



SECRET HARBOUR

GOLF LINKS

Secret Harbour Golf Club BYLAWS

BYLAWS

The Bylaws of the Secret Harbour Golf Club.

1. GOVERNANCE

1.2 DAILY MANAGEMENT OF THE CLUB

The daily management of the Club is vested in the General Manager and the Proprietor.

1.3 MEMBERS COMMITTEE

The Members Committee shall consist of:

- i) Chairperson,
- ii) President
- iii) Captain
- iv) Secretary
- v) up to six other committee members as voted in by members or appointed by the trustee's.

Meetings are held quarterly.

Objectives

1. To ensure the orderly running of members' golf competitions and social events, both on and off the course.
2. To promote the game of golf, according to the rules and regulations of the R&A Golf Club of St. Andrews.
3. To provide an environment for the playing of golf for the benefit and enjoyment of members and public players.
4. To promote friendship, goodwill and fellowship.
5. The club to recognise Golf Australia as the governing body of the sport in Australia.

RESPONSIBILITIES OF THE COMMITTEE

The Committee is responsible for (but not limited to):

1. The preparation of the annual programme of golf competitions
2. The regulation of play – Member and member related events
3. The arrangements required for representation of the Club in GolfWA Metropolitan and Senior Pennant competitions – both at home and away
5. The selection of Club's teams for participation in GolfWA Metropolitan Pennant competitions
6. The investigation of any disciplinary issues relating to the playing of golf at the Club or by members of the Club when playing at other golf clubs
7. The interpretation and enforcement of the Rules of Golf and the Rules of Amateur Status and their application to members of the club.
8. Determine the result of all Club competitions and resolve any disputes arising there from

ELECTION OF MEMBERS TO THE COMMITTEE

To qualify as a member of the Committee a person must be a 7 Day, 6 Day or 5 Day member of Secret Harbour Golf Club or can be elected by the trustee's.

The election of nominees to the committee shall take place in the following manner:

1. Either elected by the Trustee's:

or

2. Every candidate shall be nominated in writing and her consent must be on a nomination form. The form is to show the following details:

a. Position to be held

b. Proposer and Seconder signature, and

c. Nominee's signature indicating acceptance

3. Nominations must reach the General Manager on or before the date on the nomination form. If only one nomination is received the nominee shall be declared elected. If more than one nomination is received then a ballot shall be held and the results announced.

4. The General Manager shall prepare ballot papers

5. A tie in the number of votes shall be decided by the trustee's.

6. The term of office for all members of the respective Committees shall stand for 24 months and commence after the Annual General Meeting.

SOCIAL/FUNDRAISING COMMITTEE

The Social Committee shall consist up to 4 members:

- Social committee co-ordinator
- Three Committee Members as co-opted by the trustees.

This Sub-Committee will work in conjunction with the General Manager and Food and Beverage Manager.

Their role and responsibilities are as follows:

- To help organise social events and raise funds for the club in conjunction with the general manager and food and beverage manager.
- This will be discussed and outlined at the beginning of each golf season.

Appointment to the social committee will be done by the trustee's.

2. ADMINISTRATION

2.1 SATISFACTION OF MEMBERS

To ensure the continuing satisfaction of members with the general standard of Clubhouse services and facilities, the General Manager shall prepare a yearly survey to all members.

2.2 MOTORISED BUGGY LIABILITY

The Secret Harbour Golf Club accepts no responsibility for any accident or damage to the motorised buggy or any personal injury to the person in charge or any third party while in the course precinct.

3 HOUSE

3.1 NOTICE BOARDS

Notice boards located within and outside the Clubhouse shall be used only for the display of properly authorised notices (refer to the General Manager). Notices should be of current interest to members and material displayed shall be removed when the information is no longer relevant or has been displayed for a period not exceeding one month.

3.2 VISITORS

Members are responsible for the behaviour and dress standards of their guests at all times.

3.3 FUNCTIONS AND CATERING

Forty Eight (48) hours notice is required for the cancellation of function meals booked in advance. 'No Shows' at functions who have failed to advise the Club of their non-attendance may be charged a fee.

Clubhouse facilities are available for hire to members at a discounted rate for "family occasions". These include anniversaries, birthdays, weddings, engagements or similar functions involving immediate family members. Contact the Food and Beverage Manager for details.

3.4 BUGGIES

Buggies are not permitted in the Clubhouse or locker room and should be kept clear of all access ways.

3.5 CAR PARK

Cars must be parked in marked bays only and must not be parked or left standing in circulation areas. Unauthorised parking in bays designated for Officers of the Club or for disabled persons is not permitted at any time.

Members are advised to lock cars securely at all times and activate anti-theft devices, if installed. Valuables such as laptop computers, mobile phones etc should not be left in vehicles. The Club does not accept responsibility for theft or damage to vehicles or possessions from the car park.

3.6 Smoking

The regulations are as follows;

R 13A. Prohibitions on smoking near enclosed public places

(1) A person must not smoke outside an enclosed public place within 5 m of a public entrance to the enclosed public place.

Penalty for this subregulation: a fine of \$1 000.

(2) A person must not smoke outside an enclosed public place within 10 m of an air intake for air conditioning equipment that is in or on the enclosed public place.

Penalty for this subregulation: a fine of \$1 000.

(3) It is a defence to a prosecution for an offence under subregulation (1) or (2) to prove that the accused was only passing the public entrance or air intake, as the case requires, and did not remain in its vicinity.

4. STANDARD OF DRESS, BEHAVIOUR, DISPUTES AND COMPLAINTS

While it is acknowledged that evolving fashions make absolute guidelines impractical, our prime objective remains unchanged - that the standard of dress on the course and in the clubhouse reflects the expectations of Members and guests.

NOTE: The General Manager or approved staff may, without prejudice, approve any attire that is considered appropriate for the occasion.

The following guidelines are regarded as minimum standards. It is the duty of all members to ensure that both they and their visitors adhere to these standards.

4.1 ON THE COURSE AND PRACTICE AREAS

Golf shoes must be non-metal spikes ONLY. Any non-regulation footwear likely to damage greens will be prohibited.

Men: Golf attire should at all time be neat, tidy and comfortable. Shorts are to be worn with sports socks. Shirts must be either collared or mock turtle.

Not Acceptable Players/Caddies: Blue Denim (Jeans or Shorts), Bike Pants, Board Shorts, Shorts or Pants with drawstring waists, Singlets, T-Shirts, Work Shirts, Rubber Thongs and Sandals.

Ladies: Golf attire should at all times be neat, tidy and comfortable. Shirts must be either, collared or mock turtle, slacks, 3/4 pants, divided skirts and shorts.

Not Acceptable Players/Caddies: Blue Denim Jeans or Shorts, Tracksuit Pants, Leggings, Bathers, Board Shorts, Sun Tops, Work Shirts, Thongs and Sandals.

4.2 IN CLUBHOUSE

Smart neat casual and golf shoes permitted.

The Club's expectations of neat casual dress are:

- Work clothes that are not torn or dirty
- Non collared shirts are acceptable
- Sandals
- Non spiked golf shoes are allowed throughout the clubhouse
- Jeans that are of a neat attire

There will be times where the Club will require a higher standard of dress at some functions and this will be advised to members before these events.

4.3 SOCIAL FUNCTIONS

The management reserves the right to amend the dress requirements for specific functions.

4.4 BEHAVIOUR, DISPUTES AND COMPLAINTS

The management may suspend or expel any member of the Club who engages in conduct, which in the opinion of the management is prejudicial to or unbecoming, or which brings the Club in to disrepute.

Disputes and Complaints are to be made in writing to the General Manager.

5. GOLF

5.1 MATCH

Online booking sheets for all competition and social play are controlled by the Golf Operations Department. Enquiries should be directed to the Golf Shop in person or by phone (95247133) or at info@secretsgolf.com.au

Report to the pro shop/starter fifteen minutes before your hit-off time and be ready to play five minutes before your hit-off time. Failure to do so may incur a forfeiture of position in the field, penalty or disqualification.

Be ready to play your shot immediately when it is your turn to play. Observe course etiquette at all times. Walk briskly between shots and **keep up with players in front**. Players looking for a lost ball must call the following group through as soon as it is evident the ball will not be readily found.

On reaching the green leave your buggy handily placed for movement to the next tee, not in front of the green. In Par and Stableford competitions pick up as soon as you have exhausted strokes allowed. Move off the green immediately you have holed out. The player with the honour at the next tee shall mark his/her card after he/she has hit off, unless the match in front is still within range.

Slow players habitually offending will be penalised and may face disciplinary action.

Players on the lowest handicap in any type of competition automatically become the captain of their match and it is their responsibility to ensure that the etiquette of the game is observed.

5.2 LOCAL RULES

The Club's Local Rules are printed on the back of the Score Card and cover Out of Bounds, Staked Trees and Shrubs, Ground Under Repair, Fixed Sprinkler Heads, Roads and Paths and the Irrigation Lake. Any Temporary Local Rules will be displayed on the Notice Board outside the Pro Shop.

5.3 ALTERATION OF A MEMBER'S HANDICAP

The management 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 which the Club follows. A member shall have the right to make representation to the management in relation to any proposed alteration of the member's handicap.

5.4 COMPETITION DAYS

Member Competition Days are Tuesday, Thursday, Saturdays and Sundays. 9 hole competitions on Fridays.

The management reserve the right to amend any competition and time.

The Proshop has all control over the Priority of Play on course and any issues must be directed to the Pro Shop and not directly to other groups or player.

5.5 MOBILE PHONES

Please exhibit due courtesy to your fellow members. Members who find it necessary to take mobile phones onto the course may use their phones **only without disrupting play or distracting other members of the group**. It is preferred that members use their phones in silent mode or utilise their message bank and respond to the call at an appropriate time that does not affect the flow of play or upset their group.

5.6 PLAYER SAFETY

It is the responsibility of every player to ensure that the players ahead are out of range before hitting. Failure to do so may make a player liable to civil action.

5.7 EMPLOYEE SAFETY

The Occupational Health and Safety Act requires the employer to maintain a safe working environment. This Club has adopted safe working practices and the management requests all players to note the following procedures to prevent injury to staff from golf balls.

Greens Maintenance – If a green is being worked on by staff and the pin is not in the hole, players must not hit to the green until the flag is replaced and acknowledgment is received by staff.

Other Situations – In all other situations, players must receive acknowledgement from ground staff who are in range before playing a shot and generally take such other reasonable precautions as are necessary in the circumstances to ensure safety to all persons. Failure to comply with the above procedures could result in prosecution under the Occupational Health and Safety Act.

5.8 MOTORISED GOLF CART USAGE

Any member or visitor may hire a motorised golf cart:

- Members and guests are not permitted to bring their own motorised cart onto the course
- All members and their guests must follow all cart rules and regulations. Any member who does not comply with these regulations may face disciplinary action as well as removal of cart privileges
- Carts to be driven no closer than 20 meters to the edge of greens and bunkers.
- Carts to be driven on fairways and paths provided.
- 2 persons only per car at all times
- Carts are not permitted in the car park.
- Hirer is responsible and liable for any damage incurred whilst on cart hire.
- No shoes on dashboard or windscreen.
- In a group of 2 only 1 motorised cart, in a group of 3 or 4 a maximum of 2 carts to be used.

PRIVATELY OWNED MOTORISED CARTS ARE NOT PERMITTED ON SECRET HARBOUR GOLF LINKS.

5.9 GREEN FEE PAYMENT

All green fees are payable in advance with the exception of visiting or trade groups who may pay after the submission of an invoice by management.

Green fee and visitor pricing is displayed on the Club website.

5.10 STATE GOLF REPRESENTATION

Club members who gain representation in a Golf WA state team shall be awarded a credit on their subscription account equal to 25% of the current Ordinary Member annual subscription (but not exceeding their annual subscription fee) to recognise their achievement.

6. COMPETITION

6.1 FIXTURES

All competitions are under the control of management and its decisions will be final.

Management has complete control over all bookings.

Fixtures can be found on Miclub online.

Bookings are to be made online. In the case of a manual draw the management will advise members and a time sheet will be posted online.

Cancellations: Please cancel your time if required online ASAP. On the day of the event the member should ring the ProShop on 95247133

Players who fail to advise of their cancelation may have their right to place their name on the time sheet withdrawn or modified.

If a member wishes to play a social round of golf outside the set competition times they need to book a time online or ring the ProShop prior.

Each 18 hole member competition requires a payment of \$8 per member in advance.

9 hole competitions requires a payment of \$4 per member in advance.

6.2 COUNT BACK SYSTEM

The result of tied matches will be decided by the count back system determined by Golf Australia (GA).

1. For 18 hole events the best score of the last 9 shall be used. If there is still a tie the last 6 holes, if still tied, the last 3 holes.

If a tie still persists then hole by hole from the 18th

2. In 27, 36 and 72 hole events, the last 18 holes is used and if still tied, count back as in 1 above

3. In handicap events the relevant handicap or fraction thereof shall be applied

4. Where a penalty is applicable under rule 3-5 of the Rules of Golf is applied to a result, this penalty shall be ignored so far as the count back is concerned

5. In the event of a tie for first place in all Club Championships a sudden death playoff will take place on stipulated holes as noted in the event rules

6.3 MARKING AND RETURNING OF CARDS

- It's the players responsibility alone to make sure cards are signed by player and marker. The cards need to be entered through miclub and returned to the pro shop immediately after competition.

6.4 PUBLICATION OF RESULTS

Will be done online.

6.5 Handicap Divisions

A-Grade 9 and under

B-Grade 10-18

C-Grade 19-27

D-Grade 28 and above

6.6 Prizes

All prize winnings are only to be spent on retail merchandise from the pro shop. This excludes food, beverage, range, lessons, memberships, pennant shirts, vouchers, competition fees and other products and services expressed by management.

Prize winnings automatically expire on the 30th June the following year. This is all prizes won on the 31st December 2019 and before will expire on 30th June 2020.

6.7 PGA (Pro's) Gross Prize Allocation

- Full Time Playing Professionals are not permitted to win Gross Prizes as deemed by the committee.
- Non full time Playing Professionals, club professionals, Trainee Professionals, if they have paid a competition fee may win a gross prize.
- In the event a PGA member wins a gross prize an equal prize will be announced for the best gross amateur sponsored by the club.
- PGA members may not win Club Championships, Matchplay Championships, Foursomes Championships, Volkswagen Scramble and other major events as deemed by committee

7. MEMBERSHIP

7.1 FULL (ORDINARY) MEMBERS

A Full (Ordinary) member is entitled to enter any competition conducted by the Club subject to any limitations which may be applied by management and social golf as and when the course is available for social play.

7.2 JUNIOR MEMBERS

A Junior Member shall be a person who is part of the club's sports program and who on December 1 of any year has not attained the age of 18 years. On attaining the age of 18 years a Junior Member may apply for a class of membership which confers full playing rights, and other privileges of the Club. A Junior Member may play golf on the golf course only on those times and days as may be determined by management and shall not be entitled to voting rights or to hold office in the Club.

7.3 NON PLAYING MEMBER

Non Playing Member: Medical

A member of the Club who is unable to play golf due to medical reasons must apply in writing to the Management Committee to be placed on the Non Playing list for a minimum of 6 months. A medical certificate must be presented at the time of application. Any member applying to be reinstated will automatically be placed in the category of Membership previously held.

Any Member approved as Non Playing (Medical) is permitted to play on the golf course up to 2 times to test their readiness to return to active Membership. Such play must not be in Club Competition unless approved by the management.

All outstanding balances must be paid in full before any request to transfer to Non Playing will be approved.

7.4 SOCIAL MEMBERS

A Social Member shall be a person who can only use the facilities of the Club House. Social Members shall not be entitled to voting rights or hold office in the Club.

7.5 CORPORATE MEMBERSHIP

Corporate Members shall be entitled to all privileges of the Club as bestowed to the category of membership allocated to them with in their corporate membership.

7.6 RECIPROCAL MEMBERSHIP

Reciprocal members will have such use of the Club's facilities as per the memorandum of understanding between the Club and the reciprocal member's home club.

7.7 MEMBERSHIP CATEGORY CHANGE

All requests for Category Transfers must be received in writing and approved by the General Manager.

In the event a category transfer request is approved to a lower category of membership part way through the year, a pro-rata refund of subscription fees will not be applied to the Member's Subscription Account. Levies and Debentures will not attract any refund.

A member opting to pay fees through a payment plan should only have subscription fees for the remainder of the year adjusted.

7.8 MEMBERS DEREGISTERED FOR NON-PAYMENT OF FEES, DEBENTURES OR LEVIES

Members deregistered from the membership list for non-payment of fees and/or debentures/levies are those members who have not communicated with the Club their reasons for not paying their account for those fees and/or debentures/levies, thus leaving the Club no option other than to cancel their membership. Should a member previously deregistered wish to re-join the Club they are required to pay all outstanding fees in full before being approved. Payment of the Non-Playing subscription is required for each year of absence (or part of year), with a minimum payment as determined by Management.

7.9 RECIPROCAL AGREEMENTS

Management will decide on such reciprocal arrangements with interstate and overseas Golf clubs as are considered appropriate. Such reciprocity shall cover Playing and/or Membership rights. The General Manager shall discuss in writing an agreement with any potential reciprocal Clubs. A final draft of such an agreement shall be approved by the management before execution by the two parties.

Reciprocal rights will vary from club to club and, in general terms, shall be granted on the basis that the Club suffers no financial loss.

7.10 MEMBERS' DIRECTORY AND COMMUNICATION

The use of the Club's members' directory on the Club's website is for the sole purpose of contacting a member of the Club on an individual basis. Collecting multiple email addresses and then using these to mass communicate or advertise is not permitted. Any member who is in breach of this will be subject to disciplinary action. Any member who has previously collected email addresses from the members' directory must desist from any future use and delete the database with immediate effect. If a member is unsure about their intent to use an email address, please seek clarification with the General Manager.

7.11 RESIGNED MEMBER REJOINING

If a member reapplies for membership within 3 years of resignation they are liable for a nomination fee of \$500.

This nomination fee can only be waived by management following a written request.

7.12 IDENTIFICATION CARDS

A club member identification card will be issued to each member. Membership identification cards must be presented as request of staff to receive any membership entitlements.

7.13 General

All members and guest must check in to the pro shop before playing golf.

For all other membership terms and conditions please refer to the membership pack or email info@secretsgolf.com.au

8. COURSE

8.1 CLOSURE OF THE COURSE

Responsibility for a decision to close the course before play shall rest initially with the Course Superintendent or the General Manager.

8.2 COURSE CARE

All Players are expected to repair all divots and pitch marks correctly, smooth out bunkers and correctly replace rakes.

When repairing a pitch mark on a green, the middle of the pitch mark should not be lifted. The correct method is to push the sides and front of the depression back into the middle. Only grass should be visible when the pitch mark is repaired properly - no soil should be visible.

Members are requested to use buggies with wide tyres fitted.

When practising on the course a maximum of two balls may be used at the one time.

Under no circumstances should any member or guest enter a lake to retrieve a ball.

8.3 COURSE RENOVATIONS

Throughout the year, the greens, tees and fairways will undergo a necessary renovation program to ensure an excessive thatch layer is not created. Normally the greens will need to undergo a renovation program once a year.

There may be other course maintenance programs that could potentially affect play. The prevailing and forecast weather conditions are often a factor as to when such programs can be undertaken. Every effort is made to alleviate or minimise disruption to play but at times it will be unavoidable. Grounds staff should be accorded priority at all times.

8.4 RULES OF THE PRACTICE RANGE

Balls may only be hit from the designated hitting areas located on the practice tee unless otherwise authorised by the Pro Shop. The hitting areas will be utilised according to demand and will be clearly marked. **Hitting from outside these marked areas is strictly forbidden.**

The practice chipping greens are for CHIPPING only. Longer pitches that would leave a mark on the surfaces are not permitted.

Because of the potential danger, no person is permitted to enter the practice range or chipping area other than via the designated access paths.

Queries relating to the above rules should be directed to the Pro Shop. The Pro Shop has full control of the practice fairway.

8.5 TUITION USING PRACTICE FACILITIES

Tuition can only be provided by the Club Professional and Teaching Professional or by others as directed and monitored by management.

9. PRO SHOP

The Pro Shop staff have authority to:

- enforce correct dress regulations for all players
- check and question playing rights of all persons using the course and the Club facilities
- collect all green fees applicable
- enforce the Rules of Golf and the Club
- be in charge of the running of the golf course on the day.

9.1 CONTROL OF THE PRACTICE RANGE

Practice balls will be provided by the Pro Shop during the hours listed online or as in Pro Shop.

During these times, practice balls from the Pro Shop will be used exclusively to avoid confusion of ownership. These rules do not apply to the practice chipping greens.

10. MISCELLANEOUS

10.2 PRESERVATION OF CLUB PROPERTY

No member of the Club shall take away or permit to be taken away from Secret Harbour Golf Links and grounds, or deface, tear or break any article which is the property of Secret Harbour Golf Links.

10.3 GENERAL

All complaints with regard to Staff shall be submitted to the General Manger in writing signed by the member complaining.

The conduct of a servant of the Club shall in no case be made a matter of personal reprimand by a member.

No goods or sample of goods shall be exhibited in Club premises except with the consent of the General Manager.