



By Laws of the Korumburra Golf Club Incorporated

As adopted on the 18th September 2013

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1 ABOUT THESE BY LAWS

1.1 Purpose

These By-Laws have been developed so that all club members and visitors have an understanding of the expectations required of them when participating in the management of the club or in using the facilities of the club and should be read in conjunction with the Rules of the Korumburra Golf Club Incorporated.

1.2 Location

For ease of access by members, staff and visitors, a copy of these By Laws kept in the club office and posted on the website at www.korumburragolf.com.au.

1.3 Amendment to By Laws

- a) The General Committee has the authority to amend these By Laws by Special Resolution at a meeting as and when required.
- b) Amendments to these By Laws shall be made by the Club Secretary in accordance with the Special Resolution and posted on Club notice boards.
- c) Any member wishing to object to any of the prescribed By Laws may do so, in writing, to the Club Secretary for presentation to the General Committee.

2 COMMITTEE BY LAWS

2.1 Committee Members

- a) All Committee Members shall owe a 'duty of care' once they agree to be a Committee member.
- b) Committee members will be required to:
 - act in good faith;
 - not gain advantage by improper use of their position;
 - not misuse information; and
 - act with diligence and care

2.2 Annual General Meetings of the Association

Associated Rule Part 4 - General Meetings of the Association

In addition to the requirements set out in Rule 31.4, the ordinary business of the annual general meeting shall also include:

- The appointment of the Auditor
- The appointment of the Club Captain & Handicapper
- Approval of the Honorariums for the ensuing year
- Approval of the annual membership subscriptions for the ensuing year
- Approval of Club Affiliations
- To conduct any other business of which notice has been given

2.3 Office Bearers Roles and Responsibilities

Associated Rule Part 5 Division 2 - Composition of Committee and duties of members

2.3.1 President

- Elected at the Annual General Meeting.
- Performs all duties as prescribed for the President within the Rules and By Laws.
- Has the overall responsibility for the efficient running of the club and will ensure the Office Bearers perform their duties in accordance with the By Laws and rules of the club.
- Chairperson for all committee meetings

- Has the casting vote on matters where voting is deadlocked.
- Acts as Master of Ceremonies for club events and men's golf events where required.

2.3.2 Vice President

- Elected at the Annual General Meeting.
- Performs all duties as prescribed for the Vice President within the Rules and By Laws.
- Assists the President as directed by him/her and act in his/her stead when he is absent.

2.3.3 Secretary

- Elected at the Annual General Meeting.
- Performs all duties as prescribed for the Secretary within the Rules and By Laws.
- Deals with all correspondence pertaining to the affairs of the club.
- Assists the President and Treasurer with administration.
- Assists Executive Match Sub-Committee with preparation and printing of the annual golfing syllabus.
- Creates and administers member's Golfink Records with the exception of competition and handicap data unless authorised by the Captain/s.

2.3.4 Treasurer

- Elected at the Annual General Meeting.
- Performs all duties as prescribed for the Treasurer within the Rules and By Laws.
- In consultation with the Finance Sub-Committee, prepares and presents a budget for the forthcoming year.
- Reports to the General Committee a monthly statement of finances including bank statements.

2.3.5 Club Captain

- Elected at the Annual General Meeting.
- Chairperson for the Executive Match Sub-Committee and Men's Match Sub-Committees.
- Responsible for all aspects of the running of men's golf and club events including player's conduct.
- Keeps accurate records of results and attendances.
- Assists the Handicapper with the maintenance and updating of members golf handicaps.
- Ensures that playing members are kept informed with changes to the Rules of Golf and Handicapping.
- Responsible for the discipline of playing members on golf days.
- Prepares the publicity of the men's golf results and submits these to the press for publication in newspapers.

2.3.6 Club Vice-Captain

- Elected at the Annual General Meeting.
- Member of the Men's Match Sub-Committee.
- Assists the Club Captain at his direction in the performance of his duties and act in his stead when he is absent.
- Assists the Handicapper with the maintenance and updating of member's golf handicaps.

2.3.7 Club Handicapper

- Elected at the Annual General Meeting.
- Member of the Men's Match Sub-Committee.
- Maintains member's Golfink Handicaps.
- Maintains Golfink competition data.
- Generates Member's Handicap Reports for display on a timely basis.
- Advises Club Captain of any handicapping changes.

2.3.8 Public Officer

In accordance with the Associations Incorporations Reform Act 2012, the Secretary shall act as the Public Officer.

2.4 Executive Committee

The President, Treasurer, Secretary and Club Captain shall form the Executive Committee.

2.5 Meetings of the General Committee

Associated Rule Division 4 - Meetings of Committee

- a) Unless otherwise directed, the General Committee shall meet on a monthly basis at the dates, times and places determined by the committee.
- b) The General Committee has the right to invite any sub-committee member or other persons to attend the meeting as deemed necessary from time to time.

3. SUB-COMMITTEE BY LAWS (EXCLUDES LADY MEMBERS SUB-COMMITTEE)

3.1 Sub-Committees

The sub-committees of the Association are appointed by the General Committee to carry out specific tasks. All sub-committees are accountable to the General Committee for all decisions and actions of those Sub-Committees.

In addition to the sub-committees, special committees or individuals may be appointed to carry out specific tasks.

3.1.1 Bar Sub-Committee

- a) Reports to the General Committee
- b) The Bar Sub-Committee shall be responsible for overseeing the management of the Bar ensuring that it is in compliance with statutory requirements.
- c) The Bar Sub-Committee shall include the Bar Manager .

3.1.2 Bingo Sub-Committee

- a) Reports to the General Committee
- b) Responsible for all aspects of the running of the Club's Bingo and ensuring that it is run in compliance with statutory requirements.
- c) Is authorised by the General Committee to manage any funds associated with the running of the Club's Bingo.
- d) All monies raised by the Bingo Sub-Committee howsoever shall be the property of the Club.
- e) The Bingo Sub-Committee must appoint a Treasurer to manage and administer all financial matters relating to Bingo.

3.1.3 Discipline Sub-Committee

- a) Reports to the General Committee
- b) Handles any complaints about a member's or any other person's behavior both within the boundaries of the Korumburra Golf Club or outside the club where deemed appropriate.
- c) Deals with any written complaint about the behavior of a member at another affiliated golf club in the same manner as if the offending behavior.

- e) Any action taken by the Disciplinary Sub-Committee must be in accordance with Part 3 -Division 2 of the Rules.

3.1.4 Finance Sub-Committee

- a) Reports to the General Committee
- b) The Club Treasurer shall be the Chairperson of the Finance Sub-Committee.
- c) Formulates and recommends to the General Committee, all policies pertaining to club finance.
- d) Advises the General Committee on all matters pertinent to the club's financial well being.
- e) Assists the Treasurer to prepare budgets and presenting the budgets to the General Committee for approval.
- f) Assists the Treasurer with the analysis of financial statements and comparisons with budgets.
- g) Considers requests for large expenditure items and makes recommendation to the General Committee.

3.1.5 Greens Sub-Committee

- a) Reports to the General Committee
- b) The composition of the Greens Sub-Committee shall include the Course Curator, Club Captain, Lady Captain and any other members as required.
- c) Assists the Course Curator to prepare an annual course maintenance program.
- d) Prepares and submits to the Finance Committee an annual course maintenance budget, based on the annual course maintenance program.
- e) Prepares and submits to the General Committee, through the Finance Committee, details of capital works and special course projects that require funding.
- f) Advises the General Committee of any variation to the annual course maintenance program.
- g) Reports course incidents to the President and/or Secretary.
- e) Co-ordinates and supervises volunteer members carrying out approved course projects.
- f) Advises the Match Executive Committee of course conditions that could affect play, and recommend appropriate action.
- g) Ensures that the course staff understands decisions made by the General Committee affecting the golf course and environs.
- h) Ensures that the Course Curator understands specific instructions issued by the General Committee.

3.1.6 House Sub-Committee

- a) Reports to the General Committee
- b) Is responsible for the maintenance of all buildings including the Clubhouse, BBQ area, Car Park, Cart Shed and all plant and equipment (excepting course equipment and machinery managed by the Course Curator and Greens Sub-Committee).
- c) Co-ordinates working bees associated with maintenance of all buildings including the Clubhouse, BBQ area, Car Park, Cart Shed and all plant and equipment (excepting course equipment and machinery managed by the Course Curator and Greens Sub-Committee)
- d) Makes recommendations to General Committee for any major house works required to be undertaken.
- e) Maintains a register of works to be undertaken

3.1.7 Junior Development Sub-Committee

- a) Reports to the General Committee
- b) Oversees the development of our Junior Members.
- c) Develops programs to further educate our juniors in all facets of the game of golf.
- d) Develops strategies to entice new junior members to the club

3.1.8 Executive Match Sub-Committee

- a) Reports to the General Committee
- b) The Club Captain shall be the Chairperson of the Executive Match Sub-Committee.
- c) The composition of the Executive Match Committee shall include Club Captain, Lady Captain and Club Handicapper and any other members as required.
- d) Makes and varies local rules for competition play.
- e) With the assistance of the Men's and Women's Match Committees, administers Major Golf and Mixed Events
- f) Reviews score cards prior to re printing.

3.1.8.1 Men's & Ladies Match Sub-Committees

- a) Reports to the Executive Match Sub-Committee
- b) The duly elected Captain shall be the Chairperson of the Match Sub-Committee.
- c) The composition of the Match Committee shall include the Captain, Handicapper and any other members as required.
- d) Makes recommendation to the Executive Match Committee regarding any changes to Local Rules.
- e) Prepares the annual fixtures for approval by the Executive Match Committee
- f) Determines and implements the Conditions of Play for club competitions for which they are responsible.
- f) Ensures that players comply with the Rules of Golf
- g) Resolves minor problems associated with on course discipline.
- h) Ensures that competition results and handicaps are maintained in a timely manner.

3.1.8.2 Tournament Sub-Committee

- a) Reports to the Executive Match Committee
- b) Prepares the program of events for the Annual Tournament in conjunction with the Executive Match Committee
- c) Determines the competition fees payable for tournament events
- d) Determines the trophies and prizes for each competition within the tournament
- e) Sources tournament sponsors
- f) Organises the mail out of the Tournament Program
- g) Process all tournament entries and fees received
- h) Assists the Executive Match Sub-Committee with Administration during tournament days.

3.1.9 Membership Sub-Committee

- a) Reports to the General Committee
- b) Reviews relevant by-laws/policies relating to Membership and recommends necessary amendments.
- c) Approves or rejects applications for membership and advises the General Committee accordingly.
- d) Ensures that prospective members and new members are provided with necessary information and assistance.
- e) Develops strategies to entice new members to the club

3.1.10 Social Sub-Committee

- a) Reports to the General Club Committee
- b) Is authorised by the General Committee to manage any funds associated with the running of the club's social activities.
- c) All monies raised by the Social Sub-Committee howsoever shall be the property of the Club.
- d) The Social Sub-Committee must appoint a Treasurer to manage and administer all financial matters relating to Bingo.
- e) Prepares the annual calendar of planned functions/events.
- f) Coordinates any approved social functions.
- g) Organises and manages the catering for any social functions including the Men's Presentation Night.

3.2 Composition of Sub-Committees

Any person over the age of 18 years, who is a member of the club with full voting rights may elect to sit on a sub-committee.

3.2.1 Chairperson

- a) Appointed by the Club President
- b) Is empowered by the General Committee to elect their sub-committee.
- c) Has the overall responsibility for the efficient running of the sub-committee to which they are elected
- e) Chairs all meetings of the sub-committee
- f) Reports and makes recommendations to the General Committee.

It is highly recommended that the person nominated as Chairperson of a sub-committee also nominate to be represented on the General Committee.

3.2.2 Secretary

- a) The Secretary of each sub-committee is appointed by members of the sub-committee.
- b) Prepares the agenda for each sub-committee meeting.
- c) Records the Minutes of sub-committee meetings.
- d) Obtains from the Club Secretary prior to each scheduled sub-committee meeting any correspondence items relating to the relevant Sub-Committee.
- e) Prepares of any correspondence for and on/belief of the sub-committee.
- f) Prepares reports for the Chairperson for presentation to the General Committee.
- g) Performs any other duties as prescribed by the sub-committee.

3.2.3 Treasurer

- a) If the General Committee has authorised a sub-committee to manage funds on its behalf then the Sub-Committee must appoint a Treasurer.
- b) The Treasurer of a sub-committee is appointed by members of the sub-committee.
- c) Handles the financial affairs of the sub-committee in accordance with Rule 70.
- d) Collects and receives all monies resulting from activities and events conducted by the sub-committee.
- e) Pays all monies owing in relation to activities and events conducted by the sub-committee.
- f) In accordance with Rule 71, keeps correct books and accounts showing the financial affairs of the sub-committee and presents these to the General Committee when requested

3.2.4 Sub Committee Members

Any member may be elected by the Chairperson to sit on a sub-committee to perform duties as prescribed and/or delegated by the sub-committee.

3.3 Sub-Committee Meetings

Unless otherwise directed, sub-committees must meet at least 4 times in each year at the dates, times and places determined by the committee.

3.4 Reporting By Sub Committees

- a) All sub committees are required to prepare a monthly report for presentation to the General Committee's monthly meeting in order to update the general committee on its operations.
- b) Reports can be submitted in written form or by a representative of the sub-committee.

3.5 Management of Funds By Sub Committees

Rules 70 & 71 shall also apply to sub-committees who manage Association funds on behalf of the General Committee.

3.6 Budgetary Constraints

All sub-committees are expected to operate within the approved budget set at the beginning of the financial year unless a variation has been approved by the General Committee.

4. LADY MEMBER'S SUB COMMITTEE BY LAWS

- a) The female members of the Club shall be known as the Ladies for the purpose of arranging their own competitions and matches against Ladies of other Clubs and social events and for such other purposes as the general committee may, from time to time, decide. They are empowered by the General Committee, from amongst their financial members, to elect the Lady Member's Sub-Committee.
- b) The Lady Member's Sub Committee report to the General Committee.

4.1 Lady Member's Office Bearers Roles and Responsibilities

4.1.1 Lady President

- a) Elected at the Annual General Meeting of the Lady Members.
- b) Performs all duties as prescribed for the President within the Rules and By Laws.
- c) Has the overall responsibility for the efficient running of the Lady Member's Sub-Committee and will ensure the Office Bearers perform their duties in accordance with the By Laws and rules of the club.
- d) Chairperson for all sub-committee meetings

- e) Has the casting vote on matters where voting is deadlocked.
- f) Acts as Master of Ceremonies for club events and ladies golf events where required.

4.1.2 Lady Vice President

- a) Elected at the Annual General Meeting of the Lady Members.
- b) Performs all duties as prescribed for the Vice President within the Rules and By Laws.
- c) Assists the President as directed by him/her and act in his/her stead when he is absent.

4.1.3 Lady Secretary

- a) Elected at the Annual General Meeting of the Lady Members.
- b) Performs all duties as prescribed for the Secretary within the Rules and By Laws.
- c) Deals with all correspondence pertaining to the affairs of the club.
- e) Assists the President and Treasurer with administration.
- f) Assists Executive Match Sub-Committee with preparation and printing of the annual golfing syllabus.
- g) Creates and administers member's Golflink Records with the exception of competition and handicap data unless authorised by the Captain/s.

4.1.4 Lady Treasurer

- a) Elected at the Annual General Meeting of the Lady Members.
- b) Performs all duties as prescribed for the Treasurer within the Rules By Laws.
- c) In consultation with the Finance Sub-Committee, prepares and presents a budget for the forthcoming year.
- e) Reports to the General Committee a monthly statement of finances including bank statements.

4.1.5 Lady Captain

- a) Elected at the Annual General Meeting of the Lady Members.
- b) Chairperson for the Ladies Match Sub-Committees.
- c) Responsible for all aspects of the running of ladies golf and club events including player's conduct.
- e) Keeps accurate records of results and attendances.
- f) Assists the Handicapper with the maintenance and updating of lady member's golf handicaps.
- g) Ensures that playing members are kept informed with changes to the Rules of Golf and Handicapping.
- h) Responsible for the discipline of playing members on golf days.

4.1.6 Ladies Vice-Captain

- a) Elected at the Annual General Meeting of the Lady Members Sub-Committee.
- b) Member of the Lady's Match Sub-Committee.
- c) Assists the Club Captain at his direction in the performance of his duties and act in his stead when he is absent.
- d) Assists the Handicapper with the maintenance and updating of lady member's golf handicaps.

4.1.7 Ladies Handicapper

- a) Elected at the Annual General Meeting of the Lady Members.
- b) Member of the Ladies Match Sub-Committee.
- c) Maintains Ladies Golflink Handicaps.

- d) Maintains Ladies GolfLink competition data.
- e) Generates Ladies Handicap Reports for display on a timely basis.
- f) Advises Ladies Captain of any handicapping changes.

4.1.8 Ladies Flower Hostess

- a) Elected at the Annual General Meeting of the Lady Members.
- b) Organises the flowers for ladies and club events where directed

4.1.9 Ladies Publicity Officer

- a) Elected at the Annual General Meeting of the Lady Members.
- b) Organises photos for publicity.
- c) Prepares the publicity of the ladies golf results and submits these to the press for publication in newspapers.

4.2 Annual General Meetings Of The Lady Members Sub Committee

Associated Rule Part 4 - General Meetings of the Association

- a) In addition to the requirements set out in Rule 31.4, the ordinary business of the ladies annual general meeting shall also include:
 - Election of the Ladies Captain and Vice Captain
 - Election of the Ladies Handicapper
 - Appointment of the Ladies Flower Hostesses
 - Appointment of the Counter Tea Buyers
 - Appointment of the Catering Officer
 - Approval of the Honorariums for the ensuing year
 - Appointment of the Ladies Publicity Officer
 - To conduct any other business of which notice has been given

4.3 Meetings of the Lady Members Sub Committee

Unless otherwise directed, the Lady Members Sub-Committee shall meet on a monthly basis at the dates, times and places determined by the Sub-Committee.

4.4 Management Of Funds By Lady Members Sub Committee

- a) Rules 70 & 71 shall also apply to the Lady Members Sub-Committee.
- b) All monies raised by the Lady Members' Sub-Committee, whether from competition or otherwise, howsoever shall be the property of the Club.
- c) The Lady Members Sub-Committee shall have no power or authority whatsoever to pledge the credit of the Club nor shall it make any calls or levies whatsoever from and on the lady members without prior approval of the General Committee.
- d) The Lady Members Sub-Committee is expected to operate within the approved budget set at the beginning of the financial year unless a variation has been approved by the General Committee.

4.5 General By Laws relating to Lady Members Sub Committee

4.5.1 Counter Teas

The Lady Members Sub-Committee shall be responsible managing the club's Counter Tea Nights, including catering and buying.

4.5.2 Catering

The Lady Members Sub-Committee shall be responsible for managing all catering on behalf of the club with the exception of catering for any club social events in which case responsibility shall lie with the Social Sub-Committee.

4.5.3 Appointment of Delegates

The Lady Members Sub-Committee shall have the power to appoint Delegates to Golf Victoria and/or any other body with which it may, from time to time, be affiliated.

4.5.4 Decisions

Any decisions and/or recommendations made by the Lady Members Sub-Committee that have an adverse effect on the Lady Members of the club must be referred to the General Committee for approval and/or resolution.

5. MEMBERSHIP BY-LAWS

Associated Rules Part 3 - Members, Disciplinary Procedures and Grievances

5.1 Membership Categories

5.1.1 Ordinary Member (OM)

Every person of the age of 25 years or over may be elected as an Ordinary Member of the Association and, when so elected, shall be entitled to all of the privileges of membership including full voting rights.

5.1.2 Ordinary Senior Member (OSM)

A Senior Ordinary Member is an Ordinary member over 65 years of age and who has been a member of the Korumburra Golf Club for a minimum of 30 years and who shall be entitled to all of the privileges of membership including full voting rights.

5.1.3 Ordinary Country Members (OCM)

All persons of the age of 25 years or over whose permanent place of residence is outside the radius of 50 kilometres of the Association's premises or members of a recognised Golf Club or Association whose subscriptions are at least two-thirds of the subscription of the Korumburra Golf Club Incorporated may be elected as Country Members and, when so elected, shall be entitled to all the privileges of membership including full voting rights.

5.1.4 Auxilliary Member (AUX)

Every person of the age of 25 years or over may be elected as an Auxilliary Member of the Association and, when so elected, shall be entitled to all of the privileges of membership including full voting rights save that they shall be entitled to tee off to utilise the playing facilities of the Association on Saturdays at specified times as determined by the Match Sub-Committee.

5.1.5 Auxilliary Senior Member (ASM)

A Senior Auxilliary Member is an Auxilliary member over 65 years of age and who has been a member of the Korumburra Golf Club for a minimum of 30 years and who shall be entitled to all of the privileges of membership including full voting rights.

5.1.6 Auxillary Country Member (ACM)

All persons of the age of 25 years or over whose permanent place of residence is outside the radius of 50 kilometres of the Association's premises or members of a recognised Golf Club or Association whose subscriptions are at least two-thirds of the subscription of the Korumburra Golf Club Incorporated may be elected as Auxilliary Country Members and, when so elected, shall be entitled to all the privileges of membership including full voting rights save that they shall be entitled to tee off to utilise the playing facilities of the Association on Saturdays at specified times as determined by the Match Sub-Committee.

5.1.7 Life Member (LM)

- a) Persons who are members of the Association and who have rendered outstanding services to the Association may be elected as Honorary Life Members.
- b) Nomination for life membership of the Association may only be made by the General Committee to the Annual General Meeting of the Association.
- c) In order not to diminish the significance of any Life Membership, no more than one can be awarded in any one year.
- d) Election to life membership shall require a four-fifths majority vote of those present at an Annual General Meeting whereupon the members so elected shall become a life member.
- e) Life Members shall not be required to pay any further membership subscriptions to the Association.
- f) Life Members when so appointed, shall be entitled to all the privileges of membership including full voting rights.
- g) The number of active playing Life Members shall not exceed 5 at any given time.

5.1.8 Junior Member (JM)

All persons under the age of 18 years may be elected as a Junior member and, when so elected, shall be entitled to all the privileges of membership save that they have no voting rights.

5.1.9 Intermediate Members (IM)

All persons over the age of 18 years and under the age of 25 years may be elected as Intermediate Members and, when so elected, shall be entitled to all the privileges of membership including full voting rights.

5.1.10 First Year Members (FYM)

- a) All persons over the age of 15 years who have never been a member of the Korumburra Golf Club may be elected as First Year Members and, when so elected, shall be entitled to all the privileges of membership including full voting rights.
- b) First year members shall pay a reduced subscription fee as determined by the General Committee by Special Resolution at its General Meeting.

5.1.11 Non-Playing Members (NPM)

- a) The General Committee may elect a member who shall not be entitled to use the golf links and grounds of the Association for the playing of golf but who shall be entitled to use the clubhouse and practice greens of the Association.
- b) Non Playing members shall not be allocated with a Golfink Membership or official Australian Handicap, nor shall they be affiliated with any governing golfing body

5.1.12 Social Member (SOC)

- a) Any person may be elected as a social member and when so elected may have full use of the golf links and grounds and club house facilities.
- b) Social members do not have any voting rights.
- c) Social members shall not be allocated with a Golfink Membership or official Australian Handicap, nor shall they be affiliated with any governing golfing body.
- d) Social members are not eligible to play in any club competitions or tournaments.

5.1.13 Honorary Members (HM)

- a) Persons who are members of another recognised Golf Association or Club or members of a social Golf Association or Club and who are participating in competition golf on the premises of the Association may be classed as Honorary Members of the Association for the date upon which they are

participating in competition golf as aforesaid, or if eliminated therefrom prior to or during the competition for the duration of the competition;

- b) Persons whose permanent place of residence is outside the radius of 32 kilometres of the Association's premises but are temporarily residing within the radius of 32 kilometres of the Association's premises may be elected as Honorary Members of the Association for a period not exceeding one month;
- c) Persons attending or about to attend social functions held with the sanction of the General Committee may be classified as Honorary Members of the Association;
- d) Any other person legitimately playing on the Association's course.

5.2 Applications for Membership

Associated Rule - Rule 9 Application for Membership

- a) Applications for membership must be proposed and seconded by a member of the association.
- b) All persons applying for membership, who have been members of another club, must advise the club of their former Golfink details if applicable.
- c) All persons applying for membership who are currently members of another club, must advise the club of their Golfink details, if applicable, and advise which club they wish to maintain their golf link record.

5.3 Annual Membership Subscriptions and Joining Fees

- a) The Annual Membership year runs from 1st April to 31st March.
- b) If a new member joins the Club after the commencement of the financial year, the member may be entitled to a reduced Annual Subscription (Prorata) for the first year of membership. In subsequent years the member must pay the full Annual Subscription.
- c) Any person who was a member in the proceeding 2 years does not qualify for prorata membership.
- d) Annual Subscriptions are due on 31st March each year. Where a prorata Annual Subscription applies, the full subscription fee is due on the 1st day of the month of joining the Club.
- e) Unless agreed otherwise by the Treasurer and/or Secretary, any member failing to pay their annual subscription by the due date shall have their membership and playing rights suspended until the subscription is paid.
- f) Joining fees have been waived and are no longer required to be paid.

5.4 Membership Privileges

Unless otherwise specified in these By Laws, a duly elected member shall be entitled to:

- Play unlimited golf
- Take part in competitive and/or social golf competitions
- Bring guests to share the delights of membership, either on the course or in the Clubhouse.
- Allocation of an official Australian Handicap
- Affiliation with State and District governing bodies
- Play golf at reciprocal clubs in a range of locations
- Hire one the club's function room free of charge.

5.5 Leave Of Absence

- a) Members requesting a leave of absence must be absent for a continuous period of three (3) months or longer.
- b) The request for leave of absence must be for a legitimate reason (i.e. illness or extended holiday).

- c) The request for leave of absence must be in writing and approved by the Membership Sub Committee.
- d) Upon leave of absence the member will be transferred to the Non Playing Membership category for the duration of absence and the applicable membership fee deducted from the credit given.
- e) The member is not permitted to play competition golf or use their golflink card during the granted period of absence; otherwise the approval for the membership credit will be revoked.
- f) If membership is not renewed in the next financial year then the credit is forfeited.

5.6 Members Visitors

- a) Any member other than an Honorary Member may introduce a visitor or visitors to the privileges of the Association's premises and links on payment of such fees as may be from time to time determined by the General Committee, but the same visitor or visitors shall not be introduced more than 12 times in any one year.
- b) Such visitor or visitors may be introduced into the Association upon inserting the name and address of such visitor or visitors in the book to be kept for the purpose upon the Association's premises called the "Visitor's Book" and by attesting such name by the signature of the member introducing such visitor or visitors who may thereupon be permitted to use the Association's premises and links on the day of their introduction aforesaid only.
- c) A visitor shall not be supplied with liquor on the Association's premises unless in the company of a member except at a particular function or occasion where the whole of the expense is borne by the member or members arranging the function or occasion in respect of which a permit has been granted under the Liquor Control Act.
- d) The member introducing a visitor shall be responsible for the payment of any fees which may from time to time be payable by visitors using the Association's golf links or other facilities.

5.7 Member Details

Members shall notify the Secretary immediately upon a change of personal details. Example, address, phone & email address.

5.8 Members Bar Accounts

- a) Members may open an account with the Bar in which to deposit funds to purchase goods.
- b) Any cost of any purchases made may be deducted from the Members Bar Account on authorization from the member.
- c) No other member shall be authorised to make purchases against another members account.
- d) At no time shall a member's account be permitted to fall into arrears.
- e) Members may view their Bar Account Statement at any time.
- f) A member may at any time close his/her bar account and redeem any balances owing.

5.9 Member's Ball Credits

- a) Members who wins a golf ball may have the equivalent cost of the golf ball credited to their bar account in lieu of a ball.
- b) If a person ceases to be a member they may request the club to provide them with the number of golf balls equivalent to the accrued cost remaining. This request must be made within 60 days of ceasing to be a member of the club otherwise the ball credits will be forfeited to the club.
- c) No cash payment shall be made in honor of ball credits.

5.10 Membership Draw

- a) The Member's Draw shall be conducted at the Club each Friday night at 6:30 p.m
- b) The minimum amount in any draw shall be \$30.00.
- c) The amount will jackpot by \$5.00 per week until claimed by a winner.
- d) Winners must be financial club members and present at the draw.
- e) A member who is not present at the draw shall be ineligible to win and the amount will jackpot.
- f) The drawn member's name will be posted on a board in the Spike Bar.
- g) Any amounts won by members who were present will be credited to a Member's Bar Account and may be used to purchase goods from the Bar.
- h) No cash payment will be made to a member who wins the Member's draw.

5.11 Reciprocal Members

- a) Members of Golf Clubs to which the Club has in place an Agreement of Reciprocity, shall have full playing rights and the use of Club House facilities on the same basis as Club Members subject to any restrictions included hereunder and/or which may be imposed by from time to time. Members of South Gippsland District Golf Clubs are considered as reciprocal members of the Korumburra Golf Club;
- b) In accepting such rights and privileges the Reciprocal Rights Member is subject to decisions/conditions decided by the host Club and which apply equally to its Members.
- c) A Reciprocal Rights Member may, on payment of the prescribed competition fee, play in competitions of the host Club with the exception of Club Championships, Honour Board events and other closed events which are nominated by the Host Club. A visiting Member may play in, but will be ineligible to win any Monthly Medal event.
- e) The following fees shall apply to Reciprocal Members:
Competition Round - Competition Entry Fee only. No Green Fees apply.
Social Round of Golf - Half Green Fees
Hospitality/Goodwill/Cup of Tea/Coffee (no cost).
- f) A Reciprocal Rights Member may introduce a visitor to Club in accordance with the rules of the Club.
- g) A Reciprocal Rights Member may not attend meetings of the Club except by invitation of the Committee and may not participate in the general affairs of running of the club.
- h) The number of competition rounds that a Reciprocal Member can play shall be restricted to six (6) rounds per annum. This restriction may be waived by the General Committee.

5.12 Staff Membership Rights

All staff may use the club amenities at no cost.

6 CLUBHOUSE BY LAWS

6.1 Animals

No dogs, cats or other pets/domestic animals are allowed on Association property without prior approval from the General Committee.

6.2 Children

- a) Children other than Club Junior Golfers will only be allowed onto Association property if accompanied by a parent or other adult who will be responsible for the child's behaviour.

- b) No children are permitted in the Spike Bar unless accompanied by a parent or other responsible adult.
- c) Junior Club Golfers will only be permitted in the Spike Bar if accompanied by a parent or other responsible adult or where approval has been granted by the General Committee.

6.3 Smoking

- a) All indoor areas of the clubhouse shall be maintained smoke free.
- b) Smoking is permitted outside the clubhouse
- c) Smokers must dispose of cigarette butts and packaging etc in ashtrays provided

6.4 Code of Conduct

All members and visitors must abide by the Code of Conduct as prescribed in By Law 10.1

6.5 Dress Code

All members and visitors must abide by the Dress Code as prescribed in By Law 10.2

6.6 Mobile Phones

- a) Mobile phones must not be switched on in the Clubhouse unless in inaudible mode.
- b) Mobile phones shall not be used in the clubhouse unless in an area that is unoccupied.

6.7 Credit Facilities

Credit facilities are not available to members, visitors or staff at any time, however, credit cards and EFTPOS will be accepted for payment of purchases and accounts.

6.8 Bar/Cellar Areas

No members are permitted behind the bar or in the cellar area without the prior approval of the Bar Manager, Bar Staff, Treasurer, Secretary or person in charge; and only then if performing a duty on behalf of the Club which is authorized.

6.9 Liquour

- a) The Club shall enforce a culture of responsible service of alcohol;
- b) All staff and/or volunteers engaged in the serving of liquor shall be required to hold a current Certificate in the Responsible Service of Alcohol.
- c) No liquor shall be sold or supplied to any person under 18 years of age on the Association's premises;
- d) Persons under the age of 18 years shall not be permitted to consume alcohol of the Association's premises except where such person is accompanied by an adult, parent or guardian and the liquor is for consumption as part of a meal supplied on the Association's premises.
- e) No liquor shall be sold or disposed of on the Association's premises unless in accordance with the Association's licence or limited licence issued pursuant to the Liquor Control Reform Act 1998 issued by the Victorian Commission for Gambling and Liquor Regulation.
- f) Liquor shall only be consumed on the Association's premises during the Trading Hours specified within the Full Club Liquor and/or Limited Licence/s.
- g) Liquour other than that owned or sold by the Association shall not be stored, served or consumed on the Association's property.

6.10 Promotion of Activities In Clubhouse

Any promotion of activities or interests outside of Golf Club matters either by Promotional material or Public announcements to be discouraged and only accepted at the discretion of the President or General Committee.

6.11 Clubhouse Hire

- a) The General Committee may approve the hire of the clubhouse to members and outside parties.
- b) A private function shall not be held at a time when it is likely to impact significantly on any club competition without approval of the General Committee.
- c) Any person so hiring the clubhouse facilities shall be required to sign a Hire Agreement and pay any associated hire charges.

6.12 Car Park

6.12.1 Allocated Spaces

The Committee allocates appropriately marked car-parking areas for the exclusive use of committee and specific staff members. Allocated parking areas are not to be used by any other person unless authorized to do so in writing by the Committee.

6.12.2 Prohibited Areas

Members and visitors may only park in areas approved by Committee.

Prohibited areas include:

- On any playing areas within club property boundaries;
- On footpaths or vehicular tracks or roads.
- Areas that, if used for parking, obstruct the view of other drivers and so present a safety hazard.
- Areas reserved for another specific purpose

6.12.3 emergency procedure

- a) In case of an emergency evacuation of the Clubhouse, the assembly area is the carpark.
- b) Club staff will give the appropriate direction.

7 COURSE BY-LAWS

7.1 Tee Markers

All players shall play only from the tee markers specified by the Executive Match Committee.

WHITE Male members, visitors and social players

RED Female members, visitors and social players

YELLOW Beginners, Juniors, Visitors and social players

7.2 Practice

- a) A member playing alone may play a maximum of two balls during a practice round, but under no circumstances may a player leave damage to the course unrepaired or cause delay to following players.
- b) A formal golf lesson conducted by the Club is not deemed to be practice on the course if this lesson is conducted in an area approved by the Committee.
- c) Practice on areas other than as designated must be approved by the General Committee.

7.2.1 Practice Nets

Members and visitors may use the practice nets located below the Cart Shed carpark.

7.2.2 Practice Fairways

Members and visitors may use the 4th, 12th and 18th Fairways for practice with the exception of on competition days unless the Rules of Golf and/or Conditions of play so allow.

7.2.3 Bunker Practice

Members and visitors may use the 18th Bunker for bunker practice with the exception of on competition days unless the Rules of Golf and/or Conditions of play so allow.

7.2.4 Putting Practice

- a) Members and visitors may use the practice putting green located below the club rooms for putting practice.
- b) Practice putting on course greens is not permitted unless the Rules of Golf and/or Conditions of play so allow

7.2.5 Chipping Practice

Members and visitors may use the practice fairways as defined under By Law 7.2.2 to practice chipping with the exception of on competition days unless the Rules of Golf and/or Conditions of play so allow.

7.3 Right of Way

- a) Members playing social golf (not competition) have no right of way over other players.
- b) Players shall allow right of way to course staff or volunteers working on the course. Course staff or volunteers shall not unnecessarily delay play.

7.4 Children

Children under 12 years of age shall be accompanied by an adult who shall be responsible for their conduct.

7.5 Code of Conduct

All players must abide by the Code of Conduct as prescribed in By Law 10.1

7.6 Dress Code

All players must abide by the Dress Code as prescribed in By Law 10.2

7.7 Course Etiquette

A very important part of etiquette is the care of the golf course. A few moments of courtesy during a round will assist the club significantly in the way of ground staff time and costs, and ensure a more pleasant round for all golfers.

7.7.1 Greens Care - Including the Repair of Pitch Marks

The condition of greens can have a major impact on players' scores, so careful attention must be given to the putting surface. The most important aspect is the repair of pitch marks - the longer a mark stays unrepaired, the longer it takes to mend. A pitch mark should be repaired as follows:

- Commence at the back of the pitch mark and push forward with a pitch mark fork or tee.
- Attend to each side of the pitch mark, easing the turf forward to replace the damaged area.
- When undertaking the repair, turn the pitch mark fork towards the damaged area.
- Do not lift the pitch mark fork or tee upward bringing soil to the surface.
- Complete the repair by tapping down with a putter.

7.7.2 Repairing Divots:

- a) Sand buckets are available at the starting tees and divots should be repaired as follows:
 - Use the sand to fill the divot hole (and any others nearby).
 - Use a foot or a club to level the sand so that a reasonably flat lie remains for following players.
 - b) If buckets are not available or you have run out of sand, replace the divot in its hole if it is intact, or otherwise knock in the sides of the divot hole with a club so that a level lie is maintained.
- A careless repair may provide an unfair lie for other players, and may also damage course equipment and will result in the divot taking longer to repair.

7.7.3 Smoothing Bunkers

It is important to leave bunkers in good condition for following players.

Bunkers should be smoothed in the following manner:

- Enter and leave the bunker from the lowest point.
- After playing, smooth the area and any footprints using a rake, if available.
- If a rake is not available, glide a shoe in a half circular motion until the area is smooth.
- After use, return the rake in accordance with club policy (either in the bunker or outside the bunker) in the direction of play.
- Do not place the rake against the inside edge of the bunker as this may cause difficult lies for others and potentially awkward rules situations.

7.7.4 Safety and Consideration for Others

Safety and consideration are commonsense, but members must take note of the following:

- Before playing a stroke or taking a practice swing, always ensure that no-one is in your line of play or near your swing path.
- If your ball is headed towards someone else, shout "FORE", golf's universal warning, as loudly as possible.
- When grounds staff are working ahead, wait until they acknowledge your intentions before hitting towards them.
- Try not to move, talk or create any disturbance or noise while another person is about to play.
- Do not stand close to or directly behind the ball, or directly behind the hole, when a player is about to play.
- Be careful not to stand on or damage other players' lines of putt and that your shadow does not distract others.
- Remain near the putting green until all players in your group have holed out, unless your group is a long way behind the group in front.
- In stroke play, confirm the score of the player for whom you are marking on the way to the next tee.

7.7.5 Mobile Phones

- a) Mobile Phones must not be switched on or must be switched to silent mode at all times on the golf course during competitions of any kind.
- b) Except in emergency situations, players and/or their caddies must not use them at any time during competition or approval has been sought from the Match Committee prior to commencement of play.
- c) This prohibition commences from the moment that the player or the first player in a group of players tees off until the player or the last player in a group of players completes the final putt of the competition round.
- d) Players and/or caddies who need to use a mobile phone can do so but must leave the course at an appropriate break in the round usually at the half way mark.

7.8 Searching For Golf Balls

Persons other than those specifically approved by the General Committee shall not search for golf balls on the course except when playing a round and only in accordance with the Rules of Golf. Any person granted search rights by the General Committee must insure themselves against personal injury, disability and death.

7.9 Course Closure

To prevent damage to the course following excessive rain, the decision to close the course or certain holes to ALL PLAY, shall be made by the Course Superintendent in consultation with the General Committee.

7.10 Course Siren

- a) The course siren will be sounded to warn players of the imminent danger of lightning strikes and the suspension of play due to adverse weather.
- b) The use of the siren will be as follows:
 - To suspend play - three signals with a three second gap between each signal.
 - To restart play - two short signals of three seconds each with a three second gap between each signal.
 - To abandon play - one long signal.
- c) On the suspension of play, players must immediately mark their ball and seek appropriate shelter at the nearest available location, preferably returning to the Clubhouse. Failure to stop play immediately on hearing the suspension of play siren or the abandon play siren will lead to disqualification.
- d) On the resumption of play, the player will recommence from that point where the ball is marked.
- e) Players will be advised separately if the competition is to be abandoned due to persistent bad weather or lack of daylight.

7.11 Lightning

- a) The Match Committee shall suspend play if lightning poses an extreme danger to players.
- b) A player may discontinue play if he/she believes there is a danger from lightning.
- c) If lightning poses a threat, players should:
 - Take shelter inside a building if possible
 - Avoid water and objects that conduct electricity (eg. golf clubs, umbrellas, metal fences).
 - Not stay in open space or under tall objects (trees, poles).
 - If no shelter is available players should crouch down, feet close together with head tucked down.
 - If in a group spread out, keeping people several metres apart.

7.12 Number of players permitted within a group

Unless otherwise authorized by the Executive Match Committee, the maximum number in a group shall be limited to four players.

7.13 Sand Buckets

All players must carry soil/sand buckets and use the contents to repair divots.

7.14 Smoking

- a) Smoking is permitted on the course.
- b) For safety reasons smokers shall not place lit cigarettes anywhere on the course grounds.
- c) Smokers must dispose of cigarette butts in bins provided on course. Under no circumstances are cigarette butts or packages to be disposed on course grounds.

- d) Smoking is not permitted by persons under the age of 18 on Club property, including course, club house or surrounds.
- e) Persons under the age of 18 reported for smoking will be required to report to the Match Committee for disciplinary action which could include withdrawal of playing and membership rights.

7.15 Liquor

- a) Supply of liquor for consumption on course is restricted to four cans of light or heavy beer per person or two cans of spirit based drinks per person
- b) Persons consuming liquor on the course must dispose of empty cans/bottles in the bins provided on course.
- c) Drinking of alcohol is not permitted by persons under the age of 18 on Club property, including course, club house or surrounds.
- d) Persons under the age of 18 reported for drinking alcohol will be required to report to the Match Committee for disciplinary action which could include withdrawal of playing and membership rights.

7.16 Golf Carts

7.16.1 Privately Owned Carts

- a) The club currently provides a restricted number of parking facilities for member's privately owned golf carts on the club's premises. Members wishing to utilize this facility must apply to the General Committee and will be allocated a place as and when one becomes available.
- b) A non-refundable annual fee is payable for the use of the club's storage facility.
- c) All carts are stored at the owner's risk and the club will not accept responsibility for any loss or damage that may occur while the cart is stored on its premises.
- d) The Club will not accept liability for injury to people using privately owned golf carts on the course, nor damage to any privately owned golf cart, unless the owner has permitted the club to use the cart for hire under which case the club will accept liability for injury to people or damage to carts so hired.
- e) Motorized carts of unusual or non-conventional design that in the opinion of the Course Committee may cause damage to the course may be prohibited.

7.16.2 Cart Restrictions

The Course Curator may restrict the use of motorised carts if they are likely to cause abnormal damage to the course.

7.16.3 Cart Guidelines

- a) No more than two persons may ride in the cart;
- b) All drivers must be over 18 years of age, hold a valid and current driver's licence. Children are not permitted to drive carts;
- c) All drivers must keep to pathways where provided;
- d) Carts are not permitted to be parked on or driven over any tee mound;
- e) Carts are not permitted to be driven or parked within 5 metres of the greens and bunkers.
- f) Carts must be parked to the side or rear of greens, not in front;
- g) Drivers must do their best to avoid wet, muddy, or soft areas at all times.
- h) Drivers must be mindful of other players and are not permitted to drive ahead of play when a ball is still to be played.

8. GREEN FEES/GREEN FEE PLAYERS BY LAWS

8.1 Green Fee Players

The Club welcomes Green Fee players to play on the course.

- a) All green fee players must abide by the Course Etiquette as prescribed under By Law 7.7
- b) All green fee players must abide by the Code of Conduct as prescribed under By Law 10.1
- c) All green fee players must abide by the Dress Code as prescribed under By Law 10.2

8.2 Green Fees

- a) Green Fees are determined by the General Committee and approved by special resolution as and when required.
- b) All Green Fee players must pay the prescribed green fee/s prior to commencing play.
- c) All Green Fee players must present, on request, a valid green fee receipt.
- d) Green Fee Players who have not paid the prescribed fee/s may be asked to leave the course

9. COMPETITION BY LAWS

The Club encourages improvement in the standard of golf by conducting regular competitions. Subsequently, when competitions are conducted, participants are allowed priority use of the golf course.

9.1 Eligible Players

- a) With the exception of Social and Non Playing Members, all members as defined in By-Law 2.1 shall be eligible to play in club competitions on payment of the prescribed competition fee.
- b) Visitors who are financial members of another golf club shall be eligible to play in club competitions on payment of the prescribed competition fee and half of the prescribed green fee with the exception of Club Championships, Honour Board events and other closed events nominated by the Club. A visiting Member may play in, but will be ineligible to win any Monthly Medal event.
- c) The Executive Match Committee may allow a Social or Non Playing Member to participate in a club competition upon payment of the prescribed green and competition fees and in doing so shall allocate the member with a playing handicap.
- d) Social and Non Playing Members shall not be permitted to play in Major Board Events.
- e) All eligible players must be financial.
- f) All eligible players with the exception of Social and Non Playing members must hold a current Golf Australia Handicap.
- g) The number of competition rounds that a visitor can play shall be restricted to six (6) rounds per annum. This restriction may be waived by the General Committee.

9.2 Overseas Players

- a) Overseas players who present proof of their bona fide current handicap can play in club competitions on payment of the prescribed green and competition fees.
- b) Overseas players shall not be permitted to play in Major Board Events.

9.3 Local Rules

- a) The Executive Match Committee is responsible for ensuring that the local rules are kept up to date.
- b) No other member shall erase or otherwise interfere with local rules so displayed.
- c) All players are bound by the local rules.

- e) Local Rules shall be printed on the scorecard and/or written clearly on a notice board that is in clear view to competitors.

9.4 Time Sheets

- a) Playing times for competitors are reserved on a time sheet that is issued by Match Committee/s.
- b) All eligible competitors, have the right to reserve tee times on the competition time sheet.
- c) Members or visitors who are not playing in the competition may not reserve a tee time on the competition time sheet unless otherwise approved.
- d) No member, staff or visitor shall alter a time sheet which has been prepared for a special event e.g. Tournament, Classic unless authorised by Match Committee and/or club captains.

9.5 Governing Rules

The rules of golf governing competition play are those as approved by R & A Rules Limited and the United States Golf Association.

9.6 Conditions Of Play

- a) Conditions of Play are determined and set by the Match Committee/s
- b) Conditions of Play affecting competitions shall be posted on a notice board that is in clear view to competitors.
- c) The Match Committee is responsible for ensuring that conditions of play are kept up to date.
- d) No other member shall remove or otherwise interfere with conditions of play so displayed.

9.7 Competition Fees

- a) Competition fees shall be determined by the General Committee and reviewed as and when required.
- b) Unless otherwise approved, all players are required to pay the prescribed competition fee.

9.8 Refunds Of Competition and/or Event Entry Fees

- a) If due to weather conditions or other circumstances it is necessary to cancel or completely suspend play, all players may be refunded their competition and/or event entry fee.
- b) A refund shall only be given for player cancellations, provided cancellations are made within the approved timeframe.
- c) Refunds shall not be granted for “no shows” unless there is a valid reason for the no show.
- d) The Captain of the day shall arrange for the event to be held, if appropriate at another time and if applicable advise the sponsor of the day the change of time.

9.9 Eagles Nest

- a) The Club shall operate Eagles Nest/s for competitions held on the following days:
 - Men’s Competitions held on Tuesdays and Saturdays
 - Ladies Competitions held on Wednesdays and Saturdays
 - Any other competitions and/or days as approved by the General Committee
- b) Two balls will be added to the Eagles Nest per week up to a maximum of 12 balls

9.10 Hole In One

- a) A hole in one scored by a member of the Korumburra Golf Club (excluding non playing and social members) during any organized competition event or round shall have their hole in one recognized by the club.
- b) A hole in one must be witnessed by another member and verified on the players score card.
- c) An organized event includes:
 - Any Men's or Women's events scheduled on a Saturday, Tuesday or Wednesday
 - Any Knockout Event played on any day
 - Any Social Event organized by or benefiting the club
 - Any Charity Event organized by or on behalf of the club i.e. Uncle Bob's Day
 - Any South Gippsland District or South Gippsland Ladies Event
 - Does not include any practice rounds or social rounds not organized by the club
- d) Recognition of a Hole in One includes:
 - Placing of the member's name on the Hole in One Honor Board
 - The ball mounted on a trophy and presented to the member
 - The Traditional Shout
- e) Any person who plays in an organized event as prescribed in By Law 9.9 (b) shall be entitled to one drink in the Traditional Shout on the day the hole in one is scored.
- f) In the event that the hole in one is scored by a person other than a member of the Korumburra Golf Club then their feat shall be recognized by the placing of the player's name on the Hole in One Honor Board.
- g) Non members may have their ball mounted on a trophy at their own cost.
- h) Non members are not eligible for the Traditional Shout unless they wish to arrange for this at their own cost.

9.11 Social Groups

Groups of golfers playing socially may be allowed to play on competition days if there is a benefit to the Club and there is no interruption to competition players.

9.12 P V Goyne Mug (Men's event)

- a) The player with the lowest nett score on Men's Monthly Medal Days shall win the P. V. Goyne Beer Mug.
- b) The winner of this mug shall be entitled to ask any male club members (over the age of 18 years) to fill the mug with beer. The price that members pay to fill the mug shall be determined by the Bar Sub Committee and subject to Bar Price Variations.
- c) No member shall be asked to fill the mug more than once. If a member has filled the mug and the holder of the mug requests a member to fill the mug again, then the holder shall be obliged to buy a drink for that member.
- d) If the holder wishes to fill the mug himself he will be required to pay the current price himself.

9.13 Marking of Score Cards

A marker should be a fellow competitor. In the event that the marker is a person other than a fellow competitor, then approval must be sought from the Match Committee for that person to be appointed as marker prior to the competition round played. It is expected that a non-competing marker has held or currently holds an Australian golf handicap.

9.14 Competition Results

A protest or dispute in connection with any competition or match results shall be made to the Match Committee or Captain prior to the presentation of trophies on the day on which the disputed matter has arisen. Failure to do so will generally result in the initial results being made final.

10. GENERAL BY LAWS

10.1 Code Of Conduct

- a) All members, guests, visitors and staff are expected to conduct themselves in a manner that:
- Creates an environment and culture that is reflective of the personal integrity and respect taught in the rules of golf where it is written that we are capable of enforcing rules upon ourselves with honesty, integrity and good sportsmanship. This same integrity, honesty and good will are expected whether on the golf course or within the clubhouse.
 - Acknowledges the club as a family friendly environment and, therefore, refrains from using obscenities and loud boisterous behavior inappropriate or not in good taste.
 - Observes proper etiquette on and off the course and within the clubhouse
 - Is reflective of being an ambassador for the golf club when out in the community, at other clubs.
 - Shows the utmost respect and dignity to fellow members, staff and visitors.
 - Does not damage the character, integrity, good will, property and community view (local and/or the broader community) of the club and/or staff.
 - Is reflective of an adherence to all club rules and by laws
 - Demonstrates an understanding that members and visitors have no authority to instruct staff in job performance and duties
 - Understands that the committee and course curator are responsible for instructing the staff in the performance of their duties
 - Is vigilant in reporting real or perceived safety hazards to staff and/or club committee members
 - Does not denigrate, talk down to, scream at staff, members and/or guests and does not create unnecessary strife and divisiveness.
 - Does not misrepresent their position and/or authority to others.

10.2 Dress Code

- a) Standard of dress and general appearance will, at all times, determine the privilege of Members and their guests to use the facilities of the Clubhouse and Course.
- b) It is the member's responsibility to comply with the Dress Code.
- c) All employees of the clubhouse and/or committee members have the responsibility to ensure all people comply with the dress code prior to accessing the course or clubhouse.

10.3 Etiquette

Good etiquette should be practiced on the course, in the clubhouse and at all other areas of the facility.

10.3 Safety

10.3.1 OCCUPATIONAL HEALTH AND SAFETY

The Club has a responsibility and duty of care to provide a safe environment for its players, officials, volunteers, staff and visitors.

The club shall endeavor to:

- Ensure the safety of the playing and clubhouse facilities
- Identify any issues that could pose as a safety threat
- Perform equipment checks and maintenance

- Ensure that emergency procedures are followed and provide adequate first aid provisions
- Ensure that evacuation procedures are followed
- Ensure that fire procedures are followed and fire equipment maintained eg. fire extinguisher checks
- Maintain a smoke free environment
- Ensure responsible alcohol management
- Ensure sunsmart practices
- Ensure that Safety Policies are enforced e.g. Heat Policies etc

10.4 Equal Opportunity

- a) The Club shall endeavor to ensure that a person's opportunity to participate in or join the club is not limited on the basis of gender, ethnicity, sexual preference, religious beliefs, disability, age.
- b) It shall not treat a person unfairly because of a personal characteristic, beliefs or association is termed as discrimination.

10.5 Fraud Prevention

- a) Korumburra Golf Club has a zero tolerance approach to any fraudulent and/or unethical conduct within its organization and is committed to protecting its funds and assets from any attempt of fraud and corruption.
- b) The Club President, Members of the Executive Committee, General Committee and Sub Committee Chairpersons shall be responsible for the prevention and detection of fraud or corruption.

It is their responsibility to ensure that there are mechanisms in place within the area of their control to:

- assess the risk of fraud;
 - promote awareness of ethical principles, and
 - educate employees, club members and volunteers about fraud and corruption prevention and detection.
- c) All employees, committee members, club members, visitors and volunteers have the responsibility to report fraud and suspected corrupt activity.