

FAIRBAIRN GOLF CLUB

(Incorporated)

Club By-Laws

[Updated 21 May 2024]

These By-Laws are authorised by the Board in accordance with the constitution and can only be revised or repealed by the Board or by a General Meeting of club members.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

These By-Laws reference, and are supported by, the Club's Policy Manual which can be found on the Club's website. These Policies are authorised by the Board and are also 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
21 May 24	<ul style="list-style-type: none"> • Removal of all policies from Annexes in the By-Laws into the new Policy and Procedure Manual available on the website or from the club. • References to these Annexes within the By-Laws have been changed to reference this Policy Manual. • Update to Section 2.2.17 to include frosts as an extreme condition and reference the policy. • Update of Sections 7.12 to include the cart storage requirements and reference to the cart storage policy. • New Section 7.13 covering lithium battery storage and charging at the club and referencing the policy manual for more details.
7 Feb 24	<ul style="list-style-type: none"> • Inclusion of a new Section 1 listing the Board approved committees and detailing committee member responsibilities for all committees (extract from GA guidance). • Update to Section 2.2 (was Section 1.2) to reflect one integrated Match Committee for the club including its roles, membership, responsibilities and the management of competitions. • Update to Section 2.2 (was Section 1.2) to reflect use of the phone scoring app, multi tee playing options and other minor changes. • Update to Section 6 (was Section 5) to reflect the GA guidance for modern Women's Committees. • Review and update of Annex D (Prize Policy) to ensure consistency and fairness of prize returns across different competitions. • Update to Annex E to include the Course Masterplan and its ongoing management.
25 Aug 23	<p>Updated to:</p> <ul style="list-style-type: none"> • Reflect the Captain is the Chair of the Greens Committee (as per the Constitution). • Include the Match Committee are responsible for the club handicapping role.
1 Jul 23	<p>Update to:</p> <ul style="list-style-type: none"> • The club Prize Policy (Annex D) to one single prize policy by including women's comps, aligning redemption with the club policy and consolidating and aligning special prizes (NTPs, eagles and hole-in-ones) for the women members. • Removing the specific women's prize information from Section 5 which is now covered in the single club prize policy at Annex D. • Update to Section 5 to include details on additional Women's competitions run throughout the year. • Include event prize tables for Wed, Sun and public holiday team comps. • Clarify the prize credit process in the prize policy. • Include the ability for women players to win the Sat NTPs. • Removal of the Women's Treasurer position and responsibilities with the move of women's finances into the Club's single finance management system.

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1. Club Committees

Club operations are supported by a number of committees. The responsibilities for these committees are delegated from the Board and documented in these By-Laws. These committees include:

- Match Committee
- Greens Committee
- Finance, Compliance and Reporting Committee
- House Committee
- Marketing, Membership and Communications Committee
- Women's Committee

1.1 Committee Member Duties

Committee members are to carry out their duties in compliance with all applicable rules and regulations pertaining to the administration of golf and the playing of the game of golf. In discharging their duties, each committee member should:

- Exercise care and diligence.
- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate.
- Act in good faith in the best interests of the club and its members.
- Declare any material personal interest they have in the affairs of the club.
- Not improperly use his/her position or misuse information of the club.
- Communicate necessary information in an open and transparent way.
- Commit the time necessary to discharge effectively his/her role as a women's Committee member.
- Engage in ongoing skill development in relation to their role as Committee member.

2. Match and Greens Committee

2.1 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 Committees 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 Committees. 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 Committees 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:

2.2 Match Committee Members

The Club Match Committee will comprise the Club Captain (as Chair), Women's Captain, Club Vice-Captain, Women's Vice Captain and a number of Match Committee members as required for the execution of the committee's functions. The Club Handicapper is also a member of the Match Committee.

2.2.1 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. Manage all competitions and promulgate Conditions of Play for events where required;
- f. Manage the club representative teams including selecting individuals and/or teams to represent the Club and appointing team captains or managers as and when required;
- g. Determine and vary local rules as may from time to time be necessary;
- h. Inform members on game formats and scoring;
- i. 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;
- j. Review and set course indexing as required based on players statistics or changes to the course;
- k. 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;

- l. Manage the process of new members obtaining handicaps;
- m. Set competition fees and vary them as appropriate, to ensure that they cover all costs associated with the conduct of competition play; and
- n. Ensure the competitions are conducted in accordance with these By-Laws.

2.2.2 Match Committee Governance

All decisions made by the Match Committee shall adhere to principles of fairness, transparency, and equity. The committee members shall consider the diverse interests and perspectives of the club members to promote an inclusive and supportive golfing environment.

A quorum, constituting a minimum number of committee members required for valid decision-making, shall be established. Any decision made by the Match Committee must have the presence of at least three committee members, including representation from both genders.

In the event of disputes arising within the Match Committee or between committee members and club members, a fair and structured dispute resolution process shall be followed. This process may include open dialogue, mediation, or escalation to the club's Board if necessary, ensuring impartiality and objectivity.

The Match Committee is committed to timely communication of decisions and related information to the club members. Decisions shall be communicated through appropriate channels, such as club newsletters, emails, or notice boards, ensuring transparency and accessibility to all members.

The Match Committee shall periodically review its decision-making processes and may adjust them as needed to align with evolving best practices and the dynamic needs of the golf club. Club members shall be informed of any significant changes to the decision-making framework.

2.2.3 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.

2.2.4 Women's Only Competitions

Where a competition is open only to women members and visitors the Women's Captain will take the lead on any issues associated with these events such as managing the event, advising tee options, setting any temporary local rules and managing and adjudicating disputes.

The Women's Captain will also take the lead on managing Women's pennants, communication with the Central Southern Golf Association (CSGA) and managing additional women's only competitions (see 2.2.18).

2.2.5 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 6. Course Booking Policy in the Policy Manual 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.

2.2.6 Competition Fees

The Match Committee will set 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 set fee for that competition before commencing the first round.

2.2.7 Score Cards

Scores may be recorded using the Simple Golf App on a player's phone or on a paper scorecard provided by the starter. 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. Simple Golf App scorecards are automatically entered into the system when rounds for the marked player are submitted.

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.

All visitors' scores are recorded on GolfLink through submission of their card at the Kiosk or online through Simple Golf at the completion of their competition round.

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).

2.2.8 Local Rules

There are three types of local rules for the club promulgated by the Match Committee:

- **Local Rules** are recorded on the back of the scorecard and will be displayed on a suitable noticeboard for members using the Simple Golf App. These are also available on the Club's website ([see here](#)).
- **Temporary Local Rules** may be issued by the Match Committee and displayed on a suitable notice board(s) at the club. These will be reviewed regularly by the Match Committee.
- **Daily Local Rules** may be in place relating to bunkers, preferred lies, competition rules such as numbers of drives etc. These will be displayed on the starters desk and on the local noticeboard.

All members are responsible for acquainting themselves with these rules before commencing play.

2.2.9 Handicapping

Players are responsible for ensuring their handicap is correct for the competition and course being played.

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.

2.2.10 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 Committee prior to play.

The minimum number of players required to constitute a competition is promulgated in the 4. Prize Management Policy (see Policy Manual). 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 for daily competitions will be set by the Match Committee based on numbers of players entered. Handicap divisions for Championships, Opens and other special events will be promulgated in the Conditions of Play for that event.

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 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 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. This seeding may also occur by grade.

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 the Policy Manual for Fairbairn Golf Club's Cart Policy (1. Motorised Cart Policy).

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

2.2.11 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 or as a scoring 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.

2.2.12 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 Committee. All trophies are considered as being donated to the Club, thus making a donor eligible to win their own trophy.

2.2.13 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 Captains, a Vice-Captain or the Club Manager before inviting visitors for any Saturday competition event – see the 6. Course Booking Policy in the Policy Manul.

2.2.14 Practice Areas

The nominated areas for practice include the practice putting greens, the nets, 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.

2.2.15 Tees

The Cub has adopted a multi tee option for most daily individual competitions with members having the option of selecting the Black, White, Yellow or Green courses. The starter is to be advised which course the player will be playing on the day and the player's handicap will be adjusted on the system/scorecard based on the course selected.

Multi tee options will not be in place for team competitions, Championship and Monthly Medal or special events. The Match Committee will determine which course is to be played on for these events. The Women's Captain will advise the course to be used for women only competitions if multi tees are not to be used and the Club Captain will advise the course to be used for men only competitions if multi tees are not to be used.

2.2.16 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.

2.2.17 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, frost, 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. See the Policy Manual '2. Extreme Conditions Policy' for details.

2.2.18 Women's Additional Competitions

A number of additional subscribed competitions are run by the Women's Committee during the year under the management of the Women's Captain. These are outlined below.

The fee for these competitions should be paid before commencing play in the first round. Members may enter the competitions after the first round but in such cases must pay the full stipulated fee and acknowledge that scores entered prior to payment will not count towards prize allocations.

- **Golf NSW Medal (WGNSW)** –Six Stroke Rounds of 18 holes between February and September. The winner in each division shall be the competitor returning the lowest net aggregate of three rounds. Players nominate between Saturday or Monday comps.

- **Kangaroo Cup** – An 18-hole Stableford event, held over six rounds between February and November. The winner is the player with the highest aggregate for their best three rounds of six. Players nominate between Saturday or Monday comps.
- **Women’s Match Play Competition** – A knock-out singles match play event. Played throughout the year from March to November.
- **Diabetes Trophy** – A CSGA charity competition. The three best net winners from each club compete for the trophy on the CSGA Open Day the following year. Players nominate between Saturday or Monday comps.
- **CSGA Canberra Shield** – Match play between Canberra clubs, with teams of eight players.
- **Margaret Thornton – Shield for Veterans** – An 18-hole stroke event open to all VWGA members. The event is played in conjunction with the WGNSW Medal rounds, with the winner returning the best net aggregate of all six rounds. If no one plays all six rounds, the result is calculated over five rounds.
- **Chip-ins** – The Women’s Committee run a separate record of chip-ins across the playing year. These are to be advised to the Women’s Captain.
- **Birdies** – The Women’s Committee run a separate record of birdies achieved across the playing year. These are to be advised to the Women’s Captain.
- **Putting** – The Women’s Committee run a separate record of putting across the playing year. These are to be advised to the Women’s Captain.

2.3 The Greens Committee

The Greens Committee will comprise the Captain (as Chair), the Greens Member, and any assistant Greens Members, with the Head Greenkeeper providing an advisory role.

2.3.1 Role of the Greens Committee

The Greens Committee is responsible to the Board for:

- Providing input to the Course Development Plan (see Policy Manual ‘5. Course Masterplan’ for details);
- Maintaining the Fairbairn Golf Course to a standard conducive to the game of golf;
- 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;
- Arranging work parties and co-ordinating the activities of those work parties in regard to course improvements;
- Proposing general improvements for consideration by the Match Committee and Board and implementing agreed improvements and modifications in a timely manner;
- 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.

2.3.2 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.

2.3.3 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 in the Policy Manual.

3. Finance, Compliance & Reporting Committee

3.1 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 four times per year.

3.2 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.

4. House Committee

4.1 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.

4.2 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.

5. Marketing, Membership & Communications Committee

5.1 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.

5.2 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.

6. Women's Committee

6.1 Purpose

The purposes of the women's committee are to:

- Assist the club in achieving substantive equality between all men and women.
- Help the club to promote and support the participation of women and girls at all levels within clubs.
- To assist the club in the provision in providing a pathway for future board representation.

6.2 Objectives of the Women's Committee

The objectives of women's committee are sourced from the strategic plan and support the club to:

- Increase the number of new women and girls participating in golf.
- Increase the number of new memberships from women and girls.
- Increase the retention rate of existing women and girls as participants and members.
- Re-engagement of lapsed women and girls as participants and members.
- Improve the satisfaction levels of females within the club.
- Increase the leadership of women in capacity, number, and representation in governance.
- Deliver a suite of entry level and developmentally appropriate participation programs specifically catering to the needs of women and girls.
- Deliver a suite of programs and initiatives designed to retain and engage existing and re-engage lapsed female members through social, on course, competition, and networking.
- Provide opportunities for women to develop their leadership skills across all areas of the club.

6.3 Structure of the Committee

The Women's Committee is comprised of the following positions and is reflective of the demographic of the local community:

- Women's President - leads and chairs the women's committee.
- Women's Captain – supports the President and assumes chair duties in their absence. Manages women's only competition and liaises between the club match committee and women's committee. Maintains contact with the CSGA.
- Women's Vice Captain – supports the Captain and acts in their role in their absence.
- Committee Members as required to:
 - coordinate the delivery of female specific golf participation programs.
 - coordinate the engagement of women in leadership development opportunities in governance, teaching and community outreach.
 - coordinate needs appropriate social activities to engage current and lapsed women and girls.
 - coordinate strategy and processes to retain existing female participants and members.

6.4 Women's Committee Responsibilities

The Women's Committee is responsible to present initiatives and request approval for authorisation by the club's board on matters that fit within the purpose and the goals of the committee. This includes the following:

- Meeting on a regular or semi-regular schedule.
- Supporting and encouraging Women's Golf.
- Distributing general information where required.
- Providing induction for new members both on and off the course.

6.5 Review of Charter

The Women's Committee will conduct an annual review of this Charter and have any amendments authorised by the board to ensure they remain consistent with the board's strategy, objectives and responsibilities.

7. Administrative Matters

7.1 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 and Greens Committees.

7.2 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.

7.3 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 without approval 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.

7.4 Closure of the Course.

The course will be closed to members and visitors at various times to allow for member competitions, course preparation for events, corporate days or any other times as prescribed by the Match Committee.

Further details are available in the Policy Manual at '6. Course Booking Policy'.

7.5 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.

7.6 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.

7.7 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. Staff parking is available at the main entrance along with a mobility park for people with an approved mobility pass.

7.8 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.

7.9 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.

7.10 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 Policy Manual ‘1. Motorised Cart Policy’. 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 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 cart policy 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.

7.11 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 7.10. 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.

7.12 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 8.4.

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.

There are restrictions placed on personal cart storage areas, fuelling and servicing. An annual written agreement is required to be completed between the cart owner and the club. Full details of the requirements can be found in the Cart and Motorised Buggy Storage Policy in the Policy Manual.

7.13 Lithium Batteries

Lithium batteries are a fire risk to the club and although they can be used on the course they are not to be stored or charged at the club for any reason. All batteries containing lithium (including lithium cobalt oxide, lithium iron phosphate, lithium manganese oxide or any other combination containing lithium) fall under this restriction. Further details can be found in the Cart and Motorised Buggy Storage Policy in the Policy Manual.

7.14 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 8.4.

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.

7.15 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 in the Policy Manual '3. Pace of Play Policy'.

7.16 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.

7.17 Club Surveillance Notice

The club provides notice for workers, members and visitors of surveillance activity at the Club in accordance with the following Acts:

- Privacy Act 1998 (CoA),
- Workplace Privacy Act 2011(ACT), and
- Listening Devices Act 1992 (ACT).

Fixed security cameras have been installed within and around the clubhouse. A mobile camera is available for use on the course as required. These surveillance cameras, including audio in some cases, will be used under the following circumstances:

- The fixed surveillance will be recorded to a hard drive in the clubhouse and live feeds will be accessible remotely. The mobile camera records to a memory card for detecting issues on the course.

- The surveillance from the fixed cameras will be continuous and ongoing. The mobile camera will be intermittent based on any need to review specific activity on the course.
- Surveillance will primarily be of members and visitors to the clubhouse and course. Staff will also be included through the bar camera.
- The surveillance records may be used to review and manage:
 - Security incidents at the club or on the course.
 - Behaviour around the club and course.
 - Capacity of the club's licenced areas.
 - 1st tee and practice area management.
 - Course use outside clubhouse opening hours.
 - Pace of play on the course.
- The surveillance records may be used to take adverse action against members, visitors and employees if required.
- Club employees should discuss with the Manager if they have any concerns with this notice and its execution.

The Club's Surveillance Policy is included in the Policy Manual '8. Club Surveillance Policy'.

8. Financial Matters

8.1 General

The Board authorises the Club Manager to collect all moneys associated with the Club and receipt and bank those moneys as required.

The 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.

8.2 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.

Membership fees are paid for a full 12-month period from the time of application, or time of renewal. Pro-rata rates will not be used. Individual membership expiry dates will be tracked in the Golf Management System. Members who do not want to remain as full members at renewal time are encouraged to consider one of the other membership options available.

Members who renew late will still be charged the full membership fee for the new year plus the late fee (see Section 8.3).

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.

8.3 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 more than one calendar month after the due date.

8.4 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.

8.5 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.).

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

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.