

ROSSLARE GOLF - CLUB ADMINISTRATION POLICY (Oct. '17)

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1. INTRODUCTION

This Club Administration Policy's purpose is to provide a consistent and comprehensive basis for the administration of the Club by voluntary office holders by setting out rules and guide lines on how officers and committee members should fulfil their roles and how committee activities and meetings should be conducted.

The roles, authority, codes of ethic and privileges of Honorary Officers, Officers and Ordinary Committee Members and the standing orders, and procedures for meetings and Committee and Subcommittee activities shall be in accordance with a Club Administration Policy which shall be put in place and updated as necessary by the Committee.

The Hon. Sec. shall give a copy of the Club Administration Policy to every Honorary Officer, Officer and other members of the Club Committee, Ladies' Committee, and subcommittees within fourteen days of their election or appointment as such.

2. KEY POSITIONS – FUNCTIONS & RESPONSIBILITIES

1. President

The President shall,

1. Act jointly with the Men's Captain and Ladies' Captain by attending and representing the Club at sporting, social and ceremonial occasions.
2. Exemplify, in all his/her actions and behaviour, the very highest standards and ethics of the Club.
3. Attend Committee meetings and support its activities, but not act independently of the Committee, nor exercise any authority, nor enjoy any power to act or make decisions to an extent that is greater than that enjoyed by any other individual Committee member, unless with the prior collective agreement of the Committee or in acting in accordance with the provisions of the Club Constitution or this Club Administration Policy.
4. Be available to meet important visitors whenever possible.
5. Meet and greet new members, make them feel welcome, and assist in their induction into the Club
6. Whenever possible attend prize presentations but not speak unless requested to do so by the Men's Captain or the Ladies' Captain
7. Work closely with both Captains on all matters.
8. Support the Men's and Ladies' Committee's objectives and activities whenever possible.
9. Be fully conversant with the Constitution and act as its primary guardian.
10. Be familiar with club history and local geography.

11. Support and promote junior golf at every opportunity.
12. Act as an independent advocate for reason, fairness and moderation and serve, if requested, as a facilitator or arbitrator where relevant club issues arise
13. Always acknowledge in appropriate ways the sporting achievements of members and any special contributions members have made on a voluntary basis to the Club.
14. Show support and concern for seriously ill members.
15. Meet staff members occasionally, show appreciation for their work and listen to their views.
16. Whenever possible acknowledge the special birthdays of members and staff.
17. Lead honour guards at club funerals
18. Serve as a member of a subcommittee, if requested, but not as chairperson of any subcommittee
19. Exemplify the best possible standards of dress at all times. He/she shall wear club attire (club jacket etc.) at all club organised social and ceremonial events and on such other occasions where, in his or her opinion, it is proper and appropriate to do so. Club attire shall also be worn at external social, ceremonial, funeral or golfing or civil events when representing the club.

2. Captains ;

1. The Men's Captain shall be the Captain of the club and shall act as chairperson of the club committee.
2. The Club Captain shall act jointly with the President in attending and representing the Club at all sporting, social and ceremonial occasions.
3. Exemplify, in all their actions and behaviour, the very highest standards and ethics of the Club.
4. Together with the Lady Captain, serve in a leadership role as the top officer of their respective golf branch and have primary responsibility as the branches representative and spokesperson.
5. The Club Captain and Ladies captain shall serve as Chairperson their respective committee on a basis of first among equals.
6. The Club Captain shall not act independently of the Committee, nor exercise any authority, nor enjoy any power to act or make decisions to an extent greater than that enjoyed by any other individual golf committee member, unless with the prior collective agreement of the Committee or when acting in accordance with the provisions of the Club Constitution or this Club Administration Policy.
7. Be familiar with the Club Constitution, club history and local geography.
8. Arrange meetings and agendas in co-operation with the Hon Secretary
9. Sign minutes of each committee and the annual general meeting.

10. Ensure that general meetings and committee meetings, duties, procedures and codes of ethic are exercised in accordance with the Club Constitution and this Club Administration Policy.
11. Progress chases and ensures timely implementation of all committee and AGM decisions
12. Represent the Men's or the Ladies' Committee, as appropriate.
13. Support and promote all the activities and events of their respective golf branches.
14. Conduct prize presentations.
15. Support and encourage teams and individuals representing Rosslare Golf Club.
16. Acknowledge the sporting achievements of members and any special voluntary contribution they have made to the club.
17. Greet and entertain important visitors, sponsors, etc.
18. Meet and greet new members, make them feel welcome, and assist in their induction to the Club.
19. Show support and concern for seriously ill members.
20. Whenever possible acknowledge the special birthdays of members and staff.
21. Organise, arrange and attend club funerals in accordance with the funeral protocol.
22. Support and encourage junior members and junior golf at every opportunity.
23. The Captains shall exemplify the best possible standards of dress at all times. He/she shall wear club attire (club jacket etc.) at all club organized social and ceremonial events and on such other occasions where, in his or her opinion, it is proper and appropriate to do so. Club attire shall also be worn at external social, ceremonial, funeral or golfing or civil events when representing the club.

3. Vice Captains

The Men's Vice-Captain and Ladies' Vice-Captain shall;

1. Assist their respective Captain in every way that is necessary.
2. Deputise when required and as appropriate.
3. Organise and host the Captain's ' Drive In' day.
4. Organise and have overall responsibility for committee and past Captains outings.
5. Represent their respective golf sub-committee.
6. In conjunction with their respective Captains coordinate all efforts for the Captains day.

7. Hold primary responsibility for and be proactive in the assimilation and induction of new members
8. Assume the Captains role in the event of the unavailability of the current captain.

4. Hon Secretary

The Hon Secretary shall;

1. Hold, maintain and update as necessary all golf committee books, files, documents and electronic records
2. Issue and receive correspondence for the Committee, as appropriate.
3. Arrange meetings and agendas in co-operation with the Captain.
4. Arrange AGMs of the Men's and Ladies' Club's, as appropriate, and issue Meeting Notices, Agendas and Reports in accordance with the Constitution
5. Facilitate officer and committee elections in accordance with the constitution
6. Keep and distribute Minutes.
7. Serve as a member of the Club Committee in accordance with the constitution.
8. With their respective Captain act as facilitator and progress chaser in the implementation of committee and AGM policies and decisions, as appropriate.
9. Receive all complaints and suggestions in relation to the club.
10. Process alleged breaches of discipline in accordance with the Complaints and Disciplinary Procedure.
11. Ensure that all new members are added to the Golfnet Database.

5. Treasurer

The Treasurer shall;

1. Provide budgets for all golf committee activities and responsibilities
2. Formulate, agree and implement specific spending limits and procedures e.g. team expenditure, committee outings, prizes, etc.
3. Apply for loans from the Bank, if required.
4. Keep up to date accounts of all income and expenditure
5. Collect and account for subventions, member competition fees, sponsorship fees, etc

6. Ensure that receipts are furnished and retained in respect of all claims for out of pocket expenses
7. Ensure that only legitimate and properly vouched claims for expenses are discharged.
8. Issue payment for all legitimate and approved expenditure on behalf of the Golf Committee
9. Ensure that all cash is banked in a timely manner.
10. With the Hon Secretary act as signee of cheques.
11. Ensure the timely payment of inter club competition entry fees and appropriate annual fees and subscriptions.
12. Provide reports and accounts as required to the committee, and the AGMs, as appropriate.
13. Coordinate fund raising events for the golf committee as necessary.

6. Handicapping Secretary

The Men's Handicapping Secretary and Ladies' Handicapping Secretary shall;

1. Chair the Handicap Subcommittee which shall comprise of at least 3 members and have specific responsibility for the allotment and maintenance of handicaps.
2. Control and regulate all member handicaps in line with CONGU rules
3. Record, maintain and update handicaps of members, and notify members of handicap changes.
4. Update handicap records with all qualifying scores returned by members from other courses and ensure that any changes are published.
5. Ensure that scores which count for handicap are updated electronically to the Central Database of Handicaps after every competition or handicap change
6. Keep records of notable scores and any information necessary for assessing the general play of individual members.
7. Convene a meeting of the Handicap Subcommittee each year for an annual handicap review and as otherwise required for the purpose of reviewing handicaps for general play.
8. Report any alleged breaches of the rules of golf or local rules to the Honorary Secretary.
9. Grant handicaps to new members.
10. Keep local rules under review and modify or update as necessary.
11. Constantly inform and remind members in regard to the rules of golf and general standards of etiquette.
12. Provide members with information in regard to rule changes.

7. Competitions Secretary

The Men's Competitions Secretaries and Ladies' Competition Secretaries shall;

1. Chair the Competitions Subcommittee
2. Organise all competitions and draws.
3. Provide a fixture list for the benefit of members.
4. Arrange time sheets where required.
5. Organise the timely publication of competition notices.
6. Ensure that each competition notice incorporates the specific rules of the competition.
7. Formulate, review, update as necessary and display the General Competition Rules.
8. Organise prize presentations
9. Liaise with sponsors and in conjunction with Marketing seek new sponsors.
10. Organise and purchase prizes within agreed spending limit guidelines.
11. Publish list of prize winners
12. In conjunction with PRO furnish press with prize winners list.
13. Assist the Treasurer with competitions budgets and accounts
14. Ensure that expenditure on competitions is within agreed budgeted levels.
15. Report all disciplinary issues resulting from breaches of competition rules to the Committee

8. Committee Members

Committee members shall;

1. Attend committee meetings
2. Represent the interests of members and be open and responsive to member feedback.
3. Work for the best interests of the club.
4. Accept posts of special responsibility.
5. Attend and support club events.
6. Serve on sub committees if requested.

7. Comply with all provisions both in the Constitution and in this Club Administration Policy.

3. STANDING ORDERS & PROCEDURES FOR COMMITTEE MEETINGS

1. Procedures for convening meetings shall be in accordance with the constitution
2. Notices of a meeting shall be sent out at least seven days before the meeting.
3. Documents for discussion shall be circulated prior to a meeting where possible.
4. All mobile phones shall be turned off prior to starting a meeting.
5. Chairperson may set overall time limit for meeting.
6. Apologies for absences shall be received.
7. Quorum checked, if applicable.
8. Meeting abandoned if it becomes inquorate at any stage.
9. Minutes read, or taken as read.
10. Amendments or additions to minutes taken, and minutes changed if agreed.
11. Minutes are then signed by the Chairperson
12. Matters arising discussed
13. Chairperson shall ensure that all discussions are in accordance with agenda.
14. The Chairperson, at his/her discretion, may set a time limit for each discussion
15. All contributions must be through the Chairperson
16. Members speak only when recognised by the Chairperson
17. Chairperson to encourage full participation, questions and freedom of expression
18. The Chairperson shall ensure that participants will avoid monopolising the meeting.
19. All participants shall refrain from personal conversations or interrupting others.
20. Discussions should be to examine an issue in detail, get everybody's ideas and points of view, arrive at a decision, delegate responsibility for implementation, and follow up to ensure its completion.
21. Decisions at meetings can be taken by consensus, or if consensus is not possible, by voting.

22. Voting will take place when a formal proposal is put forward by one member, and seconded by another.
23. If the majority of voting members present accept the formal proposal it becomes binding. Voting may be by show of hands or by private ballot.
24. A proposal put to a meeting and accepted (by consensus or voting) becomes a resolution.
25. After the proposer and seconder of a formal proposal finishes speaking an amendment may be proposed by another member and shall also require a seconder.
26. The amendment will then be voted on first before the original formal proposal is voted on.
27. If the amendment is carried, then the motion as amended shall be deemed to be carried.
28. If the amendment fails, then voting on the original motion shall take place.
29. The Chairperson, in addition to his/her own vote, shall also exercise a casting vote if required.
30. Proposals, formal or otherwise, which are contrary to the constitution or are not in accordance with the law shall not be accepted by the Chairperson.
31. The Chairperson, at his/her discretion, may rule as out of order a member who is in breach of the constitution, standing orders or act of law or who has introduced subject matter not relevant to the matter currently under discussion.
32. A member may also draw the Chairpersons attention to a point of order. If a point of order is raised the Chairperson shall deal with it before proceeding further with the meeting and his/her decision shall be final.
33. The Chairperson shall summarise decisions and actions at the end of each discussion
34. Members must accept the principle of collective responsibility and abide by decisions taken whether they agree with them or not
35. If a members conduct and behaviour is wilfully offensive or disruptive to the meeting the Chairperson is entitled to order him/her to desist from such behaviour and to apologise or to withdraw any offensive remark.
36. If a member continues to be offensive or disruptive the Chairperson may propose a vote (without further discussion or the necessity for a seconder) to suspend him/her from the meeting. Such a vote shall be decided by a show of hands and to be successful shall require the simple majority (50% +1) support of members present who have voted. (Abstainers or spoiled votes shall not count)
37. Before concluding a meeting the Chairperson shall agree a date for the next meeting and any special agenda matters
38. Minutes shall be sent to all participants within 10 days of meeting.

4. CODE OF ETHICS FOR OFFICERS, COMMITTEE MEMBERS AND TRUSTEES

Club officers and Committee Members shall;

1. Put the interest of the Club first and make decisions based on what is best for the Club and not for individual interest or gain
2. Declare conflicts of interest in regard to any matter under discussion.
3. Not take advantage of their privileged position in any way.
4. Be familiar with, uphold, and in their conduct and behaviour, exemplify the requirements and principles of the constitution, bye laws and the rules and etiquette of golf.
5. Act as positive role models with respect to good sporting behaviour.
6. Adhere to legislative requirements.
7. Respect the resources and equipment of the club and only use them for club purposes.
8. Be familiar with and fulfil their roles and general procedures in accordance with this Club Administration Policy and the Constitution.
9. Never directly reprimand a club employee.
10. Never attend meetings under the influence of intoxicating liqueur or illegal substances.
11. Abide by the decisions of the committee whether they agree with them or not. Remember all decisions are based on collective responsibility; individual members cannot disassociate themselves from this principle.
12. Always maintain confidentiality in relation to sensitive matters
13. Show respect for the officers and other committee members and desist from resorting to offensive, demeaning, insulting behaviour or language at meetings or in the club generally.
14. Notify the Hon. Secretary in advance if they are unable to attend a scheduled meeting.
15. Use their position to project a positive image for the club both with members and visitors.
16. Support and encourage our junior members.
17. Never speak to the media about any aspect of the club unless authorised to do so by the committee.
18. Conduct all media activity in accordance with the Club Communication Policy (Section 11 of this document).
19. Always desist from any words or actions which either intentionally or unintentionally could damage the clubs image or reputation.

20. Always seek to find new progressive ideas and work to achieve, ways and means to improve the facilities, status, ranking, image and reputation of the club.

Trustees shall;

1. Put the Club first and always act in its best interest.
2. Declare conflicts of interest, if they exist, when acting on any matter.
3. Never take advantage of their privileged position.
4. Demonstrate the highest standards of good behaviour.
5. Be familiar with, fulfil but not exceed their constitutional roles.
6. Exemplify the strong qualities of impartiality, fairness, independence and objectivity expected from Trustees.
7. Always maintain confidentiality in relation to sensitive matters

5. COMMITTEE NOMINATION PROCEDURES FOR PRESIDENTS & VICE CAPTAINS

The following procedure shall be followed when selecting a nominee for President or Vice-Captain for recommendation to an AGM;

PRESIDENT

1. The outgoing President will approach a member of his choosing and ask that person if he/she is interested in going forward for that position.
2. If the person does not agree, the outgoing President will choose another individual.
3. When a person declines, the outgoing President will ask that person to keep the offer confidential.
4. When a person agrees to go forward the outgoing President will propose that person at the next committee meeting and, if agreed a notice of motion will be put before the forthcoming AGM of the Joint Club proposing that person as the President's nominee.
5. The following year's President will be the next eligible 'in line' former Captain of Rosslare Golf Club.

VICE CAPTAIN

1. The outgoing captain shall approach a member of his choosing and ask that person if he/she is interested in being nominated as Vice Captain.
2. If the person does not agree, the outgoing Captain will choose another individual.
3. When a person declines, the outgoing Captain will ask that person to keep the offer confidential.
4. Persons so nominated and approved by resolution of the Committee shall, by notice of motion, be put before the Men's or Ladies' AGM, as appropriate, for approval.

6. ELECTION OF NEW MEMBERS

1. The Committee shall decide on the number of members, if any, to be elected each year in accordance with the agreed limits.
2. Applicants must apply on the form (where appropriate) provided by the club.
3. Applicants must be proposed and seconded by full members.
4. Proposers and seconders must be acquainted with the applicants
6. The Hon Sec. will pass the application forms for Full Membership to the Chairperson of the Membership committee.
7. The Chairperson of the Membership Committee will also post a list of the applicants for Full Membership on the notice board with their proposers and seconders for 14 days before a meeting to decide the application.
9. The Committee shall evaluate the applications for Full Membership, using any procedures they see fit including making any inquiries in regard to the applicants suitability or otherwise,
10. The Committee will then proceed with an election by private ballot to decide the applications for Full Membership.
11. To be elected a Full Member a candidate shall secure a simple majority of the votes cast by the members of the Committee who have voted. Abstainers or spoiled ballots will not be considered as votes.
12. Successful applicants for every category of membership will be notified of their admission as members and will be given copies of the Constitution, Bye Laws and the Rules of Golf. Successful junior applicants will be given copies of the Junior Policy and the Rules of Golf.
13. New members must pay their Entrance Fee, Annual Subscription or make arrangements acceptable to the Committee for payment of same within 30 days of the notification of their election. Otherwise their admission as members shall be deemed void

14. The Committee shall agree and put in place an optional agreement for the payment of the Entrance Fee in stages by new members who are unable to pay the full amount within 30 days of receiving notification of their election. This procedure shall also include an abatement schedule for the payment of the first annual subscription due from new members who were elected late in the first year of membership.

15. A list of new members shall be posted on the notice board for a minimum of 30 days.

16. The club is not obliged to give reasons for the rejection of any membership application.

17. Golf committees have full responsibility for the proper induction and assimilation of new members into their respective branches.

7. OFFICER PRIVILEGES & BENEFITS

1. Clothing: The Club will make arrangements for the supply of the jackets etc. in sufficient time to ensure they are available for the AGM at which the honorary officers will be elected. The incoming President and the Captains shall be supplied with;

1. Crested club jacket and club scarf (Ladies) and tie (Gents)
2. A long sleeved club jumper
3. Two other items of club clothing i.e. polo shirt, sleeveless jumper

2. Courtesy of Course

1. The President and both Captains shall have the authority to invite guests to avail of the courtesy of the course.

3. Club Bar / Restaurant

1. The Club appreciates that taking on the position of Captain for the year puts added expense onto the member. To this end, the Captain has authority to authorise the purchase of food or drink and will be responsible for all such purchases.

2. This facility is intended for use by the Captain in the course of their term to cover meeting Press/Media, tour operators, and officers of other clubs, GUI/ILGU officials, sponsors, guests, committees and members where appropriate to acknowledge business/work/contribution to the Club. The facility is not intended to cover personal use other than as stated.

4. Club Nights

1. The Committee will pay the cost of band/music as agreed

5. Social Events

1. At all other Club organised social events New Year's Eve party etc., the President, Men's Captain & Ladies' Captain and their partners will be provided with free tickets.

6. Membership

1. The President, Men's Captain, Ladies' Captain & Hon. Secretary are honorary officers and are entitled to free membership subscription.

7. General

1. It is the responsibility of the Hon. Secretary to ensure that this policy is brought to the attention of incoming officers and implemented.

8. SUBCOMMITTEES

1. Subcommittees are either established by a constitutional requirement e.g. Finance, House & Social, Greens, Handicaps etc. or are established for ad hoc purposes by the committee.
2. The Chairperson and all members of a subcommittee shall be appointed by the committee.
3. Subcommittees will be established and a Chairperson and members appointed at the first meeting of the committee following an AGM of the Club or at a later date if circumstances dictate.
4. Each subcommittee shall retire either immediately after an AGM or sooner if appointed for a specific task and that task has been completed.
5. The committee shall provide terms of reference for each subcommittee.
6. Terms of reference for constitutionally established subcommittees shall be in accordance with this Club Administration Policy.
7. Generally the functions of subcommittees are to advise and to make recommendations through regular reports to the committee.
8. Subcommittees shall not decide on any matter or act in any capacity on behalf of the Club other than as authorised in their specific terms of reference or by any additional authority conveyed to them in writing by the committee.

2. Terms of Reference;

Finance

The Finance Subcommittee is responsible for the general oversight, monitoring and reporting to the Management Committee on all matters concerning the finances, accounts, and insurance cover of the club. Functions shall include, but may not be limited to if so decided by the committee to; financial planning, preparing and presenting financial reports and budgets to the Management Committee at regular intervals, reviews of insurance cover, budgeting and financial control of special projects and purchases, monitoring of cash flow, ensuring that proper procedures and accurate records of income and expenditure are maintained, banking and investment policy, advising on loan requirements, serve as signatories for the club bank accounts, etc.

3. Terms of Reference;

House and Social

The House and Social Subcommittee shall be responsible for advising the Management Committee on all matters concerning the maintenance, improvement and development of the bar, dining areas, foyer, locker rooms, meeting rooms, toilets, house environments, gardens, entrance road, parking areas, house services and catering to the very highest attainable standards. It shall also present an annual social events plan to the Committee and shall actively organise and manage each club social event or function which has been approved by the Committee.

4. Terms of Reference;

Greens

The Greens subcommittee shall be responsible for advising on the maintenance and development of the course and club lands and providing reports that will afford a basis for sound decision making by the Main Committee to meet its objectives of maximising the standards, facilities, status and reputation of the course and to achieve maximum value and utilisation of club lands. Responsibilities of the subcommittee shall include advising on; safety, drainage, boundary fences, security, course facilities, general condition of course including greens, tees, fairways and bunkers, pathways and putting and chipping areas, winter work plans, necessary course design changes, etc.

5. Terms of Reference;

Handicaps

Chaired by the Handicaps Secretary the Handicap Subcommittee shall control and regulate all member handicaps in line with CONGU rules, allot, record, maintain and update handicaps of members, and notify members of handicap changes, ensure that handicap records are updated with all qualifying scores returned, ensure that scores which count for handicap calculation are updated electronically to the Central Database of Handicaps after every competition or handicap change,

keep records of notable scores and any information relating to general play of individual members, convene a meeting of the handicap subcommittee each year for an annual handicap review and as otherwise required for the purpose reviewing handicaps for general play, report all breaches of the rules of golf or local rules to the golf committee, grant handicaps to new members, keep local rules under review and modify or update as necessary, inform and remind members in regard to rules of golf and general standards of etiquette, provide members with information in regard to rules changes.

6. Terms of Reference:

Marketing and Communications.

We will promote the club through marketing and highlighting our unique 'Links Experience'. Marketing will secure sponsors for our club competitions and ensure a genuine Rosslare welcome is extended to all our guests. They will implement our communication policy as set out. Through the actions of the club P.R.O. marketing will keep the members updated with all important developments in the club.

7. Terms of Reference:

Membership

Membership is responsible for the club remaining close to our full complement of membership in all categories. Together with Marketing they will devise innovative packages to attract new members. Together with Finance they will monitor payments of annual subscriptions and encourage their timely payment. Membership will process new membership applications ensuring they are in order and openly displayed in line with club policy.

8, Terms of Reference:

Management.

Management will advise the Captain and Committee on management issues. They will establish goals and deal with all staff personnel issues in the club. They will advise and participate in the recruitment of any new staff. They will assist in the drafting, publication and implementation of the club Mission Statement, Strategy & Business Plan.

9. Terms of Reference:

Youths Affairs.

Youth's section will organise golf coaching for beginners and more advanced players. They will promote youth's golf by engaging with the local community and schools and encourage more parent involvement in underage golf. They will cooperate with the club professional and be responsible for the organisation of golf practice. Youth affairs will be responsible for the management of the Fred Daly team.

10. Terms of Reference:

Teams.

Teams will encourage participation by members in all club teams. They will select team Managers and Co-ordinators and support all team managers and members in any way required. They will form panels and arrange practice and coaching. They will encourage all teams to prepare well and fulfil our match obligations.

11. Terms of Reference:

Ladies Golf Section.

Ladies section will plan all ladies competitions and organise sponsors for all 18 hole qualifying competitions. They will arrange all ladies club teams, managers and coaching. They will organise a programme for junior girls in golf including a 'get into golf' programme I co-ordinate visits to and from the Tenby Ladies.

9. FUNERALS PROTOCOL

1. Serving President, Men's Captain, Ladies' Captain

1. All members notified by general text
2. Flag at half-mast on day of removal and day of burial
3. Club closed on day of burial
4. Paid day off for employees
5. Guard of Honour on Day of Removal (Permission from family)
6. Current and Past Officers to attend burial wearing Club Jackets.
7. Wreath (if acceptable to family)
8. Vote of sympathy by Committee, conveyed to Family

2. Serving Officer, Trustee, Honorary Member,

1. All members notified by general text
2. Flag at half-mast on day of burial.
3. Club closed for 2 hours on day of burial.
4. Guard of Honour on Day of Removal (Permission from family)
5. Current Officers to attend burial in Club Jackets.
6. Wreath (if acceptable to family)
7. Vote of sympathy by Committee, conveyed to Family.

3. Past Officer, Current Committee Member,

1. All members notified by general text
2. Flag at half-mast on day of burial.

3. Guard of Honour on Day of Removal (Permission from family)
4. Current Officers to attend burial in Club Jackets.
5. Vote of sympathy by Committee, conveyed to Family.

4. Serving Employee

1. Flag at half-mast on day of burial
2. Club closed on day of burial
3. Paid day off for employees
4. Guard of Honour on Day of Removal (Permission from family)
5. Wreath (if acceptable to family)
6. Vote of sympathy by Committee, conveyed to Family.

5. Current Member

1. Flag at half-mast on day of burial
2. Current Officers to attend removal wearing Club Jackets
3. Optional for Past Officers to wear Club Jackets.
4. Vote of sympathy by Committee, conveyed to Family.

6. Neighbour, Wexford County Club Presidents, Captains, Managers, Close Relative of Member

1. President, Men's Captain & Ladies' Captain (one or all) to attend wearing Club Jackets.
2. Vote of sympathy by Committee, conveyed to Family, Note: Every member is welcome to take part in a Guard of Honour but Current and Past Officers wearing Club Jackets and led by the current President, Men's Captain and Ladies' Captain shall occupy the leading positions.

10. STANDING ORDERS FOR GENERAL MEETINGS

1. Principles of Standing Orders These rules define the conditions under which a General Meeting should meet, how members should behave towards one another and how the business of the meeting should be conducted. These Standing Orders supplement the rules set out in the Constitution. In the event of any conflict between the Constitution and these Standing Orders the Constitution shall prevail. The aim of these Standing Orders is to make each general meeting as efficient and productive as possible and to ensure that it is conducted in a professional manner, allowing the Chairperson to keep order whilst permitting each member the opportunity to participate as fully as possible. All these issues are key to the Club as its functional structure is based on the democratic process, of which General Meetings are a key part.

The Rules of Debate shall apply

- a) A person speaking on a particular subject must take the microphone and address the chair.*
- b) No speaker may speak for more than 5 minutes unless by permission of the chair.*
- c) No second speech is allowed on the same motion unless by way of explanation which must not include a new topic.*
- d) Following the debate on the motion, the proposer is entitled to speak finally before a vote is taken.*
- e) Amendments may be moved provided they are relevant to the motion.*
- f) Amendments must be formally proposed and seconded.*
- g) No member may propose more than one amendment to the same Motion.*
- h) Answers in general will be given by the chair or any member of the committee delegated by the chair.*
- l) Voting will be by show of hands.*

The General Meeting may permanently or temporarily alter, suspend, rescind or add to any part of these Standing Orders by a simple majority vote decided by a show of hands of those present. For the avoidance of doubt, general meetings referred to in these standing orders are both Annual General Meetings and Extraordinary General Meetings. However, it must be noted that Annual General Meetings and Extraordinary General Meetings have different constitutional requirements and these differences must be observed and take precedence.

2. Convening a General Meeting

1. An AGM or an EGM shall be convened in accordance with the rules set out in the Constitution.

2. The notice convening the meeting shall be sent to members entitled to attend by electronic transmission in the case of members who have registered their email addresses with the club or otherwise by post and shall be accompanied by the documents set out in the Constitution.
3. It is the responsibility of all members to ensure that they notify the club in respect of any change of email or postal mailing address. A notice of a general meeting shall be sent to the address most recently notified to the club.
4. An attendance book shall be placed in a suitable location at the entrance to the room in which the meeting is to be held and will be attended by persons appointed for this purpose who shall ensure that all members attending the general meeting have signed the book.
5. An apologies book will be presented alongside the attendance book to accommodate members wishing to be excused.
6. Signatures on the attendance book shall be taken as prima facie evidence of the actual presence of members at the meeting. It shall also serve as a means to establish if a quorum is present and, if necessary, the numbers required to establish the relevant majorities in various votes.
7. The Chairperson may invoke a requirement for a headcount if it is felt that a number of members may have left the meeting before a particular vote can be taken.
8. If during the course of a meeting, the meeting becomes inquorate no further business may be transacted except for that of adjourning the meeting and arranging a new meeting.

3. Commencing a General Meeting

1. The Chairperson shall call the meeting to order not later than fifteen minutes after the time scheduled in the notice convening the meeting.
2. The Chairperson shall establish if there is a quorum present. If it is not immediately evident that the required number is present the attendance sheet shall be examined.
3. If more than thirty minutes have elapsed from the time scheduled in the notice to convene the meeting, and there is no quorum present, the Chairperson shall declare the general meeting abandoned.
4. A second notice shall be sent out within five days re-convening the general meeting. There shall be no agenda changes and no new documentation shall accompany the notice reconvening the meeting.
5. The minimum prior notice required for the holding of a general meeting reconvened in this way shall be 10 days from the date of issue or posting of the notice.
6. Where it is ascertained that there is a quorum present, the Chairperson shall have the notice convening the meeting read, and declare that standing orders shall apply or shall propose an amendment or suspension to the standing orders if he/she considers it necessary.

7. The Chairperson shall ascertain that the draft agenda and the order in which it is to be taken is acceptable to the meeting and make any amendments considered necessary subject to the agreement of the meeting.

8. The Chairperson shall then open the meeting proper by taking the first item on the agreed agenda.

4. Duties of the Chairperson

1. If the Chairperson wishes to avail of putting an overall time limit for the duration of the meeting he/she may do by proposing an amendment to standing orders at the beginning of the meeting. Such an amendment may be carried by simple majority with a show of hands.

2. The Chairperson shall ensure the fair, impartial and efficient conduct of the meeting through the application of these Standing Orders.

3. The Chairperson will not take part in the substance of any discussions other than to answer any questions, make statements of fact and deal with points of order. However, the Chairperson may make presentations and give answers to questions arising from that presentation.

4. The Chairperson shall not propose or second any motion or propose or second an amendment to any motion while occupying that position.

5. The Chairperson will recognise speakers, thus giving them a right to speak at the time indicated by the Chairperson. The Chairperson may be assisted in this by an officer or other club member who shall act as the Chairperson's assistant during the meeting.

6. When two or more members indicate their wish to speak the precedence will be given to the first member observed by the Chairperson.

7. The Chairperson shall be empowered to interpret or clarify standing orders as they apply to the business of the meeting,

8. The Chairperson shall exercise a casting vote in the event of an equality of votes on any issue. The Chairperson in the interest of fairness and in consideration of the time available to individual speakers is entitled to establish a time limit for discussion of any particular item on the agenda.

9. If an overall time limit had been set for the meeting, the Chairperson may move that standing orders may be changed to allow the meeting to continue by simple majority by a show of hands.

5. Conduct of Members

1. Members shall arrive prepared for meetings, having read the paperwork circulated in advance.

2. Members shall devote their full attention to the meeting and switch off all mobile phones and other communications equipment prior to the commencement of the meeting.
3. Members under the influence of alcohol or any illegal substance shall not attend a general meeting.
4. Members wishing to speak shall address themselves to the Chairperson and only one member shall speak at one time.
5. Generally a member shall not speak a second time on any matter until all other members wishing to speak on this matter have spoken once.
6. When the Chairperson speaks or intervenes during a debate any member then speaking or offering to speak shall immediately cease speaking.
7. No member may interrupt another member whilst that member is speaking except on a point of order which must be approved and accepted by the Chairperson.
8. Members shall conduct themselves in a manner which shows respect for all participants and which does not obstruct the business of the meeting or calls into question the status of the Chairperson. The Chairperson may request an apology or the withdrawal of any offensive remark.
9. If any Member persistently disregards the ruling of the Chairperson or behaves in any way which wilfully obstructs or disrupts the business of the meeting, the Chairperson (or any Member) may move that the motion under discussion be put and, if seconded, it shall be voted upon without further discussion.
10. If the same member continues the misconduct after a motion has been carried, the Chairperson shall either move that the member shall leave the meeting, which shall be determined by simple majority with a show of hands and without seconding or discussion, or adjourn the meeting and determine where and when it will be reconvened.
11. The Chairperson may call to order a member who is in breach of the club constitution, standing orders or any act of law, or who introduces a subject matter not relevant to the matter currently under discussion.
12. A member may draw the attention of the Chairperson to a point of order and must state briefly the nature of the alleged breach.
13. A point of order takes precedence over all other business until determined and the Chairperson shall rule on the point of order before proceeding further with the meeting. The ruling of the Chairperson on any point of order shall be final and shall not be open for discussion.

6. Motions

1. A Notice of Motion is a written instruction/request made by a committee or by a member or by a group of members (the proposer), seconded by a member(the seconder), and addressed to the members properly convened at an Annual General Meeting of the Club or an Extraordinary General Meeting.
2. A Notice of Motion shall be received in writing by the Hon. Secretary 21 days before the date of such meeting.
3. The motion will set out the reason(s) for the proposed instruction/request and in particular the improvements to the Club that will ensue if the request/instruction is adopted.
4. The motion shall limit itself to a single, specific instruction, shall be comprehensive and concise, and shall indicate a time frame within which the proposed action/change is to take place. In the case of a change to the Constitution, several Rules may be included under the same Motion and the meeting may decide whether it wishes to discuss the changes together or by taking each change singly. Any proposed change to the constitution must be conducted fully in accordance with the rules and procedures of the constitution.
5. A motion may be modified by an amendment. An unmodified motion is known as the original motion and a motion which has been modified by an amendment is known as a substantive motion.
6. The purpose of an amendment is to modify the original motion in such a way that it leaves the substantial intent of the original motion intact. Usually it will refer to adding, changing or deleting words in the motion or the time frame for its implementation.
7. Written amendments to any Notice of Motion, duly proposed and seconded, shall be received by the Ho. Sec. 7 days before the date of the General Meeting and shall be posted on the Notice Board. An amendment to a Notice of Motion from the floor at a General Meeting shall not be accepted.
8. The Management Committee will consider all notices of motion received and any amendments thereto and will ensure that they are in compliance with the constitution, these standing orders and the law of the land. 9. The Chairperson shall refuse to put any non-complying notices of motion or amendments to the general meeting and shall give the reasons for their rejection.
10. The notices of motion and amendments shall be formally put to the general meeting by their original proposers and seconders who must be present at the general meeting.
11. The mover of a motion or an amendment may exercise the right to reply after all other members have been given an opportunity to speak on that motion or amendments that motion.
12. The Chairperson decides when the vote is to be taken but will read out the motion once more before proceeding with the vote.
13. The amendment shall be taken first and if it is passed then that is the end of the voting. If it fails, then the vote is taken on the original motion, which in turn either passes or fails.
14. If a member abstains from voting they have exercised their right to refrain from voting. A decision on the motion is arrived at by the number of valid votes cast by those persons present and

voting. Abstaining does not count as voting and that member cannot be counted in relation to the determination of a majority.

15. The majority of votes required for the Motion or amendment to pass shall be in accordance with the constitution taking into account the subject matter of the motion or amendment.

16. A proposer of a motion may withdraw that motion at any time.

7. Amendment or Suspension of Standing Orders

1. No standing order shall be amended or suspended in such a way that the outcome would be a contravention of the Constitution of Rosslare Golf Club, or that the meeting would deprive a member or members of their rights under the accepted principles of natural justice as they apply to such meetings.

2. A simple majority (50% + 1) by show of hands is sufficient to make an amendment to standing orders or to suspend an individual standing order for a particular meeting.

3. If in the opinion of the Chairperson a matter has arisen since the notification of the agenda for an Annual General Meeting, and such matter is of critical importance to the wellbeing or management of the Club, that matter may be added to the agenda proper with the permission of the meeting, a simple majority by show of hands being sufficient for its inclusion if a vote is required. The provision applies in the case of Annual General Meetings only and should be used only in emergency situations. It does not apply in the case of Extraordinary General Meetings.

8. General

1. At Annual General Meetings matters raised or proposals made under Any Other Business require no prior notice. These matters may or may not be accepted at the discretion of the Chairperson. The matters thus introduced may be suggested for inclusion on the agenda of the next General Meeting or they may be directed to a relevant committee for their consideration. However, no matter raised under Any Other Business shall be considered as an instruction for action to be taken.

2. An Extraordinary General Meeting shall not discuss any business or vote on any Motion other than that specified in the notice from the Hon. Sec.

9. Voting Procedures for the election of Officers, Committee Members and Trustees.

1. All elections at General Meetings shall be conducted in accordance with the Constitution.
2. A private ballot shall take place when the number of candidates exceeds the number of vacancies.
3. Each member shall vote in person at the meeting.
4. A member shall vote for the same number of candidates as there are vacancies. Otherwise the vote cast is invalid.
5. Should two or more candidates receive the same number of votes there shall be a further ballot between them. If there is still a tie the matter shall be resolved by lot exercised in the presence of all members attending the general meeting.
6. Those in attendance at the meeting shall appoint four tellers to count the votes.
7. The number of votes cast for successful candidates shall be announced to those present at the meeting.

10. Closure of Meeting

1. The Chairperson declares the meeting closed when the agenda has been completed or when the time allotted under standing orders (if not suspended or otherwise amended) has been allocated. Once closure has been declared no further valid business may be transacted.

11. Minutes

1. Minutes shall be kept of all general meetings.
2. The minutes shall be an accurate record of the meeting
3. The minutes should not be a verbatim record of the meeting but should be sufficient to set out issues raised and decisions taken.
4. Minutes are a permanent record and signed copies by the Chairperson shall be kept indefinitely.
5. The minutes must contain the date and time of the meeting, a list of those present, apologies received, and copies of any reports presented at the meeting.

11. Rosslare Golf Club Communication Policy

1. Rosslare Golf Club is committed to active communication with its members, visitors and all others on all relevant aspects of the club activities.

2. The different groups that the club communicates with will include: • Public • Members; • Media; other stakeholders (sponsors etc) • Decision makers in our community (on all levels); • Decision makers in the club; • Staff

3. The following different communication techniques and methods will be used; • Press releases (and press conferences where applicable) • Publications (magazines and newsletters) • Website, Social Media, Email. • Allocated messages to club members through text or social media • Club Constitution, Rulebooks and club policies • Notice Boards • Seminars/Workshops/Meetings/ Events/Competitions

4. Communication is used to inform our members and visitors, to implement our values, to grow our club, to create a positive image of our club and to strengthen our role in the community. Internal communication includes communication with our Staff and Members External communication creates preconditions to interaction between our club and our main target groups and strengthens the role of our club in the community. External communication makes the activities of our club known and strengthens the positive image of the club and golf in the community. All communications received will be immediately acknowledged and a full reply will follow as soon as is practical.

5. Visual identity – Rosslare Golf Club will ensure our logo image is present in all publications, web services, events and happenings. Everyone should follow the club guidelines in relation to visual images.

6. Assessment of communication – The club will make a qualitative and quantitative assessment on how successful our communication has been.

7. Clearly defined staff roles – Responsibility - Every official / committee member / employee is a "communicator", who creates an image of our club. Everyone is responsible to submit relevant information to the Honorary Secretary, Marketing/Communications Sub-Committee and to communicate according to the values of our club. The Honorary Secretary, Marketing/Communications sub-committee together with the P.R.O. are responsible for planning and coordination of communication together with the management committee. They are also the contact point with media.

8. Crisis management - In crisis situations a crisis group must be established, which is lead by the Captain. The Marketing/Communications sub-committee and other experts can be invited to participate or join.

12. SOCIAL MEDIA POLICY

1. SCOPE

1. Social media offers the opportunity for people to gather in online communities of shared interest and create or consume content. As a member-based organisation, Rosslare Golf Club recognises the benefits of social media as an important

2. PURPOSE

1. Social media offers the opportunity for people to gather in online communities of shared interest and create or consume content. As a member-based organisation, Rosslare Golf Club recognises the benefits of social media as an important tool of engagement and enrichment for both its members and staff.

2. Rosslare Golf Club, its members and staff have long histories and are highly respected within the golf world. It is important that Rosslare Golf Club's reputation is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the club.

3. When someone clearly identifies their association with the club, and/or discusses their involvement in the club in this type of forum, they are expected to behave and express themselves appropriately, and in ways that are consistent with the club's values and principles.

4. This policy aims to provide some guiding principles to follow when using social media.

5. This policy applies to members, staff or any individual representing them in association with the club.

6. This policy covers all forms of social media; social media includes, but is not limited to, such activities as: 1. Maintaining a profile page on social or business networking sites such as Facebook, twitter, LinkedIn etc. 2. Content sharing sites i.e. photo or video sharing such as Flickr, YouTube etc. 3. Commenting on blogs for business or personal reasons. 4. Leaving product or service reviews on retailer sites or customer review sites. 5. Taking part in online votes or polls. 6. Taking part in conversations on public and private web forums (message boards). 7. The intent of this policy is to include anything posted online where information is shared that might affect members, staff, clients, sponsors of Rosslare Golf Club.

3. GUIDING PRINCIPLES

1. The internet is not anonymous and all members and staff of the club should assume that all content that they write or post can be traced back to them.
2. Due to the unique nature of the club, the boundaries between a members or staff members profession, volunteer time and social life can often be blurred. It is therefore essential that members and staff make a clear distinction between what they do in a professional capacity and what they do, think or say in their capacity or association with the Club. Rosslare Golf Club considers all members and staff members as representatives of the Club.
3. Honesty is always the best policy, especially online. It is important that all members and staff members think of the web as a permanent record of online actions and or opinions.
4. When using the internet for professional or personal pursuits all members and staff members must respect Rosslare Golf Club brand and follow guidelines to ensure the Club's intellectual property or its relationships with other third parties or stakeholders is not compromised, or that the club is not brought into disrepute.

4. USAGE

1. For Rosslare Golf Club's members and staff using social media, such use:

1. Must not contain, or link to, libellous, defamatory or harassing content, this also applies to the use of illustrations, photos, videos or any relevant content matter.
2. Must not comment on, or publish, information that is confidential or in any way sensitive to Rosslare Golf Club's business affairs or that of its affiliates, third parties or other stakeholders.
3. Must not bring Rosslare Golf Club or the game of golf into disrepute.

5. BRANDING & INTELLECTUAL PROPERTY

1. It is important that any trademarks belonging to Rosslare Golf Club are not used in personal social media applications, except there such can be considered incidental, where incidental is taken to mean happening with something else. Trademarks include all logos, crests and imagery.

6. OFFICIAL BLOGS, SOCIAL PAGES, AND ONLINE FORUMS OF ROSSLARE GOLF CLUB

1. When creating a new website, social networking page or forum for members/staff use, care should be taken to ensure the appropriate person has been given consent to create the page or forum.
2. Similarly, appropriate permission must be obtained for the use of all trademarks. Image of minor children may not be replicated without permission of the Child's parent and/or guardian.

13. Guidelines for Junior Members

General Rules

- Parents will be responsible for their children's behaviour while on Rosslare Golf Club property.
- Use of Bar -Juniors must obey rules regarding restrictions in bar area.
 - A junior under 15 may be in the bar up to 9pm but must be accompanied by an adult.
 - Juniors 15 -17 may be in the bar up until 9pm unaccompanied. Under special circumstances (i.e. prize giving or where a substantial meal is consumed e.g. inter club matches) juniors may be allowed in the bar after 9pm.
- Parents should ensure playing times are arranged so as to avoid necessity for their children being in the bar area after 9pm. Should a junior be a prize winner and be requested to attend the prize giving ceremony parents should make arrangements and accompany their child to ensure that presence in bar area is kept to a minimum.
- Junior members who qualify to use the main course are allowed one round per day and should arrange to leave the golf club as soon as practicable after their round is completed.
- Juniors are expected to observe the clubs dress code.
 - Code applies to the course, the practice area, the clubhouse and bar.
 - Unacceptable attire includes sports shorts, vests, football shirts, sleeveless shirts.
 - Shoes worn or intended to be worn on the course must not be worn in the clubhouse (with the exception of the locker rooms)
- Locker rooms are for changing purposes only .No loitering is allowed in or around club premises
- Golf clubs or equipment must not be left in the locker rooms or any part of club premises.
- Juniors are not allowed use of the sauna
- Use of snooker table
 - Junior members under the age of 15 are not allowed the use of the snooker table.
 - Junior members between the ages of 15 and 18 may use the snooker table before 7pm only with an adult playing partner.

- The junior organizer will make arrangements for selected junior members participation in various junior competitions and 'Open Days' in other clubs. Selection for these events is the sole responsibility of the junior organizer. Juniors not selected by the club and who participate in these or other events do so in a private capacity.

Use of Course-Junior Handicapping Rules

- All juniors who have achieved a target handicap are entitled to play in competitions on the main course.
 - For Junior Boys the target handicap is 18 and the maximum playing handicap allowed is 18
 - Junior boys may not play in the following competitions -The Captain's Prize, The Presidents prize and Golfer of the Year.
 - For Junior Girls the target handicap is 36 and the maximum playing handicap allowed is 36.
 - Junior Girls may play in the following competitions but may not win 1st prize –The Lady Captain's and The Lady President's prize and Captain's and President's prize to the ladies.
- Juniors who have achieved a handicap of 18 for boys and 36 for girls may play in four-balls and singles provided they are with at least one adult. The adult must sign the card.
- Juniors may not put their names on the timesheet unless they are prepared to finish the round (18 holes).
- An adult must at all times accompany juniors under 12 on the course.

Course Etiquette

- It is the obligation of each junior member to know and observe the etiquette of golf. A proper standard of etiquette is expected from each junior member both on the course and in the clubhouse.
- Safety on the Course
 - Remember that 'Fore' means danger. If a ball is hit in the direction of another player shout 'Fore'. If you hear a shout of 'Fore' cover your head.
 - Don't play until the group ahead is out of range. Be particularly careful in cases where the group in front must travel back to the next tee-box e.g. from 5th green to 6th tee.
 - Stand still and a safe distance from a player making a swing. Never stand in front of the hitting line or in front of the tee-box.
 - Before making a swing (practice or stroke) always ensure you have a safe space in front and behind to make that swing.
 - Avoid throwing golf clubs- the club is not responsible for the poor stroke.
- Consideration and Respect for Others
 - Player furthest from the hole plays first.
 - Player making a stroke –don't talk, move or stand close to a player making a stroke.

- Be ready to play when your time comes –play without delay
- Keep a good pace of play- if you cannot keep up you must invite a faster group behind to play through. *'your place on the course is behind the group in front rather than in front of the group behind'*.
- Leave the putting green as soon as your group has holed out.

- Care of the Course
 - Divots must be replaced or re-sanded. Divot bags are available at the first tee on both courses and may be refilled at a number of points on the course. Bring a divot bag on every round.
 - Care of bunkers – Rake bunkers after use and replace the rake in the middle of the bunker. Remember to leave the bunker as you would like to find it. Take care not to damage the edge entering and leaving the bunker.
 - Pitch-marks if not repaired immediately leave a scar on the putting surface- Find and repair your pitch mark on reaching the green.
 - Broken tees can damage the mower blades. Remove broken tees from the teeing area.
 - Avoid littering the course –place rubbish in the containers provided or take it home with you.
 - Avoid practicing on the course- the practice ground and practice greens are provided for this purpose.

- On the Green
 - When coming onto a green
 - Be aware of the position of the next tee.
 - Leave your bag in a position off the putting surface in line with the next tee-box
 - Avoid pulling your cart across the green aprons or putting surfaces.
 - Find and repair your pitch mark.
 - Avoid stepping on the line of another players putt.
 - Stand out of the sight-line of a player making a putt.
 - Mark your ball carefully and replace it in the same position to take your putt. Remember if you must move your ball marker to allow another player make a putt you must replace the marker before replacing your ball.
 - Avoid damaging the putting surface
 - Don't drop clubs on the putting surface
 - Don't drag your feet on the putting surface.
 - Remove and replace the flagstick carefully avoiding any damage to the edge of the hole. Place the flagstick on the ground.

14. OTHER ASSOCIATED DOCUMENTS & PROCEDURES

1. Club Constitution - See Website
2. General Regulations for Competitions (Men's & Ladies - See Website)
3. Royal & Ancient Rules of Golf - See Booklet
4. CONGU Handicapping Book - See web
5. Code of Ethics for Golf for Young People (GUI, ILGU, PGA) - See junior booklet.



The End.