

**LATROBE
GOLF CLUB**



BY LAWS

CONTENTS

1.	Introduction.....	3
2.	Governance.....	3
3.	Members and Membership	8
4.	Dress	15
5.	Visitors and Guests	18
6.	Conditions of Play	19
7.	Care of the Course	21
8.	Competitions.....	22
9.	Grades and Handicaps.....	29
10	Trade Days.....	30
11.	Motorised Buggies.....	30
12.	Practice.....	32
13.	Clubhouse	33
14.	Club Professional.....	34
15.	Fees	34
16.	Reciprocal Rights Clubs	35
17.	Miscellaneous	36

1. Introduction

- 1.1 The supreme decision making body for the Club is the membership, meeting as a General Meeting of Members (see Clause 50 of the Constitution). To provide ongoing governance, the membership appoints a Committee, according to the provisions of the Constitution (see Clauses 38 and 41 of the Constitution). Further reference to the Committee in these By Laws is to the 'General Committee', to ensure the distinction between it and any subcommittee appointed by it.
- 1.2 The Club By Laws represent Rules and/or Procedures that are made from time to time by the General Committee under Article 49 of the Club's Constitution for the general benefit of Latrobe Golf Club members, their guests and visitors, and employees of the Club.
- 1.3 The By Laws cover matters that are not specified in the Club's Constitution or the Rules of Golf in operation in Australia, including any local rules specified for any competition on the course, or any applicable Conditions of Competition. Where there may be any perceived variance of intention, the Club's Constitution and the Rules of Golf, including any local rules, take precedence.
- 1.4 Copies of By Laws must be maintained by the General Manager. They shall be available for perusal in a prominent place in the clubhouse, and shall be available for all members in electronic format as a downloadable file on the Club's website, www.latrobegolf.com.au.

2. Governance

2.1 Subcommittees of the General Committee

- 2.1.1 The General Committee shall appoint the following subcommittees which shall report to the General Committee at the next General Committee meeting following their meetings. In general (unless stated otherwise), these subcommittees are chaired by a member of the General Committee, with a deputy who is also a member of the General Committee. If the chair of the subcommittee is absent at any meeting of that subcommittee it shall be chaired by the deputy. If both these persons are absent, then meetings may be chaired by the President (if present); otherwise, the subcommittee shall elect a chair for a particular meeting.

- 2.1.1.1 Executive Committee. Chair: the President; deputy: the Vice President.

The Executive Committee shall comprise the Officers of the Club, namely, the President, the Vice President, the Captain and the Treasurer.

The Executive Committee has responsibility for overseeing the administration of the Club. It also has responsibility for membership matters, and the terms and conditions of employment of the General Manager .

- 2.1.1.2 Finance Committee. Chair: the Treasurer; deputy: such other member of the General Committee as has been appointed to the subcommittee to that position.

The Finance Committee shall comprise the Treasurer, and such other

members as the General Committee may appoint.

The Finance Committee has responsibility for overseeing the financial operations of the Club.

- 2.1.1.3 Match Committee. Chair: the Captain; deputy: the Vice Captain (if one has been appointed), or such other member of the General Committee as has been appointed to the subcommittee to that position.

The Match Committee shall comprise the Captain, the Vice Captain (if one has been appointed), and such other members as the General Committee may appoint, but should include the Club Professional and the Women's Captain.

The Match Committee has responsibility for overseeing the playing of and practising for the game of golf at the Club.

- 2.1.1.4 Course Committee. Chair: the Vice President; deputy: such other member of the General Committee as has been appointed to the subcommittee to that position.

The Course Committee shall comprise the President, Vice President, and such other members as the General Committee may appoint, but should include the Club Course Superintendent.

The Course Committee has responsibility for overseeing the maintenance, improvement and upkeep of the golf course and practice facilities at the Club.

- 2.1.1.5 House Committee. Chair: a member of the General Committee; deputy: such other member of the General Committee as has been appointed to the subcommittee to that position.

The House Committee shall comprise appointees of the General Committee, but should include a nominee of the Women's Golf Subcommittee.

The House Committee has responsibility for overseeing the maintenance, improvement and upkeep of the clubhouse and its surrounds, including the car parks, at the Club.

- 2.1.1.6 Social Committee. Chair: a member of the General Committee; deputy: such other member of the General Committee as has been appointed to the subcommittee to that position.

The Social Committee shall comprise appointees of the General Committee, but should include a nominee of the Women's Golf Subcommittee.

The Social Committee has responsibility for overseeing social events at the Club.

- 2.1.1.7 The House Committee and Social Committee may be combined into one committee, if the General Committee so determines.

- 2.1.1.8 Youth Development Committee. Chair: a person appointed by the General Committee; deputy: such other person as has been appointed by the General Committee to the subcommittee to that position.

The Youth Development Committee shall comprise appointees of the General Committee, but should include nominees of the Match Committee and the Women's Golf Subcommittee.

The Youth Development Committee has responsibility for overseeing development programs for junior members and potential junior members at the Club.

The Youth Development Committee is expected to cooperate closely with the Match Committee.

- 2.1.1.9 Latrobe Foundation Committee
The Foundation Committee shall comprise the President, the Treasurer, and such other members as the General Committee may appoint.

Latrobe Foundation Committee shall appoint their chairman.

The Latrobe Foundation Committee has responsibility for overseeing the administration of the Foundation as per the By Laws.

- 2.1.1.10 Any other subcommittee deemed by the General Committee to be in the best interests of the furtherance of the Club's Objects (see Clause 3 of the Constitution).

- 2.1.2 A quorum for an appointed subcommittee shall be, in the case of a total membership which is an even number, half the membership plus one and, in the case of a total membership which is an odd number, half the membership plus one half (ie, half the membership rounded up to the next whole number). The total membership includes any appointed members, any seconded members (see Clause 47 of the Constitution) but, except in the case of the Executive, does not include the President, who is an ex-officio member of any subcommittee appointed by the General Committee (see Clause 46.1 of the Constitution). However, the President, if present at a meeting, shall be counted in determining whether a quorum is present.

- 2.1.3 The General Manager, or his/her nominee, shall act as Executive Officer and attend all meetings of subcommittees appointed by the General Committee, unless the General Committee determine otherwise. However, s/he shall attend meetings of the Executive Committee and s/he or his/her nominee meetings of all other subcommittees (unless determined otherwise).

- 2.1.4 All meetings of subcommittees appointed by the General Committee shall provide reports to the next meeting of the General Committee. Such reports shall be submitted in the following formats (as appropriate):

- For Information
- For Decision

Any such report is to be structured and should include a Background or Introduction, details about the matter and a summary of the issues. Where the report is 'for decision',

clear recommendations are to be included and numbered.

- 2.1.5 Normally, the General Manager, or his/her nominee, shall prepare such reports. However, it is the responsibility of the chair of the particular meeting to approve the draft of all reports prior to their being circulated to other members of the subcommittee, or to the General Committee. Formal responsibility for approving the reports of a meeting lies with the particular subcommittee; however, the General Committee is responsible for accepting or not any recommendations or approving or modifying any decisions made by a subcommittee, except in the case where the subcommittee has been given power to act within its terms of reference (see Clause 46.5 of the Constitution).

2.2 Women's Golf Subcommittee

- 2.2.1 The women Members of the Club may elect a Women's Golf Subcommittee to oversee golf and other matters specific to the interests of women Members. The rules governing the operation of the Women's Golf Subcommittee, its office bearers and responsibilities shall be determined by the women Members of the Club, but such rules and any decisions of the Women's Golf Subcommittee shall be subject to the Constitution and these By Laws.

2.3 Mediation Matters

2.3.1 General

- 2.3.1.1 In the event of a dispute between a Member and another Member, a Member and the Committee, or a Member and the Club, the parties are encouraged to resolve the dispute informally between themselves (see Clause 35.2 of the Constitution). In the case of such dispute not being resolved to the mutual agreement of the two parties, the involvement of a mediator may be requested by either party (see Clauses 35.3–35.6 of the Constitution).
- 2.3.1.2 The request for involvement of a mediator must be made in writing to the General Manager, either by one or both parties to the dispute. The General Manager shall ensure that all parties to the dispute are informed in writing of the request for involvement of a mediator, and shall ensure that the procedures as specified in Clause 35 of the Constitution are followed.

2.4 Disciplinary Matters

2.4.1 General

- 2.4.1.1 The General Committee may either appoint an Investigation Subcommittee to consider evidence and make recommendations to the General Committee in relation to any charge against a Member who has acted detrimentally against the interests of the Club or is in breach of any of the provisions of the Constitution or these By Laws, or it may conduct such hearings itself (see Clause 36.2 of the Constitution).
- 2.4.1.2 An Investigation Subcommittee shall consist of a Chair (normally either the President or Vice President), at least one other member of the General Committee, and up to two other persons who are members of the General Body of Members of the Club.
- 2.4.1.3 Any Investigation Subcommittee must act according to the provisions of the Constitution; that is, in its operation it must follow the same procedures as is

required of the General Committee for hearing any charge (see Clauses 36.2 and 36.4 of the Constitution).

2.4.2 *Procedures*

- 2.4.2.1 Any Member who is charged under the provisions of Clause 36 of the Constitution may choose to appear in person before the General Committee or Investigation Subcommittee, or to make a written submission, or both. A Member may also be accompanied by a Friend, who may assist the Member in the presentation of his/her response to the charge.
- 2.4.2.2 The Member may call witnesses, and/or present written statements from witnesses, to assist in the presentation of his/her case.
- 2.4.2.3 The General Committee or Investigation Subcommittee may also call witnesses, and/or consider written statements from witnesses.
- 2.4.2.4 If an Investigation Subcommittee has been established, it shall determine its decision and present its findings to the General Committee. If it determines that the Member has been found guilty of any charge, it shall also make a recommendation to the General Committee regarding the appropriate disciplinary action to be taken.
- 2.4.2.5 Any disciplinary action to be taken in relation to a Member who is found guilty of a charge considered by an Investigation Subcommittee can only be taken by the General Committee.

2.4.3 *Further hearing*

- 2.4.3.1 If an Investigation Subcommittee has previously heard a charge and found the Member guilty, and the General Committee has imposed a penalty and informed the Member, the Member may seek to re-present his/her case directly to the General Committee. However, the General Committee will only hear such a re-presentation in the event of availability of substantially new evidence (that is, evidence that was not able to be presented to the Investigation Subcommittee).
- 2.4.3.2 Any further hearing resulting from the circumstance noted in 2.4.3.1 above will be conducted according to the provisions of the Constitution and these By Laws.
- 2.4.3.3 Once the General Committee has determined on a case in relation to a further hearing, there shall be no further hearings, apart from the provisions of Clause 36.7 of the Constitution.

2.5 **Proxy Form Template**

- 2.5.1 If a Proxy Vote is allowed for any vote under the Constitution (see Clause 37 of the Constitution), a form similar to the following shall be used.

LATROBE GOLF CLUB

I,

being a member of Latrobe Golf Club, hereby appoint
of (address)
who is also a member of Latrobe Golf Club, as my proxy to vote for me on my behalf at
the
*Annual General Meeting / *General Meeting [*delete as appropriate]
to be held on (date).....
and at any adjournment thereof.

Signed
Date

2.6 Annual General Meetings

2.6.1 In accordance with the requirements of the Corporations Act, the Club must hold its Annual General Meeting within 5 months of the end of its Financial Year (see Clause 50.1 of the Constitution). The Club's Financial Year is from 1 March to the last day of February of the next year (Clause 2.2 of the Constitution). The normal place and time for the Annual General Meeting is the clubhouse, on the last Friday of May.

2.7 Reimbursement of Expenses

2.7.1 Committee members and other Club members

2.7.1.1 Committee members and other Club members may be reimbursed for any expenditure incurred for legitimate Club business. In the case of expenses above \$50 for any one item, such expenditure must previously have been approved in writing by the Finance Committee; in the case of expenses of \$50 or below for any one item, the Finance Committee must approve the reimbursement, on application in writing to the General Manager.

3. Members and Membership

3.1 General Conduct

3.1.1 Members should report orally, or in writing if so required, any breach of the By Laws to the General Manager.

3.1.2 Conduct in the clubhouse and on the course is governed by consideration of fellow members at all times. Excessive noise, bad language and disruptive behaviour is not permitted at any time.

3.1.3 A Member shall not reprimand any employee of the Club, but may lodge a written complaint against an employee with the General Manager.

3.1.4 Members, other than General Committee Members or Members authorised by the General Manager, must not direct employees in relation to their duties.

3.1.5 Members, other than General Committee Members, Course Committee Members or Members authorised by the General Manager, must not encroach into the ground staff

workshop, except with the express permission of the General Manager or the Course Superintendent.

- 3.1.6 Members are to strictly observe the speed limits inside Club property, Farm Road and surrounding streets, for the safety and comfort of our Members, neighbours and their children.

3.2 Nomination, processing and election of new Members

- 3.2.1 No Member of the Club may propose and/or second more than 4 people in total into the Club in any calendar year.

- 3.2.2 It is the responsibility of the proposer and the seconder, when their nominee is elected to membership of the Club, to

3.2.2.1 ensure that such new Member is introduced to other Members; is advised of all rules governing the conduct of the Club; and is sufficiently advanced in the knowledge of the Rules of Golf to be competent to perform the duties of marker for a fellow competitor;

3.2.2.2 play golf with their nominee until he or she is so equipped; and

3.2.2.3 assist their nominee to obtain a handicap.

- 3.2.3 The General Manager shall be responsible for the maintenance of a list of persons (a 'waiting list') who have submitted an Application Form for membership which has the required information, together with the appropriate Application Fee. The waiting list must show the names of the proposer and seconder, the date received, and the category of membership sought, as well as relevant contact information.

- 3.2.4 Nominations for membership will be processed in accordance with the date of receipt and the existence of vacancies in the category of membership sought. However, in exceptional circumstances, the General Committee shall have the right to elect to an appropriate category of membership a person who meets the general criteria for membership of the Club (see Clause 5.2 of the Constitution) and the requirements for that category, but whose date of receipt of an Application Form is later than other persons on the waiting list.

- 3.2.5 A member of a club which has a reciprocal rights agreement with Latrobe Golf Club *does not* automatically have priority on waiting lists, but may be given special consideration according to circumstances.

- 3.2.6 Except for cases described in 3.2.4 above, or for persons who have been awaiting Ordinary membership for more than 2 years and whose Application Form was received before 1 January 2002, or if the number of Ordinary Members in the relevant Subcategory is less than the number noted in 3.6.1 below, any new Member shall be elected first as a Restricted or Intermediate Member. Apart from the exceptions noted, a person cannot choose to be elected as an Ordinary Member without first becoming a Restricted or Intermediate Member.

- 3.2.7 Any person who has been offered membership in any category more than twice without accepting membership in that category shall be removed from the waiting list. S/he shall

be informed in writing of this, and his/her proposer and seconder shall also be informed. Such removal does not preclude the person from submitting a subsequent Application Form, but this must be accompanied by the relevant Application Fee.

3.3 Reinstatement of Members on Leave of Absence, or past Members

3.3.1 Members on Leave of Absence seeking reinstatement have priority on waiting lists for the category of membership previously held.

3.3.2 Members transferring to lesser categories of membership are to be advised in writing that any future reinstatement is subject to availability.

3.3.3 Past Members seeking reinstatement *do not* automatically have priority on waiting lists, but may be given special consideration according to circumstances and previous involvement with the Club, subject to payment of any outstanding amount owed to the Club.

3.4 Playing Rights

3.4.1 Playing rights of the major categories of membership, as provided in the Constitution (see Clauses 9, 10 and 11), are as follows.

3.4.1.1 Subject to 8.4 below, Ordinary Members have 7 day playing rights on the course.

3.4.1.2 Subject to 8.4 below, Intermediate Members may play on any day except Saturday (that is, they may play on 6 days of the week), unless the Committee decides otherwise in relation to a particular Saturday.

3.4.1.3 Subject to 8.4 below, Restricted Members may play on any day, including public holidays from Monday to Friday, except Saturday or Sunday (that is, they may play on 5 days of the week), unless the Committee decides otherwise in relation to a particular Saturday or Sunday.

3.4.1.4 Subject to 8.4 below, Country Members may play on any day, up to twelve times in a calendar year. However, Country Members are not permitted to enter Board Event competitions.

3.4.1.5 Subject to 8.4 below, Cadet Members who have obtained a handicap may play at competition times on any day, including public holidays, from Monday to Friday, except Saturday or Sunday (that is, they may play on 5 days of the week), unless the Committee decides otherwise in relation to a particular Saturday or Sunday, provided they are accompanied by a parent/guardian or other approved adult who is a Member with rights to play on that day.

3.4.1.6 Subject to 8.4 below, Corporate Members may play according to individual agreements between the Club and the incorporated body which is the signatory to such agreement.

3.4.2 A Member cannot have another Member as a guest.

3.4.3 An Intermediate Member may play on Saturdays after the competition field has cleared

the current starting tees (that is, from about 3.30 pm onwards, and subject to approval from the Club Professional or a member of his staff) on payment of the appropriate Green Fee.

- 3.4.4 A Restricted Member may play on Sundays after the competition field has cleared the current starting tees (that is, from about 3.30 pm onwards, and subject to approval from the Club Professional or a member of his staff) on payment of the appropriate Green Fee.
- 3.4.5 A Young Adult or Junior Member of a particular category (Ordinary, Intermediate or Restricted) who has obtained an AGU or WGA handicap has the same playing rights as a Member of the same category and is allowed to compete in the relevant men's or women's competitions. (See also 8.6.1 re Junior Members signing of scorecards.)
- 3.4.6 A Young Adult or Junior Intermediate Member may play on Saturdays after the competition field has cleared the current starting tees (that is, from about 3.30 pm onwards, and subject to approval from the Club Professional or a member of his staff) without payment of a Green Fee.
- 3.4.7 A Young Adult or Junior Restricted Member may play on Sundays after the competition field has cleared the current starting tees (that is, from about 3.30 pm onwards, and subject to approval from the Club Professional or a member of his staff) without payment of a Green Fee.
- 3.4.8 A Temporary Member is entitled to the playing rights of the category of Temporary Membership (Ordinary, Intermediate or Restricted) approved by the General Committee (see Clause 21 of the Constitution).
- 3.4.9 An Honorary Member with playing rights (that is, excluding persons accompanying competitors described in Clause 22.1(b) and persons described in Clause 22.1(c) of the Constitution) is entitled to the playing rights of the category of Honorary Membership (Ordinary, Intermediate or Restricted) approved by the General Committee (see Clause 22 of the Constitution).
- 3.4.10 A Member on Leave of Absence may, upon payment of a Member's Guest Green Fee, arrange with the General Manager to play on the course, but cannot play during Club competition times unless approved by the General Committee for a specific event (such as the Fathers and Sons competition). A Member on Leave of Absence is not permitted to play as a guest of a Member.
- 3.4.11 Cadet membership enables a young person to gain golfing experience under the control of a Member parent, guardian or other approved (by the General Manager) adult without the normal longer term commitment to Club membership. Cadet Members are expected to be at least 12 years old. Those without handicaps can play on Monday to Friday outside competition times and on Saturdays and Sundays after the competition field has cleared the current starting tees (that is, from about 3.30 pm onwards, and subject to approval from the Club Professional or a member of his staff), provided they are accompanied by their Member parent, guardian or approved adult. The Member parent, guardian or approved adult accompanying the Cadet Member on a particular day must have playing rights to play on that day.
- 3.4.12 The Corporate Membership Package shall be as follows:

CORPORATE PACKAGE

1. CONDITIONS:

Corporate Membership can be for individuals or groups (Groups are to be up to four (4)) persons each year, being the one Approved Named Player and up to three Associated Named Players. The Approved Named Player may with the approval of the Golf Club, change the Associated Named Player up to 3 times per year.

Corporate members are billed for each person as per the fees set out below.

Corporate Package will be accommodated within the quota for the Corporate Membership category of the Club and all Associated Named Players will be subject to the quotas, conditions and limitations of this category of membership.

2. PLAYING PRIVILEGES:

Corporate Members will enjoy playing rights as per their category and are subject to the same rules as members within that playing category (except as in point 3. below).

12 complimentary guests rounds throughout year (must be accompanied by an Approved or Associated named player and cannot be used on a Saturday during the members competition)

3. RESTRICTIONS:

- Approved Named Players, are entitled to play in Honour Board Events, vote at General Meetings but are not eligible for election to the Committee or to be an officer of the Club. (24.1 Constitution)
- Associated Named Players do not form part of the General Body of Members. Associated Named Players therefore cannot vote, be elected to a position of office within the Club or win honour board events. The Associated Named Player may enter normal competitions of the day.
- Approved Named Players may apply for individual membership (non corporate). Approved Named Players will be exempt from paying a joining fee if they have completed at least **THREE** full years of Corporate membership. The membership category granted will be dependent on the joining date of the applicant in line with normal membership progression. Associated Named Players will not receive any exemption from the Entrance Fee if they join the Club independently.

4. PERIOD EXTENSIONS:

A Corporate Package agreement is for a minimum of one year. Unless the club is notified in writing the agreement will continue by the Club issuing a renewal invoice in February each year. The Club Year commences 1st March and ends on the last day of February. Cost component a) below is charged on a monthly pro rata basis if the membership is taken up part way through the year. Corporate Wallet amounts expire on the last day of February if not used.

3.5 Life Members

3.5.1 A person may be nominated to a General Meeting of the Club as a Life Member, according to the provisions of the Constitution (see Clause 8 of the Constitution), specifically because of distinguished and exceptional service.

3.5.2 The general criteria for election to Life Membership of the Club are as follows.

3.5.2.1 Period of Club membership: normally, such person should have been a Member for a minimum of 20 years.

3.5.2.2 Contribution to the development of the Club: normally, such person should have made a significant and sustained contribution over a number of years to the development of the Club by, for example, serving as a member of the General Committee, or as an Elected Officer, or as a member of the Women's Golf Subcommittee, or by voluntary work at the Club, etc.

3.5.2.3 Contribution to the progress of golf generally: normally, such person should have made a significant and sustained contribution over a number of years to the wider golf community by, for example, serving as a member of the Victorian Golf Association Council or the Women's Golf Victoria Council, or similar, or by voluntary work associated with interclub or other competitions, or similar.

3.5.2.4 Record of golfing achievement within the Club or outside: normally, such person should have achieved outstanding golf results both at the Club and in the wider State, national or international arenas.

3.5.2.5 Reputation for honesty, integrity and good character: such person must have a reputation for honesty, integrity and good character.

3.5.3 For a person to be nominated, that person should normally have met at least three of the above five criteria, and be considered by the committee as having rendered distinguished and exceptional service to the Club and/or service in the interest of golf, and must have met the criterion of 'Reputation for honesty, integrity and good character'.

3.6 Number of Members in each category

3.6.1 The following table shows the maximum number of Members in each major category of membership. Note that at any time there may be a variation of up to 5% within a given category, provided that the total number of Members with playing rights does not exceed the maximum allowed of 1250.

Number of Members by Major Category

Category	Subcategory	Maximum	Percentage*
<i>Playing Rights</i> Ordinary	Adult	460	38.02
	Young Adult	20	1.65
	Junior	20	1.65
	Country	25	2.07
	Corporate	6	0.50

Intermediate	<i>Total 7 day</i>	531	43.88
	Adult	350	28.00
	Young Adult	20	1.65
	Junior	20	1.65
	Corporate	12	0.99
Restricted	<i>Total 6 day</i>	402	32.29
	Adult	210	16.81
	Young Adult	20	1.65
	Junior	20	1.65
	Corporate	20	1.65
Cadet	<i>Total 5 day</i>	270	21.60
		10	0.83
Temporary		10	0.83
Corporate	Associate Named Players	27	2.23
	<i>Total non-specific</i>	47	3.88
	<i>Total playing rights</i>	1250	100.00
<i>Non-Playing Rights</i>			
Leave of Absence		150	
Social		50	
	<i>Total non-playing rights</i>	200	
	<i>Total overall membership</i>	1450	

* Percentage of Total Membership with Playing Rights

3.7 Country Membership

3.7.1 A Country Member is a Member who normally resides outside a defined distance from the Club, measured in a straight line between the Club and the place of residence. This distance is the ‘defined radius’ as noted in the Constitution (see Clause 12.1 of the Constitution). The defined radius for the purpose of determining eligibility for Country Membership is 100 km.

4. Dress

4.1 General

4.1.1 Members, their guests and all visitors are to wear tidy, clean and appropriate clothing on the course and in the clubhouse at all times. Clothing in a state of disrepair is not acceptable.

4.1.2 Clothes that are worn on the course may be worn in the clubhouse provided that they are dry, neat and clean. Caps or hats are not to be worn in the bar/dining/lounge areas.

4.1.3 Members are responsible for ensuring that their guests accompanying them on the course or in the clubhouse meet the required dress standards.

4.1.4 Club Management is responsible for the enforcement of dress regulations within the clubhouse. In their absence, General Committee members are to enforce the regulations in a manner appropriate to the circumstances. The Club Professional and his staff are responsible for the enforcement of dress regulations on the course. In their absence, the General Committee members are to enforce the regulations in a manner appropriate to the circumstances. Any concerns by Members about possible non-compliance with the

dress standards should be addressed to these people, who will then undertake the appropriate action.

4.2 Men

- 4.2.1 Shirts must have collars and sleeves and must be tucked into the trousers or shorts at all times unless designed to be worn untucked. Bold or ostentatious advertising is not permitted.
- 4.2.2 Trousers must be tailored and/or belted. Trousers with draw strings and/or elastic support waist, etc are not permitted. Trousers must not be tucked into socks unless specifically designed to do so, eg, Plus Fours.
- 4.2.3 Shorts must be tailored and/or belted and be worn no shorter than 7 cm above the knee. Shorts must not use a drawstring and/or elastic support waist etc. Shorts may be worn with long walk socks or short, predominantly white socks. If long walk socks are worn, they must be worn pulled up at all times. Short socks must extend beyond the shoe line.
- 4.2.4 Unacceptable clothing includes singlets with no covering shirt, shirts without collars, tee shirts, track suits, short shorts, board or surf shorts, any items of denim clothing on the golf course, or any item of a stretch fabric (eg, Lycra) or similar tight fitting material that is visible.

4.3 Women

- 4.3.1 Bold or ostentatious advertising is not permitted. Blouses and shirts worn on the course must have collars or a facing or be turtle, crew or roll-necked. Blouses or shirts may be worn untucked if this is intended by the design of the garment.
- 4.3.2 Tailored shorts, culottes, skirts, divided skirts and trousers are acceptable attire.
- 4.3.3 Unacceptable clothing includes sun frocks or sun tops, singlets with no covering blouse or shirt, tee shirts, track suits, short shorts, any items of denim clothing on the golf course, or any item of Lycra or similar tight fitting material that is visible.

4.4 Footwear

- 4.4.1 Approved golf shoes must be worn when playing on the course or using the practice facilities. Unless specifically approved by the Committee, golf shoes must have spikes, either metal or non-metal. Non-metal spikes are preferred.
- 4.4.2 Unacceptable footwear includes bare feet, thongs, socks without shoes and shoes without socks.

4.5 Dress Policy

- 4.5.1 Policy on how breaches of Latrobe Dress Code should be handled.

Enforcement of the dress requirements is the responsibility of Club Management and in their absence the General Committee.

Process

A number of principals and issues itemized below have influenced the development of the process:

- It is not always possible for the dress regulations to be definitive for all cases
- Where there is indecision about a breach one should be lenient and avoid unnecessary confrontation
- We are here to enjoy the company of fellow members and guests in a friendly environment and promote the game of golf, not actively drive people away for innocent dress breaches
- At all times management, committee and members should act in a friendly manner and avoid causing intentional embarrassment to other members and guests
- A good question to ask is “Am I **offended** by what that person is wearing?”
- Pro Shop – The staff in the Pro shop are normally the first people to detect dress breaches. It is their responsibility to ensure that anyone playing golf is attired correctly. Failure to act at this point makes enforcing the rules more difficult later on and this is unacceptable
- In the event that a caddy or spectator is dressed inappropriately, a more flexible approach should be adopted however the person should still be made aware of the requirements

The following process has been approval by the General committee:

When a breach of our dress code is detected by staff or committee:

Ask yourself the question – “am I, or would others be offended by what that person is wearing?”

If the answer is “yes” then:

It is appropriate for that person to be asked to leave the premises immediately or find alternative clothing to wear.

If the answer is “no” then:

It is appropriate for that member to be made aware of the breach and to observe the requirements next time they are at the Club. Suggest that if possible, the member might remedy the breach – for example tuck in a wayward shirt or change out of offending clothing into appropriate clothing.

If it is a guest that has breached the dress requirements, it is appropriate to talk to the member privately who introduced the guest, and ask the member to advise the guest appropriately.

In either case, there should be no thought of asking the member or guest to leave the premises.

In the event that the member takes offence to the advice, the member should be nicely reminded that a breach has occurred and that if that member wishes to debate the matter further, then it will be referred to the committee where a less flexible solution may be enforced.

If the breach is detected by a Latrobe Member:

The member should not approach the offending member or guest, rather they should

notify an appropriate staff member or committee member who should follow the process above

5. Visitors and Guests

5.1 Clubhouse

- 5.1.1 If a visitor is invited into the clubhouse, to comply with the licensing laws, the visitor's name and address must be recorded in the Honorary Members book provided for the purpose in the clubhouse foyer.
- 5.1.2 Visitors should not remain on the Club premises once the introducing member has left.

5.2 Course

- 5.2.1 Normally, a Member may introduce one guest only at a time to play golf, and must obtain the necessary guest pass from the Professional Shop. This pass must be tied to the guest's golf bag in a prominent position at all times whilst the guest is on the course.
- 5.2.2 Members wishing to introduce more than one guest at a time to play golf may only do so with the prior agreement of the General Manager.
- 5.2.3 No person shall be introduced as a guest to play golf at the Club more than twelve times in a calendar year.
- 5.2.4 Members' guests are not permitted to play golf on any Saturday other than official Guest Days. Guest Days are held in order that members may return hospitality extended to them at other clubs. Accordingly, only guests who have a registered AGU or WGA handicap or equivalent are permitted to play on Guest Days.
- 5.2.5 A Member may book a guest to play in the competition field on a Sunday, a Tuesday (women), a Wednesday (men) or a public holiday if there is a vacancy on the time sheet on the Friday before the particular competition.
- 5.2.6 A Member may introduce one guest only in a competition fields (ie, on Sundays, Tuesdays (women), Wednesdays (men) or public holidays. A guest on these days must be a bona fide member of a golf club and hold at least similar playing rights to the Member making the introduction.
- 5.2.7 The Captain, President, Women's Captain and Women's President may introduce guests, up to a maximum of three each, on Wednesdays and Tuesdays respectively. Guests' Green Fees are not required for such guests.
- 5.2.8 By arrangement with the General Manager and subject to all requirements of these By Laws, visitors, including professionals, may be permitted to play on the course on payment of the relevant Green Fee and subject to tee times being available. If such a visitor is a guest of a Member, it is the responsibility of the Member introducing the guest to see that the guest has a knowledge of golf etiquette, golf rules and complies with the Club's dress requirements. (Green Fees for Guests are specified in 15 below.)
- 5.2.9 In the case of Open Days at the Club, any person playing at the course in the designated competition who is not otherwise a Member of Latrobe Golf Club is deemed to be an Honorary Member. (See Clause 22 of the Constitution.) Such persons must be bona fide

members of other clubs affiliated with the VGA, WGV or VGL or interstate or overseas equivalent and who can provide proof of handicap and membership (Golf Link card or Manager's Introduction) of such club.

5.2.10 Subject to Rule 4-4b of the Rules of Golf, each player must have his/her own set of clubs.

5.3 Children

5.3.1 Members are encouraged to involve their children in golf at the Club, either as Junior or Cadet Members, or by bringing them to the Club before they become Members.

5.3.2 In the case of children who are not yet Members, Members may allow their children to accompany them on the golf course in practice rounds, provided the children are strictly under parental control so that they can cause no concern to other Members nor be placed in any danger to themselves.

5.3.3 Members should not allow children under the age of 10 years to accompany them while they are playing in competition rounds on the course.

5.3.4 Any person dealing with minors, being children and young persons up to the age of 18 years, must undergo a police check at the Club's request. That person must sign a Probity Check Authorisation Release Form enabling the Club, at its discretion, to request a police search on that person for any convictions, charges laid or pending or current investigations. Any person with prior convictions, charges laid or pending or under current investigation relating to child or young person abuse shall not be permitted to fulfil any role or undertake tasks or accept responsibilities associated with children or young persons within the Club. The determination of what constitutes a role or task or responsibility is at the discretion of the Club. The results of any search, which will be at the Club's cost, will be kept strictly confidential and will be made known only to the Member, the General Manager and the General Committee.

6. Conditions of Play

6.1 Playing conditions for all competitions are controlled by the Match Committee and its decision at all times shall be final. Competition conditions for all significant Club competitions are published prior to the day of competition, and are placed on Club noticeboards and on the Club website. It is the responsibility of all competitors in a competition to be aware of and abide by the competition conditions.

6.2 Players engaged in pennant matches and matches and competitions played under the control of the Match Committee have rights over all other players on the course.

6.3 Players in a competition must commence their rounds from their designated tee, as shown on that competition's time sheet. At other times, players shall commence their rounds from the 1st tee, unless authorised by the Club Professional or the Match Committee to commence from another tee.

6.4 Male players must play from the designated men's tee markers of the day: blue (Championship competitions), white (normal competitions and days other than Fridays), and yellow (Fridays). Female players must play from the red tee markers at all times.

6.5 Players must observe the Rules of Golf, the permanent Local Rules, as shown on the

Club's scorecard, and any temporary Local Rules, as shown on notice boards and on printed sheets available from the Professional Shop.

- 6.6 In all Club competitions where no referee is appointed by the Match Committee, any protest must be lodged with the General Manager or his nominee, or with the Captain or other member of the Match Committee, within 20 minutes of the completion of the relevant round, and must be signed by the competitor making the protest and specifying the grounds for such protest.
- 6.7 Members with a current handicap who wish to return a card for handicapping purposes and who have played 'under competition conditions' but have not entered the Competition of the Day (or have already played in such competition), must declare their intention to do this before they start their round. A registration form (either a paper one, or a computer entry) will be available in the Pro Shop: such Members must make sure their name is on this form for the relevant date. If a non-competition card is returned and the player's name isn't on the registration form, then that score will not be considered. Conversely, if a player's name is on the form, but no card is returned and no acceptable reason is provided, then the player's handicap will be increased by the appropriate amount (0.1, or 0.2 for those with handicaps less than 5).
- 6.8 Members must return all competition score cards, whether from Latrobe or other clubs, to ensure accurate handicap assessments. Failure to return cards, or returning cards selectively may result in the General Committee removing or adjusting a member's handicap, or such other restriction on the Member's rights to play in competitions as is seen fit. See also 'Australian Handicapping System', Section 10, in the *Australian Golfer's Handbook*, published by the Australian Golf Union.
- 6.9 Avoidance of slow play; suspension of play**
- 6.9.1 Players must move off the putting green before marking their cards and, if the next tee is clear and it is safe to do so, the first player should hit off before marking his card.
- 6.9.2 The lowest handicapped player is captain of the group and is responsible for maintaining etiquette and procedure. It is his responsibility to ensure that the following players are called through if they are moving faster.
- 6.9.3 If, for any reason, a playing group cannot maintain its place in the field, ie, the preceding group is a fairway's length in front, or a ball is lost, and the following group is waiting, the following playing group should be called through. Where this right, when due, is not conceded and a reasonable opportunity has been given, the captain of the following group should call 'fore' and then await a signal to be called through.
- 6.9.4 To avoid undue loss of time, the following procedure should be followed in calling through, particularly when a ball is lost.
- 6.9.4.1 If a ball is not found immediately when the player reaches the spot where the ball is most likely to lie, and the following group is close behind, the following group must be called through immediately. A group search for the ball should not commence when the group behind is waiting.
- 6.9.4.2 If the following group has been called, but the mislaid ball is found before the last player following has played, the group in front should continue play.

6.9.4.3 If the ball is found after all the following players have played, both groups should play up the fairway together to the green. At the green, the called group should complete the hole first and go through.

6.9.5 In Par and Stableford competitions, players must not complete a hole if they cannot score on that hole.

6.9.6 Suspension of play is signalled by one blast of the siren. Players must mark the positions of their balls and cease further play. Play may be resumed upon two blasts of the siren being signalled. Three blasts of the siren signal cancellation of play, following which players must mark the positions of their balls, cease further play and leave the course.

6.10 Temporary abnormal course conditions

6.10.1 It is the responsibility of the Match Committee, generally through the Captain, if possible in consultation with the Chair of the Course Committee and the Course Superintendent, to determine whether conditions on parts or the whole of the course warrant imposing such temporary playing provisions as Preferred Lies or Tee-up.

6.10.2 In general, Preferred Lies are used to provide the player with improved conditions, such as when it is likely that mud would adhere to the ball, or an area is being renovated and good lies are not generally available in that area. In general, Tee-up, either through the green or on fairways only, is used for protection of those parts of the course where Tee-up is required.

6.10.3 The Match Committee will try to avoid temporary playing provisions such as Preferred Lies or Tee-up being applied for short periods alternating with 'normal' conditions. However, the Match Committee is aware of the possible effect of these temporary playing conditions on application of the Australian Handicapping System for both men and women, and will try to avoid overuse of such conditions.

7. Care of the Course

7.1 Players are to carry a sand bucket and to use the sand or soil provided to repair divots. Divots are to be correctly replaced: loosen the earth with the clubhead before replacing the divot, then tread down the divot into the loose earth and lightly cover with sand.

7.2 Ball plug marks on greens must be repaired immediately. Early repairs will enable a plug mark to recover completely within twenty-four hours, but if left for twenty-four hours before repairing, a plug mark may take two weeks to recover. Damage done by golf shoe spikes is to be repaired upon completion of the hole.

7.3 The flagstick is to be held at arms length in the centre of the hole so as to avoid undue wear around the hole. The flagstick must be replaced in the hole before players leave the putting green.

7.4 The flagstick is not to be dropped on the green but placed carefully, or held by a player, to avoid damage to the green surface.

7.5 The position of the ball on the green should be marked using a small coin or some other form of marker. The position should not be marked on the green with scratches.

- 7.6 Footmarks in bunkers are to be smoothed out by using the rakes provided. To obtain the best results, walk backwards out of the bunker smoothing out the sand as you go, but try to avoid dragging sand towards the edge of the bunker. Always take the shortest route to the ball and retreat from the bunker by the same route. Do not walk up the face of the bunker. Rakes must be replaced in the bunker facing along the line of play, but not in a position so that a ball lying against a rake would give a following player an unfair lie when the rake was removed.
- 7.7 Litter is not to be left around the course and surrounds of the clubhouse. Members are to use the receptacles provided.
- 7.8 Wet slix or wide wheels (10 cm minimum width) must be fitted to buggies. Buggies with wet slix or wide wheels may be wheeled across putting greens to spread wear.
- 7.9 Members must protect the Club's property from damage and, in particular, the trees, ornamental shrubs and flowering plants.
- 7.10 Members who wilfully interfere with the fauna and wild life that inhabits the course will be subject to disciplinary action by the General Committee.

8. Competitions

8.1 Time sheets

- 8.1.1 Time sheets for competitions are maintained so that Members may enjoy an orderly mode of determining when they are to play.
- 8.1.2 These time sheets are kept as part of the Club's computerised administration system and are therefore controlled by the management of the Club, under the direction of the Match Committee.
- 8.1.3 Normally, for Sunday, Wednesday and Saturday competitions two sets of times for competition fields are allowed for: a morning field and an afternoon field. The times for these competition fields are approximately as follows:
- during longer daylight days a 'normal' time sheet operates, which commences at about 7.00 am and finishes at about 8.45 am for the morning field, and commences at about 11.15 am and finishes at about 1.00 pm for the afternoon field. This time sheet shows play commencing from the 1st and 10th tees only;
 - during shorter daylight days a 'Winter' time sheet operates, which commences at about 7.15 am and finishes at about 8.45 am for the morning field, and commences at about 11.15 am and finishes at about 12.45 pm for the afternoon field. This time sheet shows play commencing from the 1st, 4th, 10th, 12th and 17th tees.

The normal time sheet operates from about the end of August to the end of April; the Winter time sheet from about the end of April to the end of August.

- 8.1.4 Time sheets for other days normally operate from the 1st tee only, as a continuous field.

8.2 Booking

- 8.2.1 Bookings for all competitions may be made by Members
- in person by use of the 'kiosk' touch screen computers available at the clubhouse;

- by telephone to the Professional Shop or the Office, depending on availability of staff;
- via the Club's website, *www.latrobegolf.com.au*.

8.2.2 Bookings for the competition field for the next Sunday, Tuesday, Wednesday or Saturday will open at the following times:

- 8.2.2.1 by use of the 'kiosk' touch screen computers
- 8 days in advance from 10.00 am onwards for the following week's field;
- 8.2.2.2 depending on availability of staff, by telephone 8 days in advance from 10:00 am onwards for the following week's fields;
- 8.2.2.3 by use of the website from 10.00, 8 days in advance for the following week's fields.

Bookings for the competition field for public holidays may be made at the same times and by the same means 8 days in advance, depending on the day of the holiday.

8.2.3 Open Days are held on the first Monday of each month, unless otherwise determined by the Match Committee. Bookings for the competition field for the next Open Day will be available as follows:

- 8.2.3.1 for non-Members, the time sheet will be available 3 weeks in advance of the next Open Day. Bookings by non-Members may be by telephone, in person at the Club at the Professional Shop or the Office, or, if available, by the Club's website;
- 8.2.3.2 for Members, the time sheet will be available 1 week in advance of the next Open Day. Bookings by Members may be by telephone, in person at the Club by use of the 'kiosk' touch screen computers, or, if available, by the Club's website.

8.2.4 A Member may book him/herself, a pair, a three or a four.

8.2.5 If there are no further time slots available for a competition field, a Member may be placed on an Emergency List. The Emergency List for each competition will be maintained in order of placement on the list.

8.2.6 Once a Member's name is on the time sheet, it is the Member's responsibility. Therefore, any Member booking for another person is assumed to have had that person's permission. A Member booking another person without that person's permission shall first receive a warning and, for a second offence, an automatic suspension from playing golf on the course in competition fields for two weeks.

8.2.7 No person shall play in a competition field if his/her name is not on the time sheet and there is an Emergency List.

8.2.8 If a Member fails to play in his/her allotted time slot, he/she will be required to provide an explanation for the non-appearance. If a second offence occurs within a six month period, he/she will receive a warning letter outlining the ramifications of a further infringement. If a third offence occurs within one year from the second offence, an

automatic suspension from playing golf on the course in competition fields for two weeks will apply, unless an adequate explanation is provided. If a Member disputes the warning letter or the two week suspension, he/she shall have the right to appear before the Match Committee.

8.3 Alterations to booked times

- 8.3.1 A Member may move, cancel or change (ie, substitute another person for the original person) the bookings of him/herself and any other persons s/he has booked, but a Member who was not responsible for booking others in a group may only move, cancel or change his/her own booking. This may only be done up until the close of business
- in the case of moving or canceling, on the day prior to the day of competition;
 - in the case of substitution, if there **are** names on the Emergency list, **two days prior** to the day of competition; if there **are not** names on the Emergency list, on **the day prior** to the day of competition.
- 8.3.2 After the closing time for alterations, if there are no vacancies on the booking sheet and there is an Emergency List, no Member may alter the time s/he is booked, or substitute another person's name. Such changes must be effected by the Professional Shop or Office staff, on notification by the Member.
- 8.3.3 Any cancellation must be notified to the Professional Shop or the Office in sufficient time for a Member on the Emergency List to take his/her place in the relevant competition.
- 8.3.4 The Professional Shop or Office staff shall be responsible for filling vacancies and making up groups from the Emergency List, if there is one. Emergencies will be entered in vacant spaces on the time sheet in order of their position on the Emergency List.
- 8.3.5 It is the responsibility of Members whose names are on the Emergency List to contact the Professional Shop or the Office or to check the booking sheet on the Club's website in sufficient time to take their place in the field if they have been entered in that field, or if they require their name to be removed.

8.4 Times of play

- 8.4.1 Male Members of any category shall not play golf on Tuesdays until all competitors in the women's field have hit off and an adequate space is allowed at the rear of this field, subject to the direction of the Professional Shop staff.
- 8.4.2 Female Members of any category shall not play golf on Wednesdays until all competitors in the men's field have hit off and an adequate space is allowed at the rear of this field, subject to the direction of the Professional Shop staff.

8.5 Competition entry procedures and fees

- 8.5.1 All competitions are to be entered in the Professional Shop and all competitors must report to the Professional Shop no later than 10 minutes before they are due to hit off.
- 8.5.2 Entry into a singles competition requires the following.
- 8.5.2.1 Input of the competitor's name into the competition computer by use of the

competitor's Golf Link swipe card or by keyboard input of his/her name. A scorecard with the relevant details (name of competitor, handicap, date, name of competition) is printed; this card must be returned at the end of the round as evidence of entry. (In exceptional circumstances, such as a computer malfunction, or the card is badly affected by rain, another handwritten card may be substituted. However, the onus is on the competitor to notify the Match Committee of the appropriate circumstances, otherwise a score may not be considered.)

8.5.2.2 Payment of the correct entry fee prior to commencing play.

8.5.3 Entry into a non-singles competition requires the following.

8.5.3.1 Writing the competitors' names onto the competition Entry Sheet and completion of a scorecard with the relevant details (names of competitors, handicaps, date, name of competition); this card must be returned at the end of the round as evidence of entry.

8.5.3.2 Payment of the correct entry fee prior to commencing play.

8.5.3.3 In a four ball competition where there are only three players in a group, the lowest marker of that group may partner each or either of the remaining two. Should s/he choose to play with both, two entry fees must be paid by the player partnering the other two. However, if the event is a qualifying round for a match play event, the player can only qualify once. If both pairs do qualify, the pair with the better score shall be the one to proceed to the next stage.

8.5.4 Any variation on the above procedures will be published in the competition conditions or notified to players before a competition starts. Failure to enter a competition correctly may result in a player being disqualified from that competition.

8.5.5 Men's competition entry fees are as follows.

8.5.5.1 Ordinary competitions, \$4.50 (inc. GST) per player.

8.5.5.2 Four ball events, including mixed events, \$4.50 (inc. GST) per player.

8.5.5.3 Club Championships, \$4.50 (inc. GST) per player per qualifying round (if applicable) day.

8.5.5.4 For special events, such as charity days, eclectic events, etc, fees are specified in the competition conditions.

8.5.6 Women's competition entry fees are as follows.

8.5.6.1 Ordinary competitions, \$3.50 (inc. GST) per player.

8.5.6.2 Four ball events, \$3.50 (inc. GST) per player.

8.5.6.3 Club Championships, \$3.50 (inc. GST) per player per qualifying round (if applicable) day.

8.5.6.4 For special events, such as charity days, eclectic events, etc, fees are specified in the competition conditions.

8.5.7 A player shall compete only once in any one competition. However, a player may play two rounds on the one day in the competition field, and both scores may be used for handicap purposes, but if s/he is a competitor, only the first round shall count for the competition. (See also 6.8 above.)

8.6 Scorecards

8.6.1 A Junior Member may mark a card for another competitor but, if the Junior Member has not obtained a handicap less than 19, the card must be countersigned by a fellow competitor who is playing in the same group. Such fellow competitor must be either a Junior Member with a handicap less than 19, or another Member who is not under the age of 18.

8.6.2 All scorecards for a competition, including any marked NCR (non-completed round), should be returned to the Match Room for processing as soon as possible, but no later than 15 minutes after completion of play for a round. Failure to do so is a discourtesy to those processing the scorecards and affects the determination of the Calculated Course Rating (CCR); it may also mean a competitor is ineligible for a prize.

8.7 Men's and Mixed Competition Trophies

8.7.1 Men's competitions are normally conducted in grades, with the grade in which a competitor is playing determined by handicap. (See 9 below for the range of handicaps for each grade.) The numbers of grades are three for Wednesdays and Saturdays, and two for Sundays, Open Days and public holidays. A Friday competition may also be held, with only one grade.

8.7.2 In exceptional circumstances, such as extreme weather conditions, the number of grades may be reduced. For an event to have three grades, there must be at least 80 players in the competition field; for an event to have two grades, there must be at least 50 players in the competition field.

8.7.3 Trophies are awarded according to the conditions of the particular competition. For normal singles competitions which do not have other trophies (see 8.7.5 below), the trophies and their values are as follows:

- Winner of a grade: \$50 voucher redeemable at the Club or Professional Shop.
- Next three place-getters in each grade: 4, 3 and 2 balls respectively.
- Next [number] of competitors: 1 ball each.

The number of competitors receiving a single ball is dependent on the number of competitors in the field, but it should not be greater than 20. The approximate number of competitors receiving a ball for a given field size is specified in the Match Committee's *Conditions of Competition* document.

8.7.4 For normal four ball competitions, the trophies and their values are as follows:

- Players from the winning pair: \$50 voucher each, redeemable at the Professional Shop.
- Next three place-getters: 4, 3 and 2 balls respectively for each player.
- Next [number] of pairs: 1 ball for each player.

The number of pairs for which each player receives a ball is dependent on the number of pairs in the field, but it should not be greater than 10. The approximate number of pairs for which each player receives a ball for a given field size is specified in the Match Committee's *Conditions of Competition* document.

- 8.7.5 For Board and some other specified events, particular trophies other than vouchers may be awarded. Such trophies are described in the *Conditions of Competition* document for those events.
- 8.7.6 Nearest the Pin (NTP) prizes are awarded for the ball which is closest to the flagstick on designated holes. On Saturdays and Wednesdays, these holes are the 1st, 9th and 11th. On Sundays and public holidays, these holes are the 1st and 9th for men and the 11th for women.

The NTP measurement must be made using the tape measure provided, with the prong of the measuring device placed in the centre of the hole and the distance being measured from the nearest part of the ball to the **centre of the hole**, *not* the edge of the hole. The name/s of the player/s whose ball is nearest the pin, and its distance from the pin, must be recorded on the paper provided at the relevant holes.

The prizes for winning the nearest the pin are as follows:

- Saturday and Wednesday men's competitions: 5 balls
- Sunday, and public holiday men's and mixed competitions: 3 balls
- Women's competitions other than mixed competitions: 1 ball.

No player is eligible to win the NTP competition unless s/he has entered the appropriate men's, women's or mixed competition, or is playing in a properly sanctioned other competition being conducted at the same time, such as a Club match play event.

- 8.7.7 An Eagles Nest prize is awarded to any male competitor who scores an eagle (2 below par) in a Club competition at any hole when the hole is on the normal green and the tee is in its normal position for that hole. The prize is the number of balls which have accumulated since the previous winning of the Eagles Nest prize. For every men's competition day for which no eagle is scored, one more ball is added to the prize. In the case of more than one player scoring an eagle on the one day, the Eagles Nest prize shall be shared such that each player receives the same number of balls, but in no case receives fewer than 3 balls.

If an eagle is scored in a foursomes competition, either men's or mixed, the Eagles Nest prize shall be shared such that each player receives the same number of balls, but in no case receives fewer than 3 balls.

- 8.7.8 Any player, whether a Latrobe Golf Club Member or not, who scores a Hole-in-One in a Club competition, shall have his/her name placed on the Hole-In-One Honour Board and, if a male, shall win (or share, if there are other eagles on the day) the Eagles Nest prize. Moreover, the Club shall provide, at Club expense, one standard drink for each person in the Clubhouse at an appropriate time to celebrate the feat.

8.8 Board Events

- 8.8.1 A Board Event is any golf competition conducted at the Club for which the winners are permanently listed on boards displayed in various places around the Clubhouse.

8.8.2 Current Board Events are as follows.

Men

Club Championship (gross events) for A, B and C Grade
Club Junior Championship
Club Senior Championship
Club Foursomes Championship
Latrobe Open Amateur
Latrobe Golfer of the Year
Latrobe Junior Golfer of the Year
Summer Cup (gross events) for A, B and C Grade
Winter Cup (gross events) for A, B and C Grade
Jack Cooper Perpetual Trophy (Medal of Medallists)
Captain's Cup
President's Trophy
Sir Edmund Herring Shield
Don Dunstan Memorial Trophy

Women

Club Championship (gross events) for A, B and C Grade
Foursomes Championship

Mixed

Club Mixed Foursomes Championship
Charles Tilson Memorial Trophy

Men, Women or Mixed

Anniversary Cup

8.9 Match Play events

8.9.1 Unless otherwise provided for in the competition conditions, all match play handicap competitions shall be played with competitors playing off their current handicaps.

8.9.2 When two sides are required, under the competition conditions for an event, to complete a match by a given date, they should make every endeavour to do so by that time, otherwise both sides may be disqualified from the event.

8.9.3 Where a match for which no specific date and time have been determined by the Match Committee, but these must be arranged between the two parties, and they cannot agree on a date and/or time, the problem must be referred to the Match Committee, normally via the Captain or the General Manager. In the event that there is still no resolution of an agreed date and/or time by negotiation, the Match Committee will determine a date and time for the match. This may be by tossing a coin to determine which of the two parties in dispute has the choice of a preferred date and time, within any time limits set by the Match Committee.

8.10 Open Days

8.10.1 An Open Day competition is normally conducted on the first Monday in each month. It is open to male and female Members of Latrobe Golf Club and male and female persons who are not Members of Latrobe Golf Club but who are bona fide members of other

clubs affiliated with the VGA, WGV or VGL or interstate or overseas equivalent and who can provide proof of handicap and membership (Golf Link card or Manager's Introduction) of such club. Anyone from another club must play in the competition — it is not a substitute for the normal arrangements of a Member-introduced guest playing at non-competition times.

8.10.2 All competitions are single Stableford, with men and women competing in the same competition.

8.10.3 Grades are as for Sundays, A Grade (0–15), B Grade (over 15).

8.10.4 There are three prizes per grade: vouchers redeemable from the Club or Professional Shop for \$50, \$30 and \$20, but no ball run-down or Nearest-the-Pin prizes. Any prizes not claimed within 6 months of being awarded will be forfeited.

8.11 Interclub Representation

8.11.1 The Club encourages Members to make themselves available for interclub competitions in which they represent the Club in matches against other clubs. Members recognised by the Club, through its appropriate subcommittees (Match Committee, Women's Golf Subcommittee and Youth Development Committee), as members of any representative team are eligible for support from the Club.

8.11.2 The type of support which the Club may provide includes

- supply of appropriate uniform, such as shirts, pullovers, slacks, caps;
- payment or part payment of entry fees for appropriate events, such as Ivo Whitton or Junior Ivo Whitton events;
- payment or part payment of costs associated with participating in interclub competitions;
- payment or part payment of costs associated with training for participation in interclub competitions.

8.11.3 Specific support involving cost to the Club must be the subject of approval by the relevant Committee or Subcommittee. Normally, such approval will be based on amounts budgeted for by the Committee or Subcommittee for this purpose.

8.11.4 Teams for which support may be provided are as follows:

- men's VGA Pennant;
- men's Colts Pennant;
- VGA Junior Pennant;
- men's Yarra Courses Senior Pennant;
- women's WGV Pennant;
- other interclub representative competitions, if approved by the relevant Committee or Subcommittee.

9. Grades and Handicaps

9.1 Men's handicap grades

9.1.1 Wednesdays and Saturdays

- A Grade: Up to 12
- B Grade: 13 to 18
- C Grade: 19 and over

- 9.1.2 *Sundays, Open Days and public holidays*
- A Grade: Up to 15
 - B Grade: 16 and over
- 9.1.3 In the event of there being fewer than 50 competitors in any competition field, there will be one grade only.
- 9.2 All cards from rounds of golf played in a competition are to be submitted for handicap adjustment purposes. (See also 6.7 and 6.8 above.)
- 9.3 To retain an Australian or Club handicap, a player must lodge five or more score cards in each calendar year. A player who does not have an Australian or Club handicap is not eligible to participate in handicap events and will be required to submit five cards to obtain or regain his/her Australian or Club handicap.
- 9.4 The upper limit for Australian handicaps is 27. However, a club may allot handicaps higher than this. The upper limit for Latrobe Golf Club handicaps is 36.

10. Trade Days

- 10.1 Trade Days are normally held on Mondays and Thursdays. If the number of Trade Day players is less than 50, Members may hit off the 1st tee prior to the time allotted to the visitors, or may follow them off the 1st tee. The 10th tee is reserved for Members only while the visitors are hitting off the 1st tee; however, at times the course may be closed to Members.
- 10.2 If the number of Trade Day players is more than 50 every effort is to be made to place two out of three groups from the 1st tee and one out of three groups from the 10th tee. Providing the number of trade day players permits and it is not a 'shotgun' start, Members may, at the discretion of the Club Professional, interchange with the visitors from the 10th tee only.
- 10.3 Trade Days for the month are to be notified on clubhouse noticeboards and, if feasible, on the Club website.

11. Motorised Buggies

- 11.1 Due to the restricted amount of Club land, it is the policy of the Club to keep the use of motorised buggies on the course to a minimum. (In this context, a motorised buggy is any motorised vehicle designed to carry both golf clubs and player/s.)
- 11.2 The prime use of motorised buggies is to assist Members who have temporary or permanent health conditions which prevent their readily walking around the golf course to play golf. Motorised buggies fall into two categories, Member owned and Club owned.

11.2.1 Member owned buggies

- 11.2.1.1 Members are required to apply in writing to the General Committee for permission to use a motorised buggy. Such an application should be accompanied by an appropriate medical certificate supporting a case for the

use of a motorised buggy.

- 11.2.1.2 If an application is approved by the General Committee, the Member's name will be recorded in a register in approval date order.
- 11.2.1.3 Prior to permission being given, the vehicle is to be inspected to determine its suitability. Battery powered buggies/bikes/scooters of a standard size and shape are preferred.
- 11.2.1.4 Where storage of the motorised buggy on Club premises is required and available, an annual charge will be made to cover the costs of fuel or recharging batteries, general cleaning, power, security and storage.
- 11.2.1.5 Notwithstanding any charge imposed by the Club, it is the responsibility of the owner to have comprehensive insurance on his/her motorised buggy. The Club will not accept any responsibility for damage to, theft of, or theft from a motorised buggy while in storage at the Club or on the course.
- 11.2.1.6 An owner must not authorise another person to use his/her motorised buggy independent of the owner unless such person is on the Club register of Members approved to use a motorised buggy, or has specific authorisation from the General Manager. Such authorisation must be provided in writing.
- 11.2.1.7 The number of motorised buggy spaces allotted for member owned buggies shall not be greater than 10.
- 11.2.1.8 An owner should be prepared to make his/her buggy available to Club officials where required for official Club business, when Club motorised buggies are not available and the motorised buggy is not being used by the owner while s/he is playing.

11.2.2 Club owned buggies

- 11.2.2.1 A Member who is on the Club Register of Members approved to use a motorised buggy, or who has specific authorisation from the General Manager, shall have priority in booking Club owned motorised buggies where such a member does not own a motorised buggy. A fee for use of a Club motorised buggy shall be paid at the Professional Shop.
- 11.2.2.2 Subject to availability at times determined by the General Committee, Members may hire Club motorised buggies for their own use and/or the use of their guests.
- 11.2.2.3 Members who are not on the Club Register of Members approved to use a motorised buggy, or who have not obtained specific authorisation from the General Manager, may only book a motorised buggy within 48 hours of its intended use.
- 11.2.2.4 The hiring of motorised buggies is restricted to those persons over the age of 18 years.

11.3 General

- 11.3.1 The control and monitoring of the use of motorised buggies is vested in the Club Professional, who is responsible to the General Manager.
- 11.3.2 In adverse conditions, the use of motorised buggies on the course is at the discretion of the General Manager. Any decision to restrict or prevent the use of motorised buggies, and subsequently to lift such restriction, should be based on consultation between the General Manager and the Captain, the Course Committee Chair and the Course Superintendent. Such decisions are to be advised to the Club Professional who is responsible for advising Members. It is noted that, from time to time, motorised buggies may be permitted on the course, but may be excluded from certain areas (eg, wet, low or damaged areas, or areas surrounding greens).
- 11.3.3 Motorised buggies are to be driven on made paths wherever possible and, unless on a made path, no nearer than 15 metres from any green or on to any tee.
- 11.3.4 Damage to the course from the use of motorised buggies must be avoided at all times. Buggies must not be driven through sodden areas, newly formed work, turf repairs, or into garden beds, shrubs or low tree branches.
- 11.3.5 Not more than two persons may ride in a motorised buggy at any one time. Hand buggies should not be towed by persons in a motorised buggy.
- 11.3.6 Persons under the age at which a learner driver's permit may be obtained (currently 16 years old) must not be in control of a motorised buggy at any time.
- 11.3.7 The right to own and/or use a motorised buggy on the course is given as a privilege rather than a right. Any Member who does not adhere to these By Laws will have the continued granting of the privilege reviewed by the General Committee.

12. Practice

- 12.1 All putting practice shall be confined to the practice putting greens or the nursery green. Practice chipping of not more than 15 balls may be made to the nursery green from within a 5 metre range of the nursery green.
- 12.2 All golf practice shall be confined to the practice areas located beside Farm Road or on the Island Paddock. Signs on the practice areas indicating direction of play and other directives must be observed. On the front practice fairway, all practice must be away from the Clubhouse.
- 12.3 Motor vehicles other than course maintenance vehicles and motorised golf buggies must not be taken onto practice fairways.
- 12.4 Members and visitors playing a non-competition round on the course proper must not play more than one ball each.
- 12.5 Ground staff have precedence over any player practising or playing a non-competition round.

13. Clubhouse

- 13.1 Junior Members and visitors under 18 years of age are entitled to the use of the clubhouse and its facilities except they may not be served at the bar with, or partake of, any alcoholic drink either in the clubhouse or on the rest of the Club's premises.
- 13.2 Children are permitted in the clubhouse providing they are correctly dressed, supervised and behave in an acceptable manner.
- 13.3 The clubhouse is open from 7.00 am until bar closing time. The clubhouse is not open on Good Friday or Christmas Day, other than as may be decided by the Committee from time to time.

13.4 Bar trading hours

13.4.1 Summer (daylight saving time)

Sunday	11.00 am until 8.00 pm
Monday	12.00 noon until 8.00 pm (excluding public holidays and Trade Days)
Tuesday	12.00 noon until 8.00 pm
Wednesday	11.00 am until 8.00 pm
Thursday	12.00 noon until 8.00 pm (excluding public holidays and Trade Days)
Friday	12.00 noon until 8.00 pm
Saturday	11.00 am until 8.00 pm

13.4.2 Winter (non daylight saving time)

Sunday	11.00 am until 7.00 pm
Monday	12.00 noon until 7.00 pm (excluding public holidays and Trade Days)
Tuesday	12.00 noon until 7.00 pm
Wednesday	11.00 am until 7.00 pm
Thursday	12.00 noon until 7.00 pm (excluding public holidays and Trade Days)
Friday	12.00 noon until 7.00 pm
Saturday	11.00 am until 7.00 pm

- 13.4.3 Closing times are subject to patronage. The bar may be closed if there are fewer than three people in attendance, or remain open if there is more than twelve people in attendance, at the direction of the General Manager or his/her nominee.

13.5 General

- 13.5.1 Casual catering and snacks are generally available during bar trading hours. Any Member requiring the provision of more substantial catering should arrange such with the General Manager.
- 13.5.2 Glasses of drinks are not to be carried outside designated drinking areas.
- 13.5.3 The consumption in the clubhouse of food and/or beverage not purchased on the Club premises requires prior permission of the General Manager.
- 13.5.4 No notice, paper or placard, written or printed, shall be exhibited in the clubhouse without the permission of the General Manager or General Committee.
- 13.5.5 No Member shall be allowed in any part of the clubhouse other than that set apart for use by the members.

13.5.6 No collection is to be made in the clubhouse without the permission of the General Manager or General Committee.

14. Club Professional

- 14.1 The Club Professional's contract specifies that s/he is entitled to
- a base monthly retainer;
 - a fee for supervising all Club competitions; this supervision also includes starting duties;
 - commission on green fees;
 - fees on the hiring of pull buggies;
 - commission on the hiring of motorised buggies; and
 - commission on the sale of Course Guide books.
- 14.2 The Club Professional has exclusive rights over
- Professional Shop sales, rentals and repairs;
 - lessons to Members and others at the golf course;
 - club storage fees to members.
- 14.3 The Club Professional has sole access to his/her shop, repair and club and buggy storage areas. Access keys are not to be held at the Office or Bar areas except with the consent of the Club Professional.
- 14.4 The Club Professional is responsible for insurance over contents of the shop, repair and club and buggy storage areas. The Club is not responsible for any losses.
- 14.5 Members wishing to use the club and buggy storage facilities must make arrangements with the Club Professional.
- 14.6 The Club Professional is permitted to play in Club competitions, including Saturdays, provided that
- his/her normal duties are completed; and
 - s/he cannot compete in major Club events.
- 14.7 Professional golfers and trainee professionals who are not members of the Club or employees of the Club Professional may play on the course up to 12 times per year at the discretion and with the approval of the General Manager.

15. Fees

15.1 Green Fees

- 15.1.1 The Green Fee for trade days groups is \$60.00 (including GST) per player for 18 holes and \$40.00 (including GST) for 9 holes.
- 15.1.2 The Green Fee for any Pro-Am event is the same as for trade days: \$60.00 (including GST) per player for 18 holes.
- 15.1.3 The General Manager may negotiate special arrangements and fees for a 27 hole event.
- 15.1.4 The Green Fee for a Member's Guest for 18 holes is \$40.00 (including GST) per adult player and \$25.00 (including GST) per junior (under 21).

- 15.1.5 The Green Fee for a Member's Guest for 9 holes is \$25.00 (including GST) per adult player and \$20.00 (including GST) per junior (under 21).
- 15.1.6 The Green Fee for an Intermediate or Restricted Member playing after the competition field on a Saturday or Sunday respectively is \$20 (inc GST) for 18 holes and \$15 (inc GST) for 9 holes.
- 15.1.7 The Green Fee for a non-Member participating in an Open Day is \$40 (including GST); this fee also includes the competition entry fee.
- 15.1.8 The Green Fee for participants in 'beginners' golf learning programs conducted by the Professional (see 3.4.14 above) is \$15 for 18 holes and \$15 for 9 holes also.
- 15.1.9 The above fees may be varied by the General Committee for specific periods according to seasonal and other factors.

15.2 Locker Fee

- 15.2.1 The annual Locker Fee rental, payable on payment of annual subscriptions, is \$25.00 for small lockers and \$35.00 for large lockers.

15.3 Motorised Buggy Fee

- 15.3.1 The annual Motorised Buggy Fee for rental of a storage space, payable on payment of annual subscriptions, is \$375.00.
- 15.3.2 The fee for rental of a Club owned motorised buggy for 18 holes is \$40.00 for non members, \$30.00 for members (\$18.00 concession for seniors) and \$15.00 for 9 holes.

15.4 Application Fee

- 15.4.1 Any person who applies to join the Club, whether a previous Member or not, shall pay an Application Fee of \$50.00. (See Clause 26 of the Constitution.)

15.5 Waiting List Practice Facility Fee

- 15.5.1 Any person who applies to join the Club, may elect to pay \$100 annually (non refundable) for unlimited use of the practice facilities only until membership is offered. If a membership offer is declined without satisfactory reason (to be determined by Executive Committee), the membership application is to be removed from the waiting list. Access to the golf course requires payment of the standard green fee.

16. Reciprocal Rights Clubs

16.1 Agreements between other clubs and Latrobe Golf Club

- 16.1.1 Other clubs with similar objects to those of Latrobe Golf Club may be the subject of individual agreements between the club and Latrobe Golf Club regarding the rights and privileges of members of one club at the other club. (See Clause 22 of the Constitution.)
- 16.1.2 In general, such agreements will specify similar rights for categories of membership which correspond as closely as possible at the two clubs. Each agreement will list the

categories of membership at each club which are deemed to correspond with one another.

- 16.1.3 Agreements are between the two clubs' committees, and must be approved by both clubs.

16.2 Current Reciprocal Clubs

The clubs with which Latrobe Golf Club has Reciprocal Membership Agreements are:

New South Wales

Beverley Park Golf Club (Sydney)

Cronulla Golf Club (Sydney)

Monash Country Club (Sydney)

Tasmania

Claremont Golf Club (Hobart)

Mowbray Golf Club (Launceston)

Queensland

Virginia Golf Club (Brisbane)

Surfers Paradise Golf Club (Surfers Paradise)

South Australia

Mount Lofty Golf Club (Adelaide)

Tea Tree Gully Golf Club (Adelaide)

Western Australia

Gosnells Golf Club (Perth)

Victoria

Shepparton Golf Club (Shepparton)

Wodonga Golf Club (Wodonga)

Chalambar Golf Club (Ararat)

Malaysia

Penang Golf Club (Penang)

Sandakan Golf Club (Sandakan)

USA

Latrobe Golf Club (Pennsylvania)

Italy

Asiago Golf Club (Northern Italy)

Singapore

The Orchid Country Club (Singapore)

17. Miscellaneous

- 17.1 Members may not walk their dogs or other pets on Club property.

- 17.2 No Member shall conduct on Club premises any business activity, sell or purchase any

item which may be in conflict with the conduct and business of the Club or the Club Professional. This includes the selling or purchase of golf equipment, and merchandise handled by the Club.

- 17.3 No Member shall give the address of the Club in any advertisement or use the Club's address for business purposes.
- 17.4 Removal of, or damage to, Club property by Members is prohibited. Payment of the full cost of restoration of, or repair of damage to, property shall be made by the Member concerned.
- 17.5 Car parking areas reserved for the President, Captain, Vice President, Treasurer and Club Committee and visiting officials are to be observed at all times. Women's Golf Subcommittee members may use the General Committee car park spaces on Tuesdays, (Women's competition day) until 5.00 pm.
- 17.6 Each Member shall lodge his/her current address, telephone number and, if desired, email address with the General Manager, and advise him/her of any changes as they occur. These contact details will be recorded in the Register of Members and any notice sent to the current address shall be deemed to have been properly despatched.
- 17.7 The Club logo must not be used by members unless appropriate arrangements have been made with the General Manager.
- 17.8 The Club's Colours are Royal Blue and Gold.
- 17.9 The Club's Logo is as shown on the cover of the Annual Report for the year ended 29 February 2000.
- 17.10 Members are not permitted to purchase golf balls from persons encroaching on the course.
- 17.11 Sole rights to ball retrievals from lagoons shall be granted to an experienced person (currently *I. Blent*) who shall agree to terms and conditions set down from time to time. Current criteria agreed to in conjunction with Club Professional include
- dives may only be made on Mondays and Thursdays;
 - the Club is indemnified against any claim or loss.
- 17.12 The Latrobe Foundation is a formal fundraising mechanism to be administered by the members of the Latrobe Golf Club for the purpose of preservation, development and maintenance of the standards of the Latrobe Golf Club and in particular:
- a) To create opportunities for the Club to attract and retain the continued interest and financial support of members.
 - b) To solicit donations and gifts to or for the benefit of the Club from members and from any other source deemed appropriate to the purposes of the foundation.
 - c) To attract and encourage bequests, legacies and all forms of deferred gifts.
 - d) To raise funds for the acquisition of land or buildings or other facilities.
 - e) To augment and assist the Club to achieve its desired programme of capital expenditure.

The Latrobe Foundation is identified as a separate Members Equity account in the Balance Sheet of the Clubs accounts.

To be eligible for the Latrobe Foundation Committee, a member must either be on the current Board of Directors, be a past Director of the Club or a member who has made what the Board considers to be a significant contribution to the Club in the time that they have been a member.

Donors to the foundation (via the prescribed form) will be acknowledged (by name only) in the Annual Report of the year a contribution was made and will identify specifically which project the funds were or will be allocated to.