

QUEANBEYAN GOLF CLUB LIMITED

BY-LAWS

As approved by the Board of Directors February 2023

INTRODUCTION

These By-Laws are prepared in accordance with the Queanbeyan Golf Club Limited (the Club) Constitution (the Constitution) as approved November 2009 as amended from time to time and are binding upon all Members of the Club.

1. CLUBHOUSE

1.1 GAMING MACHINES

1.1.1 Operation

The gaming machines will be operated in accordance with the regulations and procedures described in the gaming machines Act 2001 under the supervision of the licensee (Chief Executive Officer). The gaming machines will be available for the use of members or duly authorised visitors at all times whilst the club is open for business.

1.1.2 Credit

Credit will not be extended to any person at any time. The Club has no facility to advance cash from a credit account.

1.1.3 Cheques

*REMOVED

1.1.4 Minors

Persons under the age of 18 are strictly prohibited from using the gaming machines, TAB and KENO facilities. Minors are not permitted in the gaming lounge or TAB area at any time.

1.1.5 Responsible Gaming Procedures

The Club is committed to the provision of responsible gaming services and is a financial member of the 'Clubsafe' support group. The Club upholds all 'Clubsafe' initiatives and policies (for further information see the Clubsafe policy located in the gaming machine lounge). Persons displaying the signs of a problem gambler or who voluntarily ask to be excluded will be interviewed by the Gambling Contact Officer (Chief Executive Officer).

1.1.6 Staff

All Club staff responsible for service in any gaming department are required to complete a 'Responsible Conduct of Gambling' training course BEFORE being permitted to deal with patrons.

1.1.7 Payment of jackpots or accumulated wins

Jackpots or accumulated wins will be paid up to a maximum of \$5,000 per payout in cash. The balance of any win will be paid by EFT after 11.00am on the next working day.

1.1.8 Dispute

In the event that there is a dispute regarding payment or lack of payment of a winning combination, or registration of credit, and a staff member is unable to resolve the matter, the gaming machine is to be turned off and reported to the Chief Executive Officer for resolution. Payment will not be made for any monies that do not appear on the credit meter unless expressly authorised by the Chief Executive Officer.

1.1.9 Patrons Responsibility

It is the responsibility of the patron to ensure that monies inserted are duly credited to the credit meter BEFORE commencing play. Patrons may play only one gaming machine at any one time.

Patrons may only claim wins that they have duly and legally accumulated. Disciplinary action will result if an overpayment is deliberately claimed.

- Patrons must not hit, tilt, damage or otherwise interfere with the gaming machine in any way at any time
- Patrons must use only legal Australian tender to register credit.

Any attempt to insert foreign objects or devices into the gaming machines will be subject to disciplinary action and reported to the authorities.

1.2 BAR SERVICE

1.2.1 Operation

The bar will operate in accordance with Registered Clubs Act 1976 and other such provisions as may be imposed by Liquor and Gaming NSW or other authorised regulatory body. The bar will be open for service during the normal trading hours of the Club.

Responsible Service of Alcohol

All staff responsible for the sale of alcohol on the premises are required to complete the prescribed mandatory RSA training. Alcohol will be served in accordance with the Club's responsible service of alcohol policy:

- Intoxicated persons will not be permitted to enter the Club. Patrons showing signs of intoxication will be refused service.
- Persons under the age of 18 will not be served alcohol or permitted to approach the bar.
- The Club will stock low alcohol products and wherever possible offer these products at a reduced rate.
- The Club will not conduct promotions that encourage speed drinking or reward unreasonable consumption of alcohol.
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1.2.2 Minors

Persons under the age of 18 years will not be permitted entry to the bar area. Minors must remain in the immediate company of a parent or guardian, in a designated area,

up to 9pm, with the exception of a private function where a minor may stay until the cessation of the function.

Exception to above: A minor may enter the bar area on Saturday and Sunday up to 6pm provided that he or she is at the Club for the purpose of golf activities and in accordance with Club Policy.

MINORS IN BAR AREA POLICY

This policy has been developed to clarify the Queanbeyan Golf Club's (the Club) position in relation to persons under the age of 18 years (minor) in an unrestricted bar area. A minor may enter the bar area on Saturday and Sunday up to 6pm provided that the following conditions are observed:

- The minor is in the constant supervision of a parent or responsible guardian
- The minor is at the Club for the purpose of golf related activities
- The minor does not approach the bar for service – a minor is permitted to approach the function bar and may serve themselves at the water dispenser.
- The minor must not enter the TAB lounge or poker machine lounge under any circumstances
- Minors are not permitted to play pool or amusement machines

The minor follows reasonable instructions from Club staff and maintains a quiet and undistruptive attitude and behaviour at all times

In the event that a breach of this policy occurs the minor will be asked to leave the bar area and the matter will be reported to the CEO.

1.2.4 Keno/TAB

Keno and TAB facilities are available from the bar and EBTs

Staff/Supervision

The Club will be governed in accordance with these By-Laws and approved procedures under the direction of the Licensee (CEO) or his delegated representative. Patrons are expected to comply with all reasonable requests made of them by staff on duty. Patrons found to be non-compliant, abusive, violent or otherwise disruptive will be asked to leave the Club and may face disciplinary action.

SMOKING

Smoking within the Club is banned, in accordance with the Smoke Free Act. Patrons found to be smoking in designated smoke-free areas will be asked to leave the Club.

DRESS REGULATIONS

The following dress is not permitted in the Clubhouse:

- Bare feet
- Brief shorts (running or football)
- Singlets or tank tops
- Football jumpers or clothing with distasteful or offensive text
- Dirty work attire
- Patrons are required to be attired in a neat and tidy manner at all times.

Dress rules are at the sole discretion of the manager on duty and maybe relaxed from

time to time.

1.3 TRADING HOURS

The Club will trade from 10.00 am each day, Tuesday to Sunday.
The trading hours are at the discretion of the CEO and may vary from time to time.

2. GOLF OPERATIONS

2.1 COMPETITIONS

2.1.1 Club Competitions

Club competitions will be conducted on Tuesday (Women), Saturday and Sunday of each week, unless otherwise designated as a Pro Competition or Open Pro Competition. All Club competitions will be administered by the Match Committee.

2.1.2 Visitors in Club Competitions

Visitors including PGA may play in a Club competition subject to the following provisions:

- The visitor is an invited guest of a member of the Queanbeyan Golf Club
- The visitor is approved by the Club Captain, CEO or Head Golf Professional
- The visitor has a Golf Link card as proof of membership and GA handicap
- The visitor pays the appropriate green fee and competition fees

Visitors may play in Monthly Medal or Club Championship events but are not permitted to contest a Medal or Club Championship award

2.1.3 Pro Competitions

Pro Competitions will be conducted on a Wednesday and/or other such days as designated by the Match Committee unless otherwise designated as an Open Pro Competition or Club Competition. Pro Competitions will also be conducted on Saturdays and Sundays at the cessation of the regular Club Competition season (over the Christmas period). The Club Professional or his delegate is charged with running and administering this event. Visitors in a Pro Competition are subject to the provisions detailed in 2.1.2.

2.1.4 Open Pro Competitions

Open Pro Competitions will be conducted on public holidays or as otherwise approved by the Match Committee unless otherwise designated a Pro Competition or Club Competition. The Club Professional or his delegate is charged with running and administering this event. Visitors may play in any Open Pro Competition and are not subject to the provisions of 2.1.2. The relevant green fee and competition fees are payable.

2.1.5 Tee Times

Tee times may be booked subject to the following provisions:

- Booking times will be released online 2 weeks before the scheduled competition.
- Members may place a maximum of four (4) names for any one (1) competition.

- Office staff are not to be contacted for the purpose of making bookings for members.

Cancellations must be notified as soon as possible :

- Via the website up to the day before the scheduled competition
- Via the pro shop on the day of competition
- Players are required to register at the pro shop a minimum of 15 minutes before their scheduled tee time
- Players must not tee off before or after their allocated tee time unless so directed by the starter

2.1.6 No Shows

Members who make a booking to attend a competition are expected to play in accordance with their booked time or cancel a minimum of 24 hours prior to the scheduled event (excepting sickness or emergency). Members who fail to show for their booked tee time will be noted by the professional staff and referred to management. A warning may be given in the first instance, however disciplinary action will be taken against members who continue to breach this provision.

2.2 MAJOR EVENTS

2.2.1 Club Championships (Men & Women)

- To be played over 72 holes
- Eligibility: Full playing members only

2.2.2 Foursome Championship (Men & Women)

- To be played over 27 holes
- Eligibility: Full playing members only

2.2.3 Mixed Foursomes Championship

- Mixed event
- To be played over 27 holes
- Eligibility: Full playing members only

2.2.4 4BBB Matchplay Championship (Men only)

- Two (2) qualifying rounds to be played on a Saturday or Sunday. Top 32 pairs will qualify for Matchplay elimination.
- Matchplay elimination to be played on Saturdays or Sundays as determined by the Club Captain
- Eligibility: Male full playing members only

2.2.5 Matchplay Championship (Men only)

- Two qualifying rounds to be played on a Saturday or Sunday. Top 16 players in each grade will qualify for Matchplay elimination
- Matchplay elimination rounds to be played on Saturday and/or Sunday as determined by the Club Captain.
- Eligibility: Male full playing members only

2.2.6 Matchplay Championship (Women only)

- Eligibility: Female full playing members only

2.2.7 Monthly Medal (Men)

- Monthly medal events will be conducted on one Saturday per month as determined by the Club Captain
- Eligibility: Male full playing members only

2.2.8 Monthly Medal (Women)

- Monthly medal events will be conducted on a Tuesday and a Saturday each month as determined by the Women's Captain
- Eligibility: Saturdays - Female Full playing members and Tuesdays - Female Weekday and Female Full playing members
- Full playing winners will be eligible for a Medal of Medals event to be played at the end of the season.

2.2.9 Queanbeyan City Open

- Open event
- To be played over 36 holes
- Eligibility: Open to all categories of membership and visitors possessing a current Women's or Men's Golf Australia handicap

2.2.10 Queanbeyan Cup

- Open event
- To be played over 18 holes
- Eligibility: Open to all categories of membership and visitors possessing a current Women's or Men's Golf Australia handicap

2.3 SOCIAL PLAY

2.3.1 Green Fees

Green fees are payable at the pro shop and will be charged at the current applicable rate:

2.3.2 Member Social Play

Members may play at any time in accordance with their specific category of membership. Members are required to book online and report to the pro shop before teeing off.

2.3.3 Corporate or Group Bookings

Corporate or group bookings are to be referred to Club Administration. Discounts may apply to group bookings, at the discretion of the Chief Executive Officer. Only one Friday corporate golf day will be held each month upon payment of regular green fee rate. Only one corporate golf day will be held each week.

2.3.4 Social Golf Clubs

Social golf clubs will be permitted to utilise the golf course on a Sunday morning from 7am on the 9th tee. Bookings are subject to pennants commitments and major events and remain at the discretion of the Club Captain.

2.4 DRESS REGULATIONS

The following dress is required for admittance to the golf course:

- Golf shoes or other appropriate footwear that completely encloses the foot.
- Football attire not permitted.
- Work boots are not permitted.
- Singlets not permitted.
- Suitable shorts or pants – no offensive prints.
- A sleeved shirt – no offensive prints or text are permitted.
- Players are required to be attired in a neat and tidy manner at all times.
- Members should be appropriately dressed for club competitions where a higher standard of dress is expected.
- Dress regulations are at the discretion of the Golf professional.

2.5 RECIPROCAL RIGHTS

- Members from Clubs that hold a reciprocal playing rights agreement with the Club are permitted to play socially or within competition subject to:
- The terms of the Reciprocal Agreement
- The person does not reside in the ACT Monaro region
- For a period of no more than four consecutive weeks
- Payment of the competition fee
- Payment of the relevant green fee

3. SUB COMMITTEES

Sub Committees are formed and approved by the Board of Directors in accordance with Clause 68 (a) of the Constitution. Sub Committees are approved to deal with business in accordance with the following schedule and as otherwise approved by the Board of Directors. Sub Committees may be convened to deal with special projects and/or duly dissolved at the discretion of the Board of Directors.

All sub committees are required to forward their minutes to the CEO for presentation at the Board of Directors meeting. Sub committees are to present requests to the Board of Directors in the form of recommendations. Sub committees are not authorised to make any formal undertaking (financial or otherwise) on behalf of the Club, commit to major works, or modify approved Club policy or procedure before Board approval is granted.

3.1 FINANCE & ADMINISTRATION

3.1.1 Purpose

The committee is formed to:

- Review such reports and procedures as required for the diligent financial and administrative management of the Club and/or other such reports as required under the Registered Clubs Act or other applicable legislation
- To review and approve operational and capital budgets

3.1.2 Chairman

The committee is to be chaired by the Director of Finance.

3.1.3 Eligibility/Make Up

The Finance Committee will consist of a maximum of 4 financial members of the Club plus the CEO. At least 2 current Directors and the CEO must be appointed to this committee. Due to the sensitive nature of reports, proposals and discussions on this committee only Directors and ex Directors may be appointed to this committee, unless special approval is granted in extraordinary cases. Members will be appointed to the committee upon the recommendation of the Chairman, as ratified by the Board of Directors.

3.1.4 Reports

The following reports must be tabled and passed by a motion put forward for recommendation to the Board of Directors:

- Profit & Loss
- Balance Sheet
- Poker Machine Report

Other reports to assist in the assessment of financial performance, management or governance of the Club will be prepared and presented for the information of the committee by the CEO as directed.

3.1.5 Meetings

The Finance Committee shall meet as required at a time determined by the Chairman, provided that at least one meeting is held per month before the scheduled Board of Directors meeting.

3.2 MATCH / MEMBERSHIP

3.2.1 Aim/Purpose

The committee is formed to:

- Manage and administer club run competitions.
- To govern on matters of rules interpretation
- To dictate course set up
- To select and manage Pennant or other representative teams, in accordance with approved procedures

- Scrutinise and check eligibility of new member applications
- Scrutinise and check correspondence relating to changes in membership classification including applications for 'Elder Membership'
- To administer golfing member handicaps and issue new handicaps in accordance with relevant Golf Australia handicap regulations
- To monitor reciprocal agreements and to consider new reciprocal clubs' proposals

3.2.2 Chairman

The committee is to be chaired by the Club Captain

3.2.3 Eligibility/Make Up

The committee will consist of a maximum of 6 financial members (including 2 women members) of the Club plus the Club Professional. Only members in a playing category are eligible to join the committee. Committee members will be accepted upon the recommendation of the Chairman, as ratified by the Board of Directors.

3.2.4 Pennants Selection Policy

The Match / Membership Committee is responsible for the selection of Pennant and individual golfing representatives of the Queanbeyan Golf Club.

The Match Committee may delegate to the Queanbeyan Golf Club Women's sub committee, the selection of women's pennant teams and other individual women's representation.

Men's Pennant Selection:

Consideration for Pennant - At appropriate times the Match Committee will call for expressions of interest from members for Pennant selection.

This expression of interest can be by:

1. Email, Website or Social Media
2. Notice on Club Notice Board; or
3. By personal contact from Captain or delegated Match committee member.

Selection Criteria that may be taken into account but not limited to:

1. Previous match play experience and performance/form in pennant representation; or
2. Previous match play experience and performance in Club match play competition; or
3. Recent stroke play competition form; or
4. Handicap considered suitable for the team being considered; or
5. Availability to play in all matches of the selected competition.

Golf Professional unless they request exclusion from the panel.

When the selection panel contains a member who has nominated for team selection, a decision to include that member in the team is to be made by the other members of the selection panel.

Team Captains are chosen by the selection panel. The club Captain or panel representative may consult with pennant team members before Team Captain is chosen.

Team Managers, if required, will be chosen by the selection panel in consultation with Team Captain.

If the selection panel cannot agree on a team nomination, selection will be referred to the full Match / Membership Committee

Individual Club Representation

Individual club representation will be chosen by the full Match / membership Committee and in consultation with the full Board of Directors or through qualifying events.

3.2.5 Meetings

The committee shall meet as required at a time determined by the Chairman, provided that at least one meeting is held per month before the scheduled Board of Directors meeting.

3.3 GREENS

3.3.1 Aim /Purpose

The committee is formed to:

- Set minimum standards for course presentation
- To analyse and advise on master planning for course layout
- To review proposed capital works projects

3.3.2 Chairman

The committee is to be chaired by the Director of Greens

3.3.3 Eligibility/Make Up

The committee will consist of a maximum of 4 financial members of the Club plus the Course Superintendent and CEO or their delegate. Only members in a playing category are eligible to join the committee. Committee members will be accepted upon the recommendation of the Chairman, as ratified by the Board of Directors.

3.3.4 Meetings

The committee shall meet as required at a time determined by the Chairman, provided that at least one meeting is held per month before the scheduled Board of Directors meeting.

3.4 JUNIOR DEVELOPMENT

3.4.1 Aim / Purpose

The committee is formed to:

- Design and implement programs to foster and encourage the development of junior golfers
- To conduct, promote and administer junior golfing events
- To manage junior Pennant or other representative teams

3.4.2 Chairman

The committee is to be chaired by a delegated Director.

3.4.3 Eligibility/Make Up

The committee will consist of a maximum of 4 financial members of the Club. Committee members will be accepted upon the recommendation of the Chairman, as ratified by the Board of Directors.

3.4.4 Meetings

The committee shall meet as required at a time determined by the Chairman.

4. MEMBERSHIP

4.1 Classes of Membership

The following classes of membership are approved:

- Full Playing Member
- Elder Member
- Life Member
- Junior Playing Member (8-17)
- Youth Playing Member (18-24)
- Club Active Lifestyle Playing Member
- Social Member
- Temporary Member
- Honorary Member
- Provisional Member

4.1.1 Election to Membership

Procedures for election to membership will be in accordance with Clauses 24 – 27 of the Club Constitution.

4.2 POLICY APPLYING TO MEMBERSHIP

4.2.1 Re-Nomination

This policy has been developed in accordance with the Club Constitution and is duly approved as a By-Law of the Queanbeyan Golf Club by the Board of Directors.

This policy applies to any person wishing to nominate for golfing membership who was a golfing member in the previous financial year/s (referred to as an unfinancial member).

An unfinancial member wishing to re-nominate for a golfing membership will be permitted to do so provided that the current nomination fee is paid along with the appropriate pro -rata fee (as described on the current membership form) at the time of nomination.

This entitles an unfinancial member to be re-instated with their previous membership

number and, subject to the relevant Golf Australia provisions, their previous playing handicap. This fee can be avoided by paying the full renewal rate for the class of membership held by the member at the time they became unfinancial.

4.3 Application for Credit

This policy has been developed in accordance with the Club Constitution and is duly approved by the Board of Directors.

This policy applies to any golfing member wishing to apply for credit for a portion of unused membership.

If a member becomes unable to utilise the benefits afforded to him/her under the relevant category of golfing membership for a period of six (6) or more months through unforeseen sickness, injury, posting, family/personal reasons etc. that member may apply to the Board of Directors for a pro rata credit.

Any such application must include the following information:

1. Name and member number
2. Length of membership and details of any previous application for credit
3. Period of time that the member will not be utilising their membership
4. Reliable documentary evidence in support of their application

Applications for credit must be made in advance. Credit will not be applied retrospectively.

Applications for credit for a period of less than six (6) months will not be considered.

Credits may only be used for membership fees and are not transferable or applicable to any other goods or services offered by the Club.

Cash refunds are not given and the decision of the Board of Directors is final.

4.4 Review of Handicap

The Board of Directors may from time to time approve the alteration of a member's handicap if in its absolute discretion and having regard to all of the circumstances including the member's results in any form of competition, it considers that the change is warranted under the handicap system as used by the Club. The member shall have no right to make any representation to the Handicapper or to the Board of Directors in relation to any proposed alteration of the member's handicap.

5.WOMEN'S COMMITTEE

5.1 INTRODUCTION

The affairs of the Women members may be managed by a committee of playing women who

shall have the power to arrange golfing events only. The Women's Committee shall report to the Match / Membership Committee where they will be represented by 2 selected members.

5.2 Committee Make Up

The Committee shall consist of full-playing members only. The size of the committee may vary from time to time as considered appropriate.

5.2.1 Competitions

The Committee may set conditions of play for annual and daily events at the beginning of each season and for major and/or special events prior to such events. All conditions of play shall be displayed on the Women Members Notice Board and club website.

5.2.2 Sub Committee

The committee may form a sub-committee of other members for golf related purposes only. The sub-committee shall include at least one committee member.

5.2.3 Meeting Procedures

Committee meetings will be held as decided by the Committee itself.