

# Canford School Golf Club



## Part 1 – Constitution

## Part 2 - Club Rules

---

*EFFECTIVE FROM July 2017*

---

Contents

• PART 1 - CONSTITUTION	1
• THE NAME OF THE CLUB	1
• ADDRESS	1
• OBJECTIVES OF THE CLUB	1
• PROPRIETOR	1
• ELECTION OF MEMBERS	2
• MANAGEMENT OF THE CLUB	2
• Management Committee	2
• Green's Committee	3
• SECTIONS OF THE CLUB	3
• Men's Committee	4
• Competitions	5
• Ladies Committee	6
• THE ANNUAL GENERAL MEETING OF THE CLUB	7
• SPECIAL GENERAL MEETINGS OF THE CLUB	8
• RESOLUTION AND AMENDMENTS AT ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS OF THE CLUB	9
• ALTERATION OF THE RULES	10
• BOOKS AND RECORDS	10
• PART2 - CLUB RULES	12
• MEMBERS AND THOSE ENTITLED TO USE THE COURSE	12
• CONDUCT OF MEMBERS	13
• ETIQUETTE AND CARE OF THE COURSE	13
• ETIQUETTE	14
• Safety	14
• Consideration for other players	14
• Behaviour during play	14
• Priority on the Course	15
• CARE OF THE COURSE	15
• Bunkers	15
• Damage to Greens, Flagsticks, Bags etc.	16
• Golf Trolleys	16
• Damage through practice swings	16
• GENERAL	16
• COMPETITIONS GENERAL	17

# Part 1 - CONSTITUTION

## THE NAME OF THE CLUB

- The name of the club is “Canford School Golf Club” (hereinafter referred to as “the Club”).

## ADDRESS

- The address of the Club is Canford School, Canford Magna, Wimborne, Dorset BH21 3AD.

## OBJECTIVES OF THE CLUB

- The club is formed to provide access to a first class sports facility for use by Canford School pupils and for the interests of its members in playing golf and carrying out such social and other activities as pertain to a golf club. In order to achieve these objectives the Club utilises the golf course and other facilities located at the address at 2 above and provided by Canford School.

## PROPRIETOR

- The Club is a proprietary club and is run for the benefit of Canford School. The Proprietor is Canford School. These rules are subject to the rights and legal obligations of the Proprietor. The Proprietor will provide, within the budgetary limitations of the school, all that is reasonably necessary for carrying out the activities of the Club in accordance with its objectives and rules. The Proprietor will undertake to provide a course, which will comply with the rules of Golf and The Council of National Golf Unions (to allow the administration of the unified handicapping system). The Proprietor will be solely responsible for the financing of the Club and of the course, for maintenance and improvements, and for the election of members. The Proprietor will appoint an Honorary Secretary (hereinafter referred to as “the Honorary Secretary”) to manage the facilities and represent their interests with the club.

## **ELECTION OF MEMBERS**

- Full members other than Honorary Members applying for membership must be elected in accordance with the following procedures:
  - ▶ Application forms for membership are available from the Proprietor.
  - ▶ They must be completed by the proposer and seconder who are both established members of the club.
  - ▶ The applicant may subsequently be invited for interview by the Proprietor.
  - ▶ Upon being notified of the successful outcome of the application, the Honorary Secretary will notify the candidate of his/her election to membership, subject to payment of the relevant entrance fee and subscription required by the Proprietor. Needs further consultation
  - ▶ Upon election, every member is provided with a copy of these rules and is bound by them and every amendment which may be made from time to time.
  - ▶ Entrance fees, subscriptions and green fees will be decided annually by the Proprietor.
  - ▶ Annual membership is from October 1<sup>st</sup> to September 30<sup>th</sup>.
  - ▶ As a matter of courtesy notice of registration will be given one month before the next annual subscription is due. Any member who fails to pay his or her annual subscription by October 1<sup>st</sup> will not be entitled to use the privileges of the Club.
  - ▶ The Proprietor reserves the right to suspend or expel any member who is deemed guilty of breaking the rule of the Club.

## **MANAGEMENT OF THE CLUB**

### **Management Committee**

- The Proprietor will exercise the responsibilities set out above towards the Golf Club through a Management Committee. The Management Committee will consist of:

- ▶ The Chairman, who will be a school governor;
- ▶ The Honorary Secretary;
- ▶ The head of school golf;
- ▶ An Old Canfordian representative; and
- ▶ Three co-opted members.
- ▶ The Headteacher and the Bursar will be ex-officio members.
- ▶ The Men's Captain, Ladies' Captain and Head Groundsman will be allowed to report to the Management Committee and observe but have no voting rights.
  - The Management Committee will meet at least three times each year.

### **Green's Committee**

- The Management Committee will operate a green's sub-committee to make recommendations and provide guidance on the general condition of the course.
- The Greens' Committee will consist of:
  - ▶ Representatives of the ground staff
  - ▶ The Honorary Secretary
  - ▶ Representatives of the Men's and Ladies' Committee
  - ▶ A Representative of the Management Committee
- The Green's Committee will meet at least four times each year.

### **SECTIONS OF THE CLUB**

- The sections of the Club are:
  - ▶ Men's sections and its associated Senior's section
  - ▶ Ladies' Section

- The rules of the Men's and Ladies' sections are administered by the respective committees and are set out as follows:

### **Men's Committee**

- The management of the Men's section is vested in the Men's Committee elected by the Annual General Meeting of the Club consisting of:
  - ▶ The Captain;
  - ▶ The Vice-Captain;
  - ▶ Secretary;
  - ▶ Treasurer;
  - ▶ Competition Secretary;
  - ▶ Handicap Secretary;
  - ▶ Senior's Coordinator
  - ▶ Honorary Secretary representing the Proprietor; and
  - ▶ Further Members as agreed at the AGM.
- All members of the Committee must be elected annually.
- The Committee will be responsible for the running of the Men's section, including:
  - ▶ Competitions and matches
  - ▶ Running the handicap system in accordance with CONGU regulations
  - ▶ Social events
  - ▶ The Annual General Meeting
  - ▶ Suggestions to the Management Committee
- The Captain, or in his absence, the Vice Captain, or pre elected Chairman presides at the meeting, and has the casting vote.

- The Men's Committee is responsible for its own accounts. A summary of receipts and payments shall be presented at the Annual General Meeting of the Men's section and copies shall be available to members.
- A member of the Men's Committee may not be absent from three consecutive meetings without reasonable explanation. If this explanation is not acceptable to the Men's Committee, the member will be asked to resign.
- Five members of the Men's Committee form a quorum, and the vote of the majority is binding.
- The Committee shall meet, at its own discretion, but not less than four times a year.
- The Men's Committee has full powers to elect subcommittee for any special business (this includes Senior's section and Handicap Committee) either from amongst themselves, or partly from amongst other full members of the Club. The Chairman of any such subcommittee must be a member of the Men's Committee.
- Vacancies occurring amongst the officers and committee of the Men's Committee during the year may be filled by the Men's Committee, but a member so appointed must retire before the next Annual General Meeting and become eligible for election.

### **Competitions**

- The Men's Committee is empowered to make any men's competition rules that they may consider fit (providing such rules are in accordance with the rules of golf), and full members must observe such rules.
- A comprehensive list of Club competitions, giving a description of the format, shall be kept in the section's changing room.
- The Committee of the year shall lay down the conditions under which, competitions shall be played during that year.
- Before taking part in a perpetual trophy, men's or mixed competitions, as defined by the Committee, a total of 54 holes from qualifying events at this club must be lodged by each competitor in the calendar year between each of these perpetual trophy events, one of which has to be a 18 hole qualifier.

The remaining 36 holes can be all 9 hole qualifiers, all 18 hole qualifiers or a mixture of 9 and 18 hole qualifiers.

- **Ladies Committee**

- The management of the ladies' section is vested in the Ladies' Committee elected by the ladies' Annual General Meeting and consisting of:

- ▶ The Captain;
  - ▶ The Vice-Captain;
  - ▶ Secretary;
  - ▶ Treasurer;
  - ▶ Competition Secretary;
  - ▶ Handicap Secretary;
  - ▶ Honorary Secretary representing the Proprietor; and
  - ▶ Further members as decided by the Ladies' AGM.
- All members of the Committee must offer themselves for re-election annually.
  - The Committee will be responsible for the running of the ladies' section, including:
    - ▶ Competitions and matches
    - ▶ Running the handicap system in accordance with CONGU guidelines
    - ▶ Social events
    - ▶ The ladies' Annual General Meeting
    - ▶ Suggestions to the Management Committee
  - The Captain, or in her absence, the Vice Captain, or pre elected Chairman presides at the meeting, and has the casting vote.



- A member of the Ladies' Committee may not be absent from three consecutive meetings without reasonable explanation. If this explanation is not acceptable to the Ladies' Committee, the member will be asked to resign.
- Five members of the Ladies' Committee form a quorum, and the vote of the majority is binding.
- The Committee shall meet, at its own discretion, but not less than four times a year.
- The Ladies' Section is to be responsible for its own accounts. A summary of receipts and payments shall be presented at the Ladies' Annual General Meeting.
- Vacancies occurring amongst the officers and committee of the Ladies' Committee during the year may be filled by the Ladies' Committee, but a member so appointed must retire before the next Ladies' Annual General Meeting and become eligible for election.

## **THE ANNUAL GENERAL MEETING OF THE CLUB**

- The business of the Annual General Meeting includes:
  - ▶ The Presentation of officers;
  - ▶ The election of officers;
  - ▶ The presentation of the Honorary Secretary's report;
  - ▶ The presentation of the Men's Captain and Elected Officers Reports.
  - ▶ The discussion of matters of which full members have given notice to the Honorary Secretary at least fourteen days before the annual general meeting.
- The Honorary Secretary must post notice on the notice board, not later than twenty- eight days beforehand:
  - ▶ Details of the date, time and place of the Annual General Meeting.
  - ▶ The agenda as approved
  - ▶ Lists inviting nominations for officers to the Men's Committee

- The nominations must be entered on these lists not later than the fourteenth day before the date of the Annual General Meeting, and must be made by a proposer and seconder, both of whom must be full members of the Club. Any such nominations must also be endorsed in writing by the nominee.
- If more candidates are nominated than vacancies, then the appointment(s) will be determined by a secret ballot of the members present. If the ballot results in a tie, then the successful candidate(s) will be determined by lot. Only full members and honorary members with a white disc of either sex may vote on matters to be determined at this meeting.
- The date of the Annual General Meeting is to be printed in the diary.
- If for any reason it becomes necessary to change the date of the Annual General Meeting, details must be posted on the notice board as soon as practicable, and members must be advised by letter no less than twenty-one days before the new date.
- A notice may be given by the Club to any member, either personally by posting it on the Club notice board within a fixed period, or by sending it by post to the member or his registered address or to the address, if any, supplied by him to the Club for the address of notice to him. Where the notice is sent by post, service of the notice is deemed to be effected by properly addressing, pre-paying and posting a letter containing the notice.
- The quorum for the Annual General Meeting of the Club is 25 full members present, including officers.

### **SPECIAL GENERAL MEETINGS OF THE CLUB**

- If 25 or more full members of the Club apply in writing to the Honorary Secretary giving the reasons why they wish a Special General Meeting to be called, the Honorary Secretary must, within fourteen days of such a request being made, post on the notice board details of the date, time and place of the Special General Meeting, and the resolution(s) to be considered. In addition, members must be advised of the meeting and its purpose by letter posted not less than fourteen days before the date of the meeting, which must be held no later than the fourteenth day after the posting of the notice on the notice board.

- The only business to be conducted at the meeting is that of which notice has been given.
- The Management Committee shall have power to summon such a meeting at any time. The same requirement to advise members of the forthcoming meeting as per the Annual General Meeting.
- Voting rights at a Special General Meeting, and the quorum, are the same as at an Annual General Meeting.
- If a Special General Meeting of the Club is called under these rules, with the obvious intention of revoking the decision of an earlier AGM or Special General Meeting, the Management Committee has power to decide whether or not the best interests of the Club are to be served by deferring the business to be discussed until the next Annual General Meeting of the Club, and can instruct the Honorary Secretary to act accordingly.

## **RESOLUTION AND AMENDMENTS AT ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS OF THE CLUB**

- Any two full members of the Club, acting as proposer and seconder, may submit a resolution for discussion at the Annual General Meeting of the Club, and must notify in writing such a resolution to the Honorary Secretary (who then posts the resolution on the Club notice board)), not later than the fourteenth day before the meeting. If the proposer or seconder of a resolution is the Chairman, when the vote on that resolution, or vote on any amendments to that resolution, is taken, he or she must stand down and an impartial Chairman take the chair.
- Proxy votes will be allowed at Annual General Meetings or Special General Meetings as follows:
  - ▶ i) The relevant resolution or nomination for office will have been submitted and published at least 14 days before the Annual General Meeting of Special General Meeting:
  - ▶ ii) The proxy vote must be submitted in the following format:

*I.....being a full member of the Canford School Golf Club appoint.....or failing him, the Chairman of the meeting, to act as my proxy in the matter of..... I wish to vote in*

*favour/against the resolution /  
of..... for the position  
of.....*

- Any proxy must also be a full member of the Club.
- Any amendment to any resolution so posted must be submitted in writing to the General Manager giving the names of the proposer and seconder both of whom must be full members.
- ▶ a) for Annual General Meetings of the Club, not later than the seventh day before the meeting, and
- ▶ b) for Special General Meetings of the Club, not later than the day before the meeting
- Such amendments must be displayed on the Club’s notice board as soon as practical after receipt by the Honorary Secretary.
- Only amendments so submitted in writing may be discussed at a General Meeting, except by the consent of the Chairman of the meeting.

### **ALTERATION OF THE RULES**

- No alteration of any of the rules of the Club, except of a legal nature to comply with law, are to be made except at an Annual or Special General Meeting of the Club, and then only by a two-thirds majority of full members present and voting.

### **BOOKS AND RECORDS**

- The Honorary Secretary, and the secretary of each section must keep full and correct minutes of all meetings for which he or she is responsible.
- Sufficient and proper accounts of all receipts and expenditure must be kept by the Treasurer of each section.



## Part2 - Club Rules

- (Subject to alteration outside Constitution)

### MEMBERS AND THOSE ENTITLED TO USE THE COURSE

- The current categories of membership (which may vary from time to time) and those who are entitled to use the course and clubhouse are:
  - ▶ Full Members - Yellow discs with current date badge. Full members who may use the course at any time when it is not booked or reserved for a particular group.
  - ▶ Honorary Members - White disc with current date badge. Management Committee members who may use the course at any time when it is not booked or reserved for a particular group.
  - ▶ Staff or Family Member - Blue discs with current date badge. Their entitlement is the same as yellow disc members.
  - ▶ Current Canford School pupils. Green disc on their bag. Their entitlement is the same as yellow disc members.
  - ▶ Guests - Playing with a member, who must be responsible for their dress and behaviour on the course. The member is also responsible for ensuring that the guest fee is paid before starting play and that the guest is entered into the book in the lobby. One guest per member permitted at weekends, two are permitted midweek. The guest ticket should be fixed to the back of the member's disc. If a green fee tag has been obtained from the Sports Centre it must be attached to the guest's bag.
  - ▶ Societies - A limited number of societies make course reservations. Members of the Society are answerable to their organiser who is, in turn answerable to the Honorary Secretary.
  - ▶ Courtesy of the Course - Very occasionally the Honorary Secretary will grant courtesy of the course to a visitor and will date and sign a card to enable the visitor to play the course.

- ▶ Reciprocals. Visiting players will have written or text authority from the Honorary Secretary
  
- All members must display a bag tag with current year's sticker at all times when playing the course.
- In all case, entitlements to play the course and use the facilities can be withdrawn if the rules and etiquette of golf are seriously violated.
- The Club recognises the Data Protection Act 1984, in order to safeguard and ensure confidentiality of personal information regarding members.

### **CONDUCT OF MEMBERS**

- All Members must display their current membership disc when playing and are expected to show courtesy and consideration to other members, guests and visitors, and in particular to observe the rules of golf and etiquette on the course (see below).
- All Members are expected to take every care to avoid any damage to the course and other facilities (see below) and must be conversant with the Club's Rules & Regulations.
- Members must give consideration to employees and other representatives of Canford School in the pursuance of their duties.
- Any conduct by a member that is considered by the Management Committee to be detrimental or injurious to the interests of the Club may result in disciplinary action being taken against that member including expulsion or suspension.

### **ETIQUETTE AND CARE OF THE COURSE**

- The following rules include extracts from the Rules of Golf, as approved by the Royal and Ancient Golf Club of St Andrews, Scotland, and the United States Golf Association.

## ETIQUETTE

### Safety

- Prior to playing a stroke, or making a practice swing, the player should ensure that no one is standing close by, or in a position to be hit by the club, the ball or any stones or the like which may be moved by the stroke or swing. If, after making a stroke, there is a any likelihood of another person being struck by the ball, a shouted warning (usually “FORE”) must be given.
- Players should ensure that green staff are given due consideration in the furtherance of their duties.
- In poor visibility (particularly fog) Members must be aware of the dangers of continuing to play. If you are asked to leave the course by any Member of the Green staff for safety reasons, you must do so immediately and without question. Committee view any breach of this as a serious matter and will be dealt with as such.

### Consideration for other players

- No player should play until the players in front are out of range.
- In the interest of all, players should play without delay.
- Players should only commence play from the first tee.
- Commencing Play on the 3<sup>rd</sup> tee - Under NO circumstances is this allowed under general play if there are players in sight anywhere on the 2<sup>nd</sup>/11<sup>th</sup> hole. In a friendly Inter Club match the Team Captain of the day may agree to a match/matches starting at the 3<sup>rd</sup> hole in order to speed play up.
- Single players have equal standing on the course.

### Behaviour during play

- The player who has the honour should be allowed to play before his opponent or fellow-competitor tees the ball.
- No one should move, talk or stand close to or directly behind the ball or the hole when a player is addressing the ball or making a stroke.



- Players searching for a ball should signal the players behind to pass as soon as it becomes apparent that the ball will not easily be found. They should not search for longer than five minutes before doing so. They should not continue play until the players following them have passed and are out of range.
- When the play of a hole has been completed, players should immediately leave the putting green.

### **Priority on the Course**

- Tee reservations which have been posted on the appropriate notice board must be observed.
- All social and club match play knock-out matches have equal standing on the first tee, except those coming through from the ninth/eighteenth hole, which will be expected to alternate (see below) with those on the first tee.
- “Alternating” – A match about to start on the first tee must give way to a match coming through from the ninth/eighteenth hole (including Club knock-out matches going to extra holes), if at the time there is a match on the 9th/18<sup>th</sup> green they have priority. After the match from the ninth/eighteenth hole has gone through then the match starting at the first tee has right of way.
- If players are waiting to tee off on 9/18 **they have priority** over players waiting to play from 4/13<sup>th</sup> tees.
- If a match fails to keep its place on the course and loses more than one clear hole on the match in front, it should allow the match following to play through.

## **CARE OF THE COURSE**

### **Bunkers**

- Before leaving a bunker, a player should carefully fill up and smooth over all holes and footprints made by the player. The rake provided should be left in accordance with the Club’s local rules of golf prevailing at the time. Should no rake be available, still make every effort to smooth the

sand either with a golf club or by walking backwards out of the bunker covering your tracks at the same time.

- Replacement of divots, and repairs to ball marks and spike damage.
- Through the green, a player should ensure that any turf cut or displaced is replaced at once, and pressed down, and that any damage made to a putting green made by a ball is carefully repaired. Repair any pitch marks with a genuine pitch mark fork (NEVER use a tee peg – it can make the problem worse). Damage to the putting green caused by golf shoe spikes should be repaired on completion of the hole.

#### **Damage to Greens, Flagsticks, Bags etc.**

- Players should ensure that when putting down bags or the flagstick no damage is done to the putting green, and that neither they nor their caddies damage the hole by standing close to it, in handling the flagstick, or removing the ball from the hole. The flagstick should be properly replaced in the hole before the players leave the putting green. Players should not damage the putting green by leaning on their putters, particularly when removing balls from the hole.

#### **Golf Trolleys**

- Golf trolleys must NOT be taken between greenside bunkers and the Green, to prevent damage to the fringes.

#### **Damage through practice swings**

- In taking practice swings, players should avoid causing damage to the course, particularly the tees, by removing divots.

### **GENERAL**

- No person may use the golf course unless they have paid a green fee and are in possession of a receipt; guests may accompany golfers but they are responsible for their own actions and conduct.
- No person may use the course without clubs exclusively for his or her own use. Sharing of bags is not permitted, except in accordance with the rules of golf.

- No person may use the course unless actively involved in the game of golf either playing/caddie or observer. Golf ball collection and nature watching is forbidden.
- The course or parts thereof may be closed without previous notice (although wherever possible, adequate notice will be given, depending upon the circumstances) at the discretion of the Honorary Secretary, or his appointed representative.
- Specific rules apply to dress, both on and off the course, and these are advertised in and around the locker rooms and function room.
- Each member is expected to ensure that their golf insurance cover is adequate. In particular, Canford School Golf Club or any of its committees, will not be responsible for damage or injury caused by any player or person to property by golf balls or clubs, any theft from or damage to vehicles parked by member or visitors on Club premises or around the course.
- Members and visitors are not permitted to take dogs on the courses, or in any of the club premises.
- Only trolleys with wide wheels may be used on the courses and, in adverse weather conditions, their use may be banned temporarily by the Honorary Secretary or his representatives. Single seat buggies used by members with specific movement restrictions are allowed only by prior consultation with the Honorary Secretary or his representatives.

## **COMPETITIONS GENERAL**

- Competitions and handicaps are governed by Competitions and Handicaps Committees of each section. Competitions and handicaps are to be in accordance with the Rules of Golf.
- Only members of the Club who have an official handicap and have paid their annual subscriptions are eligible for club competitions and are subject to rules as agreed by the various Competitions and Handicaps Committees from time to time. In particular, members who have resigned or suspended their membership cannot continue in any Club knock-out competition in which they might still be taking part.

- Any member who enters a competition is required to pay the entry fee in accordance with the rules of the competition. If he, or she withdraws without good reason after the draw has been made, the entry fee is still payable, and the member will not be allowed to play in any other Club competition until the fee is paid. This rule may be waived at the discretion of the various committees.
- Some competitions result in the holding of a trophy for twelve months. Such trophies are the property of the Club, and must be returned in good order by the member upon request. Any loss of the trophy must be made good by the Member at his or her expense. Any damage to the trophy whilst in the member's possession must be repaired at the member's expense. Members should therefore ensure that their personal insurance covers such eventualities.
- Any complaints regarding competitions or handicaps should be addressed in writing to the various Competitions or Handicaps Committee.
- Any competition dates that are to be arranged or changes made must be notified to the Honorary Secretary or his representative, and only by the nominated committee member responsible to his/her section.