



# A Friendly Guide for Members

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# 1. Introduction

New members joining **Three Rivers Golf & Country Club** are provided with a booklet entitled:

## **Membership Rules - Terms and Conditions For membership and/or use of Three Rivers Golf and Country Club**

Like all well-managed organisations the purpose of the booklet is to inform members of the club about its status as a proprietary club (Section 1), explain the various categories of membership (Section 2), provide information about the fee structure (Section 3) and describe the functions of the main and subsidiary clubs and how they are organised (Sections 4, 6 and 7). The other Sections relate to matters of a more general nature: Section 5 – Liability, Section 8 – Regulations for Member Services, Section 9 – Rules Pertaining to Young Persons and Section 10 – General Terms and Conditions.

As a member with a particular interest in playing golf the Section that most affects you is **Section 6 – Golf Club Rules**.

The purpose of this **Guide** is to explain to you in more detail how the Rules are applied to your membership of the **Three Rivers Golf Club (the Club)**. We will provide information about organisations to which the Club is affiliated and we will describe the various **Sections** within the Club that cater for particular categories of members (i.e. Men, Ladies, Seniors & Veterans, Juniors and Jubilee members). The elected representatives of each one of these Sections serve on the **Golf Advisory Committee**, the functions of which are set out in paragraph 6.10 of the **Membership Rules Terms and Conditions** booklet.

**Affiliations:** The Club is affiliated, at county and national level, to the **Essex Golf Union**, the **English Golf Union** and through them to the **Council of National Golf Unions (CONGU)**. Our affiliation to **CONGU** obliges us to maintain handicaps in line with the **Unified Handicapping System (UHS)** and to keep up-to-date records of individual members' handicaps on the English Golf Union's **Central Database of Handicaps (CDH)**. We also regulate our competitions under rules issued by **CONGU** and comply with the **Rules of Golf** as approved by **R & A Rules Limited** (the organisation responsible for making, interpreting and giving decisions on the Rules of Golf). The officials at the Club with the prime responsibility for carrying out these tasks are the **Handicap Secretary** and the **Competitions Secretary** respectively, both of whom are elected members of the Advisory Committee.

The main focus of this **Guide** will be on the **Golf Advisory Committee** - who serves on it, how they are appointed and what they do. Essentially it is a guide to who does what, why and when within the Club. If we succeed in our objective of explaining this to you then hopefully it should enable you to make the most of your membership of the Club and ensure that you enjoy playing golf to the fullest extent.

## 2. Sections within Three Rivers Golf Club

There are a number of separate sections within the Club which cater for specific categories of members, these include:

### a. The Men's Section

This is the largest section in the Club comprising just over half of the total membership. Where men's competitions are concerned it includes members who may also fall within one of the other sections (e.g Seniors & Vets). The Club Captain and Vice-Captain are appointed annually from

within the ranks of this section. (See paragraph 3.2 below for further details on the appointment procedure).

**b. The Ladies' Section**

Membership of this section is open to all lady members of the club. The responsibility for nominating the Lady Vice-Captain (who becomes Captain the following year) rests with the Lady Captain who then presents her nominee for approval by the Ladies Committee and ultimately by Management. The Ladies Committee also arranges competitions, matches with other clubs and events for lady members and usually takes the lead in organising "mixed" events when male members and guests are invited to participate.

**c. The Seniors' & Veterans' Section**

This section is open to all male members of the club over the age of 55 years. It has a Committee that oversees the election of the Seniors Captain and Vice-Captain at a meeting held annually to discuss S & V matters. The Committee also organises competitions and events for S & V members including the selection of teams for county competitions and friendly matches against other clubs. To participate in S & V competitions etc it is necessary for members to register with the S & V Committee on an annual basis.

**d. The Cadets' Section**

This section is open to young people under the age of 18 years who pay a reduced rate of subscription for access to both the Kings and Jubilee Courses at specified times. The section has a Cadet Organiser who arranges coaching sessions, supervises the access of Cadets to the courses and oversees the participation of junior golfers in inter-club competitions.

**e. The Jubilee Members' Section**

This section represents those members, both ladies and men, who normally play on the **Jubilee Course**, but who can, on payment of a reduced green fee, also play on the Kings Course. It has a Committee that organises competitions and events for Jubilee members. It also administers the section's finances and oversees Jubilee members' handicaps in liaison with the Golf Club's Treasurer and Handicap Secretary respectively.

**f. Representation on the Golf Club's Advisory Committee**

To ensure that adequate representation of all members of the Golf Club exists the following members of the sections described above are full members of the Advisory Committee:

The Club Captain, Vice-Captain and Immediate Past Captain

The Lady Captain

The Seniors' & Vets' Captain or Chairman of the Seniors' & Veterans' Committee

The Cadet Organiser

The Chairman of the Jubilee Committee.

### **3. The Golf Advisory Committee**

**a. Membership**

The Advisory Committee consists of a Chairman, a Management representative, the Section representatives listed in paragraph 2.f above, the Handicap and Competitions Secretaries, the Club Treasurer who administers the accounts and issues financial reports regularly to the Committee/Membership and the Committee Secretary who arranges meetings and produces

Minutes of meetings. The manager of the Members' web site (see: paragraph 11) is co-opted onto the Committee in an advisory capacity.

#### **b. Election of Members of the Advisory Committee**

**The Chairman** is nominated and appointed by the Advisory Committee and the appointment endorsed by the Management of Three Rivers Golf & Country Club.

*(Note: The arrangements for appointing a President of the Golf Club (as set out in paragraph 6.2 of the Membership Rules etc Booklet) no longer apply. This is because the President, who is appointed by the Directors, represents Three Rivers Golf & Country Club in its entirety, not just the Golf Club).*

**The Captain and Vice-Captain** are selected by the **Past Captains' Committee** the function of which is to interview and consider suitable candidates nominated from within the membership. The name of the candidate so selected is then submitted to Management for final approval.

*(Note: The Past Captains' Committee, chaired by the Chairman of the Advisory Committee, is a small group of senior former Captains of Three Rivers GC whose sole function is to select future Vice-Captains who subsequently become Club Captains).*

With the exceptions of the **Chairman, Captain, Vice-Captain and the Management representative** (who is a Management appointee) **all the other Members of the Advisory Committee** are either nominated by their respective Section Committees (see paragraphs 2.b, 2.c and 2.e above) or by direct nomination by members of the Club and election at the Annual General Meeting using the following procedure:

- i. A list of posts requiring nominations must be advertised not less than twenty-one (21) days prior to the AGM.
- ii. Members standing for election must be proposed and seconded.
- iii. Nominations shall close three (3) clear days prior to the AGM.
- iv. When there is more than one candidate for a particular post then voting will be by secret ballot at the AGM.

#### **c. Periods of Appointment**

- i. The Chairman may serve for a maximum of five (5) years before having to stand down or seek re-nomination by the Advisory Committee at the end of that period. A serving Chairman may only seek to be re-appointed for a maximum of one further term of five (5) years.
- ii. The Vice-Captain/Captain/Immediate Past Captain effectively serve for one (1) year in each of those posts in successive years (i.e. a maximum of three (3) years on the Committee).
- iii. The Lady Captain serves for one (1) year.
- iv. All other members of the Advisory Committee (including the Chairpersons of the Section Committees) serve for a maximum of three (3) years before having to stand down or seek re-election.

## 4. Conduct of Meetings of the Golf Advisory Committee

### a. Chairman of the Committee

If the Chairman is absent from the meeting the Captain, if present, shall chair the meeting. If both are absent then the Vice-Captain, if present, shall chair the meeting. If all three are absent those Members attending the meeting shall elect a Chairperson.

### b. Constitution of a Quorum for the Advisory Committee

Five (5) Members of the Committee shall constitute a quorum for the purpose of the meeting.

### c. Frequency of meetings

The Advisory Committee normally meets on a monthly basis, usually on the first Monday in the month. The exception is the month of October when the AGM takes place.

### d. Voting Rights

With the exception of the Chairman all the nominated/elected members of the Advisory Committee have full voting rights. Unless otherwise provided by the rules, decisions by the Committee shall be made by a simple majority of those present and eligible to vote. If there is equality of votes the Chairman shall have a casting vote.

## 5. Conduct of Members' General Meetings

### a. The Annual General Meeting

The AGM shall be held during the month of October. Twenty-one (21) clear days notice shall be given of the date, time and place of the meeting, specifying the business to be transacted. All Notices of Motion shall be forwarded in writing to the Chairman at least seven (7) days before. All members of the Golf Club are entitled to attend.

### b. Chairmanship of General Meetings (AGMs and EGMs)

The Chairman (of the Advisory Committee) shall preside at all general meetings and in the case of equality of voting shall have the casting vote.

*(Note: Deputising arrangements as set out under paragraph 4.a (for the Advisory Committee) shall also apply to the Chairmanship of General Meetings).*

## 6. Financial Arrangements (Excluding the Ladies Section)

The Financial Year shall end on 31<sup>st</sup> August.

The Treasurer shall prepare an annual Statement of Accounts for presentation to Members at the AGM.

The Advisory Committee shall appoint a qualified accountant, who shall be independent of any member of the Committee, to audit the Accounts.

Any change in the Captain's Grant should be submitted for approval at the AGM.

There shall be four (4) authorised signatories approved by the Advisory Committee. For expenditure up to £100 one authorised signatory shall be required and any two from four authorised signatories for sums in excess of £100.

Any large or unusual expenditure shall be authorised by the Advisory Committee, including invoices from Three Rivers Golf & Country Club for golf and social functions.

Notwithstanding the provisions of the Membership Rules Terms & Conditions the Management of Three Rivers Golf & Country Club have agreed that the existing bank account in the name of Three Rivers Golf Section currently held at the Southend-on-Sea Branch of Natwest Bank plc shall continue to operate under the control of the Advisory Committee for the continuing benefit of the Golf Club.

*(Note: The Ladies Section Committee (via its Treasurer) administers its own set of financial accounts and maintains a separate bank account held at the Alliance & Leicester plc, Bootle, Merseyside).*

## **7. Maintenance of Records**

Minutes of all General, Management and Advisory Committee Meetings shall be signed, filed securely and made available for examination by the membership.

## **8. Obtaining and retaining a handicap**

Separate guidance on obtaining and retaining a handicap has been published by and can be obtained from the Handicap Secretary. This guidance also includes advice on how to complete a scorecard when members have entered club competitions. Separate versions of this guide are available for the Kings and Jubilee Courses respectively.

## **9. Rules for entering and playing in Club Competitions**

The Competitions Secretary has published a set of local rules for entering and playing in Club competitions. Details of these rules are displayed on the Club Notice Board, on the member's web site and an abbreviated version can be obtained from the Pro Shop.

## **10. Local Rules**

The Club may occasionally issue local rules for the guidance of members. These will include, for example, notification of the start and finish dates for the application of Winter Rules or to cover specific issues such as Abnormal Ground Conditions. Details of all these local rules can be found on the Club Notice Board at the appropriate time and on the member's web site.

## **11. Members' Web Site**

Members of Three Rivers Golf Club have their own web site on the Internet at: [www.3riversmembers.com](http://www.3riversmembers.com). This provides information about events arranged by the various sections in the club and the results of those events; gives notice of social events and provides reports on the various activities that occur during the year such as the Club and Lady Captains' Drive-Ins. **The web site also acts as a permanent record of the handicap guide and rules as described in paragraphs 8, 9 and 10 above.** An electronic version of this **Members' Guide** can also be found on the web site.