

By-Laws of

Trafalgar Golf Club Inc.

Incorporated under the
Associations Incorporation Reform Act 2012 (Vic)

Date of Incorporation: May 15, 1986

Registered No: A 9260

ABN No:

Adopted: August 2024

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1. INTRODUCTORY PROVISIONS

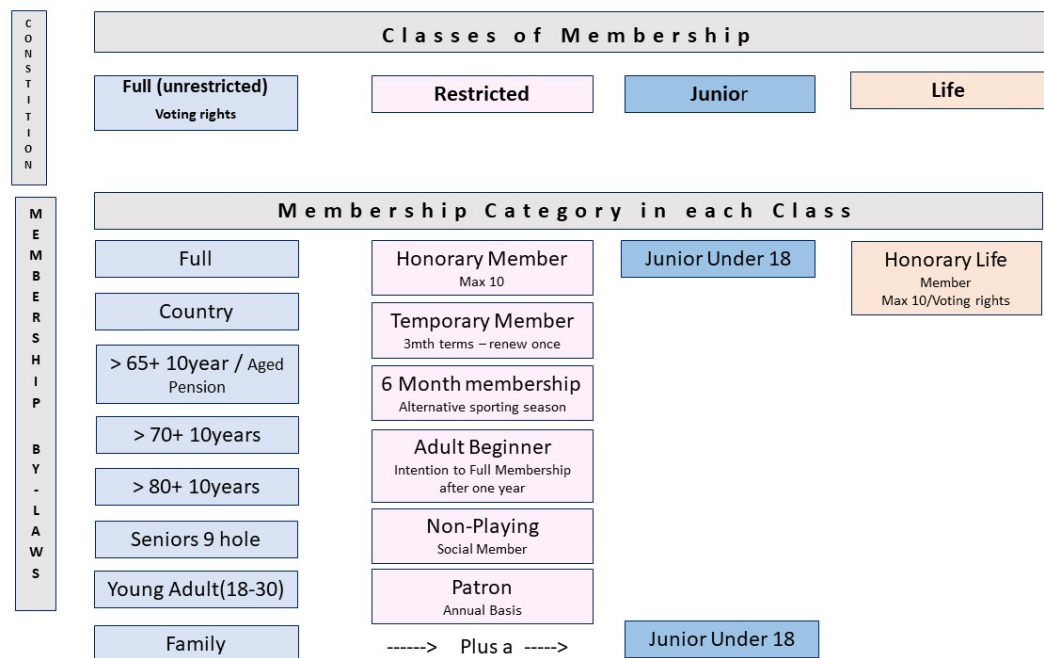
The purpose of the By-Laws is to provide a framework to outline the role, procedures and accountabilities of the management structure of the Trafalgar Golf Club to existing and newly elected members of the Board, employees, volunteers and to the wider membership of Trafalgar Golf Club. It is recognised that this document is subject to amendment by the Board as the club develops and gains better knowledge of golf club management to meet the needs and wants of its members, visitors and the local community.

The first draft of the document was developed in 2019, following the development of the Club's first strategic plan and amended in 2020 as part of the review of the Club's constitution. This version was completed in May, 2024 to accommodate recent approved changes and provide greater clarity. These By-Laws should be read in conjunction with the

- Constitution of the Trafalgar Golf Club Incorporated, t
- Member Protection Policy
- Manual of Procedures.

2. MEMBERSHIP BY-LAW

Membership Classes and Membership Category Table



2.1 MEMBERSHIP CLASS – FULL (UNRESTRICTED)

Rights and privileges of Full (unrestricted class).

- Full use of course and facilities free of charge (within the program parameters);
- Discounted cart hire, venue hire and other clubhouse discounts;
- Access to Golf Cart Storage Facility, fees apply;
- Take part in competitive and/or social golf competitions;
- Bring guests either on the course (discounted fees) or in the Clubhouse;
- Allocation of an official Golf Australia Handicap and Golf Link Number;
- Affiliation with National, State and District governing bodies through the payment of affiliation fees;
- Access to reciprocal clubs in a range of location;
- Access to club newsletters and email communication; and
- The ability to attend the AGM, be nominated and have voting rights.

2.1.1 Full Membership

Full Members shall be persons who when elected are entitled to all the privileges of membership. Play golf with full use of golf course within the advertised program.

2.1.2 Country Membership

Persons whose ordinary place of residence is more than 50 kilometres radius from the Club House shall be eligible to be elected as Country Members. If any such member shall be resident within 50 kilometres of the Club House for a period exceeding 6 months in any one year that person shall cease to be a Country Member.

2.1.3 65+ 10 years Membership and Age Pensioners

Members who have been Full Members for 10 years and have reached 65 years of age are entitled to change their membership to this category with no loss of privileges.

Members who hold a current age pension card and who do not qualify for the 65+ten year membership are eligible for membership in this category.

2.1.4 Over 70 + 10 Year Membership

Members who have been Full Members for 10 years and have reached 70 years of age are entitled to change their membership category with no loss of privileges.

2.1.5 Over 80 + 10 Year Membership

Members who have been Full Members for 10 years and have reached 80 years of age are entitled to change their membership to this category with no loss of privileges.

2.1.6 Senior Nine Hole Membership

Senior nine-hole members have playing rights to play 9 holes of golf on any given day excluding when the course is closed or being used for special events. Players are limited to 9-hole competitions, unless approved by Club Captain. (Seniors definition: 55years and over working part time or 60years and over).

2.1.7 Young Adult

Persons who are eligible for this category have the privileges of a full member and are aged between 18 and 30 years.

2.1.8 Family

One child under 18 years of age of a parent who is currently a Full Member, will be entitled to Junior membership without payment of a further fee.

Children under 18 years of age of parents, both of whom are Members are entitled to membership without payment of a fee where both of such child's parents are Full Members.

2.2 MEMBERSHIP CLASS – RESTRICTED

Rights and Privileges of restricted class

- a) Full use of course and facilities free of charge (within the program parameters);
- b) Discounted cart hire and club house discounts;
- c) Take part in competitive and/or social golf competitions (including pennant);
- d) Bring guests either on the course (discounted fees) or in the Clubhouse;
- e) Allocation of an official Golf Australia Handicap and Golf Link Number;
- f) Affiliation with National, State and District governing bodies;
- g) Access to reciprocal clubs in a range of locations;
- h) Access to club newsletters and email communication; and
- i) The ability to attend the AGM, but have no eligibility for nomination or voting rights.

2.2.1 Honorary Member

The following persons shall be eligible to be elected as Honorary Members of the Club:-

- a) Persons who have been Members of golf clubs situated outside Victoria who have become permanently resident in Victoria and who have been duly proposed and seconded for membership may at the discretion of the Board be admitted as Honorary Members during the period pending their election, upon such conditions as the Board may decide, and provided further that such member shall pay an annual subscription and entrance fee determined by the Board. The number of members under this Rule shall not exceed ten (10) at any one time.
- b) Persons who have rendered distinguished service to the community or special services to the Club.
- c) Persons competing in any golf competition or match on the Club course and members of other Clubs, accompanying competing members of their Club.
- d) Competitors in tournaments held with the permission of the Club and Officials acting at such tournaments.

2.2.2 Temporary Membership

Persons who are of or over the age of 18 years and possessing the following qualifications may be elected by the board or the Membership sub-Committee as Temporary Members of the Club:-

- a) Persons who ordinarily reside more than 30 kilometres from the Club House and who are interested in the game of golf may be elected Temporary Members of the Club for a period not exceeding 3 months and shall be entitled to the rights and privileges of the Club save and except that they shall not be entitled to take part in any vote at any meeting of the Club and shall not hold any office in the Club or nominate any persons for any class of membership.
- b) At the expiration of any period of Temporary Membership, a Temporary Member may on application at the discretion of the Board be re-elected a Temporary Member for a period not exceeding six months at any one time.

2.2.3 Six Month Membership

Persons eligible for this category of membership are those who play another sport and are able to play golf only for a maximum 6 Months in a 12 month period. The periods are for summer-winter off seasons of April to September and October to March and this category shall have full privileges during nominated 6 month period but no nomination or voting rights.

2.2.4 Adult Beginner Membership

This option is for persons over 18 who are just beginning to play golf. Persons who are having lessons with the intention that they may become members of the Club are eligible for this category of membership which allows for limited course access and is for a maximum 12 month period. These members cease this membership category upon possession of a Golf Australia Handicap.

2.2.5 Non-Playing Membership (Social)

Non-Playing Members shall be members of the Club who have transferred from Full or previous equivalent membership and who when elected shall enjoy all the rights and privileges of the Club and may access clubhouse, practice green, practice nets and practice fairway, with the exception of the golf course playing facilities. Non-Playing Members do not have nomination or voting rights. The playing facilities of the Club may only be used by a Non-Playing Member after obtaining permission of the Committee and paying the appropriate green fees.

2.2.6 Patron Membership (refer to constitution, clause 3.2)

Patron members are elected annually at the AGM . Retiring Patrons are eligible for re-nomination. A patron is not entitled to vote at general meetings of the association and are not eligible for election to the board unless they are also an otherwise eligible member.

2.3 Membership Class – Junior

Rights and Privileges of Junior class

- a) Full use of course and facilities free of charge (within the program parameters);
- b) Discounted cart hire (but cannot drive);
- c) Take part in competitive and/or social golf competitions (including pennant);
- d) Bring guests either on the course (discounted fees) or in the Clubhouse;
- e) Allocation of an official Golf Australia Handicap and Golf Link Number;
- f) Affiliation with National, State and District governing bodies;
- g) Access to reciprocal clubs in a range of locations;
- h) Access to club newsletters and email communication; and
- i) The ability to attend the AGM, but with no nomination or voting rights.

2.3.1 Junior Membership

Junior Members shall be persons who when elected shall have rights privileges as above. A Junior Member shall have rights and privileges of Full Members. Excluding nomination and have no voting rights. A candidate cannot be elected to Junior Membership unless the candidate is under 18 years of age at the time of ballot.

2.4 MEMBERSHIP CLASS – LIFE

Rights and privileges of Life Class.

- a) Full use of course and facilities free of charge (within the program parameters);
- b) Discounted cart hire;
- c) Take part in competitive and/or social golf competitions (including pennant);
- d) Bring guests either on the course (discounted fees) or in the Clubhouse;
- e) Allocation of an official Golf Australia Handicap and Golf Link Number;
- f) Affiliation with National, State and District governing bodies;
- g) Access to reciprocal clubs in a range of locations;
- h) Access to club newsletters and email communication; and
- i) The ability to attend the AGM, with nomination and voting rights.

- 2.4.1** On the recommendation of the Board any member who has given outstanding service to the Club and/or service in the interest of golf may at any General Meeting of the Club in consideration of the valuable services rendered by him or her to the Club or to golf be elected an Honorary Life Member of the Club without any special payment for such life membership.
- 2.4.2** A two thirds majority of those present at the general meeting and voting shall be necessary for such election. Every Honorary Life Member shall be entitled to all privileges and be subject to all the duties of a Full Member during his or her life without any further payment annual or otherwise.
- 2.4.3** The number of Honorary Life Members in the Club at any one time shall not exceed ten (10).
- 2.4.4** **Process of Awarding Honorary Life Membership**
To facilitate this process, it is recommended that members who wish to nominate a person/s for a life membership should:
- a) Write a letter addressed to the Secretary with a nomination and history of the nominee's service;
 - b) To prevent possible embarrassment to the nominee, the Secretary should advise the meeting that a nomination has been received (without revealing the nominee), then the details should be forwarded to the existing Life Members for their comments and recommendations. These comments and recommendations to be forwarded back to the Secretary in writing.
 - c) The comments and recommendations from the current Life Members should then be tabled at the next Board meeting for consideration (an exception is that if the nominee is currently a part of the Board and present at that said meeting), the Secretary shall put forward the comments & recommendations of the Life Members to the Executive committee and/or other members other than the nominate person.
 - d) If the nominated person is recommended by the Board to be voted upon at the next Annual General Meeting as a candidate for Life Membership, the candidate be advised accordingly to be present at that particular Annual General Meeting.
 - e) If the nominated person is currently on the Board, the documentation should be maintained by the Secretary and presented upon the approval/disapproval of the nomination.

2.5 Membership Category Limits

The Board shall have the power to vary or set membership category number limits as it shall decide from time to time and to ensure the conformity with the requirements of the Liquor Control Reform Act (as amended)

2.6 Annual Membership Subscriptions

- a) The Annual Membership year runs from 1st July to 30th June.
- 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 (Pro-rata) 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 preceding 2 years does not qualify for pro-rata membership.
- d) Annual Subscriptions are due on 31st July each year. Where a pro-rata 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 Board, any member failing to pay their annual subscription ~~by the~~ within 31 days of the due date may have their membership and playing rights suspended until the subscription and any interest payable is paid.

2.7 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;
- 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 Golf-Link card during the granted period of absence; otherwise, the approval for the membership credit will be revoked; and
- f) If membership is not renewed in the next financial year, then the credit is forfeited.

2.8 Visitors

- a) A member of the General Body of Members may introduce not more than three visitors to the privileges of the golf course playing facilities and any other amenities of the Club upon payment of such fees as may from time to time be determined by the Board but such a member shall not introduce more than four visitors into the Club House at any one time and the same visitor shall not be introduced more than six times in the same year but these restrictions shall not apply to the spouse, fiancé', or fiancée of a member.
- b) The visitor's name and address and the name of the member introducer shall be entered into the Visitor's Book and payment of the prescribed fees made before play. No fees shall be charged in

respect to the President's, Captain's, Secretaries of Golf Clubs affiliated with Golf Victoria & Golf Australia.

- c) The bar attendants are to facilitate Visitor Book entries during the payment process.

2.9 Member Details

Members shall notify the Secretary immediately upon a change of personal details in the members register (address, phone number & email address).

2.10 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;
- 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 apart from 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;

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);
- d) A Reciprocal Rights Member may introduce a visitor to Club in accordance with the rules of the Club;
- e) A Reciprocal Rights Member may not attend meetings of the Club except by invitation of the Board and may not participate in the general affairs of the club; and
- f) 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 Board.

3. THE BOARD

- a) The members of the Trafalgar Golf Club Inc must elect a Board according to the rules in the Constitution, under the rules of an incorporated association.
- b) The Board has the responsibility for the management of the Club and must manage its affairs according to the Constitution and all regulatory requirements. The Board is ultimately responsible to the members for the operation of the Trafalgar Golf Club.
- c) Board decisions are binding on all members of the Board and all sub-committees

3.1 Role of the Board

The Board must ensure the Club identifies itself correctly by:

- a) Nominating and maintaining a physical address for serving documents (this cannot be a post office box)
- b) Making sure the association's full name and ABN appears on all official documents, such as advertising, all correspondence, accounts, official notices, publications, cheques and receipts.

3.2 The Board must manage the Club's affairs by:

- a) Adhering to the club's constitution and purpose;
- b) Setting the Vision, Strategy & Objectives and short and long term Goals;
- c) Striving for a culture of openness, honesty and ethics in all activities;
- d) Ensuring that audited annual financial statements are prepared and endorsed for submission to members at the AGM for approval annually;
- e) Ensuring that all regulatory requirements, compliance frameworks and controls are in place and met;
- f) Approve policies for terms and conditions of employment in the club, including remuneration of management and staff;
- g) Approving policies governing the operations of the club;
- h) Monitoring financial results on an ongoing basis;
- i) Ensuring the Board's effectiveness by operating as a team;
- j) Ensuring the club's business is conducted ethically and transparently;
- k) Take a leadership role in the oversight of Sub-committees as delegated by the Board
- l) Overseeing strategic risk management;
- m) Overseeing OHS compliance;
- n) Overseeing of succession plan for Board
- o) Clearly stating responsibilities of key people and monitoring their performance;
- p) Monitoring the performance of the Club against agreed goals;
- q) Ensuring current plans and actions provide continuity;
- r) Setting Annual Membership Fees, Playing Fees; buggy hire fees and any other fees;

- s) Communicating with members and other stakeholders;
- t) Complying with the Constitution, policies, laws and regulations;
- u) Keeping property records of all transactions and the financial position of the Club;
- v) Specifying the delegation of the chair, executive officer (whether paid or volunteer) and the board;
- w) Providing leadership, planning, club control and succession;
- x) Monitoring the performance of management and volunteer team; and
- y) Managing communication with all members, key external stakeholders including local government;
 - i. Identifying risk and developing plans to manage these risks;
 - ii. Clearly identifying the Governance Structure to manage Club activities;
 - iii. Undertake a regular review of the Club's governance structure;
 - iv. Ensuring public liability insurance is up to date; and
 - v. Registering the Club's interests in land.

3.3 Selection and Appointment of Board Members

The committee must be elected at a general meeting (usually the AGM) and in accordance with the Trafalgar Golf Club Inc Constitution.

- a) Candidates must be nominated by Members.
- b) Election may be by show of hands or by written ballot.
- c) Ballot papers should be collected and counted by two members who are appointed by the meeting for that purpose, and the results announced to the meeting.
- d) In the event of a casual vacancy, the Board shall seek advice identifying likely Club members to fill the vacant position until the following AGM.

Ideally Board members will have collectively a range of skills such as: golf knowledge, finance, communications, marketing, hospitality, governance, legal, project management and information technology.

4. GENERAL RULES OF BEHAVIOUR

4.1 Code of Conduct

This section is to be read in conjunction with Golf Australia – Member Protection Policy

All members, guests, visitors and staff are expected to conduct themselves in a manner that:

- a) 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.
- b) Acknowledges the club as a family friendly environment and, therefore, refrains from using obscenities and loud boisterous behaviour inappropriate or not in good taste.
- c) Observes proper etiquette on and off the course and within the clubhouse
- d) Is reflective of being an ambassador for the golf club when out in the community or at other clubs.
- e) Shows the utmost respect and dignity to fellow members, staff and visitors.
- f) Does not damage the character, integrity, good will, property and community view (local and/or the broader community) of the club and/or staff.
- g) Is reflective of an adherence to all club rules and by-laws
- h) Demonstrates an understanding that members and visitors have no authority to instruct staff in job performance and duties
- i) Understands that the board are responsible for instructing the staff in the performance of their duties
- j) Is vigilant in reporting real or perceived safety hazards to staff and/or board members
- k) Does not denigrate, talk down to, abuse staff members and/or guests and does not create unnecessary strife and divisiveness.
- l) Does not misrepresent their position and/or authority to others.

4.2 Etiquette (Clubhouse and Course)

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

4.3 Dress Code

- a) Standard of dress and general appearance will always 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 Club and/or Board members have the responsibility to ensure all people comply with the dress code prior to accessing the course or clubhouse.
- d) All players must be always suitably attired on the course and in the clubhouse: Members and Visitors at Trafalgar golf club are expected to wear golf attire, which is safe, comfortable, smart casual, clean and presentable and not offensive to members and staff.
- e) Players should not enter the clubhouse carpeted areas in playing shoes to avoid contaminating/soiling the carpets.

4.4 Smoking

All indoor areas of the clubhouse and the undercover outdoor area shall remain smoke free:

- a) Smoking and vaping is permitted outside the nominated non-smoking areas;
- b) Smokers must dispose of cigarette butts and packaging;
- c) smoking and vaping is not permitted by persons under the age of 18 on Club property, including course, club house or surrounds.

4.5 Mobile Phones and other electronic devices (Clubhouse and Course)

- a) Clubhouse - Mobile phones must not be switched on in the Clubhouse unless in inaudible mode. Mobile phones shall not be used in the clubhouse unless in an area that is unoccupied;
- b) On Course - Mobile Phones should be used by all members to record scores in the Mi-Score application. It is still appropriate to mute the phone to avoid interruption of play;
- c) 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 Captain/Match Committee prior to commencement of play;
- d) 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; and
- e) 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.

4.6 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 develop and maintain OHS policies and procedures.

The Club shall endeavour to:

- a) Ensure the safety of the playing and clubhouse facilities;
- b) Identify any issues that could pose as a safety threat;
- c) Perform equipment checks and maintenance ;
- d) Ensure that emergency procedures are followed and provide adequate first aid provisions;
- e) Ensure that evacuation procedures are followed;
- f) Ensure that fire procedures are followed and fire equipment maintained (e.g. fire extinguisher checks);
- g) Maintain a smoke free environment ;
- h) Ensure responsible alcohol management;
- i) Ensure sun-smart practices ;
- j) Ensure that Safety Policies are enforced e.g. Heat Policies etc.;
- k) Ensure it has an active OHS sub-committee; and
- l) In relation to Child Safety, comply with Golf Australia Member Protection Policy.

4.7 Equal Opportunity (in conjunction with Golf Australia's member protection policy)

- a) The Club shall endeavour 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 and age; and
- b) It shall not treat a person unfairly because of a personal characteristic, beliefs or association is termed as discrimination.

4.8 Fraud Prevention

- a) Trafalgar Golf Club has a zero-tolerance approach to any fraudulent and/or unethical conduct within its organisation and is committed to protecting its funds and assets from any attempt of fraud and corruption.
- b) The Club President, Members of the Board 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, board members, club members, visitors and volunteers have the responsibility to report fraud and suspected corrupt activity.

5. CLUB HOUSE BY-LAWS

5.1 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.

5.2 Bar/Cellar Areas

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

5.3 Car Park

Allocated Spaces

The Board allocates appropriately marked car-parking areas for the exclusive use of the disabled, 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 Board.

Prohibited Areas

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

Prohibited areas include:

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

5.4 Emergency Evacuation

In case of an emergency evacuation of the Clubhouse, the assembly area is the area behind the golf cart-shed or the car park power pole. Club staff will give the appropriate direction at the time of the evacuation. The Club shall have designated assembly areas which will be indicated in and around the Club.

6. ON-COURSE BY-LAWS

6.1 Rules of Golf

The Rules of the game of golf as adopted from time to time by the Royal and Ancient Golf Club of St Andrews and the USBA shall be adopted by the Club insofar as they may be modified or varied from time to time by the Board.

6.2 Tee Markers

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

6.3 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 Board.
- c) Practice on areas other than as designated must be approved by the Board.

6.4 Practice Nets

Members and visitors may use the practice nets located below the Putting Green.

6.5 Practice Fairway

Members and visitors may use the practice Fairway at the rear of the Clubhouse.

6.6 Bunker Practice

Members and visitors may use the Bunker at the eastern end of the Practice Fairway.

6.7 Putting Practice

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

6.8 Chipping Practice

Members and visitors may use the practice fairways to practice chipping.

6.9 Right of Way

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

6.10 Children

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

6.11 Golf Course care

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.

6.11.1 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.

Repairing pitch marks is every player's responsibility.

A pitch mark should be repaired as follows:

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

6.11.2 Repairing Divots:

- a) Repairing divots is every player's responsibility. All players must carry soil/sand buckets and use the contents to repair divots.
- b) Sand buckets are available at the starting tees and divots should be repaired as follows:
 - I. Use the sand to fill the divot hole (and any others nearby).
 - II. Use a foot or a club to level the sand so that a reasonably flat lie remains for following players.
- c) 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.

6.11.3 Smoothing Bunkers

The raking of bunkers is every bunker player's responsibility.

- a) It is important to leave bunkers in good condition for following players. Bunkers should be smoothed in the following manner:
- c) Enter and leave the bunker from the lowest point.
- d) After playing, smooth the area and any footprints using a rake, if available.
- e) If a rake is not available, glide a shoe in a half circular motion until the area is smooth.
- f) After use, return the rake into the supplied conduit stand inside the edge of the bunker in accordance with club policy.

6.12 Safety and Consideration for Others

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

- a) 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;
- b) If your ball is headed towards someone else, shout "FORE", golf's universal warning, as loudly as possible;
- c) When grounds staff are working ahead, wait until they acknowledge your intentions before hitting towards them;
- d) Try not to move, talk or create any disturbance or noise while another person is about to play;
- e) Do not stand close to or directly behind the ball, or directly behind the hole, when a player is about to play;
- f) Be careful not to stand on or damage other players' lines of putt and that your shadow does not distract others;
- g) 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; and
- h) In stroke play, confirm the score of the player for whom you are marking on the way to the next tee.
- i) All players should be conscience of speed of play and keep up with players in front.

6.13 Searching For Golf Balls

- a) Persons other than those specifically approved by the Board shall not search for golf balls on the course except when playing a round and only in accordance with the Rules of Golf (3 minutes); and
- b) Any person granted search rights by the Board must insure themselves against personal injury, disability and death.

6.14 Course Closure

6.14.1 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 respective captains; and

6.14.2 Temporary Course closure

The Course Superintendent may at any time close all or part of the course.

6.15 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: (in line with current golf card)
 - i. To suspend play - one blast;
 - ii. To cancel play – two blasts;
 - iii. To restart play – one long blast.
- 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 cancelled 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.

6.16 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:
 - i. Take shelter inside a building if possible
 - ii. Avoid water and objects that conduct electricity (e.g. golf clubs, umbrellas, metal fences).
 - iii. Not stay in open space or under tall objects (trees, poles).
 - iv. If no shelter is available players should crouch down, feet close together with head tucked down.
 - v. If in a group spread out, keeping people several metres apart.

6.17 Number of players permitted within a group

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

6.18 Liquor

- a) Golfers are not permitted to bring their own alcohol onto the premises including the course. Alcohol must be purchased at the clubhouse; and
- b) Persons consuming liquor on the course must dispose of empty cans/bottles in the bins provided on course.

6.19 Golf Carts Storage

- a) Privately Owned Carts
 - I. 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 utilise this facility must apply to the Board and will be allocated a place as and when one becomes available;
 - II. A non-refundable annual fee is payable for the use of the club's storage facility;
 - III. 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;
 - IV. 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;
 - V. Motorized carts of unusual or non-conventional design that in the opinion of the Board may cause damage to the course may be prohibited;
 - VI. Carts with Lithium batteries must not be recharged on club premises; and the battery removed
 - VII. No fuel is to be stored in the cart shed.
- b) Cart Restrictions

The Course Superintendent may restrict the use of motorised carts if they are likely to cause abnormal damage to the course. Refer to rules notice board.
- c) Cart Guidelines
 - i. In general, no more than two persons may ride in the cart
 - ii. All drivers must be over 18 years of age, hold a valid and current driver's licence. Children are not permitted to drive carts;
 - iii. All drivers must keep to pathways where provided;
 - iv. Carts are not permitted to be parked on or driven over any tee mound;
 - v. Carts must not cross the inner circle at the borders of the green, and not permitted to be driven or parked within 5 metres of the greens and bunkers.
 - vi. Carts must be parked to the side or rear of greens, not in front;
 - vii. Drivers must do their best to avoid wet, muddy, or soft areas at all times.

- viii. Drivers must be mindful of other players and are not permitted to drive ahead of play when a ball is still to be played.
- ix. Playing groups with carts do not have right of way.
- x. Players will follow maps and signage as provided of alternate routes when the course is wet.

7. GREEN FEES/GREEN FEE PLAYERS

7.1 Green Fee Players

- a) The Club welcomes Green Fee players to play on the course;
- b) All green fee players must abide by the Course Etiquette;
- c) All green fee players must abide by the Code of Conduct; and
- d) All green fee players must abide by the Dress Code.

7.2 Green Fees

- a) Green Fees are determined by the Board and approved by special resolution as and when required and included as a fees Schedule in the Manual of Procedures and posted on the noticeboard at the entrance to the spike bar;
- 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 or electronic proof of payment; and
- d) Green Fee Players who have not paid the prescribed fee/s may be asked to leave the course.

8. COMPETITION

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

8.1 Eligible Players

- a) With the exception of Social (Non-Playing) Members, all members shall be eligible to play in club competitions on payment of the prescribed competition fee and have a current Golf Australia Handicap;
- 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 two thirds of the prescribed green fee. They are not eligible to play in 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 Captain/Match Committee may allow a Social (Non-Playing) Member or a Senior nine-hole member or beginner members 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) All eligible players must be financial; and
- e) 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 Board.

8.2 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, and
- b) Overseas players shall not be permitted to play in Major Board Events.

8.3 Local Rules

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

8.4 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 through the **One Golf** application / website;
- 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; and
- 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.

8.5 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; and
- d) No other member shall remove or otherwise interfere with conditions of play so displayed.

8.6 Competition Fees

- a) Competition fees shall be determined by the Board and reviewed as and when required and included in the Manual of Procedures and posted on the noticeboard at the entrance to the spike bar.
- b) Unless otherwise approved, all players are required to pay the prescribed competition fee.
- c) 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; and
- 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.

8.7 Match and Play Committee

The Board oversees the Match and Play Committee. The match and play committee are made up of the captains and vice-captains of all the playing groups (Men's, Women, Seniors and Juniors where applicable) and the Handicapper/s.

- a) Men's Playing Group
- b) Women's Playing Group
- c) Seniors Playing Group
- d) Junior Playing Group

Publication History – not part of By-Laws

Date Created:	4 December 2019
Date Updated:	15 January 2021
Most Recent Update:	17 February 2023
Version No:	2.0
Adopted by Board:	July 2024

Version	Amendment	Adopted by Board
1.0	Distribution of Manual to Executive	Received
1.2	Distribution of Manual to Board	Reviewed
1.3	Input from TGC committee members. Added subcommittee matrix, added handicapper and captain duties	Received
1.4	Renamed Club Bylaws in collaboration with Constitutional Review 2020	Accepted
1.5	Included Membership, Visitors, Supply of Liquor, Rules of Golf from Constitution Review recommendation. Addition of un-official Club practices as new By-laws & Policy	In-progress
1.6	Edits by Constitution Working Party Members	In-progress
1.7	Split of document into component sections by By-Laws working Party	In-progress
1.8	Inclusion of principles of committee behaviour into document, updating of membership clause to align with draft new constitution and renumbering	In-progress
1.9	Added Updated Categories of Membership in line with Constitution	In-progress
2.0	Separation of By-Laws and Procedures. Final version by By-Laws Working Party	Received
2.0	Approval by Board (draft)	Approved
2.1	approval by Board (draft v2.1)	approved
2.1	Presentation to the Membership	
2.2	final version to be approved by Board	

Accountability for this Document

Task	Approver	Responsible Officer
Storage and Retention of Document and Revisions	Secretary	Secretary
Amendments / Updates to By-laws	Board	President
Communication to Members	Secretary	Secretary
Public Distribution – website, online and electronic format	Secretary	Secretary