

**AXE CLIFF GOLF CLUB**  
**Constitution and Club Rules**  
**Reviewed December 2024**

**Part 1: CONSTITUTION**

**1 INTRODUCTION**

**1.1 Name**

The Club shall be known as Axe Cliff Golf Club (ACGC) herein referred to as The Club.

**1.2 Purpose**

**The purpose of Axe Cliff Golf Club is to: -**

- a) Provide facilities for and to promote participation in the amateur sport of golf in Axmouth, Seaton, Devon, and its surrounding area.
- b) Promote and provide facilities for the participation of the whole community in the game of golf and in keeping with the requirements set out in the Community Amateur Sports Club (CASC) status.
- c) To function fully as a members' golf club and to provide all necessary property, buildings, equipment, fixtures, fittings and services customarily provided for members of a golf club.
- d) Promote and teach the game of golf and its enjoyment in accordance with the Rules and Etiquette of Golf as laid down by the Royal and Ancient Golf Club of St Andrews.
- e) Generate income from subscriptions, entrance fees, bar and catering facilities, visitors and from other sources.
- f) Do all such other things as are incidental and/or conducive to the attainment of any of the above.
- g) Membership of the club shall be open to anyone interested in the sport of golf on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of golf. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- h) All surplus income or profits are to be reinvested in the club. Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.
- i). All Club members, staff, volunteers, visitors and Directors, will maintain respectful relationships with other golfers and individuals; thus, demonstrating the Clubs values, ethos and requirement for professional courtesy at all times, whether on the Course, in the Clubhouse, or the general environment of the Club.
- j) All golfers at Axe Cliff Golf Club will maintain an awareness of other individuals in their environment, always presenting themselves as respectful and courteous Club members.

### **1.3 Governance**

The Club undertakes to adhere to all its legal responsibilities as laid out in UK Statutory Laws and follow all guidance recommended by England Golf and County Golf Associations. These responsibilities encompass members, visitors and employees.

#### **Context**

The Club has a lease arrangement with the Landowner. The Lease arrangement covers the land and the buildings.

The Club is modest in size, providing golfing provision for less than 200 members (circa 2024); less than 30 of these are Lady golfers and comprise the Ladies Section. Due to the small size of the Ladies Section, the whole cohort comprises the Ladies Committee. The Ladies Section is led by the Lady Captain and Vice-Captain.

The remaining membership comprises two sections; the Men's Section with a Men's Captain and Vice-Captain, supported by the Men's Committee and the Seniors Section (for members over the age of 55 years), with a Seniors Captain and Vice-Captain supported by a Seniors Committee. The Men's Captain also functions as the Club Captain.

Both the Ladies and the Men's Sections have a Competition Committee and a Handicap Committee. All three Captains meet quarterly. All three Competition and Handicap Committee Chairs, also meet quarterly. These are known as the Joint Committee Meetings.

The General Manager attends most of the Committee meetings and Joint Committee Meetings. The General Manager acts as a communication conduit between all Committees.

#### **Other Committees and relationship to the Board of Directors**

There is a Greens Committee, a Clubhouse and Buildings Committee, and Events Committee. The General Manager attends most of these meetings, as well as the Board of Director's meetings.

Axe Cliff Golf Club's business model is arranged as a Company Limited by Guarantee (est 2023) and as such, comprises a Board of Directors. The Clubs Articles of Association clearly sets out the roles, responsibilities, and accountabilities of the Board of Directors. The Articles of Association sets out how the Board of Directors function.

The Board of Directors provide strategic leadership to the Club and employ the General Manager who provides a management function to other staff, and the club as a whole. The General Manager liaises closely with the Board of Directors, acting as a communication conduit between the members, committees, Captains, and the Board. All three Captains are offered an open invitation to any Board Meeting of the Directors.

### **1.4 Club Rules**

The Board of Directors in consultation with the General Manager and Captains of the three sections, have full authority to make, alter and publish Club Rules on matters falling within its responsibility for the purpose of the management of The Club, provided always that such Rules do not seek to materially change or conflict with the Constitution or the Articles of Association.

## **1.5 Members bound by the Constitution**

Every member of The Club shall be deemed to be familiar with, and shall be bound by, the Constitution.

## **1.6 Changes to Constitution**

Any alteration or repeal of any part of the Constitution shall require a simple majority of the members present and eligible to vote (see 4.5) at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM). In the event of a tied vote, the motion shall not be carried.

## **1.7 Surpluses of Income**

Axe Cliff Golf Club is a CASC facility (Community Amateur Sports Club) and abides by CASC requirements accordingly. All the income and property of The Club shall be applied solely towards the promotion of The Club, and no amount shall be paid or applied directly, or indirectly, by way of a distribution of surplus or profit, to the members of The Club or third parties, except that nothing in this Constitution shall prevent the following payments being made in good faith: -

- a) Fees or remuneration to any officer or employee of The Club or to any member for services rendered to The Club.
- b) Interest at a current commercial rate on money lent to The Club.
- c) Commercial rent for premises and land let to The Club by any member, or the landowner.

## **1.8 Surpluses on Dissolution**

In the event of dissolution of the club, any remaining assets shall be given or transferred to another registered CASC, a registered charity, or the sport's governing body for use by them in related community sports.

## **2 Strategic leadership and management.**

### **2.1 The Board of Directors**

The Board of Directors provides strategic leadership and direction to the Club, and its General Manager. The Board of Directors shall be appointed and function within the requirements set out in the business model. The business model for the Club is that of a Company Limited by Guarantee. The Articles of Association for the Club sets out the arrangements and working practices of the Board of Directors. The Board will have a Chairperson (who is a Director), and up to seven other Directors; one of whom shall be the Director of Finance. Each Director will serve for a minimum of two years. The Articles of Association sets out the process for appointing and terminating Directors of the Board.

### **2.4 Indemnity Board of Directors**

The Club shall be responsible for all costs and liabilities of the Directors properly incurred in their capacity as Directors and shall indemnify them in respect of the costs of any legal or similar action brought against them as Directors.

## **3 OFFICERS, COMMITTEES AND MANAGEMENT**

For the purposes of Section 3 of this Constitution, a year shall be deemed as the period from one Annual General Meeting to the next. Within Section 3 it must be noted that The Club is an equal opportunities and non-discriminatory club; as such, any references to positions which could be

regarded as gender specific are illustrative, and does not imply any discrimination; for example, the position of Club Captain is not gender specific. See Axe Cliff Golf Club's Equality, Diversity and Inclusion Policy.

### **3.1 Officers**

The Officers of the Club shall be Members of the Board of Directors, the General Manager, the Men's Captain, the Ladies' Captain, and the Seniors' Captain. The Men's Captain also serves as the Club Captain. The Director of Finance is responsible for all financial matters pertaining to the Club. There is an open invitation to all Captains to attend the Director's Board meetings at any time.

### **3.2 The Director of Finance**

The Director of Finance shall be responsible for The Club's finances and shall produce an annual statement of accounts to be presented at the February AGM. In addition, as a member of the Board of Directors, the Director of Finance shall produce a cash-flow analysis as part of the Strategic Business Plan.

### **3.3 Composition of Committees**

The Board of Directors work closely with the General Manager and the Club's Captains to provide leadership and management to the Club. Each Captain has a Vice Captain. Each section has two committees; the Handicap Committee and the Competitions Committee. A Joint Handicap Committee, Greens Committee, Clubhouse and Buildings Committee, and Events Committee meet quarterly.

### **3.3 The Board of Directors**

**The Board of Directors** shall comprise the Chairman and seven Directors one of whom is the Director of Finance. All have general business experience, all of whom shall be full voting members of The Club (see 4.5) and a member of the golf club. Each shall have full voting rights. In addition, the General Manager shall be invited to attend all Board meetings, but shall not have voting rights.

The Board of Directors is responsible for the appointment and management of the General Manager, who in turn, is responsible for the appointment and management of all other staff.

#### **The General Manager is responsible for:**

- The employment and management of staff.
- Advising and liaising closely with the Board of Directors, keeping them abreast of developments, progress or issues requiring the Boards further attention.
- Implementing all policies and procedures and evaluating their impact over time
- Working closely with the Chair of the Board of Directors and the Director of Finance to ensure the financial sustainability and improvement of the Club via its business plans and risk mitigation measures.
- Keeping in close contact with all three Captains, attending their meetings and ensuring a cohesive approach to the Clubs undertakings.
- Acting as a key conduit of communication and information between the Board and Captains, committees, members, employees, visitors and volunteers.
- Ensuring the Course and Clubhouse offers an effective and high-quality golfing environment;
- Securing good value for money, for services offered by the Club, to its members

- Ensuring the effective implementation of all Health and Safety legal requirements, and all such mandatory policies pertaining to the Club; and
- Securing effective and supportive performance management of all staff, as well as supporting their wellbeing in the work place.

### **3.4 The Board of Directors is responsible for the following:**

- To run the club in accordance with the Articles of Association, the Constitution, and CASC requirements and in accordance with the objects, values and strategy of the club.
- To provide strategic leadership and support effective management of the club.

#### **The deliverables of the Board are:**

- a. A three-five-year strategy and business plan supported by effective risk identification and management
- b. Annual updated business plans
- c. Annual budgets supported by effective in-year financial monitoring and forecasting
- d. Annual reports and accounts

#### **3.4.1 Board Responsibilities**

The responsibilities of the Board are:

- Establish the vision, values and long-term strategy for the club for a three-to-five-year period and business plans for the 12-month period. Ensure effective 3 yearly review and quarterly monitoring of progress.
- Appoint and support the General Manager and oversee the management of the golf course and Clubhouse
- Delegate the day-to-day running of the club to the general manager as well as management of the General Manager
- Create the club governance structure according to the details set out in the Articles of Association
- Monitor performance, financial expenditure, risk and resource allocation against the business plan at least quarterly. Manage risk and help identify new opportunities for the club
- Ensure financial solvency and integrity through robust controls and policies and personal integrity and ensuring the borrowings do not exceed a certain percentage of the assets of the club
- Develop and oversee high level policies, both mandatory and desirable ones.
- Have a duty of care to children and young people at the club by ensuring the club has robust safeguarding policies and procedures in place
- Ensure that the club has disciplinary procedures in place that are in line with those of its national governing body
- Review and enter major contracts
- Work with the landowner to decide on the purchase, lease or sale of any property
- Build effective relationships with external partners as required by the club
- Undertake training as appropriate and participate in an annual evaluation process
- Attend events and meetings as appropriate and act as hosts to partners, sponsors and other stakeholders as required
- Ensuring that all legal aspects of employment law are observed
- Provision of Bar & Catering

- Maintenance of buildings and maintenance of The Club's records and membership lists
- Compliance with health and safety and other legislation
- Setting of the rates for subscriptions and green fees
- Supply and sale of alcohol on The Club's premises

### **3.4.2 Timelines of the Board**

The following are key dates for the Board:

- Hold an Annual General Meeting during every Spring Term
- Prepare and circulate annual accounts and an annual report [6 weeks] in advance of the AGM
- Submit all necessary documentation to Companies House as required.

### **3.4.3 Membership of the Board**

Membership of the Board will be taken from Axe Cliff Golf Club's Articles of Association and reflect the strategic goals to allow people with the necessary skills to serve. This might include the chairs of sub-committees as well as skills-focused appointments in core business areas, e.g. marketing, business development.

Chairs from sub-committees could be ex-officio members (i.e. a place as of right due to their sub-committee status), whilst other members could be elected or appointed against a role description that seeks to fill professional skills gaps.

6. The Board is composed of a minimum of six and a maximum of nine members and includes the following appointments:

- the chair
- the general manager and where applicable senior staff (should attend but without a vote)
- Other Directors determined via a skills-based selection/appointment approach.
- Appointment to the Board will be skills based.

### **3.4.4 Board Procedures**

9. The Board will meet as often as required to deliver its purpose by the deadline and to meet the key dates. The dates of meetings will be set by the chair, or vice chair

10. A quorum for the meeting will be 50% of voting members of the Board.

11. Every effort will be made to reach decisions by consensus, but if a vote is needed it will be by show of hands and a decision made by a simple majority. All members of the Board will have one vote and, if necessary, the chair will also be entitled to a casting vote.

12. A summary of the minutes of meetings will be available to club members and the Board will prepare an annual report to the club members, which will be presented at the same time as the annual accounts.

13. The Board will reflect on its own performance. This will be via a simple self-assessment against the terms of reference, a review of the competencies and skills on the committee.

14. Otherwise, subject to any contrary direction or intention provided by the articles or these terms of reference, the Board will be free to determine its own procedures.

## **3.5 Staff Appointments**

The General Manager shall appoint such staff as deemed appropriate who shall be paid employees of The Club and to whom shall be delegated the day-to-day management of The Club in accordance with policies agreed by the Board of Directors and implemented by the General Manager.

### **3.6 Captain responsibilities:**

The Captain of each section shall be responsible (within the financial restraints of The Club as applied by the Board of Directors) for initiating plans and implementing their execution in the following areas: -

- o Golfing events and competitions
- o Social events
- o Membership and their standards of behaviour
- o Handicaps
- o Local rules
- o The annual golfing diary.
- o Arranging their AGM and quarterly meetings

### **3.7 Election of Captains to each section of the Club:**

(a) The Men's Captain also functions as the Club Captain.

(b) The Men's Captain and Men's Vice-Captain as well as the Seniors Captain and Seniors Vice Captain shall be elected at their separate Annual General Meetings.

(b) The Ladies Captain and Ladies Vice-Captain shall be elected at their separate Annual General Meetings.

(d) Any member standing for election to either of the sections shall be proposed and seconded in writing by two full voting members over the age of eighteen, such nomination to be lodged with the relevant section at least seven days prior to the date of their Annual General Meeting.

(e) In the event of a contested election, voting shall take place by secret ballot. If two or more candidates obtain an equal number of votes for the last place or places, a further ballot shall be held for those candidates.

### **3.8 Conduct of meetings for each section:**

Decisions of both sections shall be by a simple majority of those present and voting.

### **3.9 Frequency of Committee Meetings**

The Captains of each section will arrange meetings either on a quarterly basis or as determined by the Captain.

### **3.10 Sub-Committees**

(a) The Captains of each section shall have the option to form a sub-committee to undertake specific work or duties within the remit of the section.

(b) The Captains of each section reserve the right to co-opt full voting members onto either their general or sub-committees. These co-opted members shall only serve for the duration of the club year and thereafter shall seek election at their AGM or be reconfirmed as co-opted members should the need arise.

### **3.11 Independent Accountant**

An Independent Accountant (or firm of Accountants) shall be appointed.

### **3.12 Indemnity**

The Club shall be responsible for all costs and liabilities incurred by the Officers and Board of Directors members in the execution of their roles within The Club and shall indemnify them in respect of the costs of any legal or similar action brought against them.

## **4 MEETINGS**

### **4.1 Chairman**

The Chairman of the Board of Directors (or their nominee), shall lead any of the General Meetings outlined below; 12% of the current membership shall form a quorum. Discussion shall be confined to the business stated in the notice of the meeting and no new motions for voting shall be accepted.

### **4.2 Annual General Meetings (AGM)**

(a) An Annual General Meeting of The Club shall be held in the month of February in each year. All other General Meetings shall be Extraordinary General Meetings.

(b) A notice specifying the date of the AGM shall be displayed in the Clubhouse not less than six weeks before a meeting.

(c) A copy of any motion for the consideration of the AGM, signed by the proposer and the seconder or, in the case of a Board of Directors motion, signed by the Chairman, shall be delivered to the General Manager not less than twenty-eight days before the meeting.

(d) Any amendments of the motions for consideration at the AGM shall be sent in writing, signed by both the proposer and the seconder, to the office within no less than fourteen days prior to the date of the AGM.

(e) Not less than 14 before the AGM, notice in writing of the meeting shall be sent or delivered to all members specifying the date, time and place of the meeting, together with the proposals to be considered.

(f) The Chairman of the Board of Directors shall deliver to the Meeting an annual report concerning policies and plans of the Board, and the Director of Finance shall present to the meeting the financial accounts for the most recent financial year, along with a report from the Independent Accountant.

(g) The Captains of each of three sections shall deliver a brief report of their year as Captain, high-lighting important events. Additionally, there shall be a report provided by the Independent Accountant. These accounts shall be published three weeks prior to the meeting.

### **4.3 Extraordinary General Meetings (EGM)**

In the event of any matter arising relating to the affairs of The Club which requires urgent attention, an Extraordinary General Meeting shall be called by the Board of Directors. The notice shall include the purpose of the meeting and the business to be discussed. The Board of Directors shall hold the meeting within six weeks of the date of receiving such notice.

### **4.4 General Meetings**



Each member shall be given no less than twenty-one days' notice of the date of a General Meeting with details of the business to be discussed.

#### **4.5 Voting at Annual General, Extraordinary and General Meetings**

##### **(a) Criteria to Vote**

Only the following categories of members shall be entitled to vote at Annual General, Extraordinary and General Meetings: -

- A full playing member
- An age concession member aged 18 or over

These members are defined as full voting members. All other categories of member are not full voting members and, as such, shall not be eligible to vote. This shall include Country Members and Social Members, age concession members aged 17 or below and any other categories of member as defined by the Board of Directors from time to time.

##### **(b) Method of Voting**

Except for the election of the members of the Board of Directors, voting shall be initially by a show of hands; in the event of a close vote a ballot will be taken. The Chairman of the meeting shall have a casting vote in the case of a tied vote.

### **5 MEMBERSHIP AND SUBSCRIPTIONS**

#### **5.1 Membership**

Membership shall be open to the whole community without discrimination.

#### **5.2 Membership Categories**

Playing Membership of The Club shall comprise full voting members and such other categories which may be determined from time to time by the Board of Directors.

Non-playing Membership shall comprise Social Members.

#### **5.3 Temporary Membership**

All visitors, members' guests and competitors in Opens, club matches, national or regional competitions, including any officials, shall be classified as temporary members for the duration of their stay and as such shall abide by all Club Rules.

#### **5.4 Election to Membership**

(a) Each candidate for election as a playing member of The Club shall complete an application for membership in the form required by The Club and their election shall be decided by the General Manager, in consultation with the Club Captain. A candidate shall only be refused membership for a good and sufficient cause, such as conduct or character likely to bring The Club or sport into disrepute.

(b) On election, a member shall pay the subscription and any other amounts due and shall be provided with a copy of The Club Constitution including Club Rules. No member shall enjoy any of the benefits or privileges of membership until payment has been made.

#### **5.6 Resignation of Membership**

Notice of resignation by a member shall be given in writing to the General Manager.

Following resignation, the ex-member shall continue to be liable for any annual subscriptions and other amounts due and unpaid at the date of resignation.

Should a member wish to re-join within three years of resigning, they shall pay the full year's subscription, regardless of the date during the subscription year that they rejoin. After three years have elapsed since their resignation, they shall be treated as a new member should they apply to rejoin.

## **5.8 Disciplinary Action**

(a) The Board of Directors and General Manager, working with the three Captains of the three sections, shall be responsible for the standards, tone and atmosphere of the membership of The Club. As such, they have the authority to restrict a member's activities.

b) In accordance with England's Golf's Terms of Affiliation, The Club will comply with the England Golf Disciplinary Regulations for Equality, Diversity, and Inclusion. The Clubs Disciplinary Regulations and processes will be followed as required.

(c) The Board of Directors working closely with the Captains of the three sections shall also have the authority, but only for good and sufficient cause regarding complaints of a serious nature, to suspend or expel any member whom is considered as having been guilty of conduct or character likely to bring The Club or sport of golf into disrepute. The Clubs Disciplinary Regulations and procedure will be followed in such circumstances. See Axe Cliff Golf Club's Disciplinary Procedures.

(c) A member who is suspended or expelled shall be able to appeal to a committee consisting of three senior members of The Club of at least five year's standing to be appointed by the Disciplinary Secretary. The members appointed to that appeals committee shall not have been involved in the original finding and shall not be members of any of the three sections committees. However, a member of the Board of Directors will be a member of the appeals committee, provided they were not a member involved in the original finding.

d) Prior to any matter being considered via Axe Cliff Golf Club's Disciplinary Procedures, the Club's Complaints or Grievance Procedures will be utilised in the first instance, and as appropriate.

## **5.9 Setting of Subscriptions and Other Amounts**

The annual subscription rates for full playing members shall be set by The Board of Directors who shall also determine the subscriptions for all other classes of membership. The Board will liaise closely with the General Manager and Club Captains prior to finalising subscription rates. Club subscription rates will comply with the principles set out in the CASC requirements.

## **5.10 Payment of Subscriptions and Other Amounts**

The Club's subscription year shall run from 1st April to 31st March.

All subscriptions and any other amounts due shall be payable in advance by 1st April.

A new member joining on a date other than 1st April shall pay a pro-rated amount of the annual subscription from the commencement of the date that they join.

## **5.11 Entrance Fees**

The Board of Directors reserves the right to determine an entrance fee for each class of membership, which shall be payable by all new members on joining The Club.

## **5.12 Arrears of Subscriptions and Other Amounts**

Any member whose subscription or any other amount due is in arrears shall not be eligible to enter any competition or vote at any meeting. Any member who has not paid their subscription, or any other outstanding amounts by 8th April in the new subscription year, shall be deemed to have resigned as a member of The Club (See section 5.6.) However, should they wish to become a member, they may do so, at a rate determined by the Board.

## **6 FORCE MAJEURE**

### **6.1 Force Majeure**

The Board of Directors reserves the right to invoke Force Majeure when an extraordinary event or circumstances beyond their control prevents them from fulfilling their obligations within this Constitution. Such unforeseeable events include, but are not limited to:

- (a) Flood, drought, or other natural disaster.
- (b) Collapse of buildings, fire, explosion, or accident.
- (c) Epidemic or pandemic.
- (d) Any law or action taken by a government or public authority impacting The Club.

### **6.2 Notification of Rationale**

As soon as reasonably practicable, after the start of the Force Majeure Event, but no later than seven days from its start, the Board of Directors shall notify the Club of the rationale for the Force Majeure. This shall include the day and date at which it started, its likely duration and the effect of the Force Majeure Event on its ability to perform any of its obligations contained within this Constitution.

## **Part 2: CLUB RULES**

These Rules are made by the Board of Directors under Section 1.2 and 1.3 of the Constitution for the purpose of the management of The Club and may be changed by them to reflect need without validation at either an AGM or EGM. Under Section 1.4 of the Constitution every member is deemed to be familiar with and is bound by these Rules. Members must also ensure that their guests observe these Club Rules.

In keeping with Axe Cliff Golf Club's values and ethos, all Club members, staff, volunteers, visitors and Directors, will maintain respectful relationships with other golfers and individuals; thus, demonstrating the Clubs values, ethos and requirement for professional courtesy at all times, whether on the Course, in the Clubhouse, or the general environment of the Club.

All golfers at Axe Cliff Golf Club will maintain an awareness of other individuals in their environment, always presenting themselves as respectful and courteous Club members.

### **1.1 Personal Responsibility**

Members, staff, Directors and volunteers, are to take personal responsibility for ensuring the Club's values of respect, courtesy and dignity in the Golf Club is maintained at all times.

Neither The Club nor its committees will be responsible for the loss or damage to property belonging to members or visitors while on the Club's premises, nor will they in any way be held responsible for personal injury suffered by players on the course, or damage or injury caused by players on or off the course. All players are therefore strongly advised to arrange their own insurance against such risks.

## **1.2 Health and Safety**

(a) The safety of members and others is paramount. Members should always exercise care, courtesy, respect, and patience on the golf course and be aware of any potential danger to which they and others are exposed. Any accident occurring on the course, which warrants medical attention at the time, should be notified to the General Manager as soon as possible after the event.

(b) Members should observe and obey all notices regarding Health and Safety matters.

(c) Players should not under any circumstance go out or remain on the golf course when they hear one prolonged note of the klaxon. Players must discontinue play immediately because play has been suspended by a nominated representative of The Club. Play will be resumed on the sound of two short notes of a klaxon, repeated. (See notice on Club noticeboard).

(d) Players should not seek to retrieve balls hit out of bounds into private property and any suspected damage caused must be reported to the Clubhouse or General Manager.

(e) Cars are parked in the Club car park at owners' risk and The Club accepts no liability for damage. All suspected golf ball damage caused by players must be reported to the office or clubhouse.

(f) Greenkeeping staff are mindful to allow golfers uninterrupted and undisturbed play, but players should always alert them when they are about to hit a shot which might endanger them.

(g) Care should be taken to observe the entitlement of walkers who have priority to use the Southwest Coastal Path which traverses the course at several points.

## **1.3 Members' Guests**

Playing members may invite an unlimited number of guests, at an unlimited number of times, at a preferential green fee, subject to prior notification on The Club booking system and at the discretion of the General Manager. Members are responsible for the behaviour of invited guests and are also responsible for ensuring that guests are registered as visitors and that the appropriate fees are paid. Members and their guests are to ensure that the Club's values of respect and courtesy are maintained, at all times whether on the Course or in the Clubhouse.

## **1.4 The Course**

(a) Members must observe the Rules of Golf and the Etiquette and Behaviour on the Course published by the Royal and Ancient Golf Club of St Andrews. Members are to take personal responsibility for ensuring the Club's values of respect and courtesy to other golfers is maintained at all times, on the Course.

(b) The etiquette of golf must always be observed, particularly with reference to allowing following matches to pass through when players are holding up play behind them. For the avoidance of doubt, if a group has lost more than one hole on the group in front of them, then they should invite the group behind them to pass through.

(c) All players must book their golf via The Club electronic tee booking system and abide by those start times.

(d) Greenkeeping staff shall always have priority.

(e) Should the Head greenkeeper or General Manager deem it necessary to ban the use of trolleys and buggies on the course, players may not use them.

(f) Trolleys must not be taken onto the tees and greens

(g) The practice putting green by the Clubhouse may be used for practice putting and chipping only and pitching onto the green is strictly forbidden.

(h) Mobile phones (including pagers and similar devices) may not be used on the course for sending, or receiving calls or texts, except for yardages and receiving or making emergency calls.

Dogs are only allowed on course on a lead and are welcome in the clubhouse in certain areas and on the outside decking.

### **1.5 Competitions and Knock-out Matches**

(a) It is the responsibility of all competitors to be aware of, and fully abide by, these rules and all current local rules.

(b) Any disputes are to be referred to the Competitions Committee in a respectful and cautious manner.

### **1.6 The Clubhouse**

Defined as the Clubhouse and the Patio Area. All members will maintain a respectful and courteous approach, to all other members, and visitors in these areas at all times.

Members will maintain a respectful awareness of all other individuals, also using this space, at all times. A professional and dignified ethos is to pervade the Clubhouse and Patio area, ensuring the Club's values of respect and courtesy, to fellow members, and visitors, is maintained.

(a) The Clubhouse will not be open on Christmas Day. Any other closures of the Clubhouse and its opening hours will be published and advertised.

(b) No Junior members, under the age of eighteen shall purchase or consume alcohol on the premises.

(c) Golf clubs, trolleys, bags and/or similar equipment shall not be brought into any part of the Clubhouse, other than the locker rooms at any time.

(d) Spiked golf shoes may not be worn in the clubhouse.

(e) No members, members' guests or visitors shall bring food or drink into the Clubhouse for consumption.

(f) Under no circumstances shall any member reprimand a member of The Club staff. Complaints should only be made to the General Manager.

(g) No notice of any kind may be displayed in the Clubhouse by a member without the express permission of the General Manager.

## **1.7 Dress Code**

On the Courses and Practice Putting Green:

- Golfers may wear any recognised golfing apparel, but must wear spikeless or soft-spiked golf shoes, which will be weather dependent.
- Unless specifically designed to be worn untucked, shirts should be tucked into trousers, shorts, skirts or skorts.
- Members may wear either "golf apparel" or "smart casual" clothing as defined above.

**In the Clubhouse, clean and smart casual dress is always required.**

**APPROVED BY;**

**SIGNED**

**DATE:**

**REVIEW DATE: DECEMBER 2025**