period;

Penalties that may be imposed in the case of officials and other members would include:

- A letter of warning or a letter of censure;
- Suspension from office e.g. manager, coach or committee for a period;
- Removal from office;
- A ban from attending certain events from a period of time.

In the same way that consistency of grading of offences is important, so too is consistency in relation to penalties imposed. Appendix 2 provides guidelines to achieve this and the Committee will be required to keep records of penalties previously imposed to support the impartial process.

Prior to imposing any penalty, the Disciplinary Committee may invite the Participant to make comment on any proposed penalty. The person must also be given notice in writing of any penalty imposed involving removal, suspension, a ban or expulsion.

Where the Disciplinary Committee have imposed a penalty suspending or expelling any participant for any reason whatsoever, the penalty shall be reported as appropriate to New Zealand Golf and to the WGI member clubs so it can be observed by District Associations and Clubs from the date of receipt of advice of the decision.

8. RIGHT OF APPEAL FROM DECISIONS OF THE DISCIPLINARY COMMITTEE

There shall be a right of appeal against a decision of the Disciplinary Committee to an independent panel appointed by the WGI Board made up of a senior legal practitioner, the Convenor of the WGI Disciplinary Committee and a person nominated by the club of the person concerned.

An application to appeal shall be lodged with the WGI Board within 7 days of the publication of the Disciplinary Committee's written decision. If the appeal is in respect of a suspension concerning a team previously selected which is due to play and if it is not possible to hear the appeal before that date, the independent panel may be required to confirm or delay the commencement of the suspension, depending on the facts available, subject to the appeal being heard at a later date.

Appeals may only be made on one or more of the following grounds;

- a. That natural justice was denied;
- b. That the Committee acted outside of its powers and/or jurisdiction under this policy;
- c. That substantially new evidence has become available after the decision which is being appealed was made;
- d. In respect of a penalty imposed, that the penalty was either excessive or inappropriate.

The independent panel will determine the procedure relating to an appeal hearing including whether a participant in an appeal hearing shall be entitled to be represented by legal counsel. The independent panel may receive such legal submissions and advice as it deems necessary.

There will be no further right of appeal from a decision of an independent panel.

General examples of grading of complaints of conduct likely to bring the game into disrepute (not an exhaustive list):

Grade 1 Offence	<ul style="list-style-type: none"> • Bad language; • Improper treatment of equipment, including throwing of clubs generally; • Use of club other than within the intentions of the game, e.g. damaging trees or to display ill temper; • Discourtesy as a billeted guest; • Ill-mannered behaviour; • Inappropriate dress; • Entering a tournament and then withdrawing or failing to appear without following appropriate procedures; • Failing to complete a round or failing to return a stroke play card without sound reason or following appropriate procedures; • Failure to comply with the directions of tournament officials; • Not meeting team deadlines, e.g. turning up late for team departures, practice rounds etc • Failure to wear appropriate team uniform;
Grade 2 Offence	<ul style="list-style-type: none"> • Behaviour bringing the team or association represented into disrepute; • Theft of minor items; • Excessive or offensive bad language • Verbal abuse or threatening behaviour leading to minor Assault; • Breaking clubs; • Abuse of team uniform or WGI equipment; • Unauthorised absence from WGI team practice rounds, meetings etc.
Grade 3 Offence	<ul style="list-style-type: none"> • Any misuse of alcohol or drugs • Serious theft; • Assault of a player, official, supporter or member of the public; • Sexual or verbal harassment.

WAIKANAЕ GOLF CLUB (Inc)
BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

Appendix 2

It must be acknowledged that there are always degrees of seriousness of offence within each grading and therefore the penalties that may be imposed. The following are guidelines to actions and penalties for each grade of offence that may be imposed:

Grade 1 Offence	Grade 2 Offence	Grade 3 Offence
<p>If no previous offences the following process will be adopted:</p> <ol style="list-style-type: none"> 1. Verbal warning with notice on file; 2. Written warning issued to member; 3. Penalty of suspension imposed by Disciplinary Committee; 4. Penalty of expulsion as determined by the Disciplinary Committee 	<p>If no previous offences the following process will be adopted depending on the seriousness of the offence:</p> <ol style="list-style-type: none"> 1. Written warning issued to member; 2. Penalty of suspension from a team, squad or Academy imposed by Disciplinary Committee; 3. Penalty of expulsion as determined by the Disciplinary Committee 	<p>Depending on the seriousness of the offence any one of the following actions may be adopted:</p> <ol style="list-style-type: none"> 1. Written warning issued to member; 2. Penalty of suspension from a team, squad or Academy imposed by Disciplinary Committee; 3. Penalty of expulsion as determined by the Disciplinary Committee
<p>If the next incident is a grade 2 offence then that process will override the above.</p>	<p>If the offence is considered serious, or there are other recent offences, then a step can be by passed at the discretion of the Committee.</p>	<p>Step 1 will only be taken if the offence is of a lesser scale, otherwise a penalty of suspension will usually be imposed.</p>

If a member has had an offence recorded and does not have any further offence within a specified period then the member will qualify for a good behavior reduction of either a return to the previous step or a clean slate.

	Specified period	Authoriser
Grade 1 Offence	12 months	General Manager or Convenor of Disciplinary Committee
Grade 2 Offence	24 months	Disciplinary Committee
Grade 3 Offence	36 months	Disciplinary Committee

WAIKANAЕ GOLF CLUB (Inc)
BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

Appendix 3

Complaints Information Notice (to be completed by General Manager for recording complaints)

Individuals Name & Club	
Date of Incident	
Details of Match/Tournament during which Incident occurred	
Brief Description of the Incident	
Grading of Offence	
Brief description of previous offences (if any)	
Grade 1 offence action taken	
Investigation activities undertaken (Grade 2/3)	
Disciplinary Committee Referral reason & date	
Disciplinary Committee Members	
Disciplinary Committee decision & date	
Actions completed	
Supporting documents attached	

Recommended Complaints Procedure for Clubs

Member clubs are encouraged to adopt and support this Code of Conduct and Disciplinary Policy as it is important that a consistent application of the policy is achieved across all member clubs and the WGI.

If the complaint received relates to club events then the matter is to be handled by the member club in line with the following procedure. Any complaints relating to a WGI event, e.g. interclub, then the matter should be referred to the General Manager WGI for action under the policy.

As stated above and in the policy, consistency of grading of offences and penalties imposed is important. Therefore previous matters handled at either club or WGI level must be taken into account in determining the grade and the next step or action to be taken under the guidance of Appendix 2. It is very important that member clubs liaise with the General Manager WGI, or in his absence the Convenor of the Disciplinary Committee, which will ensure the disciplinary process is applied fairly and impartially across all players and members of clubs within the WGI region.

Therefore it is recommended that the following procedures are adopted.

1. The member club should only consider complaints that are notified within 3 working days following the matter occurring.
2. All complaints are to be in writing and lodged with the member club within an acceptable timeframe, depending on the seriousness of the complaint.
3. Once received the Match Committee or appointed person(s) of the member club will determine the offence and then in conjunction with the General Manager WGI, grade the offence in accordance with Appendix 1.
4. The member club, through its appointed person(s), will then take the following actions with reference to section 4 of this policy:
 - a. If the matter is Grade 1, of a minor nature, the member club will discuss the complaint with the person(s) involved and will deal with the complaint by either dismissing the complaint or deal with it by way of the first step in Appendix 2 whereupon the matter will be closed;
 - b. If the matter is Grade 1, but the person involved has previously been subject to step one of Appendix 2, then the member club will discuss the complaint with the person(s) involved and either dismiss the complaint or deal with it by way of the second step in Appendix 2;
 - c. If the matter is a Grade 2 or 3 offence, or involves a suspension or expulsion, the member club will carry out a preliminary investigation and gather all the facts of the complaint as is reasonably available within five days from the receipt of the Complaint Notice. This may include speaking to the accused person and getting a written report from that person.
 - d. If the matter involves an expulsion the matter should be handled in accordance with Paragraph 6 of this policy.
 - e. For serious matters the member club can refer the matter direct to the Disciplinary Committee of WGI for further action.

WAIKANAE GOLF CLUB (Inc)
BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

A Complaints Information Notice, refer Appendix 3, is to be completed in all cases by the member club and referred to the General Manager WGI with the action taken.

A person who has been imposed a penalty by a member club shall be a right of appeal against a decision to the Disciplinary Committee of the WGI and the provisions of section 8 will apply with the Disciplinary Committee adopting the role of the independent panel.

PART 3 – OFFICE-HOLDERS AND COMMITTEES

INDEX

Part 3A: GENERAL INSTRUCTIONS TO OFFICE-HOLDERS AND COMMITTEES

Part 3A-1	Overview and General Instructions	50
	References for Decision-making	50
	General Organisation – Fig 1: Schematic of Committee Relationships	50 & 53
	Instructions to all Committees	50
	• Establishment	50
	• Quorums	50
	• Delegation to Sub-committees or co-opted members	50-51
	• Make-up of Committees	51
	o Chairman Duties	51
	o Secretary Duties	51
	o Treasurer Duties	51
	• Fund-raising	53
	• Sponsorship Activities	53
	• Prizes, Honours and Trophies	53
Part 3A-2	Club Annual Programme – Development & Management	54-55
Part 3A-3	Corporate Membership and Sponsorship Policy	56-64
Part 3A-4	Interclub Teams Support Policy	65

Part 3B: THE BOARD

Part 3B	The WGC Board and Elected Officers' Terms of Reference	66
3B-1	The WGC Board Terms of Reference – Fig 2: Organisation Chart	66-67
3B-2	President Terms of Reference	68
3B-3	Chairman Terms of Reference	69-70
3B-4	Treasurer Terms of Reference	71-74
3B-5	Board Member Terms of Reference	75
3B-6	Club Captain Terms of Reference	76-78
3B-7	Chairman of Greens Committee Terms of Reference	79-80
3B-7A	Greens Committee Terms of Reference	81
3B-8	Vice Club Captain Terms of Reference	82-83

Part 3C COMMITTEE ORGANISATION

WAIKANAE GOLF CLUB (Inc)
BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

3C-1	Standing Committees and Sections	84
3C-2	WGC Golf Committee Terms of Reference	84-85
3C-3	Handicap Committee TOR	86-87
	Discipline Committee TOR & Procedures	See Part 2
3C-4	Match Committee Terms of Reference	88-89
3C-5	Men's Interclub Convenor Terms of Reference	90-91
Part 3D	WOMEN'S SECTIONS	92
3D-1	Women's Captain Terms of Reference	92-93
3D-2	Women's President Terms of Reference	94
3D-3	Women's Secretary Terms of Reference	95
3D-4	Women's Treasurer Terms of Reference	96-97
3D-5	Women's Committee Duties	98-99
Part 3F	MIDWEEK MEN'S AND VETERAN'S SECTION	100-144

PART 3 – OFFICE-HOLDERS AND COMMITTEES

PART 3A – OVERVIEW & GENERAL INSTRUCTIONS

References:

- a. R&A Rules of Golf (current edition)
- b. Decisions on the Rules of Golf (current edition)
- c. WGC Constitution
- d. NZGA Club Manual
- e. WGC (Inc) Strategic Plan

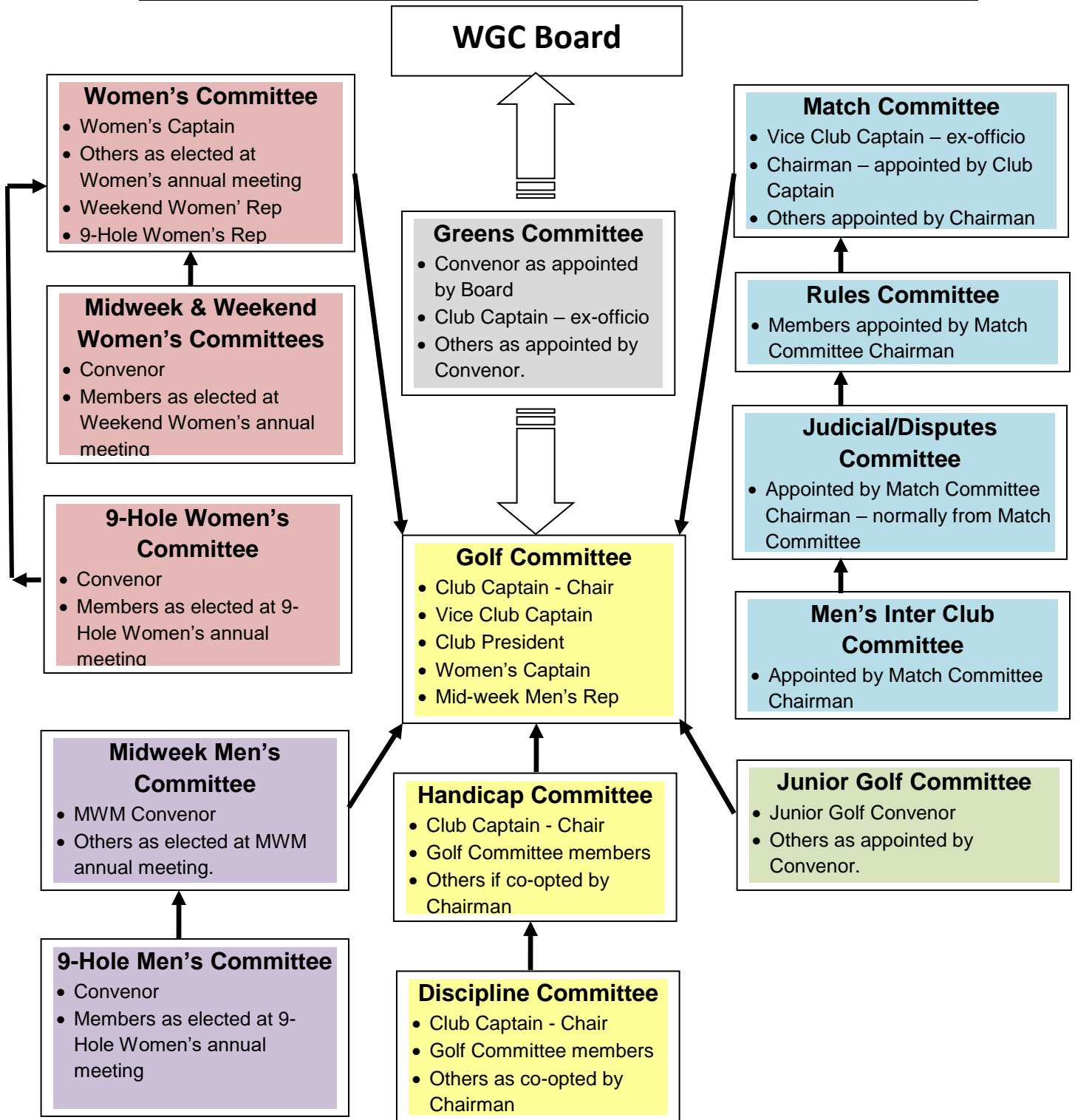
1. **References for Decision-making:** The policies and procedures that follow within Part 3 conform with the rules and philosophies contained within the documents listed above. Where in a particular instance there may appear to be conflict, References a, b, c, d and e. above are (in that order of authority) to take precedence in any decision-making.
2. **General Organisation:** The business of the Club is divided into:
 - a. governance, strategic planning and business management issues which are the functions vested in the WGC Board; whose role is described within the WGC Constitution and whose Board members' terms of reference are contained herein at Part 3B , and
 - b. the organization and playing of golf which are the responsibility of the Club Captain through a committee system, described within Part 3C.
 - c. A diagrammatic representation of the WGC Board as it relates to the Committee System is at Figure 1.
3. **Instructions to all Committees:**
 - a. **Establishment.** The terms of reference for each committee will specify the method by which it is established; either by appointment or election.
 - b. **Quorums.** A quorum for any committee shall be a simple majority of its voting members.
 - c. **Delegation to Sub-committees and Co-opted Members.** Any Committee may appoint sub-committees and/or co-opt members to address specific undertakings. Such sub-committees and/or co-opted members will not have

committee voting rights and the responsibility for oversight of delegated matters and accountability for actions taken remain with the parent committee.

Make-up of Committees

- d. All committees shall elect a Chairman/Convenor, a Secretary and a Treasurer.
- e. **Chairman Duties.** The Chairman/Convenor shall:
 - i. convene committee meetings no less than monthly,
 - ii. ensure committee adherence to these instructions,
 - iii. prepare and distribute meeting agendas ahead of meetings,
 - iv. chair all committee meetings in accordance with accepted practice, and
 - v. put motions on substantive issues to a vote. The chairman shall have both a deliberative and a casting vote. A simple majority will be used to arrive at decisions. Only where a majority cannot be reached is the Chairman to exercise a casting vote, and then, if applicable, it should favour the status quo.
 - vi. Appoint signatories to authorize expenditure.
- f. **Secretary Duties.** The Secretary shall:
 - i. receive all committee-related correspondence
 - ii. take Minutes of meetings, recording all decisions reached, including what actions are to be taken, by when, by whom and any limitations placed on such actions;
 - iii. keep a file of all Minutes and correspondence,
 - iv. distribute Minutes to stakeholders as directed.
- g. **Treasurer Duties.** The Treasurer shall be responsible for and oversee the following:
 - i. receipt and recording of all monies collected,
 - ii. reconciliation of amounts received against expenses paid,
 - iii. banking all takings through the WGC Office Manager,
 - iv. providing an in-date statement of committee finances to each meeting.

**Figure 1: GOLF ORGANIZATION AT WAIKANAЕ GOLF CLUB (INC)
 SCHEMATIC OF THE COMMITTEE STRUCTURE**



4. **Fund-raising:** Generally, committees must self-fund their activities through charging entry fees, running fine sessions or raffles etc within their member group. It is normal for modest surpluses to be accumulated over time against unforeseen expenses. To this end however, Committees must not engage in fund-raising activities that cut across the membership of other sections without the prior concurrence of those affected sections. Traditionally it is expected that, when a current bank balance exceeds any likelihood of being needed for prize-giving and committee running costs, the members are engaged with to decide on a worthy outlet for the excess funds.

5. **Sponsorship Activities:** The WGC Board must exercise oversight of major fund-raising activities to ensure these are not in conflict with the Club's wider interests. In particular, the organizing of major fund-raising events, major raffles and negotiating for significant sponsorship fall into this category. Sponsorship agreements are particularly sensitive to cross-product or cross-marketing infractions. Accordingly, prior to proceeding with such activities, committees must gain approval from the WGC Board. The Club policy can be viewed at Part 3A-3.

6. **Trophies, Honours and Prizes:** Sections that are running competitions that offer trophies, honours and/or prizes are to fund these from entry fees to the relevant competition:
 - a. **Trophies:** Where Club-owned trophies are held, the relevant Section is responsible for the security, maintenance and any engraving that it deems may be required (the Club will not engrave trophies). In general, club-owned trophies are not to be removed from the premises but rather, are to be displayed or stored therein.

 - b. **Honours:** Sections should report significant achievement for it to be recognized at Club expense. Such achievement will be posted with dates and names on honours boards displayed for these purposes in the Clubhouse.

 - c. **Prizes:** Competition prizes are to conform to the Rules on Amateur Status.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date> as recorded in the relevant Minutes.

.....
Chairman

.....
President

PART 3A-2

CLUB ANNUAL PROGRAMME - DEVELOPMENT AND MANAGEMENT

1. The annual club Programme is assembled in accordance with the process described below. The Programme lists the current officers of the Club and important contact details, and outlines:
 - a. a guide to the basic rules and expectations of membership,
 - b. the annual schedule of events at the Club and
 - c. contains a members' contact list.
2. **Accuracy and Changes:** The Programme is as accurate as possible when published but may be overtaken by subsequent events. Therefore, although it remains a useful guide, it is not authoritative. As a rule, the Calendar on the website carries most of the notified amendments to the Schedule of Events and is more reliable – Convenors should notify the website manager as soon as changes are apparent. An in-date monthly forecast of events is published both on the website and appears on the Clubhouse tables. Late-notice changes are advertised on Notice Boards.
3. **Group Bookings:** The Office Manager or Golf Shop proprietors are authorized to take group bookings that will fit around the Schedule of Events. These will appear on the monthly notices.
4. **Management of Start Times:** The Golf Shop proprietors are contracted to manage all tee bookings and starting.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date> as recorded in the relevant Minutes.

.....
Chairman

.....
President

CLUB ANNUAL PROGRAMME DEVELOPMENT PROCESS

Responsibility: General Manager or (if not appointed) Golf Committee

WHEN	WHAT	WHO	DEADLINE/NOTES
June	Get calendar for following year	GM	
June	Identify all weekends and Public Holidays	GM	Don't forget <ul style="list-style-type: none"> • Melbourne Cup Day • Major local events
June	Check WGI website for any WGC hosting responsibilities	GM	
June	Communicate with sections to review and draft their next year's programme.	GM/Section Convenors	Deadline 31 August
July/August	Check progress	GM	
September	Collate sectional inputs and disseminate for sectional review.	GM	Agree a deadline
On completion (if required)	Convene a meeting of section convenors to deconflict any outstanding double-ups.	GM/Section Convenors	
On completion	Send Part D to website for upload in next year's Calendar	GM	This completes Part D
October	Review Parts A and B, consulting as necessary.	GM	<ul style="list-style-type: none"> • Deadline 31 October. • If necessary, send to website for up-dating
November	Construct Parts C and E. Get data for C from relevant personnel and WGI website; and for E from Office Manager.	GM/OM	Deadline mid-November
On completion	Collate and paginate final draft. Circulate for proof-reading and make corrections.	GM/Section Convenors	Deadline: 30 November
December - 1st Week	Send to printer	OM	December - 1st Week
Jan/Feb	Receive publication from printer - issue to members	OM	Issue with membership receipts

Part 3A-3

CORPORATE MEMBERSHIP AND SPONSORSHIP POLICIES

1. General Policy

The Corporate Membership & Sponsorship Policies detailed herein simplify the arrangements and costs associated with this form of participation in the club.

This approach allows corporate memberships and sponsorships to be bought either as a package or separately off a standard price list, using a “tick box” approach.

Thus, an “entry level” tee sponsorship for 12 months, without corporate membership rights can be bought for as little as \$300 (plus \$300 for the sign in the first year). Alternatively, a basic corporate membership package, without sponsorship rights, is available for \$1500. At the other end of the scale, a top end corporate membership and high visibility location sponsorship will cost \$3000 (plus \$300 for the sign in the first year).

There are situations where a corporate membership and/or sponsorship will be paid for “in kind” rather than cash. This is quite acceptable, provided that the worth to the club is the same or better than the cash equivalent.

The other aspect of our policy is that of sponsorship exclusivity. We make a commitment to our course sponsors that they will have an exclusive right to display their brand on the course, and we will not entertain similar sponsorship from their competitors.

Note that the club enters into a variety of other form of sponsorships, e.g. support for junior golf, competitions and tournaments, supply of essential services such as photocopying etc. The exclusivity policy does not apply where these sponsors are involved, unless the sponsorship arrangement calls for a sign to be permanently displayed on the course.

A number of corporate membership and sponsorship arrangements already exist. These are for the most part historical and vary widely in terms of prices and benefits. The Office Manager will maintain the matrix which details the sponsors, the prices agreed, the benefits associated and will invoice them annually in accordance with the agreed terms. Over time these will be renegotiated to align with this policy.

The Board must approve all Corporate Memberships and/or Sponsorships before these are finalised due to the potential for conflict with other commercial arrangements

involving the club. This applies, in particular, to situations where “in kind” rather than cash considerations are involved. Board approval is arranged through the Board member designated as the Sponsorship Coordinator.

2. Corporate Memberships Policy

There are three forms of corporate membership at prices reflecting the benefits involved. Memberships are yearly and from the time the membership application is accepted and processed. The price of membership includes GST.

Gold

Price: \$3000

Benefits

- Full playing, non-transferable membership for one person per year.
- 12 Corporate Member’s Guest green fee passes per year.
- 6 complementary cart hires per year.
- Use of the course and club house facilities for one corporate golf day (all catering and other charges to member’s account).
- Entry for one team of four in the Pro-Am.

Silver

Price: \$2000

Benefits

- Full playing, non-transferable membership for one person per year.
- 8 Corporate Member’s Guest green fee passes per year.
- 4 complementary cart hires per year.
- Use of the course and club house facilities for one corporate golf day (all catering and other charges to member’s account).

Bronze

Price: \$1500

Benefits

- Full playing, non-transferable membership for one person per year.
- 8 Corporate Member’s Guest green fee passes per year.
- 4 complementary cart hires per year.

3. Course Sponsorship

This sponsorship involves the course playing assets; it does not extend to sponsorship support for the club’s golfing activities, supply of goods and services etc.

WAIKANAЕ GOLF CLUB (Inc)
BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

There are a range of sponsorship options and prices set out below. Prices reflect the level of exposure that each site has to course users. Men’s and women’s tees that are clearly separated are priced separately. Prices all include GST.

1st Tee	2nd Tee	3rd Tee	4th Tee	5th Tee M	5th Tee W
\$1000	\$750	\$500	\$750	\$300	\$300
6th Tee	7th Tee	8th Tee	9th Tee	10th Tee	11th Tee
\$500	\$500	\$750	\$500	\$1000	\$500
12th Tee	13th Tee M	13th Tee W	14th Tee	15th Tee	16th Tee
\$750	\$300	\$300	\$1000	\$500	\$500
17th Tee	18th Tee M	18th Tee W	Putting	Chipping	Pitching
\$500	\$300	\$300	\$1000	\$1000	\$750

The Office Manager will keep a Sponsorship Matrix for the list of tees currently sponsored.

Benefits

The following apply to all levels of sponsorship:

- Sign with sponsor’s artwork erected beside the tee block or practice green/area in a position providing maximum visibility.
- Access to a sponsors’ page on club website for promotional purposes plus a continuous rolling banner acknowledging sponsors
- Acknowledgement as a sponsor in the club’s monthly electronic newsletter and other publications as appropriate.

AUTHORITY:

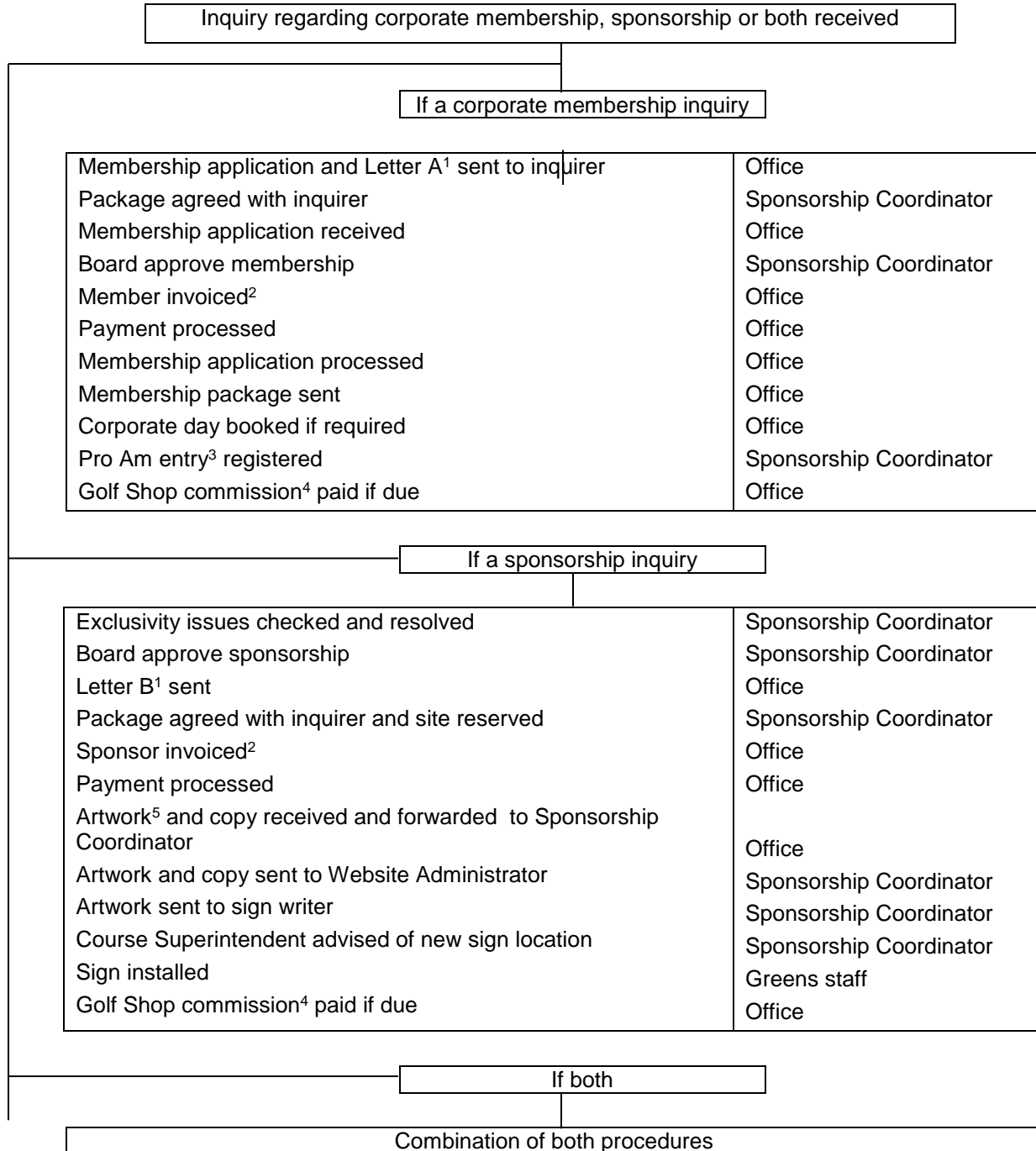
Rules approved by the Board of the Waikanae Golf Club (Inc) on 30 September 2014 as recorded in the relevant Minutes.

.....
 Chairman

.....
 President

PROCEDURE FOR SPONSORSHIP OR CORPORATE MEMBERSHIP

The procedure for setting up corporate memberships and/or sponsorships involves the following actions.



Notes to Procedure

1. Letters

The letters referred to are as follows:

Letter A – Corporate Membership Agreement

Letter B – Sponsorship Agreement

Samples of each letter are included in this manual for reference. Electronic copies have been provided for office use.

2. Term of Arrangement

Due to the commercial nature of these arrangements their term will be 12 months from the date at which the arrangement is entered into, not the normal club financial year.

In the case of Corporate Membership this is the date on which the completed membership application form is received. Where sponsorships are concerned this is the date on which payment is received.

The Sponsorship matrix will record renewal dates for each sponsor and corporate member.

3. Journal Adjustments

Journal adjustments will be required to ensure that the costs of providing these benefits, e.g. Pro Am entry, is properly accounted for and reported

4. Golf Shop Commission

The Golf Shop earns a commission of 5% of the cash value as a finder's fee for Corporate Members and Sponsors introduced.

5. Signs

Graphic Signs of Paraparaumu will produce the signs. These are on ACM panel, 395mm x 995mm. Signs on practice areas are free standing 600mm high. Support posts are to the same design as the tee signs. To ensure that sponsors' artwork meets the club's standards, i.e. not offensive or visually inappropriate, all artwork will be approved before being passed to Graphic Signs by the Sponsorship Coordinator. The Graphic Shop is our nominated sign writer and our contact is Daniel at "daniel@thegraphicshop.co.nz" <daniel@thegraphicshop.co.nz>

Their phone number is 04 902 8777 and address 23 Ihakara St Paraparaumu

SAMPLE SPONSORSHIP AND CORPORATE MEMBER LETTERS

LETTER A: CORPORATE MEMBERSHIP AGREEMENT

<address>

Dear <name>

Thank you for your inquiry regarding a corporate membership of the Waikanae Golf Club. This letter sets out the options available and the arrangements concerning your membership once the application formalities have been concluded.

Membership Options

There are three categories of membership offered. These are as follows:

Gold

Annual subscription \$3000 (inc. GST)

Benefits:

- Non transferrable, full playing membership for one named person
- 12 Corporate Member's Guest green fee passes per year
- 6 complementary cart hires per year
- Use of the course and club house facilities for a corporate golf day (catering and other charges to the member's account)
- Entry for one team of four in the Pro-Am.

Silver

Annual subscription \$2000 (inc. GST)

Benefits:

- Non transferrable, full playing membership for one named person
- 8 Corporate Member's Guest green fee passes per year
- 4 complementary cart hires per year
- Use of the course and club house facilities for a corporate golf day (catering and other charges to the member's account)

Bronze

Annual subscription \$1500 (inc. GST)

Benefits

- Non transferrable, full playing membership for one named person
- 8 Corporate Member's Guest green fee passes per year
- 4 complementary cart hires per year

Applying

A membership application form is enclosed. Please complete and return this to the Waikanae Golf Club PO Box 97 Waikanae, clearly indicating which category of membership you would like to take out.

It will take us approximately 5 - 10 working days to process your application, however, you will be able to use the course over that time after you have made yourself known to our Office Manager.

Corporate Membership Arrangements

Term of membership

Your membership will be for a 12 month period, from the date on which your payment is received. You will be notified prior to your membership expiring and invited to renew on the terms then applying.

Guest Passes

You will receive your allocation of passes as soon as your membership is approved. A pass entitles one guest to 18 holes of golf. Passes are to be redeemed at the Golf Shop prior to play.

Corporate Golf Day

Waikanae is a busy course so it is recommended that you book the course and the catering and bar services you will require as early as possible to avoid disappointment. Bookings need to be made through the Office Manager. As indicated above your subscription is on a "bare charter" basis. All catering, refreshments and other extras, such as cart hire, will be charged at the rate agreed when booking.

We ask that the participants in your golf day respect our rules regarding the use of our course and clubhouse facilities.

We look forward to welcoming you to our club. Please do not hesitate to contact our office if we are able to assist in any way.

Sincerely,
for Waikanae Golf Club Inc.

Board Member -
Sponsorship Coordinator

LETTER B: SPONSORSHIP AGREEMENT

<address>

Dear <name>

Thank you for your inquiry concerning sponsorship opportunities with Waikanae Golf Club. This letter sets out the prices and arrangements applying to sponsorships involving the course.

Sponsorship Options

The club offers its sponsors the opportunities to display their brand and message at key locations with varying degrees of visibility around the course. The price for a 12 month sponsorship varies according to the level of exposure.

Thus the price for sponsoring an amenity such as the practice putting green, or the 1st, 10th or 14th Tees, all of which are adjacent to the busy clubhouse area, is \$1000 p.a. (inc. GST). At the other end of the scale, sponsorship of the Men's 13th Tee which is less heavily trafficked is only \$300 p.a. (inc.GST).

Prices for all tees and amenities which are not currently sponsored are available from the Office Manager or Golf Shop staff.

Apart from brand exposure to 2000 or so users of the course each month we also offer sponsors access to the Sponsors' Page on our website and acknowledgement in our monthly on line newsletter and other club publications as appropriate.

Applying

To invest in a sponsorship opportunity, contact the office manager or staff at the Golf Shop and they will arrange for the Sponsorship Coordinator to get in touch with you.

Sponsorship Arrangements

Term of sponsorship

Sponsorships are for 12 months from the 1st (first) day of the following month, and are offered on a renewable basis.

Signs

Signs are 395mm x 995mm, printed on good quality, durable ACM sheet. Signs may be double sided, depending on the site.

The content will be decided by the sponsor and signage costs are the sponsor's responsibility. The sponsor must provide signage copy by email to the Sponsorship Coordinator prior to manufacture to ensure its suitability.

Installation will be carried out in consultation with the Sponsorship Coordinator and the club's Course Superintendent.

Website advertising

Sponsors' brands are displayed on the club's website on a Sponsors' Page as well as scrolling through the homepage.

Sponsors are also able to have advertising copy and promotional offers posted on the website. This must be provided in electronic form to the Office Manager who will arrange for it to be displayed.

We look forward to receiving your application for sponsorship. Please do not hesitate to contact our office if we are able to assist in any way.

Sincerely,
for Waikanae Golf Club Inc.

Board Member -
Sponsorship Coordinator

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date> as recorded in the relevant Minutes.

.....

Chairman

.....

President

PART 3A-4

INTERCLUB TEAMS SUPPORT POLICY

In recognition of the Club’s constitutional object, ‘*to promote the sport of golf*’, Waikanae Golf Club will provide teams entered in the Wellington Golf Incorporated interclub competitions the following levels of support:

- **Team Entry Fees:** WGC will pay team entry fees for all teams entered in WGI interclub competitions.
- **Uniform Shirts:** WGC will pay for a stock of uniform shirts to be loaned to individuals for wear by team members when representing WGC at interclub matches only. Shirts remain the property of WGC and are expected to last at least three seasons.
- **Hosted Team Lunches** (Men’s teams only): WGC will provide hosted lunches for the host and visiting team players plus one non-playing official per team. The cost of catering is to be
- **Mileage** (Women’s teams only): WGC will reimburse team members for mileage for players when playing interclub events at other club courses – the mileage rate is to be agreed between the Women’s Captain and the Club Captain prior to the start of each season. Car pooling is expected.

The Club Captain is responsible for budgeting for the above annual expenditure.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date> as recorded in the relevant Minutes.

.....
Chairman

.....
President

PART 3B: THE WGC BOARD AND ELECTED OFFICERS' TERMS OF REFERENCE

3B-1: THE WGC BOARD TERMS OF REFERENCE

To be read in conjunction with the WGC Constitution

Establishment:

1. In accordance with the Club Constitution, the WGC Board is elected at the Annual General Meeting of the Club. Its responsibilities, powers and duties are set by the Constitution. The Club's organization structure is depicted at Figure 2. The Board comprises the following Officers whose Terms of Reference are contained at Parts 3B-2 to 3B-7.

- a. Club President (3B-2)
- b. Board Chairman (3B-3)
- c. Club Treasurer (3B-4)
- d. Board Member (3B-5)
- e. Club Captain (3B-6)
- f. Chairman of Greens Committee (3B-7)

Vice Club Captain. Additionally the Terms of Reference for the Vice Club Captain are contained at Part 3B-8.

2. In addition to its constitutional directions, and regardless of whether or not a General Manager is employed, the Board Chairman is to ensure continuing Board oversight and responsibility is provided for the following key matters:

- a. Governance and Strategic Planning
- b. Regulatory Compliance
- c. Staff and Supplier Contracts
- d. Health and Safety
- e. Course Development and Upkeep
- f. Buildings and Plant Development and Upkeep

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
Secretary

Figure 2: ORGANISATION CHART



Part 3B-2: TERMS OF REFERENCE FOR CLUB PRESIDENT

Establishment

1. The Club President is elected annually at the Club's Annual General Meeting.

Role

2. The role of president is essentially one of overview and oversight. Although the Club's constitution does not spell out the role of the President, the duties and responsibilities can be inferred from it.

Duties and Responsibilities

3. To represent the best interests of members as an ex officio member and independent voice on the Board and Golf Committee;
4. To participate fully in the governance of the Club and to contribute to the work of the Golf Committee as appropriate;
5. To facilitate communication between the Board, the Golf Committee, including its various sub-committees, the Management and the wider membership;
6. In the event of conflict, to act as a mediator between the parties as appropriate and in full consultation with the Chairman and Club Captain;
7. To represent the Club and act as its spokesperson at official events as required and appropriate. These include, opening and closing days, special tournaments, and, when invited, funerals of deceased members.

Personal Qualities and Experience

8. The desirable personal qualities and experience are:
 - a. some leadership and management experience
 - b. strong communication skills and public speaking ability
 - c. an ability to see the bigger picture and be seen to be non-partisan when reflecting members' views
 - d. integrity, honesty and tact
 - e. an active interest in golf in general and in the welfare and development of the Waikanae Golf Club in particular
 - f. an ability to build relationships and to promote a culture within the club based on mutual trust, friendliness and professionalism

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date> as recorded in the relevant Minutes.

.....

Chairman

.....

President

Part 3B-3: TERMS OF REFERENCE FOR BOARD CHAIRMAN

Establishment:

1. The Chairman of the Board is elected by the board members immediately following the AGM.

Responsibilities:

2. Provide leadership in development and implementation of strategy, objectives and policies for development of the Club. Ensure effective governance of club management, administration and operations.
3. Arrange meetings of the Board not less than monthly.
4. Set and circulate the agenda for Board meetings.
5. Chair meetings of the Board.
6. Ensure that an accurate record of meetings is kept.
7. Ensure that management and administration of the club operations and finances is conducted efficiently and in accordance with:
 - a. The Club constitution
 - b. Statutory responsibilities as an incorporated society
 - c. Statutory responsibilities including health and safety and employment obligations
 - d. Agreements and obligations to NZ Golf and relevant other organisations, associations and clubs.
 - e. Club policies and strategic plans
8. Negotiate and manage contracts as required.
9. Prepare and present the Annual Report for the AGM and any special general meetings.
10. Ensure appropriate representation of the club to other organisations as appropriate.

Ideal Person Specification

11. Ability to represent the Club at appropriate organisational and business forums and meetings;
12. Excellent relationship management
 - a. within the club with staff, the board and volunteers
 - b. externally with local bodies, sponsors and other businesses and with other clubs and golf organizations

WAIKANAЕ GOLF CLUB (Inc)
BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

13. Effective financial management skills

14. Effective communication skills

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date> as recorded in the relevant Minutes.

.....

Chairman

.....

President

Part 3B-4: TERMS OF REFERENCE FOR CLUB TREASURER

Job Description

1. Responsibility (whilst undertaking the other duties and responsibilities inherent in the position of a member of the Board) for the:
 - a. financial viability of the business of a golf club;
 - b. ensuring it's long term economic future for the benefit of members
 - c. ensuring the maintenance of financial records of the appropriate standard
 - d. reporting financial results and providing financial guidance to the Board

Ideal Skill Sets

2. The following skill sets are desirable:
 - a. accounting background and a level of qualification
 - b. business acumen
 - c. personable and communicative
 - d. preferably with prior sports administrative experience

Specific Functions

3. **The Business Model.** The budget/accounts are formatted on two basic principles:
 - a. The Clubs Operating Model – Income and Expenditure in the running of the club
 - b. The Clubs Capex Model – all capital expenditure should only be committed-to dependant on the level of receipts as defined under the encompassing heading of “Grants”
4. **Budget setting, Review and Comparative Analysis.**
 - a. Budget draft formulated in early April, reviewed and presented for adoption at the April Board meeting.
 - b. Using the March actual figures as the March budget provides the base (given the subscription year).
 - c. Ongoing review based on actual and economic environment.
 - d. Update where required.
5. **Monthly Financial Reporting.**

- a. Working with Office Manager ensuring correct monthly cut off and month end journal accruals most of which are standard.
- b. Reviewing draft
- c. Analyzing issues and anomalies.
- d. Commenting thereon
- e. Presentation to the Board

6. Support and Guidance to the Office Manager.

- a. The old accounting adage applies “rubbish in = rubbish out” – support must be given to the Office Manager.
- b. You can only report for what you know about so the greater the “hands on” the greater the degree of confidence in the reported results.
- c. A good understanding of what is going on, on a day to day basis and an understanding of what makes the place tick is essential for that.
- d. Assisting with the up-skilling of the Office Manager

7. Accounting Systems and Procedures.

- a. Are currently appropriate. As background:
 - i. Reliance on hand written records has all but gone
 - ii. Subscription and General Ledger have been integrated
 - iii. Wage records have been computerized
 - iv. Bank facilities have been upgraded with automatic funds clearance and full use of internet banking - very little cheque usage.
 - v. Bank accounts of all ‘playing sectors’ of the Club were closed and there is now just the one Club bank account with the appropriate authorization, recording and reporting procedures for those sectors.

8. Annual Accounts and Audit requirements.

- a. Completion of Annual Accounts for the year ending 28 February.
- b. Appropriate audit file
- c. Liaison with the Club Auditor.
- d. Presentation of drafts to Board and presentation of the audited accounts to the AGM

9. Banking Facilities.

- a. Acting as the reviewer and signatory/ authorizer of internet payments. .
Limited use of cheques.
- b. Reviewing bank facilities, rates, terms and deposit funds.
- c. Liaison with Bank.

10. Insurance review, liaison and claims.

- a. Liaison with Wilkinson Insurance Brokers, assessors and insurance company.
- b. Review of insurance covers.

11. Grant Applications and Capex.

- a. Upon Board determination of Capex determine extent of Grant application and own funds contribution
- b. Initiate discussions with supplier re delivery/invoicing procedures to meet Grant requirements.
- c. Liaison with Grant providers.
- d. Formulate Grant Application.
- e. Provide subsequent audit documentation to Grant provider.

12. IT Responsibility and Overview.

- a. File Structures and Locations – still needs a great tidy up of old files but over time need will diminish based on current usage and updating
- b. Autoscore and inherent problems – need for the training ex Jimmy Napier of a limited group with only those people having access . Create a situation whereby Office Administrator becomes a backup not the prime user.
- c. Bar Till programme – upgrade installed – should be making better use of facilities within the package.

13. Debenture Scheme.

- a. Reviewing Scheme
- b. Loan offers to members

WAIKANAЕ GOLF CLUB (Inc)
BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

- c. Interest payments to members
- d. Reviewing interest rate on quarterly maturity dates
- e. Attending to IRD issues including year end notifications
- 14. **Other tasks** (in no particular order)
 - a. Monthly financial reporting – as outlined above. Note : Bar could be responsibility of House Management
 - b. Liasion with Sub Section Treasurers when required
 - c. Corporate and Tee Sponsorships, billing and reviewing arrangements – this needs attention now as many have/are expiring. Liaison should/could be responsibility of someone else.
 - d. Filing Annual Return re Incorporated Society with NZ Companies Office
 - e. NZ Statistics Returns – Annual Financials and Quarterly Wage Surveys
 - f. Excise Duty Refunds – should be done by Course Management
 - g. GST Returns – now undertaken by Office Manager
 - h. Assistance with financial side of tournaments

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date> as recorded in the relevant Minutes.

.....

Chairman

.....

President

Part 3B-5: TERMS OF REFERENCE FOR BOARD MEMBER

Appointment

1. Board members are elected by club members at the AGM for a period of 2 years. In addition the Board is made up of the President and Club Captain who are elected separately and are responsible as Board members in addition to their other specific responsibilities.

Responsibilities

2. Development and implementation of strategy, objectives and policies for the effective governance and development of the Club.
3. Assist as required in the effective administration and management of the club.
4. Attend and contribute to meetings of the Board.
5. Ensure that management of the club operations and finances is conducted efficiently and in accordance with:
 - a. The Club constitution
 - b. Statutory responsibilities as an incorporated society
 - c. Statutory responsibilities including health and safety and employment obligations
 - d. Agreements and obligations to NZ Golf and relevant other organisations, associations and clubs.
 - e. Club policies and strategic plans

Ideal Person Specification

6. Ability to represent the Club at appropriate organisational and business forums and meetings;
7. Excellent relationship management;
 - a. within the club with staff, the board and volunteers,
 - b. externally with local bodies, sponsors and other businesses and with other clubs and golf organizations;;
8. Effective financial management skills;
9. Effective communications skills.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date> as recorded in the relevant Minutes.

.....
Chairman

.....
President

Part 3B-6: TERMS OF REFERENCE FOR CLUB CAPTAIN

References:

- A. Constitution of the Waikanae Golf Club (Inc)
- B. NZGA Golf Manual

Establishment

- 1. The Club Captain is elected at the Annual General Meeting of the Club.

General Role

- 2. In accordance with Reference A, the Club Captain is a member of the WGC Board, who acts as Chairman of the Golf Committee.
- 3. In accordance with Reference B, the Club Captain's role includes:
 - a. Acting as the Chief Officer on the playing side of the Club, who should liaise and coordinate the activities of all other playing committees, and to that end, acting in an ex-officio capacity on these committees.
 - b. The Club Captain takes a leading role in promotion of adherence to the Rules of Golf and golf etiquette, and in formulating and promulgating Local Rules. He/she is assisted in these duties by the Match Committee.
 - c. The Club Captain should, where appropriate, accompany WGC representative teams when they visit other clubs and should be present to ensure that visiting teams are welcomed to the Club.

Leadership: *"The Club Captain takes the responsibility but gives the credit"*.

- 4. Essentially, although there are many managerial and administrative aspects to the job (as specified or alluded to below) the Club Captain's role is one of Club leadership in support of the Board and for the benefit of members. Ideally, that leadership should result in a continually improving performance across all sections of the Club and in all areas to do with the playing of golf.

Specific Duties

- 5. In practical terms, the general role is achieved through active involvement in:
 - d. **Golf Committee** (Chairman) – to oversee and coordinate the golfing affairs, as follows:
 - i. Whole-of- Club Events – Eg: NZGA/NZPGA/WGA-sponsored events (eg, Pro-Am, or Interclub fixtures), Mixed events, Melbourne Cup Day, Charity days, etc;

ii. Women's Club Golf – all through Women's Captain

1. Weekend Women – through Weekend Women's Convenor
2. Midweek Women – through Midweek Women's Convenor
3. 9-Hole Women – through 9-Hole Women's Convenor
4. Womens Interclub – through Women's Interclub Convenor

iii. Men's Club Golf:

1. Men's Club (weekend) – through Match Committee
2. Midweek Men – through Midweek Men's Convenor
3. 9-Hole Men – through 9-Hole Men's Convenor
4. Men's Interclub – through Men's Interclub Convenor

iv. Junior Golf – through Junior Golf Convenor

iv. **Match Committee** (ex-officio) – to ensure that the weekend golfing programme runs to schedule and is organized and implemented appropriately. Additionally, that the Interclub teams are managed appropriately, including:

1. Appointing a Men's Interclub Convenor to:
 - a. Appoint Team Managers
 - b. Coordinate Team Selections
 - c. Oversee Team Outfitting (requires timely budgeting)

and ensure that all Sections of the club remain up to date with rules and interpretations by:

2. Appointing a Rules/Referees Coordinator who will:
 - a. Advise on points of law and interpretations as requested,
 - b. Appoint referees as available and as requested, and
 - c. Encourage members to participate in rules certifications.

v. **Greens Committee** to ensure that Course Management retains an adequate focus on the requirements for maintaining a challenging and enjoyable golfing experience, including:

1. Course grooming and presentation,
2. Course markings and signage,
3. Course set-up (tee markers and pin placements), and
4. Preservation of Course Ratings, including regular course reviews.

Membership

6. It is the business of the Club Captain to be known and be recognisable to all members. The Club Captain must listen to all points of view and, while always using judgment and discretion, pay their owners due respect. Any cause for

member disaffection should be identified early and treated pro-actively and with due dispatch. New members must be met and supported according to their needs during their induction. Troublesome members should be counseled accordingly before matters are allowed to escalate.

Member of Board Duties

7. The role of the Board is described at Reference A. In addition to any other duty that the Club Captain may take on as a Board member, it is essential that the Board constantly be apprised of member wants, needs and attitudes, and that the good of the game of golf remains to the forefront of all deliberations. In other words, the Club Captain's role is to represent member desires and expectations, and to advance all aspects of the playing and support of golf.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
President

**Part 3B-7: TERMS OF REFERENCE FOR COURSE CONVENOR
APPOINTMENT**

1. The Course Convenor is appointed by the Board.

SCOPE

2. The Course Convenor is responsible for maintaining an overview and advising the General Manager on all matters related to management and development of the course. In this context the course is considered to be all club land and improvements other than the area of the clubhouse and car park.

RESPONSIBILITIES

3. The Course Convenor is responsible, as follows:

Corporate Responsibilities:

- a. To convene the Greens Committee
- b. Convene Greens Committee meetings at least monthly
- c. Liaise with the Course Superintendent on behalf of the Board
- d. Report monthly to the board regarding significant matters affecting the course and course maintenance

The Course Standards and Maintenance Schedule:

- a. review annually and amend as necessary.
- b. monitor conformance with the plan.

The Course Development Plan:

- a. review annually and amend as necessary.
- b. from the Course Development develop an annual plan to schedule improvements and developments taking into account available resources, seasonal variations and adjusting the plan as necessitated by unplanned events.

General Responsibilities:

- a. Review the Course Superintendents monthly course report
- b. Consider recommendations and requests from the Golf Committee
- c. Liaise with WGA for periodic rating of the courses

WAIKANAЕ GOLF CLUB (Inc)
BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

- d. Advise the Board regarding policy for course closure for physical reasons including protection from frost damage and for health and safety reasons.
- e. Coordinate presentation of the course for specific events.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
President

3B-7A: TERMS OF REFERENCE FOR GREENS COMMITTEE

SCOPE:

1. The Greens Committee is responsible for maintaining an overview and advising the General Manager on all matters related to management and development of the course. In this context the course is considered to be all club land and improvements other than the area of the clubhouse and car park.

MEMBERSHIP:

- a. Course Convenor: Appointed by the Board
- b. Club Captain (or nominee) Responsible for coordination with the Golf Committee
- c. Two or more members appointed by the Course Convenor
- d. The committee membership should provide a balance of expertise relating to setup and playability of the course for all members and management of the course to support economic and ecological sustainability

RESPONSIBILITIES:

2. The Course Standards and Maintenance Schedule:

- a. review annually and amend as necessary.
- b. monitor conformance with the plan.

3. The Course Development Plan:

- a. review annually and amend as necessary.
- b. from the Course Development Plan, develop an annual plan to schedule improvements and developments taking into account available resources, seasonal variations and adjusting the plan as necessitated by unplanned events.

4. General Responsibilities:

- a. Review the Course Superintendents monthly course report
- b. Liaise with WGA for periodic rating of the courses
- c. Advise the Board regarding policy for course closure for physical reasons including protection from frost damage and for health and safety reasons.
- d. Advise regarding presentation of the course for specific events

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....

.....

WAIKANAE GOLF CLUB (Inc)
BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

Chairman

President

Part 3B-8: TERMS OF REFERENCE FOR VICE CLUB CAPTAIN

References:

- a. The Constitution of the the Waikanae Golf Club (Inc)
- b. WGC Interclub Support Policy

Establishment

1. The Vice Club Captain is elected at the Annual General Meeting of the Club.

Overall Role:

2. To provide support to the Club Captain in the furtherance of that role (see Terms of Reference for Club Captain).

Specific Roles:

3. In practical terms, the general role is achieved through active involvement in:

Committees:

4. The Vice Club Captain serves on the following committees:
 - a. Golf Committee
 - b. Match Committee
 - c. Board - In accordance with Reference a., in the event the Club Captain is unable to attend a meeting of the Board, the Club Vice-Captain may attend, but shall have no voting rights in that capacity.

Deputising for Club Captain:

5. The Vice Club Captain's role includes deputizing as required to fulfil the following for Club Captain roles:
 - a. Acting as the Chief Officer on the playing side of the Club, who should liaise and coordinate the activities of all other playing committees, and to that end, acting in an ex-officio capacity on these committees.
 - b. The Club Captain takes a leading role in promotion of adherence to the Rules of Golf and golf etiquette, and in formulating and promulgating

Local Rules. He/she is assisted in these duties by the Match Committee.

- c. The Club Captain should, where appropriate, accompany WGC representative teams when they visit other clubs and should be present to ensure that visiting teams are welcomed to the Club.

Interclub Matters:

- 6. The Vice Club Captain is responsible to the Golf Committee to take a pro-active role in oversight of all inter-club matters (men, women and juniors) liaising with convenors to promote the effective coordination, management and administration of the Club's responsibilities both as visitors and as hosts for interclub programmes. This includes:
 - a. Uniforms – the appropriate presentation of WGC representative teams
 - b. Budgets – development of budgets and management of allocated funds
 - c. Providing starters, referees and spotters as required.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
President

PART 3C: COMMITTEE ORGANISATION

PART 3C-1: STANDING COMMITTEES AND SECTIONS:

1. The following Committees are established to address the various overall facets of golf organization and administration:
 - a. Golf Committee, the master committee whose broad role is to coordinate the overall golf programme and to represent to the WGC Board members' interests in relation to the playing of golf.
 - b. Greens Committee, responsible for:
 - i. Course grooming and presentation,
 - ii. Course markings and signage,
 - iii. Course set-up (tee markers and pin placements), and
 - iv. Preservation of Course Ratings.
 - c. Match Committee, responsible for:
 - i. Rules, Local Rules and Referees
 - ii. Disputes
 - iii. Weekend Men's Club programme
 - iv. Weekend Mixed competitions
 - v. Men's Interclub Organisation
2. The following Sections are established to organise and administer participation in golf, and to represent the interests of their sector:
 - a. Women's Section, comprising:
 - i. Midweek Women
 - ii. Weekend Women
 - iii. 9-Hole Women
 - b. Midweek Men's Section, encompassing:
 - i. Midweek Men
 - ii. Veterans Golf (Kapiti Veterans, Golden Coast Veterans, Evergreens, etc)
 - iii. 9-Hole Men
 - c. Junior Development Section, whose broad role is to represent and organize development programmes and participation in golf for all junior member categories.
3. A schematic diagram to illustrate inter-committee relationships is at Figure 1.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
President

PART 3C-2: TERMS OF REFERENCE FOR WGC GOLF COMMITTEE

WGC Golf Committee Establishment:

1. The organization of golf is a function of the Golf Committee through various other committees and sub-committees as schematically depicted at Figure 1.
2. The Golf Committee is to be made up by the following representatives:
 - a. Club President – ex-officio and representing the WGC Board
 - b. Club Captain – Chairman (elected at Club AGM)
 - c. Vice Club Captain – representing the Match Committee and weekend players (elected at Club AGM)
 - d. Women's Captain – representing all Women members (elected at Women's Annual Meeting)
 - e. Midweek Men's representative – representing all midweek men's and veterans' golf (appointed by Midweek Men's Committee)
3. **Inter-Committee Coordination:** All major Sections must have representation on the Golf Committee and the Golf Committee must be represented on all committees. This is to be achieved in the main through cascading representation in both directions. However, it is essential that either of the Club Captain and Vice Club Captain (or other Golf Committee member) serve ex-officio on the Match Committee, the Greens Committee and the Juniors Development Committee.
4. **Overall Role:** To provide oversight and coordination of golf at the WGC, and WGC members when representing the Club elsewhere. The Golf Committee should take a particular and continuing interest, and provide oversight in the areas of responsibility and interest described below.
5. **Sub-Committees:** The Golf Committee members shall make up the following sub-committees:
 - a. **Discipline Committee.** The Policies and Procedures for disciplinary hearings is located at Annex to Part 2.
 - b. **Handicap Committee.** The handicap Committee's Terms of Reference are at Part 3C-3.
 - c. The Golf Committee shall, as required, establish sub-committees to organize whole-of-club events.
6. **Areas of Responsibility and Interest:**
 - a. **Course/Greens** (in consultation with the Greens Committee and WGC Board)
 - I. Long-term development plans (course layout, machinery requirements, etc)
 - II. Course improvements
 - III. Course set-up for Competitions

WAIKANAЕ GOLF CLUB (Inc)
BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

- IV. Course maintenance
- V. Course presentation
- VI. Course Ratings

- b. Match** (Match Committee)
 - I. Weekend Men's and Mixed Competitions
 - II. Men's Inter-Club Committee
 - III. Rules, Local Rules and Disputes

- c. Women's Club** (Women's Committees)
 - I. Midweek Committee
 - II. Weekend Committee
 - III. 9-Hole Women Committee
 - IV. Women's Inter-Club Committee

- d. Midweek Men's** (Midweek Men's Committees)
 - I. Competitions
 - II. Inter-Club activity
 - III. Veteran's Golf
 - IV. 9-Hole Men Committee

- e. Other Golf Administration** (in cooperation with the Office Manager, Shop and WGC Board):
 - I. Contributing to the WGC Annual Golf Programme
 - II. Liaison as required with WGA, NZPGA, NZGA and other golf clubs
 - III. Hosting of Events/Tournaments
 - IV. Local Rules, Course Scorecards design and directional signage
 - V. Proposing initiatives to the BOM in pursuance of the Strategic Plan
 - VI. Dealing with judicial/disciplinary matters as required
 - VII. Recognising, and maintaining records of, special achievement
 - VIII. Promoting Club activities
 - IX. Reporting information for display on Honours Boards/Trophies etc
 - X. Any other matter affecting the playing or enjoyment of golf.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
President

PART 3C-3: TERMS OF REFERENCE FOR HANDICAP COMMITTEE

Reference: NZGA Club Manual, Section 4-14
(Handicap Manual Section 8, Handicap Committee)

1. **Composition:** The duties of the Waikanae Golf Club Handicap Committee are delegated to the Golf Committee who may also co-opt the Convenor of the section to which the member normally affiliates.
2. **Purpose:** The purpose of the Handicap Committee is:
 - a. To ensure members comply with the system
 - b. To ensure all acceptable scores are returned for handicapping purposes.
 - c. To maintain a watching brief on members return of completed cards and report concerns to convenor of appropriate section.
 - d. To keep members informed. It is recommended that a notice to members is sent annually, outlining the system and the importance of returning all scores. This should cover the committee's ability to adjust a handicap index if necessary.
 - e. To examine the results of competitions and if there are exceptional net scores then to consider any adjustment
 - f. To be aware of Section 8-4 of the Handicap Manual which provides 5 reasons why a handicap index may need to be adjusted or withdrawn. Two reasons involve failure to post scores or handicap manipulation. In this situation the correct procedure is:
 - I. To give the player the opportunity to provide in writing or by appearing before the Handicap Committee, an explanation of why there seems to be irregularities
 - II. If not satisfied with the outcome, to determine the adjustment required
 - III. Advise NZ Golf of the adjustment and the date it is to be implemented
 - IV. Continue to monitor the player. If a player repeatedly offends then consider withdrawal of handicap index.
3. **Matchplay Cards:** Members are to note the requirement to return matchplay cards for handicapping purposes. The Waikanae Golf Club Handicap Committee is empowered to fill out and enter cards at net par (ie, as if 2 Stableford points were scored for every hole) for any matchplay cards not returned. When such action occurs, the member is to be advised and reminded of the requirement to return all future cards for handicapping purposes.

WAIKANAЕ GOLF CLUB (Inc)
BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
President

PART 3C-4: TERMS OF REFERENCE FOR MATCH COMMITTEE

Establishment

1. The Convenor of the Match Committee is appointed by the Club Captain. The remainder of the Match Committee and the sub-committees members are those invited to those positions by the Convenor, at least one of whom should represent Weekend Women's interests.
2. The Convenor is to appoint as required the following sub-committees:
 - a. Rules and Referees – for advice on rules and provision of referees;
 - b. Disputes – for disposal of matters that are referred.

Areas of Responsibility:

3. **Planning and Coordinating (Sunday) Club Competitions** (having regard to)
 - a. Weekend Women's requirements
 - b. Mixed events
 - c. Trophy events
 - d. Interclub requirements
 - e. Maximum participation and enjoyment
4. **Conducting the Club's Sunday Men's and Mixed Events Programme**
 - a. Publicising forthcoming events to encourage participation
 - b. Providing a Duty Starter¹
 - c. Ensuring the Shop has the requisite competition entry sheet
 - d. Ensuring competition entry fees are promptly reconciled, collected and banked with the Office
 - e. Ensuring the breaking of ties are properly administered when clear winners of an event must be found
 - f. Announcing competition results and presenting prizes/awards
 - g. Collating results for recording and disseminating, as follows:
 - i. To Office (for Honours Boards)
 - ii. To Website editor (for website display)
 - iii. In the Minutes (for end of year prize-giving)
5. **Publishing Competition Rules.** Ensuring the Waikanae Programme entries align with the rules of the event.

¹ See Duty Starters Responsibilities List

6. **Adjudicating Disputes and Providing Rulings.** In accordance with the published competition Rules and the Rules of Golf.

7. **Trophies, Prizes and Awards:**
 - a. Ensuring that all prizes, awards and trophies are presented in a timely and appropriate manner.
 - b. Ensuring that trophies are retrieved from winners and kept secure
 - c. Ensuring that special announcements are made when club-members do well (eg, hole-in-one, interclub victories, representational honours, etc).

8. **Men’s Interclub Organisation.** Supporting the Men’s Interclub Convenor in hosting interclub events.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
President

PART 3C-5: TERMS OF REFERENCE FOR MEN'S INTERCLUB CONVENOR

Establishment

1. The Men's Interclub Convenor is appointed by the Chairman of the Match Committee. Normally and ideally, this will simply be to approve election by team captains. However, in the absence of an election, or in the event of two or more contenders, the Chairman is to consult with key stakeholders and make the appointment.

Areas of Responsibility:

2. **Selection of Team Managers/Captains.** Prior to 31 October.
 - a. Review previous team manager/captains' performance;
 - b. Determine whether incumbents should be asked to continue in the job; if so, ask them if they want to continue; if not advise them that the position will be advertised;
 - c. If required, seek replacements for team captains that are no longer required – this should be completed by the end of October.
3. **Develop Team Selection Strategies and Timings** - to ensure there is an agreed and open policy for trials, team selections and inter-team transfers (when these become necessary).
 - a. All players to be made aware of the agreed policies;
 - b. Ensure team captains adhere to the agreed policies;
 - c. Conduct selection trials;
 - d. Select teams, notify those selected, and publicise team selections (so that those not selected are also aware of their situation);
 - e. Implement a system for early identification of player availability for selection to scheduled fixtures;
 - f. Select teams for interclub fixtures and give timely notification to those selected.
4. **Inter-Club Competition Rules and Administration** - to ensure teams are competently managed and led:
 - a. Team Captains to have access to inter-club competition rules and a knowledge of their administrative responsibilities;
 - b. Team entries, notifications and results reporting processes to be known, understood and implemented by team captains; and
 - c. Teams' progress to be tracked on the Notice Board in the men's change-room.

5. **Teams' End of Season Recognition Fixture/Function.** Consult with team captains to agree the form that an end of season get-together will take and organise same.

6. **Budgeting.** By 01 October, produce budget bids for WGC financial support to the Men's Interclub programme, specifically:
 - a. Conduct a post-season stock-take of uniforms and present a costed case to the Board of Management (through the Golf Committee) for replacements, should these be necessary;
 - b. Project accommodation and food costs for the following season;
 - c. Include competition entry fees within the budget.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
President

PART 3D: WOMENS' SECTIONS

PART 3D-1: TERMS OF REFERENCE FOR WOMEN'S CAPTAIN

Establishment:

1. The Women's Captain is elected by Women Members at their end of year Annual Meeting.
2. The Women's Captain is the Women's representative on the Golf Committee.

Overall responsibilities:

3. Chairs the Women's Golf Committee and provides leadership for all Women's Golf.
4. At the first committee meeting members will elect a Vice Captain. It has been customary that the Captain retains her position for 2 years and the VC will become Captain when the Captain resigns.
5. Appoint the Women's Match Committee which deals with any match, rules, disputes or complaints. The committee has usually consisted of the Captain, Vice Captain and one other, preferably a member with a good knowledge of the rules. The WGC Golf Club Match committee may be consulted where necessary.
6. Set the following years women's golf programme including interclub dates, yearly competitions and one-off events in consultation with the WGC Golf Committee.
7. Attend, usually with the Secretary, Wellington Golf or regional meetings.
8. Encourage members to attend available Rule Courses ensuring WGC has at least four qualified referees.
9. Select from the committee, members for various individual responsibilities i.e. selectors for interclub, handicapping recording, competition results, raffle co-ordinator, sales and fundraising, notice board updates etc.
10. Have ready for the beginning of the years play a record keeping method, either paper or electronic, for competitions played during the year and ensure everyone is able to use the system.

11. Ensure weekly results and news are forwarded to web master.
12. Select a team of members to organise the Shootout competition and any other short term activities.
13. Organise the Club Championships, all match play competitions and ensure the draws are posted with given time frames.
14. Ensure Women's news is included in the monthly Club Newsletter – Pukeko Pages.
15. Check important playing/booked dates are entered in the 'Black Book' held by the Office Manager.
16. Provide the Greens Supervisor with a list of the LGU dates where it is necessary for the yellow markers to be on the yellow blocks.
17. Provide the end of year results for prize giving.

Mid week announcements at beginning of play

18. Announce last week's winners, upcoming events, players and results from and for interclub teams.
19. Keep members informed of any overall club announcements i.e. placing, new GUR, events and outside tournaments.
20. Explain any rule changes or dispute results.
21. Welcome or farewell members – special attention to new members.

Weekend and 9 hole play

22. Liaise and ensure both sections are informed of all women's golfing and social changes.
23. Provide guidance if necessary.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
President

PART 3D-2

TERMS OF REFERENCE FOR WOMEN’S PRESIDENT

Establishment: The Women’s President is elected by Women Members at their end of year Annual Meeting.

Responsibilities:

1. Attend the monthly committee meetings if possible.
2. Attend Opening Days for both Midweek Women and 9 Hole Women.
3. Attend Opening Day for Weekend Women if possible, attend Closing Day and assist with Prizegiving in conjunction with presiding Men’s Captain.
4. Assist with Presentation of Prizes at close of season, other occasions as they may arise.
5. Contact any woman club member who is unwell, suffered a bereavement. Keep Women’s Captain and Secretary informed regarding any of these types of situation.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
President

PART 3D-3

TERMS OF REFERENCE FOR WOMEN’S SECRETARY

Establishment:

1. The Women’s Secretary is elected by women members at the end of year Annual Meeting.

Overall responsibilities

2. Record minutes of committee meetings and forward those minutes within a 10 day timeframe, copies sent to 9 hole Coordinator (9 hole co-ordinators are invited to report or attend these monthly meetings) and Weekend Convenor.
3. Present correspondence and take or delegate agreed action where necessary.
4. At the beginning of the year update office papers i.e. Committee members phone and email details, duty lists for the year, responsibilities on the day, calendar in office and change room.
5. With the Captain attend any interclub relationships and meetings called by WGI.
6. Ensure change room notices/flyers are updated for members (this can be done by an appointed a Committee Member).
7. Liaise with Interclub selectors as necessary for both home and away games.
8. Ensure trophies winners are noted, returned, engraved ready end of year prize giving for all annual competitions.
9. Receive entries, send flyers, for Waikanae Women’s Club Open days and any other invitational events, sub- committee for this event.
10. Ensure new members contact details are available in the office.
11. Liaise and keep the Weekend and 9 hole sections informed of any changes.
12. Provide appropriate papers, copies of agenda, previous years minutes, notices of motion, election of committee for the annual meeting, held last week in November or the first week in December.
13. Social duties for players who are unwell or in difficulties – (can be by delegated committee member).
14. There is also a monthly record of duties attached to this responsibility list.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....

Chairman

.....

President

PART 3D-4:

TERMS OF REFERENCE FOR WOMEN'S TREASURER

Establishment:

1. The Women's Treasurer is elected by women members at the end of year Annual Meeting.

Mid week play

2. Ensure there is an adequate supply of golf balls used for prizes and bought through the shop. Stationary and other prizes are bought wherever there is an acceptable price.
3. Pink signed slips for all purchases must be signed by any 2 of the 4 appointed signatories and forwarded to the Office Manager for payment.
4. On a daily basis, cash from the 3-putt box, raffle takings and daily competition entrance fees must be recorded appropriately.
5. Cash, cheque and invoice recordings for special one off days i.e. open day, interclub days, end of year prizes must also be recorded.
6. Interclub expenses for travel, and entries fees for outside events must also be recorded.
7. A monthly update of the Office Manager's records is presented to the monthly Women's Committee meeting.

Notes:

- a. At the first women's committee meeting for the year a member will be appointed to make purchases to be used for the weekly raffles. Any other raffle ticket selling to Club members or just the women members must be authorised by the Women's Captain and the Treasurer. i.e. shootout etc.
- b. The money raised through the 3 putt box is currently used to subsidise annual Women's Mystery trip.
- c. The Summer Cup entry has been set at \$3.00 and must be paid to the Treasurer before the end of the main season and runs to the opening of the next season. That money is used for the best total of 3 net scores and the best eclectic prizes. The handicapper will post the net scores

on a regular basis. (As for shootout cards the ' C ' on the card must be marked before play.)

- d. The 9 hole Women's Co-ordinator and the Weekend Women's Co-ordinators also manage their expenses in a similar manner.
- e. All the Club's individual sub-sections financial accounts are noted and presented in the Club's audited financial accounts and presented at the Club's AGM.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....

Chairman

.....

President

PART 3D-5

DUTIES OF WOMEN'S COMMITTEE

Establishment:

1. The Women's Committee is elected by women members at the end of year Annual Meeting.

Tees:

2. Women's may play from the White or Yellow tees.
3. LGU play is from permanent yellow markers. Silver and Bronze divisions alternate from the 1st and 10 tees.

Play-day Process: Committee to arrive in committee room by 8.15am

Before Play:

3. Complete competition and raffle sheets, take upstairs with money container and pens.
4. Put out previous winners balls.
5. Put box for discs.
6. Place nearest the pin marker on the 14th green.
7. Do the draw for the competition of the day, write in the book. Those on duty should be first out.
8. Collect competition and raffle sheets.
9. Do draw for the raffle and write results on blackboard.
10. Give note to caterer as to number of players for the day.

After Play

11. Put out raffle result board.
12. Collect nearest the pin marker.
13. Run cards through Autoscore.

14. Run off result sheets once all cards are in.
15. Allocate the number of balls for each division.
16. Record winners on results sheet, allocate balls according to numbers of players entered in each division.
17. Put one result sheet in locker room, one with results sheets and one on board for Captain.
18. File all forms from competition and raffle in folder.
19. Write up blackboard with following week competition.
20. Return discs to locker room

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
President

PART 3F – MIDWEEK MEN’S & VETERAN’S SECTION

PART 3G-1

Midweek Men’s Section

Policy and Operating Guidelines



Contents

1.	Constitutional Reference and Requirements.....	106
2.	Mission of Midweek Men	106
3.	Relationships.....	106
4.	Section Privileges	106
5.	Midweek Men’s Committee and AGM	107
6.	Organisation and Roles	107
6.1.	Convenor	107
6.2.	Secretary.....	108
6.3.	Registrar	108
6.4.	Programme Director.....	108
6.5.	Scorer.....	109
6.6.	Golf Committee Representative	109
6.7.	Treasurer.....	109
6.8.	Buyer(s).....	109
6.9.	Snake Fund Organiser	109
7.	Succession Planning	110
8.	Finances.....	111
9.	Snake Fund.....	111
10.	Annual Programme	111
11.	Weekly Play Day.....	111
12.	Weekly Competitions Prizes Policy	112
13.	Weekly Raffle Policy	112
14.	Major Competitions and Trophies	112
15.	Reciprocal Visits and Combined Events.....	113
16.	Pastoral Responsibilities.....	113
17.	Correspondence and Records	113
18.	Miscellaneous Provisions	114
Appendix 1	Role and Task Definitions	115
1.1.	Role: Convenor	115
1.2.	Role: Programme Director.....	118
1.3.	Role: Secretary.....	123
1.4.	Role: Treasurer.....	126
Appendix 2	Competition Formats	129

Appendix 3	Conditions of Play for Competitions and Trophies.....	132
3.1.	Pairs Matchplay Championship	133
3.2.	Bill Simms Trophy.....	134
3.3.	Eric Osboldstone Trophy	135
3.4.	Two Day Stableford Trophy.....	136
3.5.	Winter Challenge	137
3.6.	Singles Championship.....	139
3.7.	Bob Penney Trophy	141
3.8.	Peter Beams Trophy	142
3.9.	List of Trophies	143
Appendix 4	Calculation of Prizes.....	144
4.1.	Weekly Competition Prizes	144
4.2.	Weekly Raffle Prizes	144

1. Constitutional Reference and Requirements

- The Midweek Men's section is a constituted section of the Waikanae Golf Club charged with managing the men's midweek competitions of club, primarily but not exclusively for veteran golfers.
- The section is mandated by the club's constitution which allows the formation of semi-independent sections for special groups.

2. Mission of Midweek Men

- The Mission of the Midweek Men's section is to :

Provide an enjoyable golfing and social experience for club members and visitors during the week.

- To this end the section will run an annual programme of activities designed to maximise the opportunities to participate in informal competition and experience fellowship with other golfers.

3. Relationships

- The key relationships of the section are as follows:
 1. **Club Captain.** For co-ordination with the annual golf programme and for matters pertaining to club rules and protocol.
 2. **The Board.** For matters pertaining to the overall management of the club.
 3. **Club Treasurer.** For access to the clubs financial processes and liaison with the club accounting processes.
 4. **The Golf Committee.** For co-ordination with other sections and the overall programme.
 5. **Midweek Women.** For co-operation regarding play dates and periodic joint play days.
 6. **Other Midweek Men Sections** in nearby clubs. Specifically Otaki, TeMarua, Foxton, Levin and Manor Park. For annual reciprocal visits.
 7. **Local Veterans Golf Groups.** Specifically Kapiti Vets, Gold Coast Vets and Evergreen's. For the promotion of regional opportunities for veteran golfers

4. Section Privileges

- The section has playing rights agreed with the board on Tuesday mornings (9.00 am until 1 00 pm) of each week for the prescribed playing year (defined as between opening and closing day for the section). During this time other players access to the course is managed so as not to interfere with the sections competitions.
- Such rights do not take precedence over major club events and competitions. During such events the sections play day will move to the nearest Thursday.

Midweek Men's Committee and AGM

- The section committee will consist of
 1. Convenor
 2. Secretary
 3. Treasurer
 4. Programme Director
 5. Other committee members as required.
- The committee will serve for a term of one year from the previous AGM and election after which it must be re-elected at the Annual General Meeting of the section.
- The committee will, no later than 28th February of the year following the balance date (31st December), conduct an Annual General Meeting of members to:
 1. Approve the minutes of the previous AGM
 2. Receive and approve the convenor's and officers' annual reports
 3. Receive and approve the annual accounts
 4. Elect the officers of the committee for the coming year.
 5. Conduct any general business necessary.
- The AGM will in general be held immediately after play on a normal Tuesday play day.
- The committee will meet as required (but not less than two monthly) to consider the business of the section.
- Should a committee member resign during the year then the position will be filled by the nominating committee (if a key position) and by the committee co-opting a volunteer (if an assistant or helper).

5. Organisation and Roles

- The section will be organised into three core teams under a convenor as follows
 1. **The Secretariat:** this team will run the administrative and communication processes of the section. It will generally consist of a secretary, a registrar an almoner and an editor.
 2. **Programme Directorate:** this team will run the golf programme and golf business for the section. It will generally consist of a Programme Director, a team of three scorers plus helpers as needed.
 3. **The Treasury:** this team will run the finances of the section. It will generally consist of a Treasurer, a buyer, a snake fund organiser and a roster of helpers for the desk.
- Following is a brief description of all significant roles
- See Appendix One for detailed checklists for all critical tasks.

5.1. Convenor

- The Convenors role is to:

1. Manage the section to achieve the prescribed mission
2. Chair committee and special meetings and the AGM
3. Officiate at the open proceedings and prize giving on play days
4. Maintain the key relationships in 3 above.
5. Monitor the performance of all key tasks
6. Allocate tasks to committee members and oversee the execution of those tasks.
7. Represent the section at visits and other events

5.2. Secretary

- The Secretary's role is to
 1. Organise all formal meetings of the section (committee and AGM)
 2. Maintain minutes of all meetings
 3. Maintain all contact and communication processes with members
 4. Oversee the registration and almoner processes
 5. Keep records of all correspondence
 6. Maintain all section documents and forms

5.3. Registrar

- The Registrars role is to:
 1. Ensure the registration desk is manned at all play days and arrange cover if necessary
 2. Co-ordinate with the scorer and Programme Director to ensure the appropriate forms and instructions for players are available on the day
 3. Allocate players to tees to ensure a smooth flow of play and an equitable distribution of tee-off.
 4. Keep records of the number of players as required and make the start sheets available to the scorers and convenor.
 5. Notify the convenor of any new members or returning existing members.
 6. Notify the caterers and pro shop of the playing numbers and last groups away.
 7. Advise the convenor of any significant absences and/or difficulties of members and arrange condolence cards if needed.

5.4. Programme Director

- The Programme Director's role is to:
 1. Develop and maintain the section's annual programme of golf events.
 2. Monitor and ensure that the annual programme runs according to the wishes of the committee and members.
 3. Ensure that all tasks are allocated or covered for all section events and arrange cover if needed.
 4. Select, train and monitor a team of scorers (ideally three) and play day assistants as needed.
 5. Monitor and ensure all play day golf activities and tasks are conducted to expectations, including section reciprocal visits.
 6. Assist the convenor and others on play days and trouble shoot if necessary.
 7. Manage club events or duties assigned to the section by the club on behalf of the committee.

5.5. Scorer

- The Scorer's role is to:
 1. Become competent to operate the autoscore system.
 2. Collect all cards from members and ensure they are correctly completed and entered in the autoscore system.
 3. Provide the convenor with the list of results for the competition of the day including novelty winners and two's.
 4. Maintain any competition records as required by the section and club.

5.6. Golf Committee Representative

- The Golf Committee Representative's role is to:
 1. Attend golf committee meetings on behalf of the section.
 2. Represent the committees views in matters discussed.
 3. Report back to the committee on any matters which are discussed which are relevant to the section.

5.7. Treasurer

- The Treasurer's role is to:
 1. Manage the finances of the section in conjunction with the club treasurer.
 2. Maintain proper accounts for the section in accordance with club rules.
 3. Report the sections financial position at all meetings.
 4. Prepare and present a final set of accounts for presentation at the AGM.
 5. Pay accounts and reimburse expenses promptly.
 6. Maintain the weekly payment process at the registration desk, including a roster of assistants.
 7. Oversee all activities involving the collection and disbursement of monies i.e. prize buying, raffles and snake fund.
 8. Collect and bank all monies received on behalf of the section according to best accounting practice.
 9. In conjunction with the convenor – decide the weekly prize pool for competitions and raffles in order to ensure a working surplus for the section.

5.8. Buyer(s)

- The Buyer's role is to:
 1. Purchase prizes of sufficient quantity and value to ensure there is an adequate supply available for the weekly competition prize giving and raffle.
 2. Maintain security and restricted access over prize storage.
 3. Co-ordinate with the treasurer to ensure that prize purchasing gives best value for the section and meets the cost restrictions agreed.

5.9. Snake Fund Organiser

- The Snake Fund Organiser's role is to:
 1. Purchase prizes of sufficient quantity and value to ensure there is an adequate supply available for the weekly raffle and draw.
 2. Maintain security and restricted access over prize storage.
 3. Conduct a weekly draw at the normal Tuesday play day after play.
 4. Co-ordinate with the treasurer with collection of monies and banking surpluses.

6. Succession Planning

- It is recognised that a process to plan and manage the smooth succession of competent officers in key positions is very important for the successful operation of the section. This is particularly vital for the section as members are aging and turning over on a regular basis. While volunteers are usually readily available it is important that we have a process that ensures we have the right people with the right skills in the right positions at the right time.
- In general it is desirable that no officer stays in the same position for more than three years. This ensures an equitable distribution of volunteer effort and that the committee is constantly being infused with new ideas and energy while still maintaining vital skills and experience.
- To this end the section will appoint a nominating committee to manage the process of nomination and election of section officers.
- The nominating committee will be a permanent standing subcommittee which will consist of:
 1. The Club Captain
 2. A former club chairman or president (ideally one who is an active midweek men player)
 3. A former recent section convenor.
- The Club Captain or other nominee will convene the committee and select the nominating committee members.
- The committee will:
 1. Meet in September each year to consider the key positions for the section (generally Convenor, Secretary, Programme Director and Treasurer).
 2. Develop or review the task description and skills profile for each position.
 3. Notify all section members to consider making themselves available for the pool. This prevents it from becoming a closed shop.
 4. Identify a pool of section members who might be suitable for the key positions. Ideally at least three per position.
 5. The committee will then approach each member identified or self-nominated to see if they are both suitable for a position and that they would be amenable to go into the pool. Being in the pool means that person may expect to be called upon over the next three to four years to serve in various positions that suit their background, skills, personal qualities and circumstances.
 6. Two months before the AGM the committee would meet to finalise recommendations for nominations for the key positions for the coming year.
 7. The committee will first approach existing committee members to identify their wishes and intentions for the coming year.
 8. The committee will then consider which positions need to be filled at the AGM.
 9. A list of preferred nominees would be drawn up for vacant positions
 10. The preferred nominees would then be approached formally by the committee to ask them to stand for election.
 11. The list is worked through progressively until a list of willing candidates has been confirmed.
 12. These nominations would then go forward to the AGM for election.

13. Provision for further nominations from the floor at the AGM would be retained.
14. During the year the committee would keep in touch with new members to identify any potential future pool members and update the pool as needed.

7. Finances

- As required by the constitution, the section will make receipts and payments as required to undertake the sections activities, keep adequate financial records and prepare profit and loss accounts for each year. The annual accounts must be tabled and approved at the AGM of the section.
- There is no requirement to audit the accounts as this will be done as part of the clubs annual accounting.
- The financial year for the section will be from 1st January to 31st December to coincide with the annual programme of events.
- Our financial policy will be to retain a small surplus from weekly activities (competitions and raffles) which will in the first instance be used to maintain or build a working fund. When funds have reached a level of comfort (as decided by the committee) then dispersal of those funds can be considered by way of donations to worthy club causes, excursions or bonuses for midweek men players or improvements to club facilities, especially those that benefit midweek men players.

8. Snake Fund

- The section may run a fund for supplementary purposes. This fund will be called the “snake fund” and funds accumulated will be included in but kept separate from the sections general accounts.
- The snake fund will operate by selling small raffles at play days and giving small prizes. The object is to accumulate a fund which can be used for the benefit of section members and the club generally.
- The committee will appoint a snake fund organiser to run the operation under the supervision of the Treasurer.
- The committee will from time to time consider the size of the snake fund and decide on appropriate use of the accumulated funds. Proposals for the use of the funds should be referred to members for approval.

9. Annual Programme

- The section will maintain an annual programme of golf competitions weekly each Tuesday from opening day (generally second week in January) until closing day (generally second Tuesday in December) or as decided by the committee.
- The Programme will be under the auspices of the Programme Director and his team who will coordinate with the Club Captain to align with the club programme.
- The Programme will be as varied and interesting as possible while looking to maximise attendance and maintain interest throughout the year. See Appendix Two for the formats that can be used and their conditions of play.
- The programme should look to include reciprocal visits with neighbouring clubs (see 12 below) and at least two combined days with the Midweek women section.

10. Weekly Play Day

- Play day will be on each Tuesday with play commencing at 9.00am in summer and 9.30 am in winter.
- If the normal Tuesday is unavailable for any reason, or if the Tuesdays play is cancelled due to weather, the play day will shift to the next Thursday assuming this is available. If this alternate day is not available then the programmed play day will be cancelled.
- The competition will be open to all WGC members aged over 55 years who have an official NZG handicap and guests who are members of another golf club. Participants without a handicap may play but will be excluded from the competition.
- Tee offs will be staggered throughout the course as needed to minimise the time of play.

11. Weekly Competitions Prizes Policy

- Prizes for weekly competitions will be awarded on the basis of approximately 50% of the field receiving a prize plus novelties taking into account the need to accumulate a modest surplus (target 10%) each week. See Appendix Four for the formula for calculating weekly prizes.
- Prizes will normally be: first value \$25, second value \$20, third (if sufficient players) value \$15, remainder choice of table value \$3. Novelties (closest to pins x 3, longest drives x 3) choice of table value \$3, twos one golf ball value \$3.
- Prizes must be collected on the day or arrangements made for someone present to collect them on the winner's behalf otherwise the prizes will be forfeit.

12. Weekly Raffle Policy

- The section will run a raffle in conjunction with the competition each Tuesday. Cost will be \$1 for two draws and entries will be made on a standard numbered raffle sheet. Winners will be decided by random draw.
- Prizes will be awarded on the basis of expending all takings but taking into account the need to accumulate a modest surplus (target 10%) each week. See Appendix Four for the formula for calculating weekly raffle prizes.
- Prizes will normally be wine or chickens up to a value of \$10 each to allow the maximum number of prizes to be awarded.
- Prizes must be collected on the day or arrangements made for someone present to collect them otherwise the prizes will be forfeit.

13. Major Competitions and Trophies

- In addition to or occasionally in place of the weekly competition the following trophies and competitions will be run.
 1. **Pair's Matchplay Championship.** This will be run on a match play Four ball better ball format over 5 consecutive weeks commencing with a qualifying round in February and finishing with the final in early March.
 2. **Bill Simms Trophy.** For 70-79 age group. A stableford competition contested in April on the same day as the Eric Osboldstone trophy.
 3. **Eric Osboldstone Trophy.** For 80+ players. A stableford competition contested in April on the same day as the Bill Simms trophy.
 4. **Winter Challenge.** This is a cumulative competition held over 11 rounds in winter (late May to early September) where points are allocated according to

places in the field. At least 5 of the eleven rounds must be contested with the best 5 counting.

5. **Singles Championship.** This will be run on a match play format over 5 consecutive weeks commencing with a qualifying round in October and finishing with the final in November. A plate competition is contested for early round losers.
 6. **Bob Penney Trophy.** This is a singles stableford trophy competition held on the same day as the singles Championship qualifying round.
 7. **Peter Beams Trophy.** This is a single stableford competition for all age groups. Usually contested in December.
- Trophies are awarded at the annual prize giving on closing day.
 - See Appendix three for the conditions of play for each competition.

14. **Reciprocal Visits and Combined Events**

- The section will conduct reciprocal visits with the midweek men's sections of other local clubs according to arrangements made between the sections of those clubs. The purpose of these visits is to foster fellowship with other clubs and provide our members with a variety of courses to play at a reasonable cost.
- Generally these visits will be with the following clubs: Otaki, Levin, Foxton, Te Marua and Manor Park, and will be either on a normal Tuesday play day or a Thursday as decided by the convenors.
- **Otaki.** The sections compete in the two reciprocal visits for the Peter Oosten trophy. The winner is decided by the combined average stableford points on each visit. Note: Otaki and Waikanae allow a waiver for green fees to each other.
- **Levin.** The sections compete in the two reciprocal visits for the XXX trophy. The winner is decided by the combined average stableford points over the two days. Note: Levin and Waikanae allow a waiver for green fees to each other.
- **Foxton.** The sections compete informally to the format decided by the host club on the day Foxton and Waikanae allow a waiver of green fees for each other.
- **Te Marua.** The sections compete informally to the format decided by the host club on the day Te Marua and Waikanae allow a waiver of green fees for each other.
- **Manor Park.** The sections compete informally to the format decided by the host club on the day. Manor Park and Waikanae allow a discount of green fees for each other.
- It is convention that the Midweek Men and Midweek women sections combine play days at least twice during the year. Often this is when the course is unavailable for one section or the other during that week.

15. **Pastoral Responsibilities**

- Should any member become incapacitated or die then the section will notify this to members and make every effort to offer sympathies or condolences to the person concerned or their family.
- The secretary will appoint an almoner to assist in this task.

16. **Correspondence and Records**

- The section will maintain records of all meetings, proceedings, correspondence and competitions for at least two years.

- For the benefit of current and future office holders, the section will maintain a comprehensive set of guidelines documenting all the section processes, procedures, policies and roles.
- Where possible these records should be provided or maintained in electronic format and periodic copies lodged with the club office.

17. Miscellaneous Provisions

- The section will appoint a representative, ordinarily the Programme Director or the convenor, to the golf committee to represent the section. The representative will report back to the section and committee on any matters of interest to the section.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on <date>

.....
Chairman

.....
President

Appendix 1 Role and Task Definitions

1.1. Role: Convenor

Task: Set up section in new financial year

Begin after AGM (middle of February)

- Confirm or allocate all roles and teams
- Set committee meeting calendar
- Establish contacts with other sections, clubs and Club captain

Complete by end of February

Task: Chair committee meetings

Begin the week before the programmed committee meeting

- Confirm date, time, venue and agenda items with secretary
- Review issues and agenda

At the committee meeting

- Welcome everyone and review agenda
- Review minutes and confirm
- Discuss matters arising
- Obtain reports from each team: Programme Directorate, Secretariat and Treasury and discuss and resolve team issues
- Review other matters (general business)

After the committee meeting

- Follow up on agreed tasks arising from the meeting

Task: Chair Annual General Meeting

Complete two weeks before AGM date (mid-February)

- Set AGM date (December committee meeting)
- Notify members at play days (from January onwards)
- With Secretary –compile agenda items
- Write Convenor's report for AGM

At the AGM date (mid-February)

- Welcome everyone and review agenda
- Review previous AGM minutes and confirm
- Discuss matters arising
- Present reports: Convenor Programme Directorate, Secretariat and Treasury and discuss and resolve members queries and issues
- Review other matters (general business)

After the AGM

- Follow up on agreed tasks/resolutions arising from the AGM □

Task: Officiate on play day

Before play:

- Arrive – 8 to 8.15am and obtain early start time
- Check all teams in place and in operation

After play:

- Check number in field
- Check for new players/visitors/notices
- With Treasurer calculate prizes/provisional
 - 1. Raffles (wine/chickens)
 - 2. Competition (wine/others)
- Check Buyer and Treasurer have collect prizes from locker/fridge
- Get/test microphone from John
- Collect finishing sheets/novelty results
- Decide final prize cut off with Treasurer
- Announce shop twos (scorer's assistant)
- Announce snake fund draw winners (snake fund organiser)
- Conduct raffle draw
 - 1. Machine operator
 - 2. Caller
- Thanks – caterers/bar/green keepers
- Humour (optional)
- Number in field
- Welcome – new members, visitors
- Announce notices
- Announce competition winners
- Announce novelty winners
- Announce shop twos
- Close/reminders

1.2. Role: Programme Director

Task: Set up Golf Programme, processes and records in New Year

Begin after AGM (begin middle of February. Complete by end of February)

- Obtain EXCEL spread sheet for current year's programme
- Check to website and arrange corrections needed
- Check team members available (scorers x 3, helpers) in place
- Arrange replacements and training if necessary

Task: Committee meetings

Begin the week before the programmed committee meeting

- Review and identify items and issues regarding programme for discussion
 1. Coming events for the next two months
 2. Play day issues and problems

At the committee meeting

- Provide verbal report for team

Task: Annual Programme Preparation

Preparation

Start 15 August. Finish 30 August

- Obtain Excel spread sheet for previous year
- Discuss improvements/policies for next year with committee
- Change spreadsheet dates. Open new page for next year
- Change holiday dates
- Update club contacts list
- Establish playing year (opening/closing dates)

Draft Programme

Start 1 September. Finish 30 October.

- Block out all Tuesdays for playing year
- Allocate provisional competitions to each play day
- Allocate provisional club visit dates (from previous year)
- Obtain club/course critical dates (e.g. Pro Am, 4 day vets events, sister or traditional club visits, coring, holiday events, etc.)
- Negotiate with clubs for reciprocal visits:
 1. Otaki
 2. Levin
 3. Foxton
 4. Te Marua

- 5. Manor Park
- Obtain programmes of other Vets competitions
 - 1. Kapiti Vets
 - 2. Gold Coast Vets
 - 3. Evergreens

Refine/Finalise Programme

Start 1 November. Finish 31 December

- Review overall draft with committee
- Review overall draft with Club Captain
- Refine and amend to final, making adjustments as needed
- Present final to MWM committee and Club Captain for publication
- Check against draft club programme
- Check programme is correctly loaded on website
- Troubleshoot as needed

Task: Rolling three-monthly Preparation

Start last week of month

Finish end of month

Delete previous month, add new month to spread sheet

Review next 3 months' programme for:

- Play days
- Club visits
- Special events
- Holidays/change of routine
- Check committee availability

Play days:

- Extract and print competition format/forms/instructions (if needed)
- Review available manpower/absences and arrange cover
- Email reminder of tasks/changes to everyone

Club visits:

- Allocate additional duties
 - Primary contact
 - Desk/registration
 - Money collection
 - Prizes/raffles
- Establish prices/formats/rules
- Set up notices and notice board/reminders/sign-up sheets

Special events: (e.g. Pro Am, sister or traditional club visits, Prize giving, District events, holidays, coring etc.)

- Establish MWM roles with Club Captain/golf committee
- Allocate duties according to role

- Follow up meetings and organisation

Committee meeting

- Compile list of issues/problems from play days needing committee's attention
 - Raise and resolve these at next committee meeting
-

Programme Director (continued)

Task: Weekly play day supervision

Start middle of previous week

- Check competition format and extract conditions of play/forms/etc.
- Identify any special prizes or trophies required
- Check cover for tasks
 - 1. Convenor/prize giving officiating
 - 2. Scorers
 - 3. Notice board
 - 4. Cones and novelty placement
- Notices to convenor – coming events and golf issues
- Notices for tables – coming events. Noticeboard up to date.
- Arrange cover for any gaps identified

On the day and before play:

- Arrive early and supply any needed forms and instructions
- Monitor team arrival and troubleshoot if necessary

On the day/after play:

- Monitor progress of golf tasks/scoring
- Check with convenor re progress/any assistance needed
- Troubleshoot as necessary
- Debrief with convenor on any problems/improvements
- Note any improvements for discussion at next committee meeting

Task: Play day scoring (scoring team member)

Prerequisite: The Programme Director will recruit and train a team of (ideally) three scorers competent in operating autoscore and familiar with the autoscore manual.

On play day. On arrival

- Review days competition and ensure correct forms or conditions of play are on hand
- Register as early starter to ensure on hand as people return.
- Arrange helper for the day

After round complete:

- Collect start list (from registration) and shop twos list (from shop)
- Select and set up appropriate scoring format in autoscore
- Collect cards and check for discrepancies – correct as needed
- Enter corrected cards into autoscore and check input
- Cross names off start sheet as entered (assistant)

- On completion - submit to autoscore and generate finishing list
- Generate twos list. Compare to shop twos list to identify any discrepancies
- Collect novelties – arrange pick up if missing and list winners
- Send results sheets upstairs

After registration desk closed

- Generate extra copy of results and forward to website editor

1.3. Role: Secretary

Task: Set up section processes and records in New Year

Begin after AGM (middle of February)

- Set up calendar of committee meetings (minimum two monthly)
- Set up records system (electronic and paper) Coordinate with office
- Set up key holders
- Check team members (registrar, almoner, editor) in place
- Check address list of members in place

Complete by end of February

Task: Committee meetings

Begin the week before the programmed committee meeting

- Confirm date, time, venue and agenda items with convenor
- Notify agenda to committee members

At the committee meeting

- Take minutes of meeting
- Provide verbal report for team

After the committee meeting

- Complete minutes and issue to committee

Task: Play day

On play day

- Check registration desk is manned
- Identify notices to be given to convenor

After play

- Collect names and email addresses of new members for address list

Task: Annual General Meeting

Start as close to balance day (31st December) as possible

Complete one week before AGM date (mid-February)

- Establish AGM date
- Collect all reports and compile into booklet:
 1. Minutes of previous year
 2. Convenor
 3. Programme Director
 4. Treasurer/accounts

- Print and have copies available for meeting
- At the AGM date (mid-February)**
- Take minutes of meeting
- After the AGM**
- Complete and file minutes of meeting

Task: Weekly registration desk

Arrive at 8.00 am on play day

On arrival

- Ensure furniture in place (table/chairs)
- Turn on heaters (winter)
- Organise start sheets and play instructions (if needed)
- Place raffle sheets on table

On arrival of players:

- Accept cards from players (after payment received)
- Allocate to a suitable tee taking into account players wishes, infirmity, number in field, spread of tees
- Write start number and tee on card and enter on start sheet
- Note new members, visitors and returning members
- Close off registration at 8.45 am (summer) 9.15 (winter)

After registration desk closed

- Photocopy start sheets x 3
- Give a copy to each of shop, scorer and convenor
- Note new members, number of players, visitors and returning members on reverse of convenors sheet.
- Advise caterer of numbers

Task:

Almoner

Throughout year and on play day

- Identify members who have died, are unwell or may have difficulties
- Advise convenor who will add to notices
- If appropriate arrange for card to be left for signing by members and arrange delivery when complete
- Organise former members for old timers day (April)

Task:

Editor

In relation to Pukeko pages deadlines

- Obtain details of last month's activities and events
- Write up as brief notice on behalf of the section
- Submit to Pukeko pages editor by deadline

1.4. Role: Treasurer

Task: Set up new financial year

Begin after AGM (middle of February)

- Organise signatories for bank account and approval of payments
- Set up accounts software programme for new financial year
- Refresh roster for payments desk and notify helpers
- Arrange and record key access for locker 12 for helpers
- Review overall financial situation and prepare analysis for first committee meeting

Complete by end of February

Task: Committee meetings

Begin the week before the programmed committee meeting

- Extract monthly and year to date summaries from software
- Present to committee, explain any discrepancies and answer queries
- Obtain committee approval for payments authorised and/or made
- Advise on appropriate dispersal of funds and expenditure proposals

Task: Weekly transactions

Complete each week before play day

- Enter cash book transactions for the week in the software
- Authorise payments for accounts and refunds
- Correct any discrepancies and make transfers
- Compile and update running balances
- Check buying and snake fund operating and in order

Task: Play day

Before play day

- Place float (\$50) in locker 12
- Check rostered person

On play day

- Check desk is manned
- Rostered person places cash in locker 12

After play

- Collect competition/raffle cash from locker
- Decide raffles and competition prizes with convenor – per formula

- Organise prizes – wine ex locker
- Check buyer has arranged table prizes and chickens
- Collect snake fund cash
- Enter all receipts for the day in cash book
- Prepare cash summary sheet and reconcile all receipts
- Bank all funds

Task: Annual General Meeting

Start as close to balance day (31st December) as possible

Complete two weeks before AGM date (mid-February)

- Conduct stock count of prizes on hand
- Bank all funds and reconcile any discrepancies outstanding
- Generate P&L account for the financial year from the software
- Generate balance sheet from the software
- Complete analysis of accounts (explanations and commentaries)
- Write treasurers report for AGM

At the AGM date (mid-February)

- Present accounts and report
- Answer queries and explain points as needed
- Move that the accounts be accepted by the meeting

Task: Prize buying (assistant)

- Agree buying policy with treasurer (table prizes under \$3 chickens under \$10)
- Scout sources of supply and bargains
- Check stock supplies every week/two weeks
- Top up stock to maintain at least two weeks supply of prizes
- Seek reimbursement from treasurer as needed
- Maintain security over and monitor prize supply

Task: Snake fund (assistant)

- Agree buying policy with treasurer (balls under \$3)
- Scout sources of supply and bargains
- Check stock supplies every week/two weeks
- Top up stock to maintain at least two weeks supply of prizes
- Seek reimbursement from treasurer as needed
- Maintain security over and monitor prize supply

On play day

- Sell numbers to players (\$1 per chance)
- Agree number of prizes for draw according to number sold + margin
- Arrange draw of winning numbers and announce
- Give cash to treasurer with reconciliation

Appendix 2 Competition Formats

The section will use a variety of golf game formats to maintain interest for members. Generally these should be the more popular formats. Following is a description of the formats used.

Net

A competition where the score of the player is his gross score on the day minus his official and current handicap.

Stableford

A competition where the player receives points (after his handicap is deducted) according to his score on each hole as follows: Albatross (3 under par) five points, Eagle (2 under par) four points, Birdie (1 under par) three points, par two points, bogey one point, double bogey or worse zero. At the end of the round all points are totalled.

Stableford – hidden-hole bonus

A competition where the player receives points (after his handicap is deducted) according to his score on each hole as follows: Albatross (3 under par) five, Eagle (2 under par) four, Birdie (1 under par) three, par two, bogey one, double bogey or worse zero. At the end of the round all points are totalled. Before play the convenor or scorer will ask an independent person to randomly select three holes. These holes are assigned double points for the round by the scorer.

Combined Stableford – hidden partner

A competition where the partners are chosen by random draw after play begins and the players do not know who their partner is until the prizes are announced. The stableford score of both partners is combined.

Par

A competition where the player receives a rating for his performance on each hole (after his handicap is deducted) as follows: birdie or better plus one, par neutral, bogey or worse minus one. At the end of the round all pluses are totalled and minuses deducted to arrive at a net score.

Match Play

A competition played either as singles or in pairs. Pair's match play is usually described as four ball best ball (see 2.7 below). Match play is played hole by hole with the best stableford or net score on each hole winning that hole. The player(s) with the most holes won win the round. Should a player be no longer able to win (i.e. they are behind by more holes than are remaining to be played) then the match is terminated.

Four Ball Better Ball

A competition played in pairs, usually matchplay using the stableford scoring system. The players select their own partner. Both players play their own ball throughout. For each hole, the best stableford score by one player counts for that hole.

American Foursomes

A competition played in pairs using the stableford scoring system. The players select their own partner. Both players tee off. After the tee shot, players play their partner's ball for their second shot, and then select one ball to play alternately until holed.

The winning score is the **BEST NET** per team (i.e. team must hole out on each hole - no gimmies etc.).

Handicap is assessed as follows = 40% of combined Course Handicap of both players rounded to nearest whole number. Only one scorecard card per team required but both players names must be on the card. The rules are the same as for foursomes.

Canadian Foursomes

A competition played in pairs using the stableford scoring system. The players select their own partner. Both players tee off. After the tee shot, players select one ball to play alternately until holed.

The winning score is the **BEST NET** per team (i.e. team must hole out on each hole - no gimmies, etc.)

Handicap is assessed as follows = 40% of combined Course Handicap of both players rounded to nearest whole number (refer attached sheet). Only one scorecard card per team required but both players names must be on the card. The rules are the same as for foursomes.

Ambrose

A competition played in teams (usually four) using the stableford scoring system. All players tee off. After the tee shot, players select a ball and all play their second shot from there. They continue to do this until they hole out. All players must have at least four drives counting.

Handicap is assessed as the combined Course Handicap of all players divided by eight. Only one scorecard per team is required but all players' names must be on the card.

Appendix 3 Conditions of Play for Competitions and Trophies

3.1. Pairs Matchplay Championship

WAIKANAE GOLF CLUB INC. MIDWEEK MEN

Conditions of play for trophy event

Event: Pairs Handicap Match play Championship.

Eligibility: All midweek men aged 55 years or over who are full playing financial members.

Format: 18 holes Four-Ball Better-Ball Net qualifying round with the best 16 pairs to qualify for knockout match play on handicap.

Ties - As the qualifying round will be played from multiple starting tees, ties for last qualifying position/s will be decided by lot.

Matches "all square" after 18 holes will continue from the original starting tee with strokes allocated as per the card, until a winner is found.

Entry: Normal roll-up draw procedure with players advising before commencement of play that they intend to qualify.
No separate entry fee.

Timetable: Qualifying round: Tuesday 12th February 2013.
Matchplay - Round 1 Tuesday 19th February 2013.
Round 2 Tuesday 26th February 2013.
Round 3 Tuesday 5th March 2013.
Final Tuesday 12th March 2013.

All rounds of matchplay with the exception of the final may, by agreement between the players and with the consent of the Committee, be played on an earlier date than programmed but must be completed by that date.

In the event that play is not possible on the above dates due to inclement weather or course closure the Committee reserves the right to amend the playing dates.

Handicap: The handicap to be applied throughout this event is that displayed on the handicap board on the date of play.

Disputes: Any dispute arising in the qualifying round should, if possible, be resolved on course under Rule 3-3 or by reference to a Committee member or qualified rules official. If this is not practical, or remains unresolved, the matter must be referred to the Committee before scorecards are submitted.

In match play any dispute must be resolved under rule 2-5 before either player plays another stroke or by agreement to refer as soon as possible to an authorised person as above.

3.2. Bill Simms Trophy

WAIKANAE GOLF CLUB INC. MIDWEEK MEN

Conditions of play for trophy event

Event: Bill Simms Trophy.

Eligibility: All midweek men who, on the date of play, are aged over 70 and less than 80 years. Competitors must be full playing financial members.

Format: 18 holes Single Stableford.

In the event of a tie for 1st place those players tied shall be declared joint winners.

Entry: Normal roll-up draw procedure with eligible players advising before commencement of play that they wish to complete in the trophy event.

No separate entry fee.

Timetable: Trophy day 16th April 2013 or other date as advised by the Committee.

Handicap: The handicap to be applied throughout this event is that displayed on the handicap board on the date of play.

Disputes: Any dispute arising during the round should, if possible, be resolved on course under Rule 3-3 or by reference to a Committee member or qualified rules official. If this is not practical, or remains unresolved, the matter must be referred to the Committee before scorecards are submitted.

3.3. Eric Osboldstone Trophy

WAIKANAE GOLF CLUB INC. MIDWEEK MEN

Conditions of play for trophy event

Event: Eric Osboldstone Trophy.

Eligibility: All midweek men who, on the date of play, are aged 80 years and over. Competitors must be full playing financial members.

Format: 18 holes Single Stableford.

In the event of a tie for 1st place those players tied shall be declared joint winners.

Entry: Normal roll-up draw procedure with eligible players advising before commencement of play that they wish to complete in the trophy event.

No separate entry fee.

Timetable: Trophy day 16th April 2013 or other date as advised by the Committee.

Handicap: The handicap to be applied throughout this event is that displayed on the handicap board on the date of play.

Disputes: Any dispute arising during the round should, if possible, be resolved on course under Rule 3-3 or by reference to a Committee member or qualified rules official. If this is not practical, or remains unresolved, the matter must be referred to the Committee before scorecards are submitted.

3.4. Two Day Stableford Trophy

WAIKANAE GOLF CLUB INC. MIDWEEK MEN

Conditions of play for trophy event

Event: Two Day Stableford Cup Trophy.

Eligibility: All financial midweek men who, on the date of play, are aged 55 years and over

Format: 36 holes Single Stableford played over two 18 holes rounds.

In the event of a tie for 1st place those players tied shall be declared joint winners

Entry: Normal roll-up draw procedure.

No separate entry fee.

Timetable: Trophy day one 23rd April 2013,
Trophy day two 30th April 2013,
or other date as advised by the Committee.

Handicap: The handicap to be applied throughout this event is that displayed on the handicap board on the date of play.

Disputes: Any dispute arising during the round should, if possible, be resolved on course under Rule 3-3 or by reference to a Committee member or qualified rules official. If this is not practical, or remains unresolved, the matter must be referred to the Committee before scorecards are submitted.

3.5. Winter Challenge

WAIKANAE GOLF CLUB Inc. MIDWEEK MEN - WINTER CHALLENGE 2013.

Conditions of play.

Event: Winter Challenge.

Eligibility: All midweek men who are full playing financial members.

Played: To be played on various dates/events nominated by the committee during the winter months, generally late May through to mid-September. Generally there will likely be up to 11 events during the period of the competition.

Format: Points accumulated over the period of the event with the player's best 5 scores to count from the nominated events. The events formats shall be comprised of equal numbers of Par, Net, or Stableford competitions.

Entry: Normal roll – up draw. No separate entry fee.

Points: Points will be awarded after each event. Points awarded will be 20 points for 1st place (including ties) reducing to 1 point for 20th place (including ties). A player's best 5 scores over the 11 week period of the competition count.

Handicap: The handicap to be applied is the handicap displayed on the handicap board on the day of each event during the competition.

Disputes: To be reported to and resolved by the MWM Committee as soon as practicable after each event is completed.

Trophy: The winner shall be awarded the winter challenge trophy. The winner

may retain the trophy in their possession for one year.

3.6. Singles Championship

WAIKANAE GOLF CLUB INC. MIDWEEK MEN

Conditions of play for trophy event

Event: Midweek Singles Championship (Handicap Matchplay).

Eligibility: All midweek men aged 55 years or over who are full playing financial members.

Format: Qualifying round - 18 holes Stroke play (**i.e. net round**) with the best 32 to qualify for knockout matchplay on handicap. As the qualifying round will be played from multiple starting tees, ties for the last qualifying position/s will be decided by lot.

The **Bob Penny Trophy** will be played for in conjunction with the Qualifying Round.

Players eliminated in the first round of matchplay will progress to a "Plate" competition to be played on or before the scheduled dates below.

Matches "all square" after 18 holes will continue from the original starting tee with strokes allocated as per the card, until a winner is found.

Entry: Normal roll-up draw procedure **with players advising at registration before commencement of play that they intend to qualify.** No separate entry fee.

Timetable: Qualifying round - Tuesday 1st October 2013.

Matchplay - Round 1	- Tuesday 8 th October
Round 2	- Tuesday 15 th October
Round 3	- Tuesday 22 nd October
Semi-final	- Tuesday 29 th October
Final	- Tuesday 19 th November

All rounds of matchplay, with the exception of the final, may, by agreement between the players and with the consent of the Committee, be played on an earlier date than programmed but must be completed by that date.

In the event that play is not possible on the above dates due to inclement weather or course closure the Committee reserves the right to amend the playing dates.

Handicap: The handicap to be applied throughout this event is that displayed on the handicap board on the date of play.

Disputes: Any dispute arising in the qualifying round must be referred to the Committee before scorecards are submitted and should, if possible, be resolved on course

under Rule 3-3 or by reference to a Committee member or qualified rules official.

In matchplay any dispute must be resolved under rule 2-5 before either player plays another stroke or by agreement to refer as soon as possible to an authorised person as above.

3.7. Bob Penney Trophy

WAIKANAE GOLF CLUB INC. MIDWEEK MEN

Conditions of play for trophy event

Event: Bob Penny Trophy

Eligibility: All midweek men aged 55 years or over who are full playing financial members.

Format: 18 holes Net Medal (Handicap Single Stroke).

In the event of a tie for 1st place those players tied shall be declared joint winners.

Entry: Normal roll-up draw procedure. No separate entry fee.

Timetable: Trophy day to be held Tuesday 1st October (Note: in conjunction with qualifying round for Singles Matchplay Championship) or other date as advised by the Committee.

Handicap: The handicap to be applied throughout this event is that displayed on the handicap board on the date of play.

Disputes: Any dispute arising during the round should, if possible, be resolved on course under Rule 3-3 or by reference to a Committee member or qualified rules official. If this is not practical, or remains unresolved, the matter must be referred to the Committee before scorecards are submitted.

3.8. Peter Beams Trophy

WAIKANAE GOLF CLUB INC. MIDWEEK MEN

Conditions of play for trophy event

Event: Peter Beams Trophy

Eligibility: All midweek men aged 55 years or over who are full playing financial members.

Format: 18 holes Stableford

Entry: Normal roll-up draw procedure. No separate entry fee.

Timetable: Trophy day to be held **26th November 2013** or other date as advised by the Committee.

Handicap: The handicap to be applied throughout this event is that displayed on the handicap board on the date of play.

Winner: The winner shall be the players with the highest Stableford score. In the event of a tie the winner shall be decided by a count back. **(See Trophy Presentation below)**

Disputes: Any dispute arising round must be referred to the Committee before scorecards submitted and should if possible be resolved on course under Rule 3-3 or by reference to a Committee member or qualified rules official.

Trophy Presentation: For the Trophy Presentation, the winner must be in the clubhouse at the time of presentation. Should the highest scorer be absent, the trophy may be awarded to the highest scorer present at the time.

3.9. List of Trophies

Name Of Trophy	When awarded	Description	Location
Pairs Match Play			
Bill Simms Trophy			
Eric Osboldstone Trophy			
Two Day Stableford Trophy			
Winter Challenge			
Singles Match Play Championship			
Bob Penney Trophy			
Peter Beams Trophy			

Appendix 4 Calculation of Prizes

4.1. Weekly Competition Prizes

1. Calculate entry fees (number in field x \$3)
2. Calculate first prize (wine \$----- plus ----- \$-----)
3. Calculate second prize (wine \$-----plus -----\$-----)
4. Calculate third prize (wine \$----- plus ----- \$-----)
5. Calculate pins and cones (\$3 each)
6. Calculate twos (\$3 each)
7. Total value of prizes (total 2 to 6)
8. Set cut off for prizes according to surplus of 1 over 7 at no less than 10%. If there are a number of players on the bottom number then round up.

4.2. Weekly Raffle Prizes

1. Calculate raffle takings (number on raffle sheet divided by two)
2. Calculate prize value (takings less 10%)
3. Assess number of prizes to be awarded
(based on value: wine \$10 chickens \$10)
4. If not exact \$10 value match, then round to nearest \$10.

PART 4 ADMINISTRATIVE BY-LAWS, RULES, POLICIES and PROCEDURES

The by-laws, rules, policies and procedures contained within Section 4 have general application and are published to promote stability and continuity of Club administration.

INDEX

4A-1	Health & Safety Policy	146-147
4A-2	Clubhouse Hireage Policy	148-150
4A-3	Reciprocal Visiting Rights	151-154
4A-4	Accounting and Book Keeping	155-156
4A-5	Correspondence and Filing	157-158
4A-6	Employment of Staff and Contractors	159-160
4A-7	Club Communication Policies	161-162
4A-8	Membership Administration	TBA

4A-1 HEALTH AND SAFETY POLICY

General Policy. The health and safety of all employees, contractors, members and visitors is a priority that overrides any other operational consideration within the Club's business. Some activities and locations carry inherent risks and these are to be identified and recorded within the Health and Safety Policy Manual held at the Club premises. For each identified risk, steps to eliminate, isolate or minimise the risks are to be documented and, not only prominently communicated to potentially affected parties, but also, if appropriate, proper equipping and training and/or certification of operators must be provided prior to their exposure to the risk.

Accountability. The Board of the Waikanae Golf Club (Inc.) is ultimately accountable for Health and Safety at the Waikanae Golf Club. This overarching accountability cannot be delegated.

Delegation of Responsibility. The Board may delegate responsibility for the overall management of Health and Safety to one or more Board members, or to suitably responsible employees (for example, the General Manager) but always so that there are clear lines of responsibility back to the Board. Internal Health and Safety compliance audits must be completed at least annually.

- The Greens Superintendent is to be appropriately qualified and is to be held responsible for all Health and Safety matters concerning that area of the business. In particular, the operation of machinery, and the use and storage of hazardous chemicals and flammable materials must conform to all relevant regulations.
- The contracted Caterer is to be appropriately certified and is to be held responsible for all Health and Safety matters concerning that area of the business. Employed catering staff are to be supervised to conform with local authority regulations relevant to safe food handling and storage practices. In particular, the operation of cooking and cleaning equipment and consumables, and the use and storage of hazardous chemicals and flammable materials is to conform to all relevant regulations.
- The Bar Manager is to be appropriately qualified and be responsible for all Health and Safety matters concerning the Bar and Lounge during its hours of business. Employed bar staff are to be supervised to conform with local authority regulations relevant to hygienic customer service.
- The Office Manager is to be responsible for all Health and Safety matters concerning the club house and environs. In particular, the use of electrical equipment and the use and storage of solvents and flammable materials must conform to all relevant regulations.
- The Board is to ensure that the course layout and amenities are fit for purpose and are to minimize inherent risks to users. Where user reminders are necessary, appropriate signage is to be posted.

Reporting of Accidents and Incidents.

All accidents and incidents are to be reported to the Office Manager who is to ensure these are recorded in the Health and Safety Register and reported to the Board for investigation.

AUTHORITY:

Rules approved by the Board of the Waikanae Golf Club (Inc) on 04 May 2015 as recorded in the relevant Minutes.

.....
Chairman

.....
President

HEALTH & SAFETY ISSUES 2015

1. VOLUNTEER SAFETY AT THE WAIKANAE GOLF CLUB

New legislation regarding the H & S of volunteer groups working at NZ golf clubs is due to be passed by parliament in April 2015 but until details of the legislation have been received and discussed, the WGC Board has decided that there will be no change to the extant H & S Policy.

The Board understands the potential issues resulting in the introduction of the proposed legislation but would rather base its actions on confirmed details rather than act prior to legislation being passed.

2. H & S POLICY REVIEW

The review of the H & S Policy has prompted a reminder of 2 key issues: Accident Reporting and Safety Audits, and the activities below outline a process with responsibilities and deadlines so that the Board Members are able to meet their H & S objectives.

This should be achieved through a managed approach of identifying a potential hazard, assessing its risk and deciding on a process of Elimination, Isolation or Minimising the hazard.

Copies of the previous audit report should be reviewed by Board Members (BM's) responsible for the various areas to allow them to make suitable comments during their audit.

THE PROCESS

ACTION	WHO / WHEN
ACCIDENT REGISTER 1. An Accident Register is to be maintained and kept with the Safety Policy document in the Chairman's office. 2. ALL accidents are to be entered in the register by the BM responsible for the area where the accident occurred.	Chairman / Permanently BM / Within 48 Hrs
REPORTING The Board will review HS&E matters at Board Meetings and Board Members will prioritise H&S matters in their sector reports.	BM's / Monthly
SAFETY AUDITS 1. A Safety Audit Register is to be maintained containing <u>ALL</u> audit documents and are to be filed with the Safety Policy document. 2. Safety Audits will be carried out to ensure that identified areas are checked for their level of safety and potential danger. 3. Issues resulting from these audits will be agreed as to their priority and actions taken. 4. The completed Safety Audit Report is to be submitted to The Board for review. 5. All Safety Audits must be signed off when completed.	BM & BM H&S Board – As happens BM H&S Chairman – On completion

AREAS FOR AUDIT

The Kitchen, Café and Bar are subject to an independent review and approval of conditions is given through a certified rating. It would be a proactive move to diarise the certification date prior to its annual review and remind the Catering Manager, and similarly to the Bar Manager.

NOTE. The certificate is publicised on the main Notice Board opposite the cafeteria.

ACTION	WHO / WHEN
AUDIT AREAS 1. Administration Block, the toilets, the Locker Rooms, Medical Room . 2. Kitchen & Cafeteria. NOTE: Certificate expiry date to be checked and the Catering Manager to be reminded of the due date by the BM responsible for the area. 3. Bar/Lounge 4. Service Buildings: Cart Shed, Compressor Shed, Bar chiller. 5. Pro-Shop 6. The pump house, the Course and Green Keepers Shed.	KCDC – Annual KCDC - Annual BM Facil - Annual BM Facil - Annual BM Facil – Annual Contractor – Annual BM Course - Annual
TIMING of AUDITS Safety Audits will be carried out annually and their timing will be agreed Via the Annual Plan.	BM & CHAIRMAN

AUDIT SHEETS. (Refer Appendix B)

The audit sheets appended are designed to identify potential hazards during the audit and should be carried out by the Board Member responsible for the area being audited, accompanied by the Board Member responsible for HSE and the manager/supervisor of that area. Master copies are held for copying in the file.

The Chairman should sign off that the audit has been completed.

An example of an audit sheet is attached for review. **(Refer to Appendix C)**

ACTION	WHO / WHEN
AUDIT PROCESS	
1. Identify the potential hazard	BM'S & SUPVR
2. Assess its risk – High, Medium or Low	BM'S & SUPVR
3. Decide whether to Eliminate, Isolate or Minimise the risk.	BM'S & SUPVR
4. Decide on a remedy to fix the problem.	BM'S & SUPVR
5. Decide who should do this, a person or a contractor.	BM'S & SUPVR
6. Inspection to be carried out by the BM responsible for that area.	BM
7. Date of inspection.	BM
AUDIT REVIEW	
On completion of the actions to remedy the hazards the Audit Sheet is passed to the Chairman for signing off and filing in the Safety Audit Register.	BM & CHAIRMAN

HAZARD AUDIT FORM - MASTER

AREA: BAR / LOUNGE

Hazard/area	Nature of Hazard	Risk Rating H, M, L	Eliminate	Isolate	Minimise	Remediation	Actioned by	Inspected by	Date

ACTIONS COMPLETED

SIGNED..... CHAIRMAN

DATE

WAIKANAE GOLF CLUB - HAZARD AUDIT FORM - MASTER

AREA: CART SHED

Hazard/area	Nature of Hazard	Risk Rating H, M, L	Eliminate	Isolate	Minimise	Remediation	Actioned by	Inspected by	Date

ACTIONS COMPLETED

SIGNED..... CHAIRMAN

DATE

WAIKANAE GOLF CLUB - HAZARD AUDIT FORM - MASTER

AREA: COMPRESSOR SHED

Hazard/area	Nature of Hazard	Risk Rating H, M, L	Eliminate	Isolate	Minimise	Remediation	Actioned by	Inspected by	Date

ACTIONS COMPLETED

SIGNED..... CHAIRMAN

DATE

WAIKANAE GOLF CLUB - HAZARD AUDIT FORM - MASTER

AREA: BAR CHILLER

Hazard/area	Nature of Hazard	Risk Rating H, M, L	Eliminate	Isolate	Minimise	Remediation	Actioned by	Inspected by	Date

ACTIONS COMPLETED

SIGNED..... CHAIRMAN

DATE

WAIKANAE GOLF CLUB - HAZARD AUDIT FORM - MASTER

AREA: PRO SHOP

Hazard/area	Nature of Hazard	Risk Rating H, M, L	Eliminate	Isolate	Minimise	Remediation	Actioned by	Inspected by	Date

ACTIONS COMPLETED

SIGNED..... CHAIRMAN

DATE

WAIKANAE GOLF CLUB - HAZARD AUDIT FORM - MASTER

AREA: PUMP HOUSE

Hazard/area	Nature of Hazard	Risk Rating H, M, L	Eliminate	Isolate	Minimise	Remediation	Actioned by	Inspected by	Date

ACTIONS COMPLETED

SIGNED..... CHAIRMAN

DATE

WAIKANAE GOLF CLUB - HAZARD AUDIT FORM - MASTER

AREA: THE COURSE

Hazard/area	Nature of Hazard	Risk Rating H, M, L	Eliminate	Isolate	Minimise	Remediation	Actioned by	Inspected by	Date

ACTIONS COMPLETED

SIGNED..... CHAIRMAN

DATE

WAIKANAE GOLF CLUB - HAZARD AUDIT FORM - MASTER

AREA: GREEN KEEPERS SHED

Hazard/area	Nature of Hazard	Risk Rating H, M, L	Eliminate	Isolate	Minimise	Remediation	Actioned by	Inspected by	Date

ACTIONS COMPLETED

SIGNED..... CHAIRMAN

DATE

Appendix C

EXAMPLE OF PREVIOUS AUDIT SHEET

Waikanae Golf Club - Hazard Audit as at October 2012

Cart storage inside and outside – No 3

Hazard/area	Nature of Hazard	Risk Rating	Eliminate	Isolate	Minimise	Remediation	Actioned by	Inspected by	Date
Fire extinguisher	Not readily accessible in the event of fire	Severity 3 Probability 2 Rating 6			yes	Check testing schedule present and place 'ready to use'	Office/ service contract		?
Battery chargers	Flimsy overhead storage, serious injury or worse if dislodged.	Severity 3 Probability 2 Rating 9		yes		Secure chargers on present steel shelf	Management	BK secured	20.11.12
Electric cords to chargers and batteries	Risk of dislodging overhead chargers if these become tangled	Severity 3 Probability 2 Rating 9		yes		Check cords storage system and provide improved storage for safety	Management		
Electrical fittings for connection to batteries	Many badly damaged with a risk of electrocution from exposed terminals	Severity 2 Probability 2 Rating 4		yes		Check and replace where necessary	Management		
Policy re use and who uses them	Nothing in writing	N/A			yes	Provide laminated notice for users and shop staff re who and how to access and store carts	Management		
Gas cylinders	Explosion from escaping gas	Severity 3 Probability 1 Rating 3				Stored in caged secure area with all appropriate warning notices.	None required		

Example of a Safety Audit Report to the Board

To Management committee 4.12.12

Recommendations related to Hazard Inspection completed in October 2012

No 1 Greens shed and kitchen: Both these areas are inspected by industry wide inspectors and are required to exhibit the appropriate certification which they do. The kitchen is under a service contract with WGC and is inspected by KCDC annually – it has an ‘A’ rating. The Greens shed is inspected by industry certifiers and staff records and specific procedures are compliant.

No 2 Shop and outside areas at rear of club rooms: The shop is run by a contract with the WGC and both contractors are responsible for their area in safety for themselves and for those using the area. The contract states their responsibilities towards WGC Management. There are 5 areas needing attention from Management as noted in the schedule, waste cooking oil, hole in ground, tree beside pump shed and electrical wires, car parking, and a chain fencing around the 1st tee.

No 3 Cart storage, inside and out: Fire extinguishers service ability is covered by a service contract recorded on the extinguisher and by the Office Manager but the cart shed extinguisher needs re-siting. 3 other areas require attention by WGC Management, cords from chargers to batteries, fittings on the cords, and written policy re use of carts and maintenance required for the shop personnel and volunteers. The battery chargers have already been secured by Management.

No 4 Bar, Cool store, 2nd floor lounge and office: The bar is well overdue for renovation and general tidiness but it is well managed by the present Bar Manager and staff. There is nothing in writing for new staff who are verbally trained by the Bar Manager in their duties and security measures. There are several areas noted for improvement though they are not in the high risk area except egress observation and electric cord placement in the Office issues. There are 11 issues noted for work by WGC Management.

Summary: In general the audit found most areas are acceptable; some are definitely risky and must be fixed, (electric cords in office, chargers in cart shed, fixed, the tree beside the pump shed, and the TV placement in lounge whilst not a huge risk it is not acceptable in today’s earthquake awareness). Written policy is lacking in general in all areas which is a security and actual working risk especially when staff changes occur.

On another aspect the Club rooms and bar are not attractive to members and do not enhance the Clubs image. Windows and blinds are shabby and in need of repair and replacement.

Board Members: Gaynor Nairn and Wynn Ingram

1 December 2012

4A-2 LOUNGE HIRE POLICY AND AGREEMENT

Lounge Hire Policy and Agreement

Introduction

This document sets out the policy and terms and conditions for casual hire of the club’s lounge facilities, catering and bar services.

The club’s policy is to ensure that members must not be disadvantaged or inconvenienced by the hire and to restrict hire to hirers who will use the facilities responsibly.

Lounge hire bookings are to be made with the Office Administrator, telephone 293 6399/2. The hirer accepts the terms and conditions set out below at the time of making a booking.

Restrictions on Use

Facilities are unavailable for hire at any time which clashes with an event in the club’s calendar, or for 21st birthday or stag party functions. Access to the golf course is strictly prohibited, without prior approval.

Hire Charges

General

The Lounge Hire Charge will include all the costs itemised below. These costs exclude GST and apply from 1st April 2016 and are subject to change. The Lounge Hire Charge must be paid seven days in advance of the booking.

Lounge Hire Costs

Lounge Hire \$350.00

Special Liquor Licence (non-club use) \$70.00

Bar attendant

Per attendant/hour \$20.00

Bond

A refundable deposit to cover unforeseen costs involving breakage, damage and additional staff costs. \$250.00

Catering and Bar Charges

Catering and bar charges will be payable in addition to the Lounge Hire Costs.

Catering charges Payable direct to Party Perfect (Cafe Par Tee) in

Bar charges accordance with the agreed payment arrangements (see below).
A credit card must be supplied to the bar attendant at the commencement of the hire.

General Information and Conditions of Hire

Bar arrangements BYO supply of liquor is not permitted. The bar carries the usual range of beer, wine and spirits. Any special liquor or other drink requirements can be supplied provided that this is arranged in advance. A special liquor licence will be arranged for the period of hire. Hirers must comply with the conditions of this licence and the instructions of the bar attendants. All bar arrangements are to be made with the bar manager, contact telephone 293 6399/4.

Catering arrangements The Club's permanent catering contractor is the only caterer authorised to supply food on the club's premises. All catering arrangements are to be made direct with the caterer, contact telephone 04 905 5520 or 021 605 488.

Cleaning and damage The lounge is to be left in the condition in which it was found. The cost of any special cleaning or repair is a charge to the hirer and will be met initially from the bond.

Car parking Available in the main car park, entrance off Te Moana Road.

Emergencies In the event of an emergency dial 9111 to contact emergency services. Egress is via six emergency exits onto the deck with stairs at both ends of the deck. A hose reel is located at the base of the stairs and a fire extinguisher at the top. All stairways must be kept clear of obstructions

Entertainment A sound system is available, bar attendants will assist.
Indemnification The hirer is responsible for special entertainment.

Lounge access The hirer indemnifies the club against any loss, damage or personal injury incurred during the period of hire

Smoking Access to the lounge is through the main front door and up the stairs (12 steps). There is no wheelchair access.

Taxis Smoking is not permitted anywhere in the club house but is permitted on the deck where butt receptacles are

WAIKANAЕ GOLF CLUB (Inc)

BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

supplied.

Telephone

Taxi and Drive 4U telephone numbers are available from the bar attendants.

Toilets

Local outside calls may be made from the telephone in the foyer. Dial 9 for an outside line.

Men's and Women's toilets are situated on the ground floor; down the passage adjacent to the stairs.

AUTHORITY:

Rules approved by the Board of the Waikanae Golf Club (Inc) on 28 September 2015 as recorded in the relevant Minutes.

.....
Chairman

.....
President

4A-3 RECIPROCAL VISITING RIGHTS

Reference: Sale and Supply of Alcohol Act 2012

Background

1. Due to the changes in the ***Sale and Supply of Alcohol Act 2012*** our club has formally offered “***Reciprocal Visiting Rights***” to members and guests of all affiliated golf clubs that fall under the New Zealand Golf Incorporated authority. This means that registered club members on New Zealand Golf’s DotGolf Database and their guests will be able to enter and use our clubhouse facilities throughout the year, including purchasing and consuming alcohol on club premises. The purpose of the visit can be, local competition between clubs, District Association sanctioned competitions and all competitions under the control of New Zealand Golf Incorporated.
2. The ***Reciprocal Visiting Right*** does not include free access to play our golf course unless we have an existing Reciprocal Playing Right agreement with any visiting members’ home golf club.
3. A letter to formalise an agreement between all affiliated golf clubs to New Zealand Golf Incorporated has been written to ensure that we don’t breach the ***Sale and Supply of Alcohol Act 2012***. A copy of the letter text is at Annex to this Policy.

Clarification of Entitlement to Bar Service at Waikanae Golf Club

4. In accordance with the Reference, the Waikanae Golf Club is licensed only to serve alcoholic beverages to its members, bona fide visitors, and their guests. To clarify the intent, the following definitions are provided:
 - a. **Definition of Members.** All Life, Honorary and currently financial members of the Waikanae Golf Club (Inc).
 - b. **Definition of Bona Fide Visitors:**
 - i. Any visitor who is currently registered with NZ Golf.
 - ii. Any green fee player who has drawn a card and played on the day (ie, bona fide customers).
 - c. **Guests:** Members and Bona Fide Visitors may host guests. Prior to being eligible for bar service (either directly or indirectly) on any occasion, Guests must sign in using the Visitors Book and this entry is to be countersigned by the host.

WAIKANAE GOLF CLUB (Inc)

BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

- d. **Bar Staff:** Bar staff are to ensure the above policy is enforced and are to refuse service to any non-compliant persons.

AUTHORITY:

Rules approved by the Board of the Waikanae Golf Club (Inc) on 29 May 2014 as recorded in the relevant Minutes.

.....
Chairman

.....
President

**ANNEX TO
RULE 4A-4**

Letter to NZ Golf – Reciprocal Visiting Rights

To whom it may concern at New Zealand Golf Incorporated,

Due to the changes in the ***Sale and Supply of Alcohol Act 2012*** our club would formally like to offer “***Reciprocal Visiting Rights***” to members and guests of all affiliated golf clubs that fall under the New Zealand Golf Incorporated authority. This means that registered club members on New Zealand Golf’s DotGolf Database and their guests will be able to enter and use our clubhouse facilities throughout the year, including purchasing and consuming alcohol on club premises. The purpose of the visit can be, local competition between clubs, District Association sanctioned competitions and all competitions under the control of New Zealand Golf Incorporated.

The ***Reciprocal Visiting Right*** does not include free access to play our golf course unless we have an existing Reciprocal Playing Right agreement with any visiting members’ home golf club.

This letter is to formalise an agreement between all affiliated golf clubs to New Zealand Golf Incorporated and will ensure that we don’t breach the ***Sale and Supply of Alcohol Act 2012***. We have included a copy of the relevant section under the new act for your reference.

Sale and supply in clubs to members and guests only: (section 60 SASAA)

- (1) The holder of a club licence must ensure that no alcohol is sold or supplied to any person for consumption on the premises unless the person is—
 - (a) an authorised customer; or
 - (b) if the licence issued subject to a condition allowing alcohol to be sold or supplied to people of that kind, a person who is on the premises at the invitation of an authorised visitor who is also on the premises.
- (2) If a club licence and an off-licence are held for the same premises, the holder must ensure that no alcohol is sold or supplied to any person for consumption off the premises unless the person is an authorised customer.
- (3) In this section,—

authorised customer, in relation to premises a club licence is held for, means a person who—

 - (a) is a member of the club concerned; or

WAIKANAE GOLF CLUB (Inc)

BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

- (b) is on the premises at the invitation of, and is accompanied by, a member of the club concerned; or
- (c) is an authorised visitor

authorised visitor, in relation to premises a club licence is held for, means a member of some other club with which the club concerned has an arrangement for reciprocal visiting rights for members

member, in relation to a club, means a person who—

- (a) has expressly agreed in writing to comply with the club's rules; and
 - (b) is recognised as a member of the club by those rules
-

Yours faithfully

Chairman

4A-4

ACCOUNTING AND BOOK KEEPING

Treasurer

1. In accordance with Section 3A -1, the Club Treasurer shall be responsible for and oversee the following:
 - a. receipt and recording of all monies collected,
 - b. reconciliation of amounts received against expenses paid,
 - c. banking all takings through the WGC Office Manager,
 - d. providing an in-date Revised Budget Report to each meeting.

Receipt of Payments and Monetary Deposits

2. The Office Manager is authorized to receive all payments and monetary deposits. In the absence of the Office Manager, this function may be exercised by either the General Manager or the Treasurer. Exceptionally, if the Office Manager is absent for a prolonged period, the Treasurer may, in writing, delegate these functions to an appointed third party for the duration of the absence.
3. On behalf of the Club, the Golf Shop contractor is authorized to receive payments for green fees, competition entry fees, cart hire and new membership applications. All income from these sources is to be paid to the Office Manager promptly and no less frequently than weekly.

Banking

4. The Office Manager (or other person as described at Paragraph 1 above) is to keep all received income securely until removal for depositing in the Club's bank account.

Section Funds

5. All residual moneys held by Sections are to be deposited into, and subsequently may be withdrawn from, Club funds. Such deposits are to be receipted and allocated to an accounting line set up to record the separateness of fund ownership. Withdrawals are to be authorized by those delegated by Sections for this purpose.

Authority for Expenditure

6. Except in the following cases, no expenditure on behalf of the Club may be authorized unless with formal Board prior approval:
 - a. The General Manager and/or Office Manager are authorized to requisition routine or emergency supplies or services that are essential to the continuous and efficient running of the Club;
 - b. The Bar Manager is authorized to order bar stocks to the extent necessary for the most cost-effective operation of the bar;

- c. The Course Superintendent, in managing the allocated course budget, is authorized on behalf of the Club to purchase stock and/or services to the extent necessary for the cost-effective upkeep and development of the course;
- d. Individual Board Members may authorize budgeted expenditure of up to \$500.00 for items within their responsibility area only. Any non-budgeted expenditure must have prior authorization from the Board.

Accounts Payable

- 7. Prior to any payment being made, the Office Manager is to ensure that the invoice has been checked for validity and accuracy, and countersigned by the club official in whose responsibility area the expenditure falls.
- 8. All payments are to require authorization by two officers of the Club who are Board-authorized signatories. The names of authorised signatories recorded in the relevant Board Minutes.

AUTHORITY:

Rules approved by the Board of the Waikanae Golf Club (Inc) on 29 May 2014 as recorded in the relevant Minutes.

.....
Chairman

.....
President

4A-5 CORRESPONDENCE AND FILING

Inwards Correspondence

1. Correspondence is received either in hard copy or electronically. When received, the Office Manager is to decide distribution or disposal of each item, using the following guide:
 - a. **Items for Action:** distribute and bring to the attention of the action addressee (eg, Chairman, Treasurer, Club Captain, Section Convenor, etc). Items for the Board are to be copied to the Board Correspondence Action File and appropriately filed once action has occurred.
 - b. **Items of Interest:** distribute to interested parties (eg, Club Captain, Editor Pukeko Pages, Rules Committee, Notice Boards, etc as appropriate)
 - c. **Spam and Unsolicited Advertising:** use own judgment and dispose of as appropriate.

If the Office Manager is unsure, advice should be sought.

Outwards Correspondence

2. In general, all Board correspondence to external parties or to members is to be in hard copy and signed by either the Chairman or President, with copies taken for filing. Exceptions to this may be, as follows:
 - a. When the Board has sought information or suggestions per mass e-mailout;
 - b. When parties are in discussion and negotiating details in preparation for a final contract or agreement;
 - c. When the matter is informal, irrelevant or trivial.
3. The Club Captain may correspond with third parties, other clubs or golfing organisations on matters within his/her Terms of Reference.
4. Section Convenors and Committee Convenors may correspond as necessary to on matters within his/her Terms of Reference conduct their respective business, but must take care not to appear to speak for the Club as a whole.

Filing

5. The Office Manager is to keep a filing system for printed correspondence. Hard copy files are to be kept in ring-binders or tabbed drop-down folders in filing

WAIKANAE GOLF CLUB (Inc)

BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

cabinets. Electronic files may also be printed off for inclusion in these folders if appropriate.

6. The Office Manager is to keep and maintain a subject-based electronic filing system of folders in which to archive electronic correspondence.

AUTHORITY:

Rules approved by the Board of the Waikanae Golf Club (Inc) on 29 May 2014 as recorded in the relevant Minutes.

.....
Chairman

.....
President

4A-6 EMPLOYMENT OF STAFF AND CONTRACTORS

Employed Staff

1. All employed staff are to co-sign an employment agreement. All employment agreements are with the Board with the Chairman being the Club's representative signatory. The individual staff member is to retain a copy and the original is to be kept on confidential file. Any variations to the agreement are to be agreed in writing with copies kept by either party.
2. Staff performance is to be reviewed annually and prior to any remuneration rates review. Remuneration reviews are to be part of the budgeting process.

Staff Selection

3. Replacement of the following staff members is to be conducted by a sub-committee made up from Board members (with expert assistance co-opted if required):
 - a. General Manager
 - b. Greens Superintendent
 - c. Office Manager
4. Replacement staff for all other positions are to be selected and recommended for approval to the Board by the manager in whose area they are to be employed. Final decisions will be communicated to successful applicants through the reporting manager.

Enduring Contracts

5. Enduring contracts are entered into for the ongoing supply of key goods and services.
 - a. Two critical contracts are those for the Golf Shop and for the Caterer. These two contracts are to be managed by the General Manager or the Board.
 - b. It is in the Club's best interest to enter into enduring contracts for regular or infrequent call-out services and the assured supply of consumable goods. These contracts are to be managed by the General Manager or Office Manager.
 - c. All enduring contracts are to contain a requirement for an annual service review.

One-off Contracts

6. **Minor One-off Contracts.** In general, one-off contracts for the supply of minor goods or services within respective managers' budget authority areas are to be entered into and managed by the General Manager, Greens Superintendent, Bar Manager, or Office Manager, as appropriate.

7. **Significant One-off Contracts.** Significant contract management is the responsibility of the Board. Contracting for goods or services that fall outside of respective managers' budget authority areas are to be referred to the Board for prior approval. In particular, items that will form part of the Club's assets inventory may not be purchased without prior Board approval.

8. If the General Manager, Greens Superintendent, Bar Manager, or Office Manager, are in any doubt about whether a one-off contract is minor or significant, they are to consult with the relevant Board member.

AUTHORITY:

Rules approved by the Board of the Waikanae Golf Club (Inc) on 29 May 2014 as recorded in the relevant Minutes.

.....
Chairman

.....
President

Annex to 4A-6: DEALING WITH DIFFICULT CUSTOMERS - CLUB EXPECTATIONS OF STAFF AND CONTRACTORS

Annex to 4A-6: DEALING WITH DIFFICULT CUSTOMERS - CLUB EXPECTATIONS OF STAFF AND CONTRACTORS

Good customer service at all times is of vital concern to the Club. The WGC values all customers. They keep us in business!

The following expectations and suggested strategies are to be regarded by staff and contractors representing the Club as the WGC's standard approach to customer service. Staff and contractor behavior with customers that falls outside of these guidelines will be considered unacceptable and will provide grounds for reviewing the employment or contractual relationship.

Staff and contractors and their employees must make it a priority to maintain a professional atmosphere with all customers. This will help those in the front line to fend off the urge to be short or unresponsive to prospective customers who are demanding, time-consuming or unhappy.

Firstly, what is the definition of a difficult customer? It could be your own perception. Perhaps (for whatever reason) you are overly sensitive to someone who demands extra attention, or who, in your view, is acting unreasonably.

Here are some other ways to smooth the way with the most difficult customers:

1. **Listen.** Whatever the issue, problem or complaint, it is important to your customer. Give them your full attention and allow them a reasonable time to explain their frustration.
2. **Acknowledge.** Whether you agree or not, tell them that you hear what they are saying. Active listening involves voicing their concerns back to them, letting them know "I understand how you feel". Then calmly explain how you can either resolve their issue or seek more information from them.
3. **Don't take it personally.** When a customer becomes difficult, they are venting their emotions. It's all about them, not you. Allowing them to express their anger might just take some steam out of their argument. Not becoming caught up in their drama lets you keep a cool head.
4. **Respect yourself – and them.** You don't have to be subjected to rude comments or insults. If a customer becomes abusive, explain that you will be happy to discuss the issue when they calm down. This might involve taking a break from your conversation and speaking with them later.
5. **Respond with kindness.** It's amazing how a situation can be defused when we respond with a kind word instead of fueling the fire. Let them know you will do everything possible to find a suitable resolution. This allows your customer to relax and become less defensive.
6. **Seek resolution.** Even though you believe your difficult customer is being unreasonable, try to find a compromise if possible. They will feel better knowing that you have taken their concerns seriously. Deal with the situation as calmly as you can, and put the issue to rest so that you can focus on your business.

WAIKANAЕ GOLF CLUB (Inc)

BY-LAWS, RULES, POLICIES & PROCEDURES MANUAL

7. **Forgive.** Everybody gets difficult at times. There could be a hundred reasons they are frustrated that has nothing to do with you. Let go of your own anger and hurt from the situation, and try to move on. Holding a grudge against other people only hurts us. Be kind to yourself.
8. **Keep it in Perspective.** It could always be worse. Consider the worst possible scenario, and then count your blessings!

Should, despite your adhering to the above guidelines, dealings with a customer get to a point where some assistance may be helpful, then the matter should be reported to the relevant Board member.

AUTHORITY:

By-laws and Rules approved by the Board of the Waikanae Golf Club (Inc) on 30 May 2016 as recorded in the relevant Minutes.

.....
Chairman

.....
President

4A-7 CLUB COMMUNICATION POLICIES

The Strategic Plan encapsulates the Club's Vision, Core Values and Strategic Objectives and this section focuses on the Communication policies in place, to deliver the Strategic Plan.

A Board Member will be allocated with responsibility for communication and will oversee and manage the delivery, to the Strategic Plan, in the following areas:

4. Communication with News Media

- a. **Public Relations:** Communication with News Media will be planned, coordinated and delivered for specific tournaments, fund raising events, promotions, targeted new member initiatives, sponsorship, news releases and media promotions as contained within the approved Marketing Plan.
- b. **Publicity:** Items of potential interest to local papers Kapiti News & Kapiti Observer will be approved by the relevant Club Official prior to submission.
- c. **Advertising:** The Marketing Plan will outline the targeted advertising required to support campaigns. Use of the "Love Golf" and appropriate tailored advertising material will be encouraged and the content approved by the allocated Board Member. Advertising costs to be budgeted and approved by the Board.
- d. **Radio:** There appears to be an opportunity here to utilise the local radio station so long as it proves to be cost effective.

5. Club Website

The website www.waikanaegolfclub.co.nz is managed by the appointed Website Manager.

The technical aspects of the Website structure, Interspeed host support, the interdependent links with tee booking, google Calendar and the love golf microsite are contained within the Website Manager's guide.

The website is used to communicate to existing Club members, potential members, casual visitors and golf organisations, such as NZ Golf, Wellington Golf. The website must reflect the image, key messages and strategy approved by the Board.

Items for publication on the website are sent electronically to the Website Manager by the Office Manager, Members of the Board, Section Convenors, club officials and

approved Sponsors. Items received from other sources will be agreed before publication.

Regular Communication items:

- **Weekly:** Results of competitions, Gallery of photographs, Hole in One, Interclub, News Items.
- **Monthly:** Monthly Programme, Competition details and rules for entry, Course Reports, Pukeko Pages
- **Annual:** AGM notice, Annual Report and Accounts, Strategic Plan, Membership Fees, Honours and Trophy winners, Calendar and website consistency check with the Annual Programme handbook.
- **When requested:** Changes to Green Fees, Special Offers, Local Rules, Junior Programme & News, Course Records, Course Development Plan, Tee & Club Sponsors

Static Items:

- Home page: Welcome and Strategic Message
- Link to online Tee Booking System
- Course Layout, Front 9 & Back 9 hole maps and descriptions, Frost Policy
- Members Application Form, New Members Induction Guide
- How to find us, Who to contact, Golf Shop, Golf Coach, Bar & Café, Sister Clubs
- Club History
- Constitution, Club Rules, By-laws, Policies & Processes
- Our Sponsors

Reporting:

Monthly and annual analytic website reports will be used to assess number of visitors, length of visit, geographic location, popular and unpopular pages etc.

Facebook:

The Waikanae Golf Club Facebook Page is also maintained by the Website Manager. Contact details, location, website and course photographs are open to view by all Facebook members, who can select to “like” the page and have items posted to the Waikanae Golf Club page included in their Facebook home news feed.

The Website Manager will:

- Add quick links for new and results items, to the Waikanae Golf Club Facebook. This will prompt Facebook “likers” to link back to the Website to view the full news item
- Add photographs of competition winners or events held at Waikanae Golf Club
- Review comments that are posted to Waikanae Golf Club Facebook page, removing any that are offensive and blocking any further Facebook comments from those responsible.

Twitter:

Twitter is not a communication medium currently included within the Marketing Plan

6. Email:

An email address group will be maintained for all Waikanae Golf Club members who provide their email details to the Office Manager. The Office Manager will investigate instances of returned group emails and update members email records.

Club Officials can use the members email address group for publication of Club newsletters, notices and communication items, by sending an email request, including the item for publication, to the Office Manager

7. Newsletter – ‘Pukeko Pages’

The members monthly Newsletter, currently called ‘Pukeko Pages’, is co-ordinated by the appointed Newsletter Editor.

Contributions are requested from:

- all Golf sections of the Club – namely Women’s, Midweek Men, Weekend Men, Juniors, 9 Hole Men & Women, Interclub
- Board Members – namely the Club Captain, Chairman of the Board, Course Convenor, Communications and Operations
- Golf Shop, Bar, Café, Office and Golf Coaching Professional

The focus of the Newsletter is to inform, communicate and engage with all members of the Club on matters which relate to the delivery of the Strategic Plan, are pertinent to the membership and keep them updated with club activities.

The Newsletter will be published by email using the members email address group and on the Website. A hard copy of the current month's newsletter will be placed on the noticeboard in the Clubhouse.

5. Membership Feedback Surveys

Members views will be regularly sought using on-line Membership feedback surveys, co-ordinated by the appointed Member Feedback Survey Co-ordinator.

The Board will direct the subject areas to focus upon, timescales including survey frequency and approve the question format and content aimed at encouraging members to anonymously share their views on whether the Club is adequately serving their interests and meeting their expectations.

The surveys will utilise the free software available within survey monkey, the technical aspects of which are contained within the Survey Co-ordinators guide.

A brief pilot of each survey will be conducted, within a selected control group and launched within the wider membership by publication via email using the members email address group, in the newsletter 'Pukeko Pages', on the website and Facebook.

The results of the survey will be compiled into a report and provided to the Board in order that they may listen to and consider member opinions and suggestions when making decisions. The Board will in turn communicate key feedback areas, trends, suggestions and resulting plans for actions.

6. Promotions

The Marketing Plan will outline the targeted promotional activity required to achieve the Strategic Objectives focused on new member initiatives, green fee income etc.

This document will focus upon:

- **Membership and Green fee initiatives:** The Board may approve, from time initiatives to discount Membership and Green Fees. These promotions will be published on the Website, by the Website Manager and removed at expiry of the special offer term.
- **NZ Golf "Love Golf":** The Club is committed to supporting the NZ Golf "Love Golf" promotion and will encourage members to participate with the range of initiatives available. The Board will approve promotions for publication on the "Love Golf".
- **Grab One:** A merchant account has been established with Grab One and a Grab One Merchant liaison person allocated. The Board will approve Grab One

promotions. The Grab One liaison will agree commission rates, promotional content, timescales, terms and conditions and once the promotion has featured, the merchant account will show activity, statements of income earned, payments made and details of vouchers purchased.

The Board member allocated will brief the Office Manager and Golf Shop prior to launch, to ensure the correct procedures and commission structure are in place.

The Board member allocated will monitor and report to the Board the response rate, success and any adverse impact to the Club of promotions outlined above.

AUTHORITY:

Policy approved by the Board of the Waikanae Golf Club (Inc) on 30 September 2014 as recorded in the relevant Minutes.

.....
Chairman

.....
President

Recruitment and Resignations

Membership Records

Membership Registration

Handicaps

Bereavements

AUTHORITY:

Rules approved by the Board of the Waikanae Golf Club (Inc) on <dd/mm/yy> as recorded in the relevant Minutes.

.....
Chairman

.....
President