

# **ROYSTON GOLF CLUB LTD**

## **RULES**

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# ROYSTON GOLF CLUB LIMITED

## RULES

### SECTION A - NAMES AND OBJECTS

#### THE CLUB NAME

1. Royston Golf Club Limited (“the Company”) is a company limited by guarantee and registered at Companies House under registration number 03657897. It shall be known as The Royston Golf Club (“The Club”).

#### RULES OF THE GAME

2. The rules of the Game of Golf shall be those adopted from time to time by the Royal and Ancient Golf Club of St. Andrews; subject to the addition of Local Rules approved from time to time. A list of such additional Local Rules shall be displayed in the Clubhouse.

#### OBJECTS

3. The objects are as set out in the Company’s Articles and/or Memorandum of Agreement.

#### FINANCIAL YEAR

4. The Club financial year shall commence on the 1<sup>st</sup> May each year and end on 30<sup>th</sup> April. However, these dates may be subject to alteration by the Management Committee.

#### PRESIDENT

5. The Management Committee may nominate a President of the Club for an indeterminate term.

### SECTION B - MEMBERSHIP

1. The Club shall offer as a minimum: Full Membership, 5½ day Membership, Play More Golf Membership and Social Membership.
2. The Management Committee may, to its absolute discretion, offer other classes of membership.
3. All rules and restrictions concerning the class of membership shall be ratified at the Annual General Meeting. Rules and regulations imposed by the Management Committee in any year prior to the AGM shall be effective until ratified at the AGM or dismissed at a General Meeting.
4. Present classes of membership and the privileges attached to each class are listed in Appendix A to these Rules, which shall be updated whenever a change occurs.

## **APPLICATIONS FOR MEMBERSHIP**

5. Every person wishing to become a member of the Club must apply in writing using the Application Form available from the Secretary to the Club.
6. Any two Directors shall review the application, which will not be approved until:
  - 6.1. His or her name has been posted on the Club's notice board for a period of at least fourteen (14) clear days and there have been no objections raised to membership; or the objections have been considered by the Management Committee and have been dismissed.
  - 6.2. His or her entrance fee if any and first annual subscription or first subscription instalment have been deposited with the Club's Secretary.
  - 6.3. No reasons shall be given for rejecting any application for membership.
7. When considering any application for membership there shall be no discrimination on account of disability, sex, colour, race, creed, religion, sexual orientation, age or other similar factor.

## **TERMINATION OF MEMBERSHIP**

8. Any member may resign his or her membership of the Club by giving 7 days notice in writing of his or her resignation addressed to the Management Committee.
9. A person's membership is not transferrable.
10. A person's membership terminates when that person dies or ceases to exist.
11. Any member having resigned and wishing to rejoin must be re-elected in accordance with the foregoing paragraphs. If re-elected he or she will not be required to pay any entrance fee unless such fee has been increased since he or she resigned in which case the difference in entrance fees shall be payable.
12. On the death or resignation or expulsion of a member, no part of that member's subscription shall be refundable to the member or their estate.
13. On expulsion or resignation there shall be no refund of his or her membership fee and the Club reserves the right to enforce payment of the balance of any annual fee that is being paid by instalments.

## **DISCIPLINARY MEASURES**

14. Complaints about the conduct of any member shall be made in writing addressed to the Club Captain. The Club Captain shall conduct an initial investigation and deal with the complaint informally if possible.
15. If the Captain cannot deal with the complaint informally, he shall appoint a committee member from the Management, Golf, House or Greens committees who is not a Director to help him or her to investigate the complaint.

16. If the complaint is well founded, and the member is in breach of the Club Code of Conduct (Appendix B) the Club Captain shall make a report to the Membership Officer who shall appoint two Directors to sit with him or her as a disciplinary committee.
17. If in the opinion of the Disciplinary Committee the member's conduct is found to be seriously injurious to the character of the Club or objectionable in any respect it may impose sanctions at its absolute discretion; including but not limited to:
  - 17.1. Suspension from competition;
  - 17.2. Suspension from membership.
18. An appeal from the Disciplinary Committee's decision is to the Club's Chairman who must take no part in the investigation or Disciplinary Committee's decision.
19. In the event that the Disciplinary Committee decides that the member or members should be expelled, it must first refer that decision to the Directors who shall give the member or members an opportunity to address them. Upon ratifying the Disciplinary Committee's decision, the Directors shall give the member or members the opportunity to resign. If the member or members fail to resign within seven (7) clear days he or she or they shall by written notice from the Chairman be expelled.
20. A member given written notice of expulsion shall have a right of appeal by giving written notice of appeal to the Chairman within ten (10) clear days from the date of the notice of expulsion. The Chairman shall cause the notice of appeal to be prominently displayed on the Club's notice board.
21. If such appeal shall be backed by fifteen (15) of the voting members the Chairman shall convene an Extraordinary General Meeting within twenty eight (28) clear days and if such meeting shall pass, by a majority of not less than three quarters (3/4) of those attending, an extraordinary resolution rescinding the disciplinary measure the member or members shall be reinstated as from the date of expulsion.

## **COMPLAINTS AND QUERIES**

22. Any member who has a complaint and/or a query he, she or they shall direct such complaint or query to a Members' Representative in writing. If the Members' Representative is unable to satisfy the complainant or answer the query he shall refer the matter to the relevant committee or Management Committee.

## **SECTION C - SUBSCRIPTIONS**

1. Any entrance fee and the annual subscription for each class of membership shall be determined at a General Meeting that will usually be the Annual General Meeting. Subscriptions shall become due on the first day of the financial year of the Club, except if a member opts to pay in instalments when the first premium is due in December of the year prior to the membership year. The Management Committee shall have power to accept for the first year a pro rata subscription for members joining after the start of the financial year.
2. The Management Committee may in its absolute discretion discount subscription rates for service personnel including but not limited to: Police, Armed Services, Ambulance and Fire

Services. The Management Committee reserves the right to withdraw the discounted subscription rates on annual review.

3. Any member in arrears after the beginning of the Club financial year shall be ineligible to take part in any Club competition until the arrears are cleared. In arrears is defined as having failed to pay the annual fee or having failed to arrange and pay the first instalments due under any approved payment scheme.
4. Any member in arrears Thirty (30) clear days after the start of the Club financial year and with a warning of the arrears shall automatically cease to be a member of the Club but the Management Committee may at its discretion not enforce the rule provided the arrears are paid.
5. Any member absent from the United Kingdom during an entire period for which the subscription is payable and intending to return may on giving notice to the Secretary or General Manager and provided he or she shall not be in arrears continue as a member of the Club without payment of subscription during such absence.
6. Any member who is unable to participate in golf during a subscription year shall not have his or her subscription rebated. He or she may put his or her membership in abeyance at the start of the following Club year, paying subscription pro rata for that year once he or she resumes playing.
7. Competition Playing Rights for all classes of membership can be obtained from the Competitions and Handicap Secretary.
8. Indemnity Cover. All paid-up members of golf clubs affiliated to England Golf have a level of personal indemnity insurance. Members should register with England Golf to activate their account, and a full summary of the level of cover is in the following:

<https://www.Englandgolf.org/wp-content/uploads/2019/07/England-Golf-Insurance-FAQs-12.07.19.pdf>

Note that the indemnity cover does not include insurance for such things as lost equipment.

9. Club Insurance Cover. In addition to the England Golf Indemnity cover, the Golf Club Commercial Insurance policy covers members for costs associated with Hole-in-Ones (in a tournament or competition organised by the club), as well as reimbursement of member's fees if that member is unable to play for a period exceeding 60 days due to bodily injury, confirmed by a medical practitioner. Both of these circumstances have a limit of liability, which should be confirmed with the Club Secretary if a claim is being considered.

## **SECTION D - MANAGEMENT**

### **DIRECTORS**

1. The Directors of the Club are:
  - 1.1. The Chairman;

- 1.2. The Treasurer;
  - 1.3. The House Officer;
  - 1.4. The Course Officer;
  - 1.5. The Club Captain.
2. The Board of Directors shall meet at least once each year to sign off the Club's accounts.
  3. All Directors' Meetings will be formed of a quorum of a minimum number of 3 Directors to ensure impartiality in decision making.
  4. Sections 7 to 20 of the Model Articles apply without modification save that the Directors shall not receive any remuneration for their services in their capacity as a Director with the exception of the Honorarium, if any, paid to the Club Captain.
  5. The Directors shall delegate the running of the Club to the following committees:
    - 5.1. The Management Committee,
    - 5.2. The Golf Committee,
    - 5.3. The House Committee,
    - 5.4. The Greens Committee,
    - 5.5. Any other ad hoc committee formed and convened for any special purpose.

#### **THE MANAGEMENT COMMITTEE**

6. The Management of the Club shall rest with the Management Committee.
7. This Committee shall consist of:
  - 7.1. The Club Chairman,
  - 7.2. Treasurer,
  - 7.3. Club Captain,
  - 7.4. Course Officer,
  - 7.5. House Officer,
  - 7.6. Immediate Past Club Captain,
  - 7.7. Ladies or Men's Captain [whoever is not Club Captain],
  - 7.8. Men's Vice Captain or Men's Representative,

- 7.9. Ladies Vice Captain or Ladies' Representative, and
- 7.10. Membership Officer,
- 8. Six (6) members of this Committee shall constitute a quorum.
- 9. The meeting shall be chaired by the Chairman or in his absence the Club Captain or in the absence of both a Director chosen at the meeting.
- 10. The decisions of the Management Committee override all other committees.
- 11. Decisions made by the Directors in a properly constituted meeting override the decisions of the Management Committee in so far as such decisions conflict with the Directions duties and fiduciary obligations.
- 12. The following posts shall become vacant in November 2011 and every third year thereafter:
  - 12.1. The House Officer,
  - 12.2. Members' Representatives (2).
- 13. The following posts shall become vacant in November 2012 and every third year thereafter:
  - 13.1. Treasurer,
  - 13.2. Membership Officer.
- 14. The following posts shall become vacant in November 2013 and every third year thereafter:
  - 14.1. Club Chairman,
  - 14.2. Course Officer,
  - 14.3. Members' Representative (1),
  - 14.4. Entertainments Officer.

## **THE GOLF COMMITTEE**

- 15. The Management of the Golf activities shall rest with the Golf Committee, which is a Sub Committee of the Management Committee.
- 16. This Committee shall consist of:
  - 16.1. The Club Captain,
  - 16.2. Immediate Past Club Captain,
  - 16.3. Course Officer,



- 16.4. Ladies' Captain (if not the Club Captain) or Representative, or
- 16.5. Men's Captain (if not the Club Captain) or Representative,
- 16.6. Seniors' Captain, or Representative,
- 16.7. Competitions and Handicaps Officer and
- 16.8. Junior Organiser.
- 16.9. Members' Representatives (2).

17. Five (5) members of this Committee shall constitute a quorum.

18. The meeting shall be chaired by the Club Captain or in his absence a member chosen at the meeting.

19. The responsibilities of this Committee shall include Men's Competitions and Handicaps, Club Mixed Competitions, Golf Matches and Team Invitation Days, Heath Trophy, Mixed Opens etc. Pro-Am Tournaments, Junior Golf Management, HGU Representation and any further responsibilities as may fall within the sphere of Golf activities.

20. The following post shall become vacant in November 2011 and every third year thereafter:

- 20.1. Junior Organiser.

21. The following post shall become vacant in November 2012 and every third year thereafter:

- 21.1. Competitions /Handicaps Officer.

## **THE GREENS COMMITTEE**

22. The Management of the Golf Course shall rest with the Greens Committee, which is a Sub Committee of the Management Committee.

23. This Committee shall consist of:

- 23.1. The Course Officer,
- 23.2. Club Captain,
- 23.3. Immediate Past Club Captain,
- 23.4. Ladies' Captain (if not the Club Captain) or Representative, or
- 23.5. Men's Captain (if not the Club Captain) or Representative,
- 23.6. Seniors Captain or Representative,

23.7. Members' Representatives (2).

24. Five (5) members of this Committee shall constitute a quorum.

25. The meeting shall be chaired by the Course Officer or in his/her absence the Club Captain or in both of their absences a member chosen at the meeting.

26. The responsibilities of this Committee shall include all matters that concern the upkeep and maintenance of the course and its environs.

## **THE HOUSE COMMITTEE**

27. The Management of the Clubhouse shall rest with the House Committee, which is a Sub Committee of the Management Committee.

28. This Committee shall consist of:

28.1. The House Officer,

28.2. The Club Captain,

28.3. Immediate Past Club Captain,

28.4. Ladies' Captain (if not the Club Captain) or Representative, or

28.5. Men's Captain (if not the Club Captain) or Representative,

28.6. Seniors Captain or Representative,

28.7. Members' Representatives (2).

28.8. Entertainments Officer.

29. Five (5) members of this Committee shall constitute a quorum.

30. The meeting shall be chaired by the House Officer or in his absence the Club Captain or in both of their absence a member chosen at the meeting.

31. The responsibilities of this Committee shall include all matters that concern the operation, upkeep and maintenance of the Clubhouse and its environs; including but not limited to: supervision of staff; supervision of the franchisee; management of the Bar; and organisation of social functions.

32. The House Committee shall comply with the provisions of the Licensing Act 2003 or any Act amending or re-enacting that Act together with the Relevant Guidance issued..

## **ELECTION OF OFFICERS AND COMMITTEE MEMBERS**

33. Directors and Committee Members with the exception of the Club Captain are elected at the Annual General Meeting for a term of three (3) years and retired by rotation.

34. The Club Captain is elected at the Annual General Meeting for a term of two (2) years, the first year as Club Captain the second as Immediate past Club Captain and retired by rotation.
35. The Vice Captains of the Men's Section, the Ladies' Section and Seniors' Section of the Club shall be selected by the incumbent captain of that section. Each Vice Captain shall become Captain of the Section upon retirement of the incumbent Captain and such succession shall be endorsed and ratified at the Annual General Meeting by election by those members present at the Annual General Meeting.
36. The Men's Captain and Ladies' Captain only are eligible for election to the post of Club Captain and such election shall be made by those voting members present at the Annual General Meeting.
37. If only one or other of the Men's or Ladies' Captains puts their name forward for election as Club Captain, those members present at the Annual General Meetings shall duly elect that candidate as Club Captain.
38. Those members present at the Annual General Meetings shall duly elect the losing or non-standing Men's or Ladies' Vice Captain to the Management Committee as Men's Captain or Ladies' Captain; as appropriate.
39. If neither of the Men's or Ladies' Captain puts their name forward the post of Club Captain shall remain vacant and may be filled by co-option by the Directors.
40. In the event that a Section is unable to field a candidate for Captain the Management Committee may at its absolute discretion co-opt a member nominated by that Section to be a representative of that section and the position of Captain shall stand vacant.
41. Full Lady members of the Club shall be free to elect their own Officers and Committee for the purposes of complying with the Rules and Regulations of England Golf.
42. The names of the retiring members of the committees shall be posted in the Club House thirty (30) clear days before the Annual General Meeting.
43. Save for the Men's, Ladies' and Seniors' Captains who are nominated and/or selected and/or elected by the relevant sections, any two full members of the Club can propose and second a member to serve on the Committees by entering the nominees details on the form posted in the Club House not more than thirty (30) clear days and not less than fifteen (15) clear days before the Annual General Meeting.
44. No member may be proposed for more than one office or position on a committee.
45. If a vote is necessary a vote will be taken at the Annual General Meeting; prior to which each candidate may address the meeting for a maximum of 3 minutes.
46. The Chairman of the Annual General Meeting shall appoint a Returning Officer or if he fails or refuses to do so the members present in person shall elect a Returning Officer from among the members present and in the event of a tie lots shall be cast.
47. The members securing the most votes for election to the Committees shall be declared by the Chairman to be elected. Lots drawn by the Returning Officer shall resolve any tie.

candidate for election may not act as a Returning Officer. In the event of a disputed vote the Chairman in the presence of the candidates will carry out a recount.

## **CASUAL VACANCIES**

48. If no candidate is or no candidates are nominated for office or a committee position or should a vacancy arise during the year only the Directors may appoint a Director and the Management Committee may co-opt for all other committee positions. The Directors or Committee Members so co-opted shall serve for the prescribed term or balance thereof.

## **TERMINATION OF COMMITTEE MEMBERSHIP**

49. The position of a Committee Member shall be vacated:

- 49.1. If his or her membership has lapsed; or
- 49.2. If his or her membership of the Club is terminated; or
- 49.3. If he or she gives the Chairman of his or her respective Committee one calendar month notice in writing that he or she resigns his or her position.

## **SECTION E - CONDUCT OF MEETINGS**

### **ANNUAL GENERAL MEETING**

1. The Annual General Meeting shall be held in accordance with the Articles of association. The times and places to be determined by the Management Committee and the meeting shall be specified as such in the Notices calling it. The interval between Annual General Meetings shall not be greater than 15 months.

### **NOTIFICATION OF GENERAL MEETINGS**

2. Thirty (30) clear days notice of any Annual General Meeting and fourteen (14) clear days for any other General Meeting shall be sent to every member by electronic communication or by post at his/her address as entered in the Club register or delivered to him/her personally on the Club premises. Such notice shall specify the day, time and place of such meeting and the business proposed to be transacted.
3. The accidental omission to give notice of any meeting to or the non receipt of such notice by any member shall not invalidate the proceedings at that meeting.

### **PROCEEDINGS AT THE ANNUAL GENERAL MEETING**

4. The business to be transacted at the Annual General Meeting shall be limited to the following:
5. The consideration of the accounts, balance sheet and the ordinary reports of the Committees.
  - 5.1. The election of officers (Directors),

- 5.2. The election of nominees for the vacancies on the Management Committee,
- 5.3. The election of nominees for the vacancies on the Golf Management Committee,
- 5.4. The election of President should this position be vacant,
- 5.5. The appointment of Auditors (Remuneration to be set by the Directors).
- 5.6. Alteration of rules of which due notice has been given,
- 5.7. Any Resolution relating to the Management or welfare of the Club:
  - 5.7.1. Such resolution must be presented in writing to the Secretary or General Manager at least thirty (30) clear days prior to the Annual General Meeting.

### **EXTRAORDINARY GENERAL MEETINGS**

- 6. All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings.
- 7. The Directors may whenever they think fit and shall on receiving a request made in writing by not less than fifteen 15 eligible voting members convene an Extraordinary General Meeting.
- 8. Any request made by those members must state the object of the meeting and must be signed by every one of those members and be deposited at the registered office of the Club.
- 9. On receipt of the request the Directors shall forthwith proceed to convene an Extraordinary General Meeting not more than twenty eight (28) clear days from the date of the request was made. If the Directors do not proceed to call a meeting then the members who requested the meeting or the majority of them may convene a meeting.
- 10. Fourteen (14) clear days notice of any Extraordinary General Meeting shall be sent to every member by electronic communication or by post at his/her address as entered in the Club register or delivered to him/her personally on the Club premises. Such notice shall specify the day, time and place of such meeting and the business proposed to be transacted.
- 11. The accidental omission to give notice of any meeting to or the non receipt of such notice by any member shall not invalidate the proceedings at that meeting.
- 12. No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business; twenty (20) voting members present in person shall form a quorum.
- 13. If within half an hour of the time appointed for the meeting a quorum of members is not present the meeting shall stand adjourned to the same day of the following week at the same time and place and if at the adjourned meeting a quorum of members is not present

within half an hour of the time appointed for the meeting the members present shall be a quorum.

14. The current Chairman of the Club will chair the Annual General Meeting or Extraordinary General Meeting as the case may be. If for any reason there is no such Chairman or if at any meeting he is not present within fifteen (15) minutes of the time of holding the meeting the members present shall choose someone of their number who is a Director to be Chairman of the meeting and if there shall be no Director present then the members shall choose any one of their number to be Chairman of the meeting.
15. The Chairman may with the consent of the meeting adjourn the meeting from time to time and place to place but no business shall be transacted at any adjourned meeting other than the business that could properly have been transacted at the meeting had the adjournment not taken place.
16. At any General Meeting a resolution put to the Vote of the meeting shall be decided by a simple majority vote on a show of hands unless a poll is demanded: before or immediately upon the declaration of the result of the show of hands.
  - 16.1. by the Chairman; or
  - 16.2. the Directors; or
  - 16.3. by two or more of the members present and having the right to vote at the meeting;
  - 16.4. by a person or persons representing not less than 10% of the total voting rights of the members of all members having the right to vote on the resolution.
17. If a poll is demanded in the manner aforesaid it shall be taken in such a manner as the Chairman directs and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. In the event of a disputed vote the Chairman in the presence of the complainant will carry out a recount.
18. The demand for a poll may be withdrawn before the poll is taken, but only with the consent of the Chairman. The withdrawal of the demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.
19. Whether by show of hands or by poll, the result of the vote shall be declared by the Chairman and an entry to that effect recorded in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against such resolution.
20. Every Full Member, Life Member, Honorary Life Member and Five and a Half Day Member shall have the right to attend and vote at General Meetings of the Club. No such member shall be entitled to vote at any meeting unless all the monies due from him to the Club have been paid. Every member of the Club entitled to vote shall have one vote and no more except that in the case of equality of votes the Chairman shall have a second or casting vote.

## **COMMITTEE MEETINGS**

21. The Management Committee, Golf Committee, Course Committee and House Committee shall meet at least six (6) times per year. They shall regulate their meetings as they think fit except that:-

21.1. Questions arising at any meeting shall be determined by a majority of votes and in the case of equality of votes the Chairman thereof shall have a second vote or casting vote.

## **DECLARATION OF INTERESTS**

22. Any Director or member of any of the club committees shall disclose any interest in Contracts with the Club and shall not vote in respect of any such contract or any matter arising therefrom.

## **SECTION F - THE CLUBHOUSE**

1. The registered office of the "Royston Golf Club Limited" is the Golf Clubhouse, Baldock Road, Royston, Hertfordshire. SG8 5BG.
2. The location of the registered office may be changed by resolution of the Directors and such a change shall not be deemed to be an alteration of these Rules.
3. The Clubhouse shall be opened and closed at such hours as may from time to time be decided by the Management Committee and as posted on the Notice Board. Members and guests are expected to comply with the dress regulations, which are posted on the notice board and attached at Appendix C.

## **BARS**

4. Subject to any restrictions which may from time to time be imposed by the Management Committee the following shall be entitled to admission to the Clubhouse to purchase intoxicants for consumption on the premises, except that persons under the age of 18 years may not purchase intoxicants:
  - 4.1. Members, Juniors, House Members and guests.
  - 4.2. Visiting golfers who have signed the Visitor's book and paid the appropriate green fee or members of visiting teams engaged in matches against the Club.
  - 4.3. Any persons taking part or attending any tournament, competition or other function held at the Club or any accredited golfing union or society and the officials of any such tournament, competition or function.
  - 4.4. Club employees and Caddies.
  - 4.5. Those persons on the premises with the authority of the Management Committee.
5. The Management Committee may regulate access to the bars by children under the age of 14. The regulations will be posted on the notice boards.

## **RESTAURANT/BAR SNACKS**

6. Subject to any restriction that may from time to time be imposed by the Management Committee, persons listed in clause Section F3 and Section F4 shall be entitled to admission to the restaurant. Bar snacks may also be consumed in the Lounge.

## **SNOOKER**

7. Subject to any restrictions which may from time to time be imposed by the Management Committee the Snooker room is available to all classes of membership their guests and visiting golfers.

## **SECTION G - THE GOLF COURSE**

1. No significant structural changes to the course shall be made without the prior approval of members in a General Meeting.
2. The golf course is set on land which is a site of Special Scientific Interest and which has ancient monuments across the Heath. As a result, specific care has to be taken when using buggies on the course. Rules for Buggy use are attached at Appendix D.

## **SECTION H - GENERAL**

1. If there shall be any conflict between these Rules and the Memorandum and Article of Association of Royston Golf Club Limited then the Memorandum and Articles of Association shall prevail.
2. In order for a change to be made to the Articles of Association a Resolution must be presented at a General Meeting. To pass such a resolution there must be a majority in favour of three quarters (3/4) of the votes cast.
3. In order for a change to be made to the Rules of the Club a resolution must be presented to a General Meeting. To pass such a resolution there must be a clear majority in favour.



## **APPENDIX - A**

### **MEMBERSHIP CLASSES AND PRIVILEGES**

#### **Full Members**

Members over the age of 18 years who have paid the appropriate full membership fee. Full members shall be entitled to use the golf course and the clubhouse at any time other than when declared closed by the Management Committee. They shall also be entitled to attend and vote at any General or Special Meetings and shall be eligible for election as Officers of the club or members of the Committees.

#### **Life Members**

Members who have purchased Life Memberships or have been elected to life membership shall have the same rights as Full Members.

#### **Five and a Half Day Members**

Members over the age of 18 years who have paid the 5½ day membership fee (note that only existing members of the Club may transfer into this category of membership). Five and a Half Day members shall be entitled to use the clubhouse facilities at any time and have free use of the course on days other than Saturday and Sunday mornings up to 12.00pm. By payment of the appropriate Green Fee, Five and a Half Day Members may use the course on days when free use is not available. The Green Fee may be adjusted for invitation events where representation is required. Five and a Half Day Members may attend General and Special Meetings of the Club and shall be entitled to vote. They shall not be eligible for election as Officers of the Club or Members of the Committees except for the position of Seniors' Captain.

#### **Play More Golf Members**

Play More Golf (PMG) members shall be entitled to use the clubhouse facilities at any time and may use their points in accordance with the approved course points matrix applicable to the season. PMG members must register the use of their points with the Pro Shop prior to playing a round of golf. PMG members may attend General and Special Meetings of the Club but are not entitled to vote. They shall not be eligible for election as Officers of the Club or Members of the Committees.

#### **Heath Members**

Heath members shall be entitled to use the clubhouse facilities at any time and have free use of the course in exchange for one of their round allocations. Heath members may use a half-round allocation with the agreement of the pro shop staff on duty at the time. Heath members may attend General and Special Meetings of the Club but are not entitled to vote. They shall not be eligible for election as Officers of the Club or Members of the Committees.

#### **Honorary Life Members**

The Management Committee shall have the power to elect from time to time any person as Honorary Life Members who shall have the same rights as Full Members.

## **RESTRICTED ASSOCIATE MEMBERSHIPS**

### **Country Members**

Members over the age of 18 years whose primary residence is over 25 miles from Royston as the crow flies and who have paid the appropriate restricted membership fee (i.e. over 25 mile rate or over 75 mile rate). They shall have the same rights as Full Members except they shall not be entitled to vote at any General Meeting of the Club or be eligible for election as Officers of the Club or Members of the Committees.

Members under the the age of 18 years whose primary residence is over 25 miles from Royston as the crow flies and who have paid the junior restricted membership fee. They shall have the same rights as Junior Members.

### **Junior Members**

Members under the age of 18 years at the commencement of the Club year who have paid the junior membership fee. They shall not be entitled to attend any General or Special Meeting of the Club or be eligible for election as Officers of the Club or Members of the Committees. Junior members may use the course at times regulated by the Golf Committee only.

### **Undergraduate Members**

Undergraduates of the University of Cambridge and in residence in Cambridge are eligible to become temporary members for the period of the current academic term upon paying, pro rata, the application membership fee. They shall not be entitled to vote at any General Meeting of the Club or be eligible for election as Officers of the Club or Members of the Committees.

### **Social Members**

Non-playing members over the age of 18 years who have paid the social membership fee. Social members may use the clubhouse and associated facilities, the putting green and the 3 hole chipping course but may not use the 18 hole course other than by payment of the appropriate Green Fee. They shall not be entitled to attend or vote at any General Meeting neither shall they be eligible for election as Officers of the Club or membership of the Committees.

### **Competition Playing Rights for Members**

Competition Playing Rights for the different classes of membership are held in the Competition Details Folder held in the Office and the Pro Shop.

## **APPENDIX - B**

### **ROYSTON GOLF CLUB CODE OF CONDUCT**

Royston Golf Club (RGC) is responsible for safeguarding and promoting the well-being of all its members to ensure a positive and enjoyable experience. All those involved in RGC activities are therefore required to adhere to the standards of behaviour – set out within this Code of Conduct – and to support the Club in all its endeavours whenever possible. All members should aspire to the highest possible standards of competition and sportsmanship as well as promoting fairness, honesty and positive behaviour. To that end, we should enjoy golf in an environment free from discrimination, intimidation, harassment and abuse. It is the responsibility of all members to challenge discriminatory behaviour and promote equality of opportunity.

#### **Standards of Behaviour**

We must all recognise that we should conduct ourselves with the utmost dignity, not forgetting that one of the unique characteristics of the Royston Golf Course is the easy access to the Heath by all members of the public. As a result, we have a duty to ensure that we:

- Respect the rights, dignity and values of others.
- Operate within the rules of golf.
- Treat our staff with respect at all times.
- Be aware of how our actions may be perceived by others.
- Maintain high standards of personal behaviour at all times.
- Conduct ourselves in a reasonable manner relating to offensive language and temperament.
- Refrain from any form of bullying or harassment of others. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age, sexual orientation, marital status, religion or any other status protected by law.
- Respect the decisions of officials of the club, making all appeals through the appropriate formal process and respecting the final decision.
- Not condone, or allow to go unchallenged, any form of bullying, harassment or discrimination if witnessed.

#### **Tee Times**

We implemented a tee booking system in 2020 to:

- a. Help to make ourselves more organised in our daily play.
- b. To help advertise ourselves to visitors through the online tee booking system.

It is vital that whenever a member books a tee time, that tee time is adhered to in order to maintain the pace of play. If a member cannot make a booked tee time then it is a common courtesy to advise other playing partners that the time cannot be met, and also to cancel the booking via the tee booking system in order to release the place to other players.

#### **Application of Golf Rules**

Rule 1 of the R&A Official Rules of Golf introduces central principles of the game for all players:

- Play the course as you find it and play the ball as it lies.
- Play by the Rules and in the spirit of the game.
- You are responsible for applying your own penalties if you breach a Rule, so that you cannot gain any potential advantage over your opponent in match play or other players in stroke play.

There is a long section in the Rules that expands on these themes, but the following gives a summary overview that we should all adhere to:

- For each stroke, the player plays the course as he or she finds it, and plays the ball as it lies. There are exceptions where the Rules allow the player to alter conditions on the course and require or allow the player to play the ball from a different place than where it lies.
- All players are expected to play in the spirit of the game by acting with integrity – for example, by following the Rules, applying all penalties, and being honest in all aspects of play.
- Showing consideration to others – for example, by playing at a prompt pace, looking out for the safety of others, and not distracting the play of another player.
- Taking good care of the course – for example, by replacing divots, smoothing bunkers, repairing ball-marks, and not causing unnecessary damage to the course.

Players are expected to recognize when they have breached a Rule and to be honest in applying their own penalties. When it is necessary to decide questions of fact, a player is responsible for considering not only his or her own knowledge of the facts but also all other information that is reasonably available. A player may ask for help with the Rules from a referee or the Committee, **but** if help is not available in a reasonable time the player must play on and raise the issue with a referee or the Committee when they become available (see [Rule 20.1](#)).

A penalty applies when a breach of a Rule results from a player's own actions or the actions of his or her caddie (see [Rule 10.3c](#)). Penalties are meant to cancel out any potential advantage to the player. There are three main penalty levels:

One-Stroke Penalty. This penalty applies in both match play and stroke play under certain Rules where either (a) the potential advantage from a breach is minor or (b) a player takes penalty relief by playing a ball from a different place than where the original ball lies.

General Penalty (Loss of Hole in Match Play, Two-Stroke Penalty in Stroke Play).

This penalty applies for a breach of most Rules, where the potential advantage is more significant than where only one penalty stroke applies.

Disqualification. In both match play and stroke play, a player may be disqualified from the competition for certain actions or Rule breaches involving serious misconduct (see [Rule 1.2](#)) or where the potential advantage is too significant for the player's score to be considered valid.

Please use this guidance at all times on the course, and where necessary refer to the R&A Rules to determine correct actions.

## Breaches of the Overall Code of Conduct

If a complaint of any kind is raised on any member of the RGC, a section of the RGC Rule book fully describes the actions to be taken under the sections “Disciplinary Measures” and “Complaints and Queries”. However, ultimately, the Club Committee can impose sanctions which could include:

- Suspension from Competition
- Suspension from Membership

## Welfare

Any member of the Club that has any concerns regarding their welfare or those of others involved in Team or Club activities can discuss these, in confidence, with the Club Committee Officers.

Alan Greenbank  
Club Captain 2020

Kathy Musgrave  
Competitions Officer

## APPENDIX - C

### ROYSTON GOLF CLUB DRESS CODE

Members and visitors must have a reasonable standard of dress on the course and in the Club House. The general dress code is smart casual, with further restrictions as noted below. Members or visitors improperly dressed will be informed politely by a staff or committee member and will be requested to dress in accordance with the Club's dress rules.

**IF IN ANY DOUBT PLEASE CONSULT WITH ANY COMMITTEE MEMBER, THE GOLF PROFESSIONAL, CLUB SECRETARY OR BAR MANAGER**

#### **On the course - Men and Junior Male Members**

- Only recognised golf wear may be worn.
- Golf shoes must be worn. No trainers. (Juniors have their own rule).
- Shirts with collars and sleeves (roll & turtle necks acceptable) must be worn and tucked in at the waist.
- Jeans, combat, or cargo trousers are **not** permitted.
- Shorts, if worn must be tailored and knee length. No cargo shorts.
- Wearing socks is not compulsory, if worn, they can be any colour or length.

#### **On the course - Ladies and Junior Ladies**

- Shirts with collars must be worn but can be outside the trousers providing they are designed to be so.
- Golf shoes must be worn on the course. (Juniors have their own rule).
- Wearing socks is not compulsory, if worn, they can be any colour or length.
- Jeans, combat, or cargo trousers are not permitted.
- Shorts must be tailored. No cargo shorts.

#### **In the lounge bar and dining room - All Members and Guests**

- Dress is 'smart casual' unless there is a function or Club match when a change in any dress rules will be advised. **Smart and clean** jeans/denims may be worn.
- Dress at all times must be clean. Working overalls are **not** permitted.
- No combat trousers.
- Golf clothing may be worn. No golf shoes, spiked or otherwise, are permitted.
- No collarless T shirts.
- Turtle necks or roll necks are permitted.
- Hats or caps are **not** permitted.
- No sportswear, i.e. golf shoes, sports trainers, football/rugby shirts, track suits etc.
- No rubber flip flops or crocs.
- Wearing socks is not compulsory, if worn, they can be any colour or length.
- External clothing is to be left in the cloakroom or the changing rooms upstairs.

**Dress rules for the lounge may be relaxed to those applicable to the 19<sup>th</sup> Bar at any time that the latter is full or otherwise unavailable. This will be at the discretion of any officer of the club.**

### **In the 19<sup>th</sup> bar**

- Jeans and trainers are permitted.
- Sleeveless vests are not permitted. Round necked T shirts are permitted.
- Golf shoes, spiked or otherwise, are permitted.
- Dress at all times must be clean. Working overalls are **not** permitted.

## **APPENDIX- D**

### **ROYSTON GOLF CLUB – BUGGY POLICY**

#### **Introduction**

Some members and visitors may wish to play golf with the help provided by a motorised ride-on buggy. The purpose of this document is to establish a standard for the safe operation of all ride-on buggies operated on the course at Royston Golf Club (RGC).

#### **Qualifications**

Ride-on buggies for fit and active players are available for rent from the Club but disabled players and those with a medical need to get around the course will always take precedence for bookings. Alternatively, applicants are permitted to use their own four wheeled buggies but they will also be required to provide a specification of the buggy and a copy of their Insurance Schedule to the Golf Committee.

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

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

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

- Golf Buggy Safety Policy
- Golf Buggy Safe Working Practice
- Golf Buggy Safety Policy Acknowledgement Form.

In the interest of safety, or the condition of the course, the Club staff may impose restrictions governing the use of the ride-on buggy on the course whenever in its absolute discretion it deems it expedient to do so. This might apply to the whole or just part of the course. Potentially unsuitable conditions include water-logging, frost, etc.

All players wishing to use a buggy on the course will be required to sign the Golf Buggy Safety Policy Acknowledgement Form, which forms part of this policy document.

All buggy users are responsible for the care of the buggy whilst in use. No liability cover is provided by the Club, therefore, it is a condition of use that the buggy user carries third party insurance for any damage incurred during its use.

#### **Use in General Play and Competitions**

Ride-on buggies may only be used during 'Board Competitions' as defined by the Handicap Officer, by those suffering from a disability within the meaning of the Equality Act.

Able-bodied players are not permitted to share with a player who needs to use a buggy in a 'Board Competition' due to a disability.



## Royston Golf Club – Golf Buggy Safety Policy

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

To assist the safe employment of ride-on buggies all potential users (members and visitors) shall comply with the following conditions:

1. Ride-on buggies must be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians must be afforded the right-of-way at all times.
2. In the interest of safety and the preservation of areas of the Heath, it will be necessary to limit the access provided to the course for those individuals using ride-on buggies. Geo Fencing is installed in buggies, and this will be set to suit the prevailing conditions in order to protect areas of the Heath and golf course.
3. Ride-on buggies must be operated and parked in such a manner that they do not impede or interfere with normal pedestrian or vehicular flow on roadways, ramps or pavements.
4. Ride-on buggy operators will be responsible for the security of the vehicle whilst in use on the course. They must prevent unauthorised use.
5. RGC is responsible for providing buggies that are fit for use and correctly maintained. It is the responsibility of approved users to notify the professional staff of any problems with a buggy owned by the Club.
6. RGC has no responsibility for the maintenance of buggies owned and operated by individuals on or beyond the confines of the course and the Club car parks. Members and visitors who are operating their own buggies are responsible for ensuring that their buggy is fit for use and correctly maintained.
7. The Club will accept no responsibility for any loss, damage or injury caused other than that arising from the negligent use of a ride-on buggy by their servants or agents.
8. No ride-on buggy will be operated in excess of 15km per hour. All speed limits must be observed.
9. Ride-on buggies shall be used only between dawn and dusk.
10. Ride-on buggies must be operated in compliance with the common` rules of the road` regardless of whether ride-on buggies are operated on pavements or roadways.
11. Operators must stop the buggy at blind intersections and proceed with caution.

12. The consumption of alcohol and/or the improper use of drugs is not permitted when using a Ride-on Buggy.
13. The Club Professional has the authority to immediately prohibit any individual from using a Ride-on Buggy. Application for reinstatement of permission can only be made to the Course Officer.
14. There may be occasional times relating to course conditions or weather where the Course Officer or Head Greenkeeper can temporarily suspend the use of buggies on the grounds of course protection or health and safety.

## **Royston Golf Club Safe Working Practice for Ride-on-Buggies**

- Ride-on buggy operators must not be under the influence of alcoholic drinks or drugs.
- Never allow children to drive the ride-on buggy.

### **BEFORE USE**

- All operators of ride-on buggies must sign a Safety Policy Acknowledgement form before they are allowed to drive the buggy (Form attached).
- The Club's buggies are available for rental from the Professional shop and can be booked in advance.
- Club buggies are available on a first come first served basis although disabled players will take priority.
- Professional shop staff will provide comprehensive instruction on the safe operation and use of the Club's buggies.

### **DURING USE**

- Do not move off until you are seated.
- Always remain seated and hold on while the vehicle is in motion.
- Hands, feet and head must be kept inside the buggy at all times while the vehicle is in motion.
- Always carry and refer to the map of routes and hazards which will be issued when you have permission to use a ride on buggy.
- The vehicle must be used to progress the game and must not be driven outside the approved areas to look for golf balls.
- Ride-on buggies must not be driven in prohibited areas.
- The vehicle must not be used on tees, greens or the slopes leading up to them.
- The vehicle must not be taken inside any white line protecting the approach to a green.
- The vehicle must not be used within two metres of any bunkers, ditches or slopes leading to them.
- Check the area behind the vehicle before reversing.
- Set the parking brake before leaving the vehicle.
- Always consider the terrain, existing vehicular and pedestrian traffic conditions as well as environmental factors that may affect your ability to operate the vehicle safely.
  - Drive the vehicle only as fast as the terrain and safety considerations allow.
  - To avoid tipping over, drive the buggy straight up and down severe slopes.
  - Slow down before corners. - All turns must be executed at reduced speeds.
  - Avoid sudden stops or changes of direction that may result in loss of control.
  - Be extra careful when the course is wet and muddy.

### **AFTER USE**

Club buggies are to be returned to the Professional shop. If the Professional shop is closed the keys are to be handed in to the bar.

## Royston Golf Club – Buggy FAQ

Q. Why do I need a valid driving license to use a buggy?

A. This ensures that a minimum standard of competence in controlling a motorised vehicle is met.

Q. Why can't I rent a buggy on the day I am booked to play?

A. RGC requests that buggy bookings are received by the Pro Shop at least 7 days prior to the date of proposed use, especially by 'disabled' players who wish to guarantee a booking. This is to ensure that the criteria for safe usage are met and the applicant has had time to read, understand and anticipate any problems related to the buggy policy before they play. Requests at short notice do not allow sufficient time for any queries, which may be pertinent to safe buggy usage, to be made and answered. The buggy fleet is limited which can lead to lack of capacity if there is demand at short notice.

Q. Why are buggies sometimes used for non-golfing purposes?

A. Buggies may be used by Club Staff in emergencies and to allow the transportation of authorised individuals and light equipment around the course on business associated with the functioning of the club.

Q. If I wish to use a buggy why can I not always be assured that one will be available to rent?

A. Our buggy fleet is limited to a maximum of 6 vehicles. The booking process allows members and guests, who have followed the booking procedure laid out in the buggy policy, priority (except on competition days). If a buggy is booked and not used, without 24hrs notice of cancellation, the full buggy rental charge will apply unless exceptional circumstances apply.

Q. Why are the buggies fitted with GPS control that limits where I can drive on the course?

A. This is to stop buggies been driven into hazards or vulnerable parts of the course, both for the safety of the driver and for protection of the course, flora and fauna.

Q. Why do members have booking priority on competition days?

A. This is to ensure that any member playing in a competition, who is eligible and wants to use a buggy, has the opportunity to do so.

# Golf Buggy Safety Policy Acknowledgement Form.

For Shop Use: Amount received £  
Method of Payment:



## Royston Golf Club Buggy Hire

- Please keep buggies out of the rough and they must not be taken onto teeing area.
- Buggies must not be taken within 10 yards of the green or inside greenside bunkers
- Great care should be taken when negotiating slopes or banks. Buggies should never be driven across slopes if there is an alternative route.
- Wherever possible buggies must be kept on the paths provided
- Take extra care when crossing the road from holes 6 to 7 and 14 to 15.
- Beware of the steep downslope exiting the 11<sup>th</sup> tee.
- Exit the 10<sup>th</sup> hole by passing the green to the right of the bunker along the hedgerow and the back up the hill to the 11<sup>th</sup> tee.
- It is condition of use, that the buggy user carries third party insurance for any damage incurred during its use
- **No more than two people on the buggy at any one time.**

### **USER DECLARATION**

I, the undersigned, have read the above regulations and agree to abide by them.

NAME (Block Capital).....

Signature .....