

# **FAIRBAIRN GOLF CLUB**

(Incorporated)

## **Club By-Laws**

| *[Updated 1 November~~17 August~~ 2021]*

These By-Laws are authorised by the Board in accordance with the constitution and can only be revised or repealed by the Board or by a General Meeting of club members.

These By-Laws are binding on all members of the Club and all persons entitled to use the premises or property of the Club.

## Amendment Status

Date	Change Statement
<del>15 Jan 21</del>	<del>Updated Prize Voucher Policy at Annex D—remove limit of Ball Prizes that can be converted to store vouchers.</del>
<del>22 Feb 21</del>	Updated to: <ul style="list-style-type: none"> <li><del>• Place restriction on social player bookings during Sunday comp times.</del></li> <li>• Clarify one month validity period for the expiry period on prize vouchers.</li> </ul>
<del>7 Apr 21</del>	Updated to: <ul style="list-style-type: none"> <li><del>• Reflect WGA changes from Ladies to Women and a general review of the women’s section of the By laws (Section 5 and minor word replacements throughout).</del></li> <li><del>• Inclusion of a section allowing the Board to set various fees and levies (Section 7.3).</del></li> <li><del>• Removal of the practice area to the left of the 18<sup>th</sup> fairway and inclusion of the driving range north of the greenkeeper’s area.</del></li> <li><del>• The Prize Policy (Annex D) to address eagles on yellow course and review prize allocations for smaller competitions. Clarification on prize vouchers.</del></li> <li>• The Course Booking Policy (Annex F) to expand the requirements of Social groups for bookings.</li> </ul>
14 Apr 21	Update to Course Booking Policy to allow social players to book into empty Sunday comp times from midday the Wed prior.
21 May 21	Holistic review and update of Prize Policy to ensure a more equitable return across all male and medley comps both in total prize value and in player numbers winning a prize.
19 Jul 21	Updated to: <ul style="list-style-type: none"> <li>• Include the Women’s Prize Policy at Section 5.7</li> <li>• Restrict social bookings within Club Championship events</li> </ul>
17 Aug 21	Updated to: <ul style="list-style-type: none"> <li>• Reflect Monday (men’s) and Friday (medley) comps are held at the discretion of the Match Committee</li> <li>• Include a requirement for golf cart hirers who are visitors or irregular hirers to sign a hire agreement form</li> <li>• Allow club members who are regular hirers of club carts to sign a cart usage agreement form annually aligned with their membership renewal.</li> <li>• Include a requirement for club members who are personal cart owners to sign a cart usage agreement form annually aligned with their membership renewal.</li> </ul>
<u>1 Nov 21</u>	<u>Updated Prize Policy to remove longest drives and replace with NTPs (second shot) on 4<sup>th</sup> and 18<sup>th</sup> holes.</u>

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## **1. Match and Greens Committee**

### **1.1 Overview**

The Match and Greens Committee while combined primarily for administration purposes have separate roles and responsibilities and as such are listed separately in this section. The Match and Greens Committee will meet regularly and not less than four times per year.

The administration of this section of the By-Laws is the responsibility of the Match and Greens Committee. Any dispute relating to the interpretation of this section will be referred to the Match and Greens Committee and its decision will be final. The By-Laws will apply to all persons playing in competitive events under the control of the Club.

The Match and Greens Committee will carry out the following duties on behalf of the Fairbairn Golf Club Board with a focus on maintaining and managing the course and club fixtures to create the best experience to attract and retain club members:

### **1.2 Match Committee Members**

The Match Committee will comprise the Captain, Women's Captain, Vice-Captain, and Match Committee members. The Club Manager will take on the responsibilities of the Club Handicapper.

#### **1.2.1 Role of the Match Committee**

The primary roles of the Match Committee include:

- a. Develop and promulgate a program of events for the year, from January to December inclusive;
- b. Determine and circulate in advance, the conditions under which a competition is to be played and deal with and adjudicate on all disputes arising from the conduct of all matches and competitions;
- c. Allocate all trophies and prizes other than those donated for a specific purpose;
- d. Determine the value of trophies and prizes (which must always be within the limits for which provision has been made in the Amateur Status Rules of Golf);
- e. Select individuals and/or teams to represent the Club as and when required and appoint a team captain as and when required;
- f. Determine and vary local rules as may from time to time be necessary;
- g. Manage and control all matters affecting matches, competitions and play on the course, including liaison with the Greens Committee on the maintenance of playing facilities, setting the course up and determining pin positions for competitions;
- h. In accordance with the rules prescribed by Golf Australia (GA), maintain a current handicap system for members who list the Club as their home club;
- i. Set competition fees and vary them as appropriate, to ensure that they cover all costs associated with the conduct of competition play; and
- j. Ensure the competitions are conducted in accordance with these By-Laws.

## **1.2.2 Control of Competitions**

All matches will remain under the control of the Match Committee, which reserves the right to cancel or vary any competition.

Any disputes arising out of play must be referred to the Match Committee who will rule on the dispute in accordance with the Rules of Golf and any promulgated Conditions of Play and Local Rules in force. Generally, a ruling will be made available before close of play but in exceptional circumstances may take longer if it has to be referred to higher golfing authorities.

No trophy will be awarded in a competition until cards have been checked by the duty Scorer, appointed by the Match Committee and any disputes settled. The Match Committee will be responsible for dealing with all disputes arising out of the play that have been referred for appropriate action.

## **1.2.3 Time Sheets**

The time sheet for each competition will be open to members 14 days prior to the competition. Bookings can be made either on a computer at the club house, via a member's online login or by phone. Bookings will open on the club house TSE screens commensurate with the club opening hours or 12:00pm via online –See the Course Booking Policy at Annex F for further details.

A member may place his/her own name, together with the names of **up to three other FGC members in that group**, in the time sheet.

A member whose name is entered on the Time Sheet is responsible for cancelling the entry prior to the scheduled time of play if he/she is unable to attend the competition. Members must adhere to the time selected unless otherwise approved by the Match Committee or its authorised representative (Starter). The Match Committee reserves the right to suspend members from competition play for failing to cancel bookings on the Time Sheet or failing to notify the starter of their intention not to play.

## **1.2.4 Competition Fees**

The Match Committee will set down and promulgate all Competition Fees. The nominated fee for all Club competitions will be payable before that competition commences.

A member who wishes to play in a competition which involves more than one round of play, must pay the fee set down for that competition before commencing the first round.

The fee for the Eclectic competition should be paid before commencing play in the first round. Members may enter the Eclectic competition after the first round but in such cases must pay the stipulated fee before commencing play in their first Eclectic round.

## **1.2.5 Score Cards**

Each competitor will be responsible for ensuring, before commencing his/her round, that their scorecard is appropriately marked with the correct name, handicap, date, membership number and the form of competition. Visitors must include their home club.

Each competitor will be responsible for ensuring that their completed score card complies with the rules of golf. In addition, competition scores are to be entered on the computer and placed in the scorecards box or handed to the duty member of the Match Committee immediately following completion of the round. Failure to do so may result in competitors being ruled ineligible to win prizes for the competition.

A member who competes in an event at any other club, except in match-play events, will be responsible for advising his score with applicable rating, (if it is not automatically entered in to GolfLink) to the Handicapper within seven days of the event.

The Handicapper is to record visitors' scores on GolfLink or return their cards to their home clubs.

Score Cards from social rounds of golf are generally not eligible for adjusting a player's handicap as they are often played from non-competition teeing grounds. However, score cards returned from social play will be accepted if a player is submitting them to obtain an initial handicap (three cards required).

### **1.2.6 Local Rules**

Local Rules may be issued by the Match Committee and will be displayed on a suitable notice board(s) at the club. All members are responsible for acquainting themselves with these rules before commencing play.

### **1.2.7 Handicapping**

The duty Scorer, appointed by the Match Committee will check the handicaps on competition score cards against the current handicaps registered in GolfLink and no other source.

Each member is responsible for ensuring his/her club Handicap as per GolfLink is available before competing in an event at any other club.

The Handicapper may issue amendments to handicaps at any time in accordance with the provisions promulgated by GA.

A player who participates in any Saturday competition for the purposes of gaining a card towards his/her handicap need not pay the competition fee. The player may compete in any nearest the pin for a reduced fee as set by the Match Committee from time to time.

### **1.2.8 Competition Conditions**

All competitions will be conducted under the auspices of the Match Committee with times and order of play being determined by the Match Committee.

All Club competitions, except Championship events will be open to the respective members of the Club and visitors, however visitors are not eligible to win Monthly Medals. Male Junior members are eligible to play in the male competitions while female Junior members are eligible to play in the women's competitions

Before commencing a competitive round, each competitor is to report to the starter at least 15 minutes prior to their allocated hit off time. Players are to provide the starter with their name and membership number and pay the applicable competition fee. Players are to be

ready to hit off at least five minutes before their tee off time. For competitions where a starter is not provided, competitors should place their competition fee in the box provided and enter their names on the Start Sheet for the day.

Conditions of Play for Championship, Open and other special events will be promulgated by the Match/Greens Committee prior to play.

A minimum of ten players will constitute a competition (women excepted). For championships, a minimum of 15 juniors and 15 veterans (male members aged 55 years or more and women members aged 50 years or more) will constitute a separate competition in those categories.

Handicap divisions will be promulgated by the Match/Greens Committee.

The Medal of Medals competition will be contested as a handicap stroke event. Any member who has won a Monthly Medal in any grade during the twelve months from December to November inclusive is eligible to compete.

Eclectic competitions will be conducted throughout the year as advised by the Match Committee. The Eclectic score will be the lowest score obtained by a competitor at each hole within these rounds. The net score will be the total score less half the player's handicap held on the last day of the competition.

In the event of a tie in any competition, other than champion gross event, the winner will be determined by the following count-back procedures:

- a. 18 hole event - last nine holes, followed by last six holes, followed by the last three holes, then hole by hole back from the 18th, and
- b. 27, 36, 54 and 72 hole events - last 18 holes, then as for sub paragraph a above.
- c. The type of competition (Net or Gross) will determine if handicaps are applied in the above process.

In the event of a tie for first place in any championship gross event, the event will be decided by a play-off, over four holes determined by the Match/Greens Committee and if still tied, hole by hole until one competitor or side leads by a stroke.

In multi day competitions the four leading gross competitors at the end of the second last round may be seeded to play as the last group in the final round.

The Club permits motorised golf carts to be used by any player in any Club competition. For events and competitions conducted by the District or other Golfing Organisations players should consult the Conditions of Play for a particular event. See Annex A for Fairbairn Golf Club's Cart Policy.

Distance Measuring Devices may be used in any competition and must conform to the Rules of Golf.

### **1.2.9 Mobile Phones**

The use of mobile telephones by any player or their caddie whilst on the golf course during any Club competition is generally prohibited except in exceptional circumstances, unless used as a distance measuring device. If a player requires a mobile phone, he/she should seek approval from the playing group before commencing the competition and operate the phone in silent mode.



### **1.2.10 Trophy Donors**

Members and non-members will be eligible to donate trophies for Club competitions. A donated trophy will be known by the name or office of the Donor unless otherwise approved by the Match/Greens Committee. All trophies are considered as being donated to the Club, thus making a donor eligible to win their own trophy.

### **1.2.11 Visitors**

Members may invite visitors (with an official handicap) to fully compete in all Club competitions. Visitors are eligible for all competition prizes except Monthly Medals and Championships.

Social Members of the club who are financial members of another club who wish to play in Fairbairn Golf Club competitions must enter as a visitor and pay a Visitor Competition fee which includes a green fee component.

Members should contact the Captain, a Vice-Captain or the Club Manager before inviting visitors for any Saturday competition event – see the Course Booking Policy at Annex F.

### **1.2.12 Practice Areas**

The nominated areas for practice include the practice putting greens, the nets, the chipping practice area to the south of the 14<sup>th</sup> fairway (by the cart sheds) and the driving range behind the greenkeepers area unless signposted otherwise. Right of way should be given to any players on the course proper when transiting to the driving range or using any practice areas.

### **1.2.13 Tee Set Out**

The teeing areas will be set up as follows:

- a. Two black tee markers are provided for approved competitions on the long course;
- b. Two yellow tee markers are provided for approved competitions on the short course; and,
- c. Two white tee markers are provided for social play and all other events when the black and yellow tee markers are not positioned across the tee.

The Match Committee will determine which course is to be played on for male competitions and medley events. The Women's Member on the Match Committee will advise the course that women only competitions are to be played from; with all players being advised by the starter.

The Match/Greens Committee (or its appointed representative) is empowered to recommend the disciplining of any player who does not use the stated tee markings. Any action taken will be in accordance with the disciplinary provisions of the constitution.

### **1.2.14 Social Play**

Where applicable, members and non-members participating in social rounds should adhere to these By Laws. Social players must use the white tee markers irrespective of black or yellow tee markers being placed across the tee. Any player who refuses to use the correct

tee markers may be disciplined in accordance with the disciplinary provisions of the constitution.

### **1.2.15 Extreme Conditions Policy**

The Fairbairn Golf Club Extreme Conditions (e.g. Weather) Policy has been introduced to provide guidance to members and guests in relations to playing conditions which might impact on the health and well-being of players on the golf course.

The Extreme Conditions Policy addresses issues of extreme heat, lightning and strong winds or approaching danger. It also applies when greens become unplayable due to heavy rain or other circumstance and suspension of play is necessary. Refer to Annex B for the Extreme Conditions Policy.

## **1.3 The Greens Committee**

The Greens Committee will comprise the Greens Member, and Greens Members with the Head Greenkeeper providing an advisory role.

### **1.3.1 Role of the Greens Committee**

The Greens Committee is responsible to the Board for:

- a. Providing input to the Course Development Plan (see Annex E);
- b. Maintaining the Fairbairn Golf Course to a standard conducive to the game of golf;
- c. Assisting and when necessary advising green keeping staff in all matters relating to the upkeep of the golf course, related areas, equipment areas, equipment and miscellaneous hardware;
- d. Arranging work parties and co-ordinating the activities of those work parties in regard to course improvements;
- e. Proposing general improvements for consideration by the Match/Greens Committee and Board and implementing agreed improvements and modifications in a timely manner;
- f. Liaising with the Captain in regard to playing conditions, conditions of the course and where protection of areas of the course is considered necessary;
- g. Set the course up and determining pin positions for competitions in collaboration with the Captain, regularly changing pin and tee placements according to competition requirements and condition of the greens/course;
- h. Assisting in any other course maintenance which may be necessary, and
- i. Developing the equipment replacement program in consultation with the Head Green Keeper for presentation to the Board.

### **1.3.2 Green Staff Call-out**

The Captain, Club Manager and the Greens Member are the only persons authorised to call out Green Staff out of working hours.

### **1.3.3 Course Maintenance**

Persons are not permitted to perform work on the course that may in any way alter its layout without the prior approval of the Club Captain. Any permanent changes to the course must be actioned through the Course Development Plan process at Annex E.

## **2. Finance, Compliance & Reporting Committee**

### **2.1 Members.**

The Finance, Compliance & Reporting Committee will comprise the President (Chair), the Treasurer and the FGC Secretary. The Finance, Compliance & Reporting Committee will meet regularly and not less than six times per year.

### **2.2 Role of the Finance, Compliance & Reporting Committee**

The Finance, Compliance & Reporting Committee is primarily responsible to the Board for developing and managing a sound financial plan that supports the FGC Strategic Plan through:

- a. Ensuring the Club has appropriate financial policies, goals and budgets to ensure it can meet its financial obligations and provide funds for the continued development of the course and facilities;
- b. The Finance committee must ensure that the Board as a whole takes an informed responsibility for the finances and financial viability of the organisation. In particular the finance committee, on behalf of the Board:
  - i. Looks to the financial systems and planning of the organisation;
  - ii. Monitors the flow of funds and their investment to ensure financial viability of the Club;
  - iii. Manages assets for the organisation;
  - iv. Anticipates financial difficulties;
  - v. Ensures that good systems are in place;
  - vi. Ensures the Board receives accurate, complete and timely financial information;
  - vii. Takes responsibility for conduct of the annual audit;
  - viii. Assures compliance to all legal and contracted arrangements;
  - ix. Monitors the Club's financial risks and developing appropriate actions to manage them; and
  - x. Reviews and makes recommendations on capital expenditure proposals to ensure they fit within the Club's budgets and funding capacities.

### **3. House Committee**

#### **3.1 Members.**

The House Committee will comprise the Vice President (Chair), Women's President and a house member. The House Committee will meet regularly and not less than four times per year.

#### **3.2 Role of the House Committee**

The House Committee is primarily responsible to the Board for providing a high quality clubhouse that meets the needs of members and new club patrons through:

- a. Maintaining a repairs and maintenance register and Maintenance Master Plan.
- b. Ensuring that the clubhouse buildings, furniture, fixtures and fittings, clubhouse surrounds and clubhouse gardens are maintained in suitable condition.
- c. To investigate, plan and obtain estimates in relation to all matters concerning extensions, additions or alterations to the clubhouse or other ancillary buildings.
- d. Providing guidance on improvements to the Food and Beverage including pricing and increasing member satisfaction.
- e. Monitoring clubhouse plant, equipment, facilities condition and replacement.
- f. Preserving the historical and cultural heritage of the Club.

## **4. Marketing, Membership & Communications Committee**

### **4.1 Members.**

The Marketing, Membership & Communications Committee will comprise the President (Chair), the membership and marketing member and the Communications member. The Marketing, Membership & Communications will meet regularly and not less than four times per year.

### **4.2 Role of the Marketing, Membership & Communications Committee**

The Marketing, Membership & Communications Committee is primarily responsible to the Board for providing the best membership experience to retain and attract members through:

- a. Reviewing membership marketing opportunities in conjunction with the Finance and Match Committees;
- b. Developing a Marketing Plan to attract Sponsor revenue for clubhouse and course development;
- c. Regular sponsor liaison;
- d. Monitoring marketing initiatives;
- e. Planning and arranging FGC promotion activities;
- f. Ensuring new member communication;
- g. Conducting internal communication;
- h. Management of FGC Social Media; and
- i. Managing and developing the FGC website.

## 5. Women's Committee Matters

### 5.1 The Women's Committee

Women members of the Club shall, at a meeting called annually, elect a Committee in accordance with the constitution. Two positions may be filled by the same member when necessary. Executive positions to be filled are:

- a. President
- b. Captain
- c. Vice-Captain
- d. Secretary
- e. Treasurer

A further maximum of three members may be elected as general committee members. Committee members may be full, life or honorary women members. A quorum for the Committee meetings shall be a minimum of three members, one of whom must hold an Executive position.

Committee meetings are to be held a minimum of four times a year. Extra-ordinary General meetings may be called by the Committee or by a petition signed by at least 25 percent of women members. 25 percent of financial women members constitute a quorum for a General Meeting.

The primary purpose of the Women's Committee is to foster an environment that attracts, retains and includes women players at the Club.

### 5.2 Responsibilities of the Women's Committee

**President.** The President shall be responsible to the Club President for the management, tone, and general discipline of the women members. The Women's President is a member of the Club House Committee. The President shall preside at all meetings of the Women's Committee (when present) and shall be responsible for the proper conduct of the meeting and shall have a deliberate vote.

**Captain.** The Captain is responsible for all matters relating to the actual playing of the game of golf and liaising with the Club Captain to produce the programme for each year. The Captain shall act for the President in urgent administrative matters when the President is absent. The Captain is a member of the Club's Match and Greens Committee.

**Vice-Captain.** The Vice-Captain is to assist the Captain in carrying out her duties and act in her place when the Captain is absent.

**Secretary.** The Secretary's duties include:

- a. Informing the Women's President of all matters requiring attention between meetings and keeping Women's Captain and President informed of all correspondence.
- b. Maintaining minutes of all meetings and giving a copy of these to members within 14 days of each meeting.
- c. Dealing with all correspondence.
- d. Sending in entries to Open Days etc. held by other Clubs (if applicable).

**Treasurer.** The Treasurer is responsible for:

- a. Receipting all monies received and paying all accounts.
- b. Keeping a record of all expenditure.
- c. Presenting a financial report at Committee meetings and a Statement of Accounts at the Women's AGM.

### **5.3 Nominations for AGM**

Nominations for Committee positions must be in writing, seconded and signed by a proposed member and received one week before AGM. If no nomination has been received for a position, then the position may be filled from the floor providing the person is willing to stand.

### **5.4 Match Committee**

The Women's Match Committee will comprise of the Women's President and Captain plus three other full, life or honorary women members. Three members, one of whom must hold an executive position will constitute a quorum. The duties are:

- a. The organisation and control of all matches and competitions approved by the Women's Committee and the selection of players/teams to represent the Club.
- b. The adjudication and decision of any protest in connection with a women's match or competition.
- c. The promulgation of a competition program for the next playing year.
- d. The Women's Match Committee is responsible for arranging the organisation and closure of all Women's (only) competitions

### **5.5 Additional By-Laws**

The Women's Committee shall have the power to make additional by-laws pertaining to:

- a. Women members.
- b. The procedure of Women's General Meetings and Committee Meetings.

By-laws shall not be inconsistent with, or repeal anything that is in, the Constitution or Club By-laws. Women's By-laws may be amended by a Women's Committee meeting or at any General Meeting.

### **5.6 Complaints**

Complaints about the women members must be made in writing to the Women's Secretary who shall submit them to the Women's Committee in the first instance.

### **5.7 Women's Prize Policy**

This Prize Policy is based on providing fair, consistent, and equitable distribution of competition prizes for women players. Women's competition prizes are managed separately by the Women's Committee and vary due to the number of entrants and a different funding structure to the Men's Competitions. This policy does not apply to women playing in club medley events (see By Laws Annex D - Prize Management Policy which covers these events).



This policy ensures adequate funds are available to meet financial obligations and to protect the Fairbairn Women's Committee from losses due to small player participant numbers.

This policy applies to all routine Women's competitions excluding Club Championships and special events e.g. eclectic, match play, putting and the Fairbairn Women's Open etc. Prizes for Women's Club Championships and other special events will be determined by the Women's Match Committee as required.

Any female player with a GA handicap (member or non-member) who enters a regular competition by paying the competition fee is eligible to win prizes for that competition. Non-members are excluded from winning the Women's Championship and Monthly Medals.

## **Daily Competitions**

Prizes will be calculated based on returning to members a share of the competition fees based on the number of competitors in the field. This policy outlines the approach for prize allocation based on the type of competition and the number of players. All winnings will be allocated as 'Prize and Ball credits' held by the Women's Treasurer. The Women's Match Committee has the discretion to adjust the prize distribution on the day with regard to providing a fair result.

The Women's Treasurer is responsible for ensuring adequate funds are retained to complete the transaction of 'Prize and Ball credits' back to the women members. The prize allocation will be reviewed annually by the Women's Match Committee and approved by the Women's Committee.

## **Prize and Ball Credits**

A running total of the 'Prize credits' and 'Ball credits' won per Women's events is available on the Women's Notice board in the clubhouse. These totals are updated weekly.

'Prize and Ball' credits will be distributed out to members at the end of each financial year (30 June). Women members with a special request can redeem these credits at a pre-arranged time (earlier than 30 June). All requests for 'Prize and Ball credit' redemption must be made to the Women's Treasurer. Any Women who leave the club will have any eligible 'Prize and Ball credits' made available prior to their exit.

'Prize credits' may be used for any of the following:

- Store Vouchers - Drummond Golf, Coles/Myer, David Jones etc. as chosen by the member and arranged with the Women's Treasurer.
- Membership Renewal - can be used towards the member's club membership annual renewal, limited to \$300 in any one year.

'Ball credits' can be redeemed as golf balls through the Women's Committee or these credits can be converted into 'Prize credits' which can then be used for store vouchers or membership renewals. A 'Ball credit' equates to a \$4.50 Prize Credit.

## Achievement Prizes

### Hole in One

A female club member who achieves a ‘Hole in One’ in any formal Club Competition at Fairbairn Golf Club, will receive a trophy to mount their ball, a \$50 prize voucher and have their name recorded on the ‘Hole in One’ Honour Board.

### Eagle’s Nest

Golf balls will be awarded to any female club member for an Albatross or Eagle scored in a women’s formal club competition as shown below, except for the exclusions outlined in the following table:

- Eagles – 3 balls
- Albatross – 6 balls

<b>Eagle’s Nest Exclusions</b>	
Team events - Ambrose and foursomes	Singles players don’t compete a hole
Any hole in one	Separate - prizes – <i>see above</i>
Albatross (3 under par)	Not awarded for any hole in one on a par 4

Competition results are recorded in the golf management software and ‘Prize and Ball credits’ will be allocated for any qualifying scores. However, if playing in a women’s team event with individual hole scores (such as 4BBB) players will need to clearly mark/highlight their card for any Eagle or Albatross as these won’t get picked up automatically by the golf management software.

## Prize Tables

A minimum of 2 players are required to hold women’s competitions. Women’s Division one competition prizes will be allocated in accordance with the following tables.

With the current Women membership totalling 25, the average players in any regular Women’s competitions is under 16 players. The Women’s Match Committee will determine the prize tables for any regular competitions with more than 16 players and may make the decision to cease NTPs and extend the ball rundown by the equivalent number of balls for any competition.

<b>One Division – up to 16 players</b>						
Prizes	<b>1 player</b>	<b>2 players</b>	<b>3 players</b>	<b>4 to 6 players</b>	<b>7 players</b>	<b>8-16 players</b>
No comp	1 <sup>st</sup> \$10	1 <sup>st</sup> \$15	1 <sup>st</sup> \$15	1 <sup>st</sup> \$20	1 <sup>st</sup> \$20	
			2 <sup>nd</sup> \$8	2 <sup>nd</sup> \$12	2 <sup>nd</sup> \$12	
					3 <sup>rd</sup> \$8	
NTPs for Comp (if assigned)			1 per match – rotational on par 3s = 1 x balls			

### **Ball Rundown**

<b>Players</b>	Up to 2	3 - 4	5 - 8	9 -10	11 – 12	13 – 14	15 - 16
<b>Balls</b>	None	1	2	3	4	5	6

**All other competitions not detailed above are at the discretion of the Women's Match Committee.**

### **Competition Results**

The results of all Women's competitions, including prizes, are circulated via the Fairbairn Golf Club website – see 'Results' page within the 'members' area.

## **6. Administrative Matters**

### **6.1 Employment of Staff.**

The Board through the Club Manager is responsible for the employment of paid staff and the setting of their terms of employment which shall be in accordance with current industrial relations laws and practices. Positions which may be filled include, but need not be restricted to:

- a. Club Manager,
- b. Assistant Club Manager
- c. Head Green Keeper,
- d. Assistant Green Keeper and/or Apprentice Green Keepers, and
- e. Labourers.

The Board authorises the Club Manager to employ the following staff:

- a. Bar Staff; and
- b. Other administrative staff as deemed necessary.

The Club Manager is to attend Board meetings and may represent the Secretary (including the Secretary's voting rights) if the Secretary is absent. The Head Greenkeeper is advisory to the Match/Greens Committee.

### **6.2 Conflicts of Interest**

All staff members must declare any actual, perceived, or potential conflicts of interest and this declaration must be recorded by the Club Manager. The Club Manager will determine if this is an issue and will either deal with it themselves or advise the Board.

### **6.3 Defence Land**

Under our lease of the course land and buildings from Defence the FGC is responsible for the safety and security of all persons and property on the licenced area. We are bordered by live firing areas and the boundary fences are in place to keep people out of these Defence areas. Defence takes this matter seriously and considers anyone in their restricted areas as a security breach.

In no instance is it acceptable for people to climb over these boundary fences to retrieve a golf ball (or any other item). Members are to ensure that people in their playing group do not climb the fences and they report any instances of trespass they become aware of to the Club Manager.

### **6.4 Closure of the Course.**

Social players will not be permitted to play golf during the following times, or such other times as prescribed by the Match Committee:

- a. Monday: 0900-1000 in winter and 0800-0900 in summer during the women's competition (this restriction applies to the 1st tee or other tees if there is a special competition in progress);

- b. Saturday: Prior to the Members' competition and no earlier than 12.30pm or a time advised by the Saturday starter;
- c. Sunday As nominated by the Match Committee during programmed Club competition; and
- d. Other: Extra Club competition days as notified by the Match Committee.

Further details are available in the Course Booking Policy at Annex F.

## **6.5 Dress**

People using the Club, whether playing or not, are to conform to the Club dress standards. The aim of the dress code is to ensure that players are dressed in such a way as to neither damage the course nor offend fellow players. In keeping with our 'Friendly Golf Club' theme the club believes that players will adhere to a relaxed, sensible dress code. The only hard and fast rules are:

- a. Clothing must be neat and tidy, clean, not torn or overly frayed, not excessively revealing (e.g. singlet tops) and not bear offensive slogans. Work gear is not to be worn.
- b. Players must wear suitable 'sports' footwear (i.e. no high heels, exaggerated treads, or thongs).

The club believes that all sensible would-be players instinctively know if they are dressed appropriately to play at Fairbairn Golf Club but, ultimately, the club reserves the right to refuse access to anyone deemed not to be respecting these 'common sense' dress rules.

Employees of Fairbairn Golf Club must always set a high standard and present a professional appearance; and be identifiable as employees of the Club.

## **6.6 Vehicles**

Vehicles, other than those used by persons performing course maintenance or clearing, and who have prior approval, are not permitted on the golf course. Golf course machinery and vehicles are only to be driven by authorised personnel and are not to be driven outside the bounds of the course unless registered or licensed to do so.

Vehicles that are permitted to be on the golf course in the course of maintenance or clearing, are to adhere to a speed limit of 20 KPH when driving on the course.

## **6.7 Car Parking**

Vehicles are only permitted to be parked in the designated car park adjacent to the 18th green. Care must be taken to ensure that Fire Access roads are not obstructed. The President, Captain, Secretary, Club Manager are permitted to park adjacent to the Club House. Course staff are permitted to park in the designated parking area of their workplace during working hours. Mobility parks are available in the main car park and members with approved mobility passes may also park behind the old clubhouse at their own risk.

## **6.8 Conduct**

All players are to abide by the high level of conduct expected and required under the Rules of Golf, and in no way behave in a manner that may inflict damage to the course and

facilities, cause inconvenience to other players, or bring the game of golf or the Club into disrepute.

## **6.9 Sponsor Members**

The Club Manager is to coordinate the Sponsor Memberships and is to maintain a full list of current sponsors, which is to include details of their sponsorship and what playing rights they have been given. This list is to be available at Board meetings and the Club Manager is to brief the Board when sponsor arrangements change.

The Club will pay the necessary affiliation fees for approved sponsors. Sponsor members will not be required to pay an entrance fee to the Club Open Competitions. The number of sponsor memberships will not be restricted and will remain current for one year from the date of payment or donation. Renewal (with Board endorsement) will be immediate upon renewed sponsorship. Sponsor membership may be rescinded at any time for any reason determined by the Board, however, the sponsor is to be advised in writing 28 days before termination of membership is to be effected to allow for negotiation.

## **6.10 Motorised Cart Policy**

The Club recognises that the use of motorised carts allows many golfers with mobility problems to remain in the sport for longer and therefore supports their use. The availability of carts is also an attraction to potential green fee players and for Members and their guests.

FGC invests considerable resources in providing improved playing areas particularly around greens and fairways. However, the incorrect use of carts damages the grass surfaces through soil compaction and tyre wear.

The Club has implemented a policy for the use of carts that balances the needs of all parties – see Annex A. All cart users are expected to use the paths at all times. Where there is no designated path, cart users are expected to only travel on areas that are not likely to be damaged by the vehicle. In winter and wet conditions, avoid fairways as much as possible by driving in the rough.

Safety of cart users is also a major concern. The policy, at Annex A, also outlines expected safe behaviour for the use of motorised carts.

Individuals who hire carts from the FGC are responsible for the cart, operating it within the policy at Annex A, and will be held liable for damage. Hirers of the club's golf carts, who are visitors or irregular hirers, are required to sign a hire agreement form each time they hire a club golf cart. Where FGC members are regular hirers of club carts, they may sign a cart usage agreement form annually aligned with their membership renewal.

In the interests of the flow of play should be parked adjacent to greens when putting out. Cart users need to ensure they remain in the field at the same speed as others playing.

## **6.11 Personal Carts**

Personal motorised carts may be used on the course and the owners/drivers are to adhere to the FGC Motorized Cart Policy at Section 6.10. Owners are responsible for any damage caused to their carts or the course while these are being operated at FGC.

Owners who are club members are required to sign a cart usage agreement form annually aligned with their membership renewal. Owners who are not club members are required to sign a hire agreement form each time they bring their own cart onto the course.

Personal carts will not be used by the FGC to supplement their pool of hire carts even if offered by the owner. This is primarily because of the liability that the Club would need to accept should any damage occur to a personal cart while being used on FGC business.

## **6.12 Cart Storage**

The club provides some facilities for storing carts and these are managed through booking with the Club Manager. A nominal fee will be charged for use of any storage facility. Fees will be set from time to time by the Board, will vary between storage of petrol carts and battery carts requiring charging power and aligned with the membership year. Members with allocated cart storage must be current FGC financial members or members with memberships on hold as per Section 7.4.

Cart storage allocations cannot be passed between members but are to be managed through the Club Manager and a waiting list system if required. All carts and equipment are stored at the owner's own risk.

## **6.13 Club Storage**

The club provides some facilities for storing golf clubs and buggies. Clubs can be stored in the locked shed at no cost if space is available. Use of the locked cages in the storage shed are managed through bookings with the Club Manager. A nominal fee will be charged for use of these cages. Fees will be set from time to time by the Board and aligned with the membership year. Members with allocated club cage storage must be current FGC financial members or members with memberships on hold as per Section 7.4.

Club cage storage allocations cannot be passed between members but are to be managed through the Club Manager and a waiting list system if required. All clubs/buggies etc. are stored at the owner's own risk.

## **6.14 Pace of Play**

Pace of play has a long-standing tradition for being the topic of discussion. Some members prefer to play quickly while others like to play at a pace that allows some time for the social aspect.

There are many factors that impact the pace of play, including but not limited to: weather, player skill level, set-up of the course, and type of competition. The Fairbairn Golf Club pace of play policy can be found at Annex C.

## **6.15 Dogs on the Course**

Dogs are not allowed on the course due to the potential damage that can be caused with them chasing kangaroos, interfering with other wildlife (such as ducks and parrots), and for the consideration of other golfers. If special assistance dogs (eye or hearing) are required by a member to play this is to be discussed with the Club Manager.

## **7. Financial Matters**

### **7.1 General**

The Board authorises the Club Manager to collect all moneys associated with the Club and receipt and bank those moneys as required. The Women's Committee is responsible for all monies received and payments made in relation to the Women's Competitions.

The Finance member shall prepare financial reports and budgets as required by the Board. All expenditure by the club is to be in accordance with the budget and agreed delegations unless special approval is granted by the Board.

### **7.2 Membership Fees**

Membership fees will be set by the Board and will vary for different categories of members. Categories of membership will be determined by the Board as per the Constitution. The membership fee for each category will be determined by the Board from time to time.

Where pro-rata rates are to be applied to a membership these are for new members only until the end of their initial membership year. Members who do not want to remain as full members at renewal time are encouraged to consider one of the other membership options available.

Where 'Mates Rates' are utilised these only apply to full memberships for:

- a. New members joining as a pair at the same time, and
- b. Existing members who renew along with the introduction of a new member.

Payment of fees by instalments is supported by the club and can be arranged through the Club Manager.

### **7.3 Fees and Levies**

Other fees and levies may be set by the Board from time to time as required to support club operations. Where fees or levies are put in place these will be reviewed regularly to ensure they are still appropriate and required. The following fees and levies are currently approved:

- a. **Competition Fees:** For any formal competition to provide prize funds as per the prize policy with any additional funds collected applied to support club operations.
- b. **Course Improvement Levy (CIL):** To provide additional funds specifically focused on improvement work around the course and equipment required to maintain the course.
- c. **Water Levy:** Only to be applied for short periods by Board direction. Any use of this will be based on the condition of the course and weather forecasts at the time and will only remain in place until costs are recovered.
- d. **Late Payment Fee:** Applied to membership renewal fees paid after 31 July.



## 7.4 Members Requesting Membership Suspension

Requests for suspension of a membership will be dealt with on a case by case basis and will normally only be considered for serious health reasons.

## 7.5 Green Fees.

Green fees are payable by all non-members entitled to use the golfing facilities at Fairbairn Golf Club. The amount of the fee will be determined by the Board from time to time. The Club Manager is empowered to waive or discount green fees as appropriate:

- a. To encourage corporate golf day events;
- b. To encourage social players/clubs to use the course;
- c. Where the condition of the course does not support full fees (e.g. recently cored greens, holes out of play, etc.).

## 7.6 Delegations

The following financial delegations are in place within the Fairbairn Golf Club.

Delegation	Position
Commit or incur expenditure not exceeding \$2,000 for any single transaction, which is for the total of any one individual order or commitment. <i><b>This expenditure must be already included in the approved budget.</b></i>	<ul style="list-style-type: none"> <li>• Club Manager</li> <li>• Greens Committee Chair</li> <li>• Match Committee Chair</li> <li>• Property Member</li> </ul>
Commit or incur expenditure not exceeding \$5,000 for any single transaction, which is for the total of any one individual order or commitment. <i><b>This expenditure must be already included in the approved budget.</b></i>	<ul style="list-style-type: none"> <li>• Individual Board Members</li> <li>• Club Manager</li> </ul>
Commit or incur expenditure exceeding \$5,000 for any single transaction, which is for the total of any one individual order or commitment. <i><b>This expenditure must be already included in the approved budget.</b></i>	<ul style="list-style-type: none"> <li>• Board Members (at least two must be signatories on each order or transaction approval)</li> </ul>
Maintain and control a Club credit card with a monthly expenditure limit of \$10,000.	<ul style="list-style-type: none"> <li>• Club Manager</li> </ul>
Carry out financial transactions as resolved and directed by the Board.	<ul style="list-style-type: none"> <li>• Club Manager</li> <li>• Finance Member</li> </ul>
Where expenditure <i><b>is not</b></i> in the approved budget. Commit or incur expenditure up to \$10,000 for any single transaction, which is for the total of any one individual order or commitment.	<ul style="list-style-type: none"> <li>• Board Members (at least three must be signatories on each order or transaction approval). One of the President or Treasurer must be included in this approval.</li> </ul>

The Treasurer and/or President must be advised of all expenditure or commitments that exceed or are likely to exceed \$5,000.

These delegations must be exercised:

- a. Within the budgetary limits of the Fairbairn Golf Club Inc. and those applying to the delegate.
- b. To conform with Board resolutions, policy, and or strategy.

## **Annex A: Motorised Cart Policy**

Fairbairn Golf Club Incorporated (FGC) recognises that the use of motorised carts allows many golfers with mobility problems to remain in the sport for longer and therefore supports their use. The availability of carts is also an attraction to potential green fee players and for Members and their guests.

The Club reserves the right to ban the use of carts should conditions warrant it. When a ban is in place, a notice will be displayed on the Club's website and signage placed on the first tee.

The following requirements are for any motorised carts at Fairbairn Golf Club Incorporated and cart owners and users must sign to say they have read and understood these requirements:

- a. All motorised golf cart drivers must be over 18 years of age and possess a current driver's licence, unless otherwise authorised by the Club Captain or his or her representative.
- b. All owners of motorised carts must be insured against personal accident and property damage.
- c. The vehicle must be operated from the driver's side only.
- d. All golfers and motorised carts shall give way to course staff and machinery.
- e. To prevent possible serious injury, driver and passenger must keep their entire bodies within the vehicle.
- f. To prevent falls from the vehicle, remain seated when the vehicle is moving, and always hold onto handles or handrails.
- g. Do not overload the vehicle and never have more passengers than seats available (e.g. 1 bench seat = 1 driver and 1 passenger).
- h. To avoid possible injury to passengers, pedestrians, drivers or damage to other vehicles, avoid sudden starts, sudden stops and abrupt turns. Also reduce speed in crowded areas/roads and for turning.
- i. To avoid the possibility of losing control of the vehicle, reduce speed for adverse driving conditions such as wet grass or rough terrain.
- j. Do not drive under the influence of alcohol, drugs or medications that adversely affect the ability to drive or react.
- k. Keep to established paths whenever possible.
- l. Keep carts at least 10/20 metres from all greens and greenside bunkers. Carts are **NOT** permitted inside areas marked by black lines or ropes.
- m. Park carts to the rear of greens or to the side leading to the next tee, **NEVER** in front of greens. This will greatly assist the Pace of Play.
- n. Do not drive over mounds.
- o. Carts shall not be driven on tees and surrounds
- p. If course conditions are wet, carts should only travel on the driest and firmest parts of the golf course and should stay away from critical golf areas including the fairways as much as possible. In winter or wet conditions avoid fairways as much as possible by driving in the rough, parking cart and walking in to your ball in the fairway.

To protect the course and provide the best playing conditions for all golfers, the Board has implemented the following:

- a. Members who breach the policy will receive a written warning.
- b. When a further breach of the policy occurs; the Member will be subject to a ban from driving or riding in/on carts within the course and grounds of the Club for a period of one (1) month.
- c. Any subsequent breaches within a twelve-month period will require the member to meet with the Club Board to explain their actions. The Board may take further disciplinary action.

These are severe penalties and it is hoped they will never have to be used. So enjoy your golf, enjoy your cart, but please be very mindful of the welfare of yourself, others and the course when using a cart.

## **Annex B: Extreme Conditions Policy**

### **Extreme Heat**

**Heat Policy** - The club's general policy is to allow the individual golfer make their own decisions whether or not they should participate in any competitions or play golf when faced with very hot weather.

The club however reserves the right to close the course should it deem that there is a danger to the participants (both competition or social) from extreme hot weather.

This is the same as the rules that apply with any type of dangerous weather.

The club also endorses the following measures that golfers, volunteers and officials should take to counter the impact of play in extreme heat conditions based on recommendations from the nationally based Sports Medicine Association (SMA).

The club strongly urges all players to stringently follow the recommendations below:

- a. Make a well-thought-out decision whether you should play or not. It is the responsibility of the individual to make the decision whether to play or not.
- b. Wear loose fitting, lightweight clothing
- c. Wear a hat and apply at least 30+ sunscreen
- d. Take 20ml of fluid (water or sports drink) per kg of body weight, one hour before commencement of play
- e. Carry adequate quantities of fluid and remain hydrated during play. Drinks containing electrolytes are recommended
- f. Ensure you have eaten properly
- g. On completion of your round drink water or a sports drink to re-hydrate - avoid drinking alcohol until hydrated.
- h. If feeling dizzy or unwell during play, immediately notify your playing partners to ensure arrangements are made for club staff to provide assistance as appropriate.

### **Lightning**

The Rules of Golf acknowledge that lightning on golf courses has caused deaths and injuries and urges golf clubs to take precautions for the protection of golfers against lightning. Rule 5.7 permits the Committee to suspend play or for players to discontinue play if they believe that there is a danger from lightning.

When play is suspended by the Committee all players should discontinue play immediately. The Committee will determine when play is to resume. Failure to discontinue play on the advice of the Committee will result in disqualification.

Players who discontinue play without specific Committee permission must report to the Committee as soon as practicable. This can include a note left with your score card. No penalty will be applied if the reason is satisfactory. Otherwise the player will be disqualified.

**Lightning Policy** - Should lightning be in the immediate vicinity of the golf course the Committee will consider the risk and if the situation is considered dangerous will, in the interests of the health and safety of the players, suspend play.

### **Strong Winds**

Members are advised and reminded of the dangers of limbs falling from trees on days of extreme winds (50 kph or more). Members are advised to be aware of the forecast of strong winds and give consideration to their own personal safety while out on the course.

**Strong Wind Policy** - Should the forecast at 4.00pm on the day before a competition be for winds likely to exceed 50 kph members will be reminded of the possible dangers of falling limbs or trees. Should a situation arise where the Match Committee considers such strong winds to be a danger to members, play will be suspended.

### **Approaching Danger**

On days of extreme fire danger or other potential threat situations the Club will monitor Emergency Services advice and act accordingly.

### **Course Unplayable**

If the Committee considers that for any reason the course is not in a playable condition or that there are circumstances that render the proper playing of the game impossible it may order a temporary suspension of play or cancel all scores for the round.

On advice from the Committee of a situation which warrants suspension of play players may discontinue play immediately or continue to play out the hole provided they do so without delay. Play must be discontinued after the completion of the hole.

### **Siren Notification Procedures**

**Suspension of Play** - Suspension of play will be signalled by Three (3) blasts (repeated) of the siren. Play may continue to the completion of the current hole, or alternatively balls may be marked if completion is not practicable. Players should return to the Clubhouse until further notice and await advice on resumption.

**Emergency Evacuation** - One (1) continuous blast of the siren. Players should cease play immediately and return to the Clubhouse.

**Resumption of Play** - Two (2) short blasts of the siren. Players should return to their positions immediately and resume play.

### **NOTE:**

**The Match Committee will assume the responsibility for any decisions relating to competitions and this policy. Any actions that affect the state of play, should they be required, will be conveyed to members via various media and/or the Club Captain/ Club Manager.**

## **Annex C: Pace of Play Policy**

### **Fairbairn Golf Club Pace of Play Policy**

#### **Introduction**

This Pace of Play policy has been adopted to ensure competition rounds are played in an appropriate duration to make golf more enjoyable for everyone, by:

- a. Ensuring players keep pace with the group ahead;
- b. Establishing four hours as the target time for a four-player group to complete an 18-hole competition round;
- c. Introducing, educating and enforcing Ready Golf standards;
- d. Highlighting timesaving hints;
- e. Monitoring of play and enforcing Rule 6-7.

#### **The Rules of Golf states:**

*The Committee may establish pace of play guidelines that all players should follow. It is a group's responsibility to keep up with the group in front.*

The initial objective is clear ... **Keep Pace with the group ahead.**

From Rule 6-7. Undue Delay; Slow Play:

*The player shall play without undue delay and in accordance with any pace of play guidelines which may be laid down by the Committee.*

#### **Target Time – Four Hours**

It is expected that all competition rounds should be completed within four hours. A significant responsibility lies with early groups to ensure they 'lead' the field at a suitable pace to achieve the target time. From time to time circumstances may negatively influence the actual time taken; yet all efforts should be made to meet the target time of four hours.

#### **Target Interval – 8 Minutes**

The starting interval time between groups is typically eight minutes. From time to time circumstances (e.g. Par 3 holes) may cause the interval time to exceed eight minutes; yet all efforts should be made to catch up with the group in front.

#### **Ready Golf**

From Section 1 of the Rules of Golf:

*It is a group's responsibility to keep up with the group in front. If it loses a clear hole and it is delaying the group behind, it should invite the group behind to play through, irrespective of the number of players in that group.*

Also, if a group is not keeping pace with the group ahead, it is expected that they will adopt Ready Golf until they have 'caught up' with the players ahead.

Essentially, Ready Golf is a common sense approach to play the ball when ready:

- a. Dismiss all honours;

- b. Don't wait for others before approaching the tee and hitting;
- c. Proceed to your ball as quickly as possible;
- d. Play the ball as soon as it is safe to do so.
- e. See other timesaver hints below.

Some golf rules and etiquette address the order of play and which player has the "honour". Observance of the honour came about as a show of politeness to one's playing partners. But out of politeness to ALL the golfers behind, the slow play problem requires that honours be abandoned if a group does not keep pace with the group ahead. Each player should play when ready, as long as doing so does not breach the rules of golf (i.e. Match Play) and will not interfere with others. Shorter hitters can often hit first, especially on the tee.

### **Monitor & Enforce**

From time to time, competition players at Fairbairn Golf Club will be required to record the START and FINISH times on their scorecards. These times will be checked and monitored by the Match Committee to identify excessive finishing intervals in the field. Where no member of a group completes the FINISH time, the group will be given a FINISH time of eight (8) minutes before the group following them.

Also, from time to time, authorised Match Committee representatives will conduct Pace of Play monitoring. Using a Timesheet and/or Group Monitoring Sheet, the monitors shall observe, calculate and record as much of the following information as possible:

- a. Actual tee time.
- b. Actual finishing time at the 18th hole.
- c. Names of every player observed in each group.
- d. Calculate the interval times between each group.
- e. Calculate the Actual Round Duration of each group.

It is considered a player's responsibility to be attentive to their pace of play. Under no circumstances shall the player approach, confront or abuse the monitor.

Section 1 of the Rules of Golf states:

*If a player consistently disregards these guidelines during a round or over a period of time to the detriment of others, it is recommended that the Committee considers taking appropriate disciplinary action against the offending player. Such action may, for example, include prohibiting play for a limited time on the course or in a certain number of competitions. This is considered to be justifiable in terms of protecting the interest of the majority of golfers who wish to play in accordance with these guidelines.*

The process for dealing with members that do not comply with this pace of play policy:



## **STAGE 1 – LETTER TO REQUEST CO-OPERATION**

Each player in any group that finishes 12 minutes or more behind the group ahead will be sent a notice. The notice will request the player's co-operation to improve their pace of play by being aware of the situation and, if necessary, modifying their behaviour and/or their group's behaviour.

## **STAGE 2 – REPORT TO COMMITTEE, MONITORING/SUSPENSION**

If a player is repeatedly identified to be in "slow" groups, they may be requested to attend a Match Committee meeting to explain their actions. The Match Committee will not impose any penalties until the member has the opportunity to meet with the Match Committee to discuss the issue.

Failure to meet with or contact the Match Committee will result in a penalty automatically being applied. The Stage 2 penalty will be determined by the Match Committee and may include:

- a. For each future infringement, over a further twelve-week period, the player will receive a 2 shot penalty (or a loss of hole in Par, or a two point deduction in Stableford) in the competition of the day.
- b. The player will not be able to book on the timesheet for two weeks.
- c. The player will be asked to help monitor the Pace of Play for two sessions (approximately two hours each) which may help the player experience firsthand the cumulative effect of slow play on the field.
- d. The player is also put on a twelve-week probationary period. Two further offences in that time will be penalised in accordance with Stage 3.

## **STAGE 3 – SUBSEQUENT OFFENCES, REPORT TO COMMITTEE - SUSPENSION**

If a player is identified in a slow group during the probationary period detailed in Stage 2, and as such is considered to have consistently disregarded the Policy, the player will again be requested to explain to the Match Committee.

The player may be "suspended" from competition play for two or more weeks. At the Match Committee's discretion, extended suspensions may apply for multiple breaches.

## **IMMEDIATE PENALTY – SEVERE BREACH DURING COMPETITION**

As a further deterrent to slow play, any group that is identified as finishing their round 17 minutes or more with appropriate allowances for gaps in the field, etc, behind the group ahead AND with a round duration of over 4 hours, will receive an immediate penalty. The penalty shall be two strokes (stroke event), two points (stableford) or one (-) loss (par) in the competition of the day.

It is worth keeping in mind that 17 minutes is sufficient time to play any par 4 and both par 5 holes at Fairbairn. Hence, the group is considered to be more than one hole behind the group ahead.

The decision of the Match Committee or its authorised representative is final.

## **Timesaver Hints**

### **Always be ready to hit**

- Proceed directly to your own ball.
- Plan your shot and select your club when approaching your ball.
- Only take one (1) practice swing and prepare yourself while others are hitting.
- When in doubt, notify your marker and hit a provisional ball.
- If necessary, encourage your playing partners to maintain a good pace of play.
- Know the Rules of Golf, including those about out of bounds, water hazards & lost balls.

### **Don't waste time**

- Even if starting after a gap in the field, your group must catch the group in front.
- Never record scores on or near the green. Count strokes and write scores at the next tee.
- Don't leave a cart/bag in front of the green. Leave it to the side towards the next tee.
- Carry extra tees, balls and ball markers in your pocket.
- If safe to do so, encourage players on incorrect fairways to play through.
- Quickly purchase food/drink. If out of position, do not stop for a conversation.
- Do not give lessons/instruction on the course. Reserve that for a practice session.

### **On the tee**

- The first player ready to hit should do so as soon as it is safe.
- Encourage your playing partners to tee off as soon as they are ready.
- Other players should wait right next to the tee markers.
- All players should watch other shots to help pinpoint the position of the ball.
- After hitting, each player should return to their clubs and be ready to proceed to their ball.

### **On the green**

- Park clubs/cart beside the green in line with the next tee.
- Study the line, slope, grain, etc before it is your turn.
- Encourage your playing partners to putt, if they are ready to do so.
- Follow continuous putting rules until holed out, unless restricted by another player's line.
- When the first player is finished putting, they should proceed to the next tee (without disturbing the other players yet to putt). There is no point three people standing around doing nothing when the group needs to catch up.

## **Annex D: Prize Management Policy**

### **Introduction**

This Prize Management Policy is based on providing fair, consistent, and equitable distribution of competition prizes. It ensures adequate funds are available to meet financial obligations and to protect the Golf Club from losses due to small player participant numbers.

This policy applies to all routine male and medley daily competitions excluding Club Championships and special events e.g. Eclectic, Fairbairn Open and Anzac Day Cross Country. Prizes for Club Championships and other special events will be determined by the Match Committee as required.

Any player with a GA handicap (member or non-member) who enters a regular competition by paying the competition fee is eligible to win prizes for that competition, excluding Championship and Monthly Medal events for non-members.

Women's competition prizes are managed separately by the Women's Committee and vary due to the number of entrants and a different funding structure. Please see Section 5 of these Bylaws for further details.

### **Daily Competitions**

Prizes will be calculated based on returning to members a share of the competition fees based on the number of competitors in the field. This policy outlines the approach for prize allocation based on the type of competition and the number of players. All prizes will be allocated as vouchers. The Match Committee has the discretion to adjust the prize distribution on the day with regard to providing a fair result.

The prize allocation will be reviewed annually by the Match Committee and approved by the Board. The Board is responsible for ensuring adequate funds are retained to help offset administration fees and ongoing financial obligations.

### **Achievement Prizes**

#### **Hole in One**

A club member who achieves a Hole in One in any in any formal Club Competition at Fairbairn Golf Club, will receive a trophy to mount their ball, a \$50 prize voucher and have their name recorded on the 'Hole in One' Honour Board.

#### **Eagle's Nest**

Golf balls will be awarded to any club member for an Albatross or Eagle scored in a formal club competition as shown below, except for the exclusions outlined in the following table:

- Eagles – 6 balls
- Albatross – 12 balls

<b>Eagle's Nest Exclusions</b>	
Ambrose and Foursomes	Singles players don't compete a hole – no nest
Any hole in one	Separate FGC award

Eagles	Not awarded on the Men's Black or White courses - 1 <sup>st</sup> , 7 <sup>th</sup> & 10 <sup>th</sup> , or any of the par 3s Not awarded on Men's Yellow course holes - 1 <sup>st</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> , 10 <sup>th</sup> & 12 <sup>th</sup> or any par 3s
Albatross	Not awarded for any hole in one

Competition results are recorded in the golf management software and ball vouchers will be allocated from any qualifying scores. However, if playing in a team event with individual hole scores (such as 4BBB) players will need to clearly mark/highlight their card for any Eagle or Albatross as these won't get picked up automatically by the golf management software.

## Prize Tables

A minimum of 20 players are required to hold a Saturday competition. All competition prizes will be allocated in accordance with the tables below. The Match Committee may make the decision to cease NTPs and Longest Drives and extend the ball rundown by the equivalent number of balls for any competition.

### Saturday Individual Competitions (4 Grades)

Prizes per Grade	1 <sup>st</sup> \$55	2 <sup>nd</sup> \$45
NTPs for whole field	All par 3s <del>– 2 balls each (10 balls)</del> and 2 <sup>nd</sup> shot on 4 <sup>th</sup> and 18 <sup>th</sup> holes - 2 balls each	
<del>Longest Drive per Grade</del>	<del>1 hole (12<sup>th</sup>) – 2 balls per grade (8 balls)</del>	

Ball Run Down	Players	Up to 89	90 to 119	120 to 139	140 & Up
	Balls	10	15	20	25

### Saturday 2 Person Teams Competitions

Prize per person	1 <sup>st</sup> \$55	2 <sup>nd</sup> \$40	3 <sup>rd</sup> \$30	4 <sup>th</sup> \$20
NTPs for Comp	All par 3s and 2 <sup>nd</sup> shots on 4 <sup>th</sup> and 18 <sup>th</sup> holes <del>– 2 balls each</del> (except Foursomes comps). 2 <sup>nd</sup> shot applies to the player who played that shot - 2 balls each			
<del>Longest Drive per Grade</del>	<del>1 hole – 2 balls per grade (except Foursomes comps)</del>			

Ball Run Down	Players	Up to 69	70 to 89	90 to 109	110 to 129	130 & Up
	Balls	12	16	20	24	28
	Teams	6	8	10	12	14

### Saturday 4 Person Teams Competitions

Prize per person	1 <sup>st</sup> \$55	2 <sup>nd</sup> \$40	3 <sup>rd</sup> \$20
NTPs for Comp	All par 3s and 2 <sup>nd</sup> shots on 4 <sup>th</sup> and 18 <sup>th</sup> holes <del>– 2 balls each (10 balls)</del> . 2 <sup>nd</sup> shot applies to the player who played that shot - 2 balls each		
<del>Longest Drive per Grade</del>	<del>1 hole (12<sup>th</sup>) – 2 balls per grade (8 balls)</del>		

Ball Run Down	Players	Up to 69	70 to 89	90 to 109	110 to 129	130 & Up
	Balls	12	16	20	24	28
	Teams	3	4	5	6	7

**Wednesday/Sunday/Public Holiday Individual Competitions**

Notes:

- Minimum 15 players are required to make a competition.
- Competitions consist of one division for up to 70 players and two divisions for over 70 players.
- There are no NTPs on Sunday or Public holidays.

Prizes per person	One Division			Two Divisions
	Up to 14	15 to 40	41 to 70	71 & Up
No comp		1 <sup>st</sup> \$40	1 <sup>st</sup> \$45	1 <sup>st</sup> \$45 (per division)
		2 <sup>nd</sup> \$25	2 <sup>nd</sup> \$35	2 <sup>nd</sup> \$35 (per division)
			3 <sup>rd</sup> \$25	3 <sup>rd</sup> \$25 (per division)
			4 <sup>th</sup> \$15	4 <sup>th</sup> \$15 (per division)
			5 <sup>th</sup> \$10	5 <sup>th</sup> \$10 (per division)
NTPs for Wed Comps		All par 3s - 2 x balls (10 balls)		

Ball Run	Players	Up to 14	15 - 20	21 - 30	31 - 50	51 - 80	81 - 100	101 & Up
	Balls*	No comp	4	6	10	14	18	22

**Monday / Friday Ball Comp**

Notes:

- Monday (men's) and Friday (medley) competitions will be held at the discretion of the Match Committee. Any of these events planned will be available for booking through the published program on the internet booking system.
- With diminished numbers on Mondays and Fridays these will be Ball Run Down comps unless there are over 30 players.
- Competitions consist of one division with a Ball Run Down and/or Prize Vouchers (over 30 players) as promulgated below.
- There will be **NO** NTPs awarded for these Comps.

Ball Run	Players	Up to 10	10 - 20	21-30	31-40	Over 40
	Balls / Prize Voucher	9 balls comprising 4 for 1 <sup>st</sup> 3 for 2 <sup>nd</sup> 2 for 3 <sup>rd</sup>	16 balls comprising 6 for 1 <sup>st</sup> , 4 for 2 <sup>nd</sup> , 3 for 3 <sup>rd</sup> , 2 for 4 <sup>th</sup> , 1 for 5 <sup>th</sup>	23 balls comprising 8 for 1 <sup>st</sup> 6 for 2 <sup>nd</sup> 4 for 3 <sup>rd</sup> 2 for 4 <sup>th</sup> 1 for 5 <sup>th</sup> to 7 <sup>th</sup>	1 <sup>st</sup> - \$45 voucher 2 <sup>nd</sup> - \$30 voucher 13 balls comprising 4 for 3 <sup>rd</sup> 3 for 4 <sup>th</sup> 1 for 5 <sup>th</sup> -to 10 <sup>th</sup>	1 <sup>st</sup> - \$45 voucher 2 <sup>nd</sup> - \$30 voucher 18 balls comprising 4 for 3 <sup>rd</sup> 3 for 4 <sup>th</sup> 1 for 5 <sup>th</sup> -to 15 <sup>th</sup>

## Competition Results

The results of competitions, including prizes, are promulgated via the FGC website.

## Vouchers

A running total of the prize and ball vouchers won per member is available at the clubhouse. These totals are updated weekly. Prize vouchers may be used for any of the following:

- Vouchers can be used over the bar for merchandise, cart and course fees or refreshments,
- Ball vouchers can be converted into store vouchers,
- Ball and store vouchers can be redeemed into larger store vouchers for member redemption, and
- Vouchers can be used as part of a member's club membership annual renewal, limited to \$300 in any one year.

To limit the club's liability, all prize credits have an expiry period on them and twice a year any open prize vouchers will expire as per the table below. At this time member's prize accounts will be cleared based on the expiry dates in the table.

<b>Period Prize Won/Allocated</b>	<b>Expiry Date for Club Vouchers</b>
Prizes won from 1 <sup>st</sup> Jun to 31 <sup>st</sup> Dec each year	31 <sup>st</sup> Jan of the following year
Prizes won from 1 <sup>st</sup> Jan to 30 <sup>th</sup> May each year	30 <sup>th</sup> Jun of that year

All ball and/or prize vouchers redeemed as a club 'store voucher' for presentation to club sponsors will be produced by the club with a one-month expiry date. Extensions of voucher validity periods are not available. For the removal of doubt, comp and ball prize credits and vouchers expire as per this policy. Once these prizes are converted into store gift cards by the member visiting the sponsor and purchasing a gift card these cards are then treated as gift cards under the consumer guidelines.

It is a member's responsibility to review and actively manage the balance of their prize pool throughout the year to minimise any loss when balances are cleared.

## **Annex E: Course Development Plan**

### **Introduction**

The Fairbairn Golf course is a full 18-hole par 70 course with well-maintained grass greens and fairways defined by established pine trees. There are bunkers, mounds and water hazards to add to the golfing challenge, and the rough is kept manageable to minimise frustration and add to the enjoyment of a round. The Fairbairn Golf Club is known as 'The Friendly Club' and this Plan supports this reputation in the future management and development of the course.

### **Purpose**

The purpose of this plan is to document the current configuration of the course and provide a basis for the future development and management of the course.

### **History**

The Fairbairn Golf Club had its beginnings as a six hole course with sand greens in 1953 as a RAAF Welfare facility, and it has developed over the years. By 1965 the course had expanded to nine holes with grass greens - the turf coming from the old Royal Canberra Golf Club when it was forced to relocate owing to the filling of Lake Burley Griffin. At that time the club was known as RAAF Golf Club Fairbairn, with membership and access largely restricted to serving personnel.

In 1998 the name of the club was changed to the ADF Golf Club and in a sign of the times the Department of Defence made it clear that historical subsidies in the form of things like 'free' electricity and water, cleaning, waste disposal etc. could not continue indefinitely and the club would need to become self-supporting.

This process of transition commenced in the late 1990s, led to the registration of 'Fairbairn Golf Club incorporated' in 2004 and culminated in 2010 when a formal lease with Defence was negotiated, giving the club security of tenure for an initial period of seven years in return for an annual rent. This lease was renewed in 2017 out to 2025.

This plan assumes that the land is to be retained by the Department of Defence and that the Fairbairn Golf Club Inc will be allowed continued licensed occupation.

### **Present Courses**

The present 18-hole course length and ratings for **Male** players are:

- Black course is 5569 metres long with a par of 70 and a Slope Rating of 115;
- White course is 5243 metres with a par of 70 and a slope rating of 106; and
- Yellow course is 4941 metres with a par of 70 and a slope rating of 109

The present 18-hole course length and ratings for **Female** players are:

- Black course is 5569 metres long with a par of 70 and a Slope Rating of 119;
- White course is 5243 metres with a par of 70 and a slope rating of 115; and
- Yellow course is 4941 metres with a par of 70 and a slope rating of 112



The current course card for **Male** players is shown below and the layout of the each of the 18 holes is shown in the Enclosure to this plan.

FAIRBAIRN GOLF CLUB - MALE CARD																
Player 1:.....No:.....DAILY HCP:.....GA HCP:.....												GROSS		NET		
Player 2:.....No:.....DAILY HCP:.....GA HCP:.....																
Event:.....Home Club:.....																
MATCH PLAY INDEX	Black			White			Yellow						HOLE			
	METRE	PAR	STROKE INDEX	METRE	PAR	STROKE INDEX	METRE	PAR	STROKE INDEX	1	2	Result	1	2	Result	
18	230	4	16/36	219	4	16/36	219	4	16/36				1			
8	302	4	14/28	290	4	14/28	290	4	14/28				2			
12	370	4	8/22	360	4	4/20	284	4	4/20				3			
3	366	4	10/26	352	4	10/26	352	4	10/26				4			
14	524	5	6/20	481	5	8/24	481	5	8/24				5			
6	170	3	4/30	160	3	6/30	140	3	6/30				6			
10	252	4	18/34	239	4	18/34	239	4	18/34				7			
7	181	3	12/32	162	3	12/32	162	3	12/32				8			
16	402	4	2/24	398	4	2/22	398	5	17/29				9			
	2797	35		2661	35		2565	36					OUT			
PLEASE CARRY A SAND BUCKET AND FILL IN DIVOTS, RAKE BUNKERS & REPAIR PITCH MARKS ON GREENS																
5	445	5	17/29	433	5	17/29	325	4	2/22				10			
11	137	3	15/35	117	3	15/35	109	3	15/35				11			
2	478	5	11/23	465	5	9/23	410	5	9/23				12			
15	155	3	7/31	134	3	11/31	134	3	11/31				13			
7	324	4	13/25	307	4	13/27	307	4	13/27				14			
13	391	4	2/21	353	4	3/21	353	4	3/21				15			
4	154	3	5/33	141	3	7/33	141	3	7/33				16			
17	382	4	1/19	360	4	1/19	341	4	1/19				17			
9	306	4	9/27	272	4	5/25	306	4	5/25				18			
In	2772	35		2582	35		2426	34					IN			
Out	2797	35		2661	35		2565	36					OUT			
Total	5569	70		5243	70		4991	70					TOTAL			
RATINGS	70			69			67	Score								
SLOPE	115			106			109	HCP								
SCRATCH	70			69			67	NET								
PLAYER'S SIGNATURE			MARKER'S SIGNATURE						DATE							
.....			.....						.....							

The current course card for **Female** players is shown below and the layout of the each of the 18 holes is shown in the Enclosure to this plan.

FAIRBAIRN GOLF CLUB - WOMENS CARD																
Player 1:.....No:.....DAILY HCP:.....GA HCP:.....													GROSS		NET	
Player 2:.....No:.....DAILY HCP:.....GA HCP:.....																
Event:.....Home Club:.....																
	Black			White			Yellow						HOLE			
MATCH PLAY INDEX	METRES	PAR	STROKE INDEX	METRES	PAR	STROKE INDEX	METRES	PAR	STROKE INDEX	1	2	Result		1	2	Result
13	230	4	16	219	4	16	219	4	18					1		
7	302	4	14	290	4	14	290	4	6					2		
9	370	4	4	360	4	4	284	4	8					3		
5	366	4	10	352	4	10	352	4	4					4		
1	524	5	6	481	5	8	481	5	2					5		
15	170	3	8	160	3	6	140	3	14					6		
11	252	4	18	239	4	18	239	4	12					7		
17	181	3	12	162	3	12	162	3	16					8		
3	402	4	2	398	4	2	398	5	10					9		
	2797	35		2661	35		2565	36						OUT		
PLEASE CARRY A SAND BUCKET AND FILL IN DIVOTS, RAKE BUNKERS & REPAIR PITCH MARKS ON GREENS																
8	445	5	17	433	5	17	325	4	11					10		
18	137	3	15	117	3	15	109	3	17					11		
2	478	5	3	465	5	3	410	5	7					12		
16	155	3	11	134	3	11	134	3	13					13		
10	324	4	13	307	4	13	307	4	9					14		
6	391	4	7	353	4	9	353	4	3					15		
14	154	3	5	141	3	7	141	3	15					16		
4	382	4	1	360	4	1	341	4	1					17		
12	306	4	9	272	4	5	306	4	5					18		
In	2772	35		2582	35		2426	34						IN		
Out	2797	35		2661	35		2565	36						OUT		
Total	5569	70		5243	70		4991	70						TOTAL		
RATINGS	70			70			70		Score							
SLOPE	119			115			112		HCP							
SCRATCH	76			75			73		NET							
PLAYER'S SIGNATURE					MARKER'S SIGNATURE					DATE						
.....					.....					.....						



## Fairbairn Golf Course

### Future Development

All proposed changes are aimed at meeting one or more of the following aims:

- a. Beautification or providing enhanced interest for players.
- b. Improved maintainability.
- c. Defining the course layout.
- d. Maintaining the course reputation.
- e. Improving water storage and use.

### Changes & Reviews

This Plan will be regularly reviewed by a Working Group with the following constitution:

- a. Club Captain (Chair)
- b. Greens Member
- c. Five additional members that will cover the handicap spectrum and should include at least one Female member.
- d. Head Greenkeeper (advisory role)

This Course Development Plan will be maintained by the Working Group and presented to the Board by the Working Group and formally endorsed twice a year (in September with the new Board after the AGM and in March for budget preparation activity). This plan will be the definitive guide for the expenditure of money and effort.

The Enclosure contains hole by hole maps and all current proposals in place for development across the playing course, some of which will be long term goals. The Working Group will review and prioritise the proposed developments and identify those

selected for action in the following 12 months and populate the table below. Updates to this CDP will be published through By-Laws updates after Board review.

Priority	Hole #	Development Proposed	Proposed Cost	Proposed Timing
1.				
2.				
3.				

Additional new proposals will always be considered on their merits and if not already included in the endorsed Development Plan, they will be considered by the FGC Board before any expenditure is committed.

This Plan contains the longer-term vision for the course. Aspects will be progressed as funding and opportunities permit. No resources will be committed that are not consistent with this plan.

**Enclosure:**

1. FGC – Hole by Hole Details (*due to its size this enclosure is not attached in the By-Laws. This document is available at the Club House from the Club Manager as required*).

## Annex F: Course Booking Policy

### Introduction

The total cost to run the Fairbairn Golf Club is currently over \$900k and the club's continued viable operation is underpinned by two main revenue sources:

- Membership and the members embracing the daily competitions (accounts for around 40%)
- Social groups and individual players (also account for around 40%)

Therefore, to keep membership costs down it is important to strike a balance between members and non-members accessing the course.

It is important to note that most of the revenue received from Social Players is received on Sundays. To put this into context, if we were to reduce the amount of social play every Sunday by one hour and allow members to use that time, to recoup the revenue it would equate to over \$100 increase in annual membership subscriptions for each member.

### Course Availability

Main competition days for Full Fairbairn members, noting that times may vary due to the time of year and type of competition, are usually:

Saturday	Course open to approximately 12:30 (Women and Men)
Sunday	Course open to approximately 12:30 (Medley) dependant on availability
Monday	Course open to approximately 12:30 (Women only)
Wednesday	Course open to approximately 12:30 (Medley)

Other competitions, mainly medley events, will be conducted from time to time on other days as determined by the Match Committee.

The course is open to Social Members and the public during the following times:

Sunday	Course open to 3:30pm unless a Club Championship event is planned. These will be advised in advance to all members.
Monday	All-day except between 8am and 10am (these times may vary due to women's competition numbers)
Tuesday	Course open to 3:30pm
Wednesday	Between 12:30 and 3:30pm
Thursday	Course open to 3:30pm
Friday	Course open to 3:30pm unless a Club Championship event is planned. These will be advised in advance to all members.
Saturday	Between 12:30 and 3:30pm unless a Club Championship event is planned. These will be advised in advance to all members.

### Course Booking Arrangements

Bookings for all competitions will open 14 days prior and can only be made by members either online or by phoning the Club.

Visitors with current GolfLink handicaps may compete in Saturday competitions with prior approval from the Club Captain, Vice-Captain or Club Manager. All other competitions are open to visitors.

Booking arrangements for the course are outlined in the table below:

	Saturday	Sunday to Friday
Full Members	<p>Full members may book in 14 days prior to a competition. Bookings can be made either on a touch screen at the club house, via a member's online login or by phone. Full members can only book three other FGC members in the applicable time slots and not social players 14 days out (see below for social players).</p> <p>Bookings will open when the club house opens on the TSE Screens or 12:00pm via online and phone.</p>	
Social Members	<p>Social members may book in 14 days prior for social play outside scheduled Saturday competition times. Social members can only book up to three other FGC members and not social players 14 days out (see below for social players).</p> <p>Bookings can be made with the staff at the club house or by phone after 12:00pm on the day the bookings open.</p>	<p>Social members may book in 14 days prior to a requested day for social play at any time the course is available (see table above). Social Members can only book three other FGC members and not social players 14 days out (see below for social players).</p> <p>Bookings can be made with the staff at the club house or by phone.</p>
Social Players	<p>Social players may book a maximum of 7 days prior for social play <i>outside scheduled Saturday, Sunday and Wednesday competition times</i>. Booking during scheduled Sunday competition times (excluding championship events) may be made only if time slots are available and can only be booked after 12pm on the preceding Wednesday. Bookings can be made with the staff at the club house or by phone.</p>	
Visitors	<p>Visitors with a Golf Link handicap may book into a Sat comp with prior approval up to 7 days in advance.</p>	<p>Visitors with a Golf Link handicap may book into any comp up to 7 days in advance (excluding championship events).</p>
Social Groups <sup>1</sup>	<p>No Social Group bookings will be taken for Saturday unless it is after the scheduled club competition times.</p>	<p>A minimum of two weeks' notice is required with the Club Manager to block out a bulk booking for formal Social Groups. The Club Manager will ensure that, where possible, suitable times will be available for member competition entries. As a guide there should be some slots made available between social group bookings to allow members to book.</p>

<sup>1</sup> Social Groups have registered with the Club Manager and/or organisations and social clubs that regularly book the club and have a membership base of 12 or more.

- Minimum booking for social groups is 10 players.
- Confirmation of numbers is required 7 days prior with a full list of players.
- Social groups can book up to 12 months in advance and need to confirm with the Club Manager 21 days prior.
- Contact details for bookings include the organiser and their phone and email contact details.

	Saturday	Sunday to Friday
Other (e.g. Pennants, Sponsor events etc)	No 'Other' bookings will be taken for Saturday unless it is after the scheduled club competition times.	As a rule, a minimum of two weeks' notice is required with the Club Manager to block out a bulk booking for 'Other' events. The Club Manager will endeavour to make suitable competition time available for members, but this may not always be the case (example: a last minute request to host a Pennants Final). Members will be advised in these cases.