



SOUTH LAKES GOLF CLUB'S POLICY DOCUMENT

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The policies contained in this document are the current policies of the South Lakes Golf Club Inc. All policies previously promulgated by the various Management Committees are hereby rescinded. Updated 26th March 2019

PRESIDENT Steve Uppington **GENERAL MANAGER** Christopher Longbottom



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1. ADMINISTRATION AND MEMBERSHIP

1.1 RESPONSIBILITIES OF THE PRESIDENT AND THE CAPTAIN

The President

1. The Club President is the senior office bearer of the Management Committee and has overall responsibility for the general supervision and operation of the Club. The President shall work closely with the General Manager to ensure that the decisions of the Management Committee are effectively carried out. The President shall have an understanding of all matters affecting the Club and shall chair all Management Committee meetings at which he/she is present. Accordingly, it is the President's duty to know how to conduct meetings and to ensure that all business is dealt with expeditiously, without allowing discussion to wander too far from the point of issue. The President must be unbiased and able to direct discussion so that adverse points of view are given a chance of expression. He/she has a duty to raise issues above personal party level and to make decisions in the best interests of the Club. The President shall ensure that all motions and amendments are put to the meeting in proper form and declared carried or otherwise.
2. The President shall have a sound knowledge of the Club Constitution and the Club Policy Document and ensure that members of the Management Committee have a thorough knowledge of their legal duties and responsibilities as prescribed in the Associations Incorporation Act 1985. The President is an ex-officio member of all Sub-Committees and should endeavour to attend as many meetings as possible to demonstrate support and interest in the affairs of the Club. The President and the General Manager are co-holders of the Club Seal.
3. The President should represent the Club with honour and should set the standard for behaviour, dress and interaction with members and guests.

The Captain

1. The Captain should be an experienced player who has a thorough knowledge of the rules of golf. He/she should possess qualities of leadership and the ability to uphold the rules and traditions of the game. The Captain shall deal with all matters governing play and etiquette on the course and effectively liaise with the President, Women Members' Captain, General Manager and the Course Superintendent on all course matters.
2. The Captain is responsible for:
 - compiling conditions of play for competitions, particularly Championship and Honour Board events.
 - preparing the annual golf program in consultation with his/her Vice-Captain, the Women's Captain and Vice-Captain, the Course Superintendent and the General Manager.
 - the preparation of starting sheets for all Club competitions and ensuring they are displayed in a timely manner.
 - drafting and displaying Local Rules and providing an interpretation where doubt arises.
 - ensuring that handicaps are recorded through the Golf Link system.
 - the compilation of competition results; announcement of results and presentation of trophies for Club events.
 - organizing Pennant teams and the encouragement and promotion of junior golf and players.



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1.2 MEMBERSHIP

1.2.1 VETERAN MEMBERS' SUBSCRIPTIONS

Veteran members who meet the criteria of 8.4 of the Club Constitution are to be charged a reduced subscription, the percentage reduction being set from time to time by the Management Committee. Pro rata subscriptions are not applicable for the Financial Year in which a member meets the criteria for Veteran Category membership.

1.2.2 LIFE MEMBERSHIP TRANSFER

1. The transfer of a Women's Financial Life Membership to a male cannot be made.
2. All certificates to be transferred at an administration fee of \$50.

1.2.3 CORPORATE MEMBERSHIP

1. The General Manager is to maintain a list of all nominated persons on Corporate Memberships.
2. The Corporate Membership subscription is calculated at 50% above that paid by a 7-Day Member plus any levies and charges except in the following instances:
 - a. Any Company/Corporation/Member or Association which provides sponsorship of an amount between \$100 and \$1,500 per annum pays the same subscription as a 7-Day Member,
 - b. Any Company/Corporation/Member or Association which provides sponsorship of over \$2,500 per annum as part of an approved negotiated sponsorship package is entitled to one Corporate or 7 day Membership,
 - c. Any Company/Corporation/Member or Association which has more than three Corporate Memberships pays the same subscriptions as a 7-Day Membership for each extra Corporate Membership above 3.
3. The Management Committee has the discretionary power to hold any fee increase if they deem the increase unnecessary.

1.2.4 COUNTRY MEMBERS

The South Lakes Golf Club's Constitution provides for a category of Country Membership for those persons who have their principal place of ordinary residence situated in the area designated by the Committee, being the area not within a radius of 150 kilometres of the Clubhouse. The Club definition of 'principal place of ordinary residence' is determined as: 'that domestic abode which is the member's main home, not being a work place or holiday house.' The address of the member's main home is that registered in accordance with the Commonwealth Electoral Act.

1.2.5 NEW MEMBER INDUCTION PROCEDURES

The South Lakes Golf Club values its members and recognises that new members must feel welcomed and be educated about the Club's operations. To enable new members to receive the appropriate information on joining the Club, they are to be invited to make an appointment with the General Manager so he/she can discuss membership matters with them. Additionally, New Members' Induction activities will be held periodically as required.



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1.2.6 GOLF CLUB MEMBERSHIPS (STAFF)

1. All newly appointed full time staff may apply to the Management Committee for a staff discount. Membership. Discount does not apply to Association, Insurance and other Levies. Casual staff members may apply for staff membership of SLGC after a qualifying period of 3 months.
2. Staff will be encouraged to become Social Members.

1.2.7 SIX AND FIVE DAY MEMBERS

The definitions and conditions of play which apply to six and five day members are:

Six day members - Category six day members are those persons who being of the age of 18 years are, on application, admitted to that category of membership by the Committee and pay the Joining Fee, annual Subscription and other charges from time to time fixed by the Committee. Category six-day members shall be entitled to maximum playing rights on all days from Sunday to Friday inclusive, but shall not be entitled to receive notice or vote at any general meeting.

Five day members - Category five day members are those persons who being of the age of 18 years are, on application, admitted to that category of membership by the Committee and pay the Joining Fee, annual Subscription and other charges from time to time fixed by the Committee. Category five-day members shall be entitled to maximum playing rights on all days from Monday to Friday inclusive, but shall not be entitled to receive notice or vote at any general meeting.

This category is no longer offered to new members from 1st August 2018.

On other days, ie Saturday for category six-day members and Saturday and Sunday for category five-day members, the same conditions will apply as those to visitors viz -

- a. pay green fees at the normal rate,
- b. play in Club competitions (except for Ham and Turkey Day which is only open to 7 day members) on payment of green fees and competition fee,
- c. cannot enter club championships events that are restricted to 7 day playing rights.

1.2.8 INTRODUCTORY MEMBERSHIP

1. Introductory Membership is only available to those persons who are not members of another Club, ie it is meant for those who wish to take up the sport. Introductory Members are allowed to play golf Sunday to Friday during the trial period before they commit themselves to long-term membership. Introductory Membership shall be for a three-month period upon the payment of the current scheduled fee and levies. If, during this time, the persons decide to take up membership of the SLGC, then an amount equal to the current scheduled fee and levies will be deducted from their subscriptions and registration fees in full, which were due on the date they became Introductory Members.
2. Introductory members are not entitled to a handicap.



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1.2.9 LIFESTYLE MEMBERSHIP

Category LIFESTYLE members are those persons who being of the age of 18 years are, on application, admitted to that category of membership by the Committee and pay an annual Subscription and other charges from time to time fixed by the Committee, which entitles them to:

1. seven day playing rights with a maximum of five complimentary rounds of golf in any one Financial Year (excluding Club Open Tournaments) and thereafter pay green fees for a number of rounds and at a rate prescribed by the Management Committee,
2. play in Club competitions applicable to their gender (subject to having an official handicap) on payment of a competition fee and a green fee where applicable,
3. play in Club Open Tournaments (subject to having an official handicap) on payment of the full competition fee
4. win a major Trophy in any Club competition,
5. enter Club Championships and Honour Board events, and
6. receive a Golflink card.
7. this membership category is restricted in that it **does not** entitle the member to play just a few holes without paying green fees. Every time the member uses the course proper, she/he must pay a green fee.

Category LIFESTYLE members shall not be entitled to receive notice or vote at any General Meeting.

1.2.10 NINE HOLE RESTRICTED MEMBERSHIP

The definitions and conditions of play which apply to Nine Hole Restricted members are:

1. Category Nine Hole Restricted members are those persons who being of the age of 18 years are, on application, admitted to that category of membership by the Committee and pay the Joining Fee, annual subscription and other charges from time to time fixed by the Committee. This Category shall not be entitled to receive notice or vote at any general meeting.
2. The Category shall be restricted to nine holes of play on any one day and entitled to the following playing times:
 - All day Monday, Tuesday, Thursday and Friday.
 - Wednesday and Saturday (after 3.00pm).
 - Sunday and Public Holidays (before 6.45am and after 2.00pm).
 - To extend to an eighteen hole round, the nine hole green fee of the day will apply and be paid at the Pro Shop prior to the round. This is limited to 20 eighteen hole rounds per year.
3. Other Category restrictions include:
 - This Category can play in Club competitions on payment of green fees and competition fee.
 - This Category cannot win a major Trophy unless it is an open event.
 - This Category cannot enter Club Championships.
 - Bookings for any days can be made one day before.



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1.3 CLUB PROFESSIONAL'S COACHING OBLIGATIONS

The Management Committee is responsible for the use of the 56 hours specified in the Club Professional's agreement for coaching.

1.4 STAFF DRESS

All members of staff supplied with items of the Club Uniform are to wear such items when on duty. The Club will supply the following clothing:

Clubhouse Staff: Shirts Embroidered with Club Badge
 Jumper Embroidered with Club Badge

Clubhouse Staff are to supply their own black trousers/pants or skirts and black shoes.

Greenkeeping Staff: Long Sleeve High Visibility Shirts
 Long Sleeve High Visibility Jumper
 Wide Brim Hat
 Long Work Trousers

Greenkeeping Staff will be supplied with a pair of Steel-Capped Safety Boots every second year. Greenkeeping Staff are also to ensure that Personal Protection Equipment is worn as appropriate to the task being performed as detailed in the Greenkeepers Handbook.



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1.5 SUB-COMMITTEES

Under the terms of Clause 15 of the Constitution the Management Committee has formed the following sub-committees

- Finance
- House
- Women's
- Match
- Course

The overall commitment for each Sub-Committee may be summed up as:

- An obligation by each Sub-Committee, through the General Manager, for the direction of activities within the area of their responsibility.
- The proposal and supervision of budgetary control in accordance with Club Policy. Liaison with Chairperson of Finance and General Manager on items of major expense to ensure that the Club's cash flow or overdraft (if applicable) is not adversely affected.
- Minutes are to be taken at all meetings and are to be forwarded to the General Manager to enable distribution to all Management Committee members as soon as practicable but absolutely one day prior to the next Management Committee meeting.

The quorum for all meetings of Sub-Committees is two thirds of the members of that Sub-Committee.

The parameters of expenditure for non-budget items are:

- Up to \$1,000 – General Manager approval
- Over \$1,000 and up to \$2,000 – General Manager approval and ratified at Finance Sub-Committee
- Over \$2,000 & up to \$4,000 – General Manager & Chair of Finance Sub-Committee & ratified at Finance Sub-Committee
- Over \$4,000 – Management Committee approval

Three quotations are to be obtained, where appropriate for all items of major expense

Meetings

Management Committee and Sub-Committees meet monthly at regularly scheduled times.

Each Sub-Committee shall have clearly defined **Terms of Reference** relating to its areas of responsibility.



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1.5.1 MATCH SUB-COMMITTEE

The Match Sub-Committee, operating within the rules of the South Lakes Golf Club's (SLGC) Constitution and Club Policy, is a sub-committee of the Management Committee to ensure the efficient and proper management of all matters relating to the areas of responsibility outlined below.

The Match Sub-Committee makes recommendations to the Management Committee via the Chairperson of the Match Sub-Committee.

Membership

The Match Sub-Committee comprises the Club Captain, as Chairperson, the Club Vice-Captain, the Women's Captain and Women's Vice-Captain, the Club Professional and two others nominated by the Chairperson. All nominations must be ratified by the Management Committee.

Membership for the Chairperson is for the period of his or her term on the Management Committee and for the Club Vice-Captain, Women's Captain and Women's-Vice Captain and the Club Professional is for the period of their appointment to those positions. For other members it is for a period of twelve months. Members may be re-appointed.

. Terms of Reference

The Match Sub-Committee:

- manages and controls all matters affecting matches, competitions and play on the course including liaison with the Course Committee on the maintenance of playing facilities, setting of the course, determining pin positions for competitions and ensuring appropriately qualified referees are available.
- ensures all competitions are conducted in accordance with the Rules of Golf, Club Policies and the guidelines prescribed by Golf Australia and other associations as appropriate.
- develops and publishes an annual golfing program that integrates as far as possible Men's and Women's competitions, tournaments, championships and social play.
- develops and ensures the publication of the Terms of Competition for competitions and major events.
- manages systems and processes for accurate results processing and record keeping including handicapping, organisation of daily competition and major event presentations.
- recommends local and temporary local rules and regularly reviews the impact of rules on play.
- promotes knowledge of members to rules.
- deals with and adjudicates on all disputes arising from the conduct of matches and competitions.
- determines prize criteria and allocation based on agreed policies for daily competitions and for all major events.
- selects players and/or teams to represent the Club and appoints team captain(s) on the respective Captain's and Vice-Captain's recommendations.
- promotes programs to increase playing golf and improvement of golf skills in conjunction with the Club Professional.



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1.5.2 HOUSE SUB-COMMITTEE

The House Sub-Committee, operating within the rules of the South Lakes Golf Club's (SLGC) Constitution and Club Policy, is a sub-committee of the Management Committee to ensure the efficient and proper management of all matters relating to the areas of responsibility outlined below.

The House Sub-Committee makes recommendations to the Management Committee via the Chairperson of the House Sub-Committee.

Membership

The House Sub-Committee comprises a member of the Management Committee, who is appointed as Chairperson, and others nominated by the Chairperson. All nominations must be ratified by the Management Committee.

Membership for the Chairperson is for the period of his or her term on the Management Committee and for the other members a period of twelve months. Members may be re-appointed.

It is desirable for the Chairperson of the House Sub-Committee to have a general knowledge of matters concerning the Sub-Committee and the organising and running of social events. The Chairperson should keep constant watch on items appertaining to the Clubhouse and be prepared to put forward suggestions for improvements.

The Chairperson should have the ability to chair Committee meetings and ensure that the business of this important area is kept under constant review with particular attention to future plans.

Terms of Reference

In consultation with the General Manager and in co-operation with the catering and front of house staff where appropriate, the House Sub-Committee is responsible for:

- all matters affecting the Clubhouse, including maintenance, upkeep and/or alterations to the building and surrounding garden areas
- supply and maintenance of furniture and fittings
- kitchen equipment
- liquor storage and dispensing equipment involving the clubhouse bar and any future dispensing areas
- locker rooms and fittings
- office accommodation
- pro-shop building only, excludes fittings and stock
- planning for major equipment replacement or overhaul for inclusion in future budgets
- liquor supply in accordance with State Licensing Laws
- cleaning of Clubhouse facilities and immediate surrounds. Because of the hours that the Contract Cleaning Staff work, liaison with the Chairperson of House Sub-Committee is difficult. Therefore the Contract Cleaner answers directly to the General Manager.
- future Clubhouse planning
- programming a range of social functions to be held for the forthcoming year
- welcoming members to Club social functions, or arranging for a Management Committee or delegated club member to do so
- collaborating with the General Manager, Match Committee and others responsible for organising special events to ensure appropriate arrangements are in place for catering and other relevant matters



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1.5.3 COURSE SUB-COMMITTEE

The Course Sub-Committee, operating within the rules of the South Lakes Golf Club's Constitution and Club Policy, is a sub-committee of the Management Committee to ensure the efficient and proper management of all matters relating to the areas of responsibility outlined below.

The Course Sub-Committee makes recommendations to the Management Committee via the Chairperson of the Course Sub-Committee.

Membership

The Course Sub-Committee comprises a member of the Management Committee, who is appointed as Chairperson, the Club Captain and the Women's Captain and others nominated by the Chairperson. All nominations must be ratified by the Management Committee.

The Chairperson of this important post should be chosen as a person of foresight with some knowledge of skills in the practicalities of green keeping. He/she should bring to the position an ability to make suggestions for improvements to the course and surrounding areas.

The Chairperson must possess the ability to conduct Sub-Committee meetings and by constructive input foster plans for future course development and/or reconstruction.

Membership for the Chairperson is for the period of his or her term on the Management Committee and for the other members a period of twelve months. Members may be re-appointed.

Terms of Reference

The Sub-Committee must work in close co-operation with the Course Superintendent and in doing so –

- in the spirit of co-operation and general assistance draw up schedules of proposed work on the course and garden areas in liaison with the Course Superintendent.
- make suggestions for any change to the course, which might be put to the Management Committee for approval.
- maintain records of items requiring immediate attention on the course and surrounding areas.
- maintain records of future course redevelopment and/or plans.
- plan for proposed machinery replacement or major overhaul for inclusion in future budgets.
- take an active interest in visits of, and information issued by, Course Architect, officers of technical agricultural establishments.
- by constant review, bring to the notice of the Course Superintendent those items on the course and surrounding areas, which require attention.
- pay attention to complaints from members on playing conditions of the course and ensure that they are brought to the attention of the Course Superintendent.
- arrange for the attendance of Course Staff at technical courses, seminars or at special open day displays.
- encourage discussion, liaison and interclub visits with other Course Superintendents around immediate and metropolitan area.

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1.5.4 FINANCE SUB-COMMITTEE

The Finance Sub-Committee, operating within the rules of the South Lakes Golf Club's (SLGC) Constitution and Club Policy, is a sub-committee of the Management Committee to ensure the efficient and proper management of all matters relating to the finances of SLGC.

The Finance Sub-Committee makes recommendations to the Management Committee via the Chairperson of the Finance Sub-Committee.

Membership

The Finance Sub-Committee comprises a member of the Management Committee, who is appointed as Chairperson, and up to six others nominated by the Chairperson. All nominations must be ratified by the Management Committee.

Membership for the Chairperson is for the period of his or her term on the Management Committee and for the other members a period of twelve months. Members may be re-appointed.

The Chairperson has a responsibility to lead the Sub-Committee to formulate rules and regulations for the control of Club finances, and, in addition, set down the principles governing Club membership.

Terms of reference

The Finance Sub-Committee's areas of responsibility, for which it may make recommendations, comprise the following:

- ensuring that SLGC complies with all legislation and regulations relating to its financial operations
- liaising with other Sub-Committees of the Management Committee in relation to those matters within the Terms of Reference of those Sub-Committees which have financial implications for SLGC
- reviewing the annual budget and making appropriate recommendations to the Management Committee
- reviewing monthly income and expenditure statements
- liaising with the General Manager in relation to the management of all banking and financial loans arrangements
- providing oversight and coordination of all sponsorship agreements ensuring that details of all such arrangements are fully documented
- reviewing and monitoring all supply contracts including beer, wines and spirits
- liaising with the General Manager in relation to all aspects of marketing including the annual handbook and website
- consulting with the Match Sub-Committee in relation to the setting of competition fees and prize values
- liaising with the General Manager regarding the operation of the Gaming operations
- establishing membership classification limits and ensuring membership numbers do not exceed classification limits
- investigating unusual claims against the Club

The Finance Sub-Committee may itself appoint sub-committees, which report to the Finance Sub-Committee, from within its membership to focus on any one of its areas of responsibility or any other major financial project.



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1.5.5 WOMEN'S SUB-COMMITTEE

Membership

The Committee shall comprise a President, Vice-President, Captain, Vice-Captain, Secretary and three (3) ordinary members.

- The President of the Committee shall be a Category A member.
- Other members shall have playing rights ie. five(5), six (6) or seven (7) day playing rights}
- All members of the Committee shall be elected for a two (2) year period.
- The President, Vice-President, Secretary and two (2) ordinary members shall be elected in each odd numbered year. The Captain, Vice-Captain, and one (1) ordinary member shall be elected in each even year.
- Immediately after the expiration of their term of office, an executive member of the Committee shall be eligible for re-election to any Executive Committee position and an ordinary member may nominate for any office on Committee.

The Women Members' Sub-Committee will be elected exclusively by the women members of the SLGC.

Terms of reference

1. In accordance with Item 15.2 of the Constitution and Rules of the South Lakes Golf Club, the Women Members' Sub-Committee is responsible for the administration of the interests of female members generally and to arrange and control competitions solely open to female members.
2. The Women Members' Sub-Committee will have exclusive use of the golf course for their major events e.g. May Week Tournament.
3. The President of the Women Members' Sub-Committee shall be appointed to the Management Committee as per the Club Constitution.
4. The Women's Captain and Vice-Captain are members of the Match Sub-Committee and the Women's Captain is also a member of the Course Sub-committee.

Elections

1. An Annual Meeting of women members shall be held in the Clubhouse on or before 31 October each year.
2. Notice of such meeting shall be posted in the Clubhouse six (6) weeks before the planned meeting.
3. Nominations for Committee and Notice of Motion that any woman member wishes to have discussed must be handed to the Secretary not less than twenty-eight (28) days before the Annual Meeting.
4. All women members who have playing rights and have met their subscription commitments shall be eligible to vote at any Annual Meeting of women members.
5. Absentee voting for the election of Committee Members shall be permitted under Clause 13.9 of the Club Constitution. Absentee voting forms are available from the Secretary, Women Members' Sub-Committee.
6. At any Annual Meeting, the attendance of twenty five (25) women members who are financial and have playing rights, shall constitute a quorum.



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7. The quorum for any Committee meeting is four (4) women members present.
8. A vacancy occurring on the Committee due to:
 - a. the death or
 - b. a member failing to attend three (3) consecutive Committee meetings without Committee approval
 - c. a position not filled at an Annual Meeting

shall be filled by the Committee. Women Members appointed to fill such vacancies shall hold office until the next Annual Meeting and, on their retirement, shall be eligible for re-election.

Any matter not covered by these guidelines shall be referred to the South Lakes Golf Club's Management Committee.



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1.6 MANAGEMENT COMMITTEE MEETING MINUTES

A copy of all Management Committee Meeting minutes with the exception of items of a confidential nature is to be posted to the members' portal of the Club's website

1.7 DISTRIBUTION OF MINUTES OF MANAGEMENT COMMITTEE MEETINGS

All minutes of meetings are to be distributed by the General Manager at least one day prior to the following meeting. The minutes are to include appropriate reference to all relevant documents which were tabled at the meetings.

1.8 KEYS REGISTER

The General Manager is to compile and maintain a Key Register.

1.9 RECEIPTS, PETTY CASH, ORDER BOOK & STOCK CONTROL –

1. All purchases within the club shall be recorded through the KOUNTA POS
2. A Petty Cash float is to be maintained at the office. On presentation of a petty cash voucher or a receipt, the office may reimburse the expenses.
3. Stock levels are to be kept through the purchases section of the KOUNTA POS
4. All tills are to be balanced daily and daily takings placed in the safe in the Office

1.10 SMOKING

Smoking is not permitted inside the Clubhouse at any time. The Responsible Person on duty will ensure that patrons obey the law and anybody found smoking in the Clubhouse is to be politely instructed to extinguish the cigarette, e-cigarette, cigar or pipe, or leave the building. The Responsible Person is to advise them that the outdoor decking area (other than Rocky's Alfresco dining area) is a designated smoking zone, in which they may enjoy a cigarette etc. The front and rear entrance areas that are under the main roof are classified as being indoors in accordance with the law, so smoking is not allowed here either. If patrons refuse to extinguish a lit cigarette in the Clubhouse or take it outside, the Responsible Person is to call the police and inform the General Manager of this action.

1.11 ACCIDENT REPORTS

The General Manager is required to maintain a file on all accidents and injuries sustained at the Club.

1.12 EQUAL OPPORTUNITY

The SLGC is an equal opportunity employer.

1.13 PART PAYMENT OF SUBSCRIPTIONS

1. Subscriptions may be paid by instalments through the EZIDEBIT system in the MiMembership software. An administration fee may be charged.
2. Other part payment arrangements may be made with the General Manager who will record such arrangements in the MiMembership system.



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1.14 CLUBHOUSE FLAGS

1. The National and the Club flags are to be raised at the opening of the Clubhouse each morning and lowered at sunset each day.
2. The Club flag is to be lowered to half-mast the day notice is received that either a member, past Club President, past Club Captain, past Women's President or past Women's Captain has died. The flag will also be placed at half-mast on the first club competition day following the death and on the day of the funeral until the funeral is over.

1.15 REIMBURSING OF COMMITTEE MEMBERS

In accordance with Sections 2A and 14.8 of the Club Constitution and the benefit statement appended to the annual balance sheet, no Management Committee Member shall receive any benefit or advantage other than for reimbursement of out of pocket expenses and for which an invoice or receipt of expenses has been received.

1.16 TROPHY VOUCHERS

The vouchers won by women members in their competitions are redeemable anywhere in the Club except the Gaming Room. These vouchers cannot be exchanged for any cash as this violates their status as amateur golfers. These must be redeemed by the expiry date on the voucher.

1.17 PRO RATA SUBSCRIPTIONS

Subscriptions for new members who join after 31 August each year will be adjusted at a pro rata rate.

1.18 OFFICIAL CLUB LOGO AND BADGE

The official Club Badge is the shield depicting a pelican and a golf ball on a tee, on a red and black background. The Club Logo is a golf ball on a tee with a hat and golf club adorning them.

1.19 AUTHORISATION FOR THE USE OF THE CLUB SEAL

The signatories for the authorisation for the use of the Club Seal after Management Committee approval, are the President and the General Manager.

1.20 SIGNING OF CHEQUES

The authorisations for Club cheques and all payment approvals must have two signatures, one of which must be the General Manager or, in his/her absence, the President. Other signatories consist of the Vice-President, Captain and Vice-Captain and designated Administration Officer.

1.21 LONG SERVICE LEAVE PROVISION

Long Service Leave money will start to be accumulated for all employees once they have achieved seven years of service. This money will be set aside in a separate account and only used for Long Service Leave payments. The Long Service Leave account will be adjusted annually for those eligible employees.

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1.22 HARASSMENT AND DISCRIMINATION

Any behaviour which constitutes accepts or promotes harassment (including sexual harassment and sexual offences) and discrimination is unacceptable at the South Lakes Golf Club. Such behaviour that is offensive, belittling or threatening and is directed at an individual or group of workers will not be tolerated. It may be the result of some real or perceived attribute or difference (such as disability, race, gender, sexual preference, age or religion). The behaviour may also be unwelcome, unsolicited, unreciprocated and usually, but not always, repeated. It is behaviour, which a reasonable person having regard to all the circumstances, would have anticipated would offend, humiliate or intimidate the person being harassed. Conduct, which may appear innocent to one person, may be perceived quite differently by another. It is this difference in perception that may lead to a complaint of harassment. To avoid such situations, conduct by all members and staff of the Club must be above reproach, not only at the Club, but also during Club related social events wherever they occur.

Resolution of Complaints

Reporting of any incident involving harassment or discrimination is to be made to the General Manager in the first instance. If the complaint is against the General Manager, then the report should be made to the President. All complaints received concerning harassment or discrimination are to be properly investigated and not summarily dismissed.

Complaints in writing may also be made to the Human Rights and Equal Opportunity Commission, but it is hoped that internal resolution of the problem is the first attempt to stop any unacceptable behaviour.

1.23 WORKPLACE, HEALTH AND SAFETY

1. The South Lakes Golf Club is committed to the provision of a safe and healthy work environment for all of its employees, volunteers, members, green fee players and the general public who use the Club's facilities. The General Manager of the Club is the responsible officer. The General Manager is also the appointed representative under the Work, Health & Safety Act In relation to matters arising within the Clubhouse and the Course Superintendent in relation to matters arising elsewhere on the Course.
2. If an employee of the South Lakes Golf Club becomes aware of a hazardous situation or incident, or of a situation that could be a source of danger, that employee must take reasonable steps to protect the health and safety of any person who may be immediately threatened and report the matter to the General Manager or the designated Safety Representative Furthermore, all employees must to the best of their ability, apply any information, instruction or training provided by the Club.
3. All employees to the best of their ability must comply with reasonable directions from the General Manager in relation to WHS matters. If an accident occurs involving the injury to any person on the Club's grounds or in the Club's buildings, the details of the accident are to be recorded.
4. WHS will be included as an agenda item for all Management Committee meetings.
5. All new employees of the Club must read, sign and date a copy of Club Policy 1.23 and return the signed copy to the General Manager for retention. Similarly, at six monthly intervals all staff are to read, sign and date a copy of Club Policy 1.23 and return the signed copy to the General Manager.
6. When the official Bureau of Meteorology forecast temperature for Victor Harbor is above 34 degrees C, Dads Army is not to undertake any work on the golf course. Whenever possible, the Dads Army coordinator is to ensure that these volunteers do not work in isolation on the golf course.



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7. In summary, all members of staff of the Club have an important part to play in making sure the workplace is safe and healthy. Cooperation at all levels and participation in workplace health and safety arrangements are positive steps toward achieving this.

1.24 HIGHER DUTY ALLOWANCE

1. A Higher Duty Allowance of \$100 per week is to be paid to the person nominated as the Acting General Manager whenever the General Manager is absent for five working days or more.
2. A Higher Duty Allowance of \$100 per week is to be paid to the Leading Hand whenever the Course Superintendent is absent for five working days or more.

1.25 CLUB SERVICE AWARD

The Club Service Award is for presentation to members of the Club who have voluntarily contributed their time and effort over a minimum of five years continuous service for the benefit of the South Lakes Golf Club. This Award recognises current members of any category who have provided outstanding service to the Club since 1990. The Award shall be in the form of a plaque and it shall be presented by the Club President at the Annual General Meeting of the Club. Accordingly, only the Management Committee can approve Service Awards. Nominations for this Award must be made in writing and presented to the Club President on the appropriate form, 60 days before the Club's AGM. Any financial member of the Club can complete a Nomination Form.

For nominees to be considered suitable to receive a Club Service Award they must have demonstrated a sense of pride in the Club, willingly given of their time freely without expectation of recompense and be respected by members. Personal qualities of leadership, integrity, dedication and demeanour will be considered by the Management Committee when approving awards. Members should feel honoured to receive a Club Service Award so they must only be given to those who have provided a real benefit to the Club over a prolonged period and whose assistance has fostered a genuine sense of achievement.

1.26 CLUB ARCHIVES - PRESERVATION POLICY

1. Materials which represent part of the Club's history are valuable documents that must be preserved. Such documents are to be kept in a secure and controlled environment free from vermin, dust, heat and humidity.

2. Club history records are to be retained as follows:

All Minutes of Club meetings	Permanent Holding
Annual Reports	Permanent Holding
Club Handbooks	Permanent Holding
AGU, WGA, SAGA & WGSA Handbooks	Permanent Holding
Club Photographs (these may be print or digital)	Permanent Holding
Weekly updates / Newsletters	Permanent Holding
Organisational Material for Competitions and Tournaments	Permanent Holding
Annual List of Winners for all Major Club Events	Permanent Holding
Membership Forms	Permanent Holding



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Building Plans	Permanent Holding
Course Plans	Permanent Holding
Register of Assets	Permanent Holding
Financial Records	Seven Years
Correspondence	Permanent Holding
Certificate of Destruction	Permanent Holding
Course Plant & Equipment Maintenance Records	Life of Type Holding

1. Minutes of Management Committee and Sub-Committee Meetings are to be held on computer file, suitable external digital format and in hard copy
2. A photographic record of Club events is to be maintained in a suitable format.
3. A file of newspaper cuttings relating to the Club is to be maintained in a suitable format.
4. A copy of each Club publication is to be sent to the Mortlock Library of South Australia.
5. In the event of the dissolution of the Club, all records are to be sent to the Mortlock Library.
6. The General Manager is responsible for effecting any destruction of material and is to record what has been destroyed and notify the Committee. All sensitive material must be shredded and burnt.

1.27 CREDIT

Credit is not to be given to any person at the South Lakes Golf Club under any circumstance. Staff members are to be aware of Credit Card fraud prevention methods and they are not to give money to any person if an EFTPOS transaction is not approved for any reason.

1.28 PRIVACY POLICY

The South Lakes Golf Club is subject to the provisions of the Privacy Act 1988 and is committed to safeguarding personal information provided by members, visitors and staff. The Club will not disclose any personal information unless there is a threat to life, health or safety. The Club may use personal information for marketing purposes, only if so authorised by individuals. Individuals have the right to access the personal information the Club holds on them.

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1.29 MEMBER PROTECTION POLICY

The Club Management Committee has adopted the Golf Australia Member Protection Policy in its entirety.

This Policy consists of the following parts:

- (i) Part 1 – Member Protection Policy
- (ii) Part 2 – Child Protection Commitment Statement (**Statement**)
- (iii) Part 3 – Codes of Conduct
- (iv) Part 4 – Complaints Procedures

This Policy aims to assist the Club to uphold its core values and create a safe, fair and inclusive environment for everyone associated with Golf and the Club's activities. It sets out our commitment to ensure that every person involved in the Club is treated with respect and dignity and protected from discrimination, harassment and abuse. It also seeks to ensure that everyone involved in the Club is aware of their legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them. The Club is committed to the health, safety and general wellbeing of everyone.

This Policy does NOT apply to infractions against the rules of Golf or the actual conduct of Golf events which are handled by the Match Sub-committee.

Complaint – definition

A complaint is an expression of concern, dissatisfaction or frustration with:

- Breach of conduct
- A policy / procedure or Management Committee member

The policy sets out the rules to apply to disputes between:

- a member and another member; or
- members and the Club

1. Complaint re Serious Breach of Conduct

Refer to the Golf Australia Member Protection Policy General Code of Conduct, Clause 18 and the General Code of Conduct for authorised persons in dealing with children, Clause 19. The Codes should be followed at all times and by all Members and all people involved in any way with Golf.

- Serious breaches of conduct shall be reported to the General Manager or President in writing as soon as possible after the occurrence. Where a written complaint against a member is submitted to the General Manager for alleged misconduct in the Clubhouse and environs or on the course, the member involved may be required to be involved in mediation or appear before a Disciplinary Panel.
- The disciplinary panel will comprise the President, Club Captain and Women's Captain and/or other appointees as required.
- The member alleged to have committed misconduct shall be notified in writing, within seven days, of the intention of the Disciplinary Panel to consider the complaint and will be invited to appear and be heard in relation to the alleged offence.
- Prior to the meeting, the alleged offender will be provided with a copy of the complaint. At the meeting they will be permitted to put their case. Witnesses may attend to support the complaint



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and/or the alleged offender. Failure to appear before the Disciplinary Panel or provide a written report shall be deemed to be an acceptance of any decision and penalty imposed by the Panel.

- The member shall be advised of the decision of the Disciplinary Panel as soon as possible after the meeting and confirmed in writing within seven days. The considerations and decision of the Panel arising from the hearing shall be recorded.
- Where a visitor commits an offence, Management will inform the player's Home Club or Golf Association

2. Complaint re Policy or Procedure or Management Committee Member

- The complaint is to be submitted in writing to the Club President or General Manager. The President is to acknowledge receipt of the letter, in writing within 7 days, advising the letter of complaint will be tabled and discussed at the next Management Committee Meeting.
- The complaint is to be tabled and discussed at the next Management Committee Meeting. In the event the matter is prioritized as urgent, the meeting is to be brought forward.

Note: If the complaint is against an individual of the Management Committee, this person will be permitted to present their case after which must absent themselves from the discussion and decision making process

- The Management Committee's determination will be final.

In accordance with Section 16.7 of the Club's Constitution, members have the right to request a Special General Meeting should the Management Committee's determination not be agreed by the complainant. The requisition for a Special Meeting must be signed by not fewer than 21 members with voting rights.

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1.30 RISK MANAGEMENT

4. The South Lakes Golf Club (the Club) is committed to providing a sporting and working environment which is safe, stable, and free of discrimination or harassment, and in which risks are minimised through proactive management. The Management Committee will ensure risk management is an integral part of all decision-making processes and a structured risk management program will be used to minimise reasonably foreseeable disruption to operations, harm to people and damage to the environment and property. Employees will be trained to implement risk management effectively and the Club will strive to continually improve its risk management practices.
5. The General Manager is accountable to the Management Committee for the implementation of the risk management process and responsible for the management of risks in the Club. All personnel are responsible for managing risks in their areas. The Management Committee will monitor and review the implementation of the risk management program. The General Manager will facilitate the development of a common risk management approach across areas of the Club by implementing the risk management program, sharing information across all areas and reporting on the progress of implementing the risk management program.

1.31 MEMORIAL AREA AND SCATTERING OF ASHES

1. The ashes of a deceased person who was at any time a playing member of the club may be scattered anywhere on the course other than on greens or in bunkers.
2. This entitlement also extends to the ashes of the former member's spouse/s or de facto partner/s.
3. Such arrangements must be approved by the General Manager but must not interfere with the normal operation of the golf course.
4. No burial or permanent markers of such ashes are to be permitted other than the provision allowed in a memorial area to be maintained by the club.
5. Such memorial area will be maintained at a suitable location, in a manner as determined by the committee to honour past playing members.
6. Only a standardised plaque to be supplied by the club, becoming the property of the purchaser, bearing a requested inscription will be permitted to be placed in the memorial area, other than scattered ashes. Interment of ashes within burial containers such as urns, vases etc, is not permitted.
7. Floral tributes may be arranged at the General Manager's discretion provided they do not detract from the general appearance of the memorial area or the course.
8. An initial fee is to be charged for the provision of plaques supplied by the club. Such fee is to include a 10 year entitlement to the placement of the plaque within the memorial area. No fee is to be charged for any scattering of ashes. Fees are to be determined by the Management Committee.

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1.32 DRUGS & ALCOHOL

1. There is significant and undeniable evidence that drug use and alcohol consumption at work adversely affects individual job performances and also our safety and security at work. Accordingly, the South Lakes Golf Club requires that employees report to work in a condition suitable to ensure satisfactory performance of their duties. In this instance, Drugs mean those drugs that are prohibited by the Controlled – Substances Act, 1984. Examples include but are not limited to cannabis, heroin, methamphetamine, isomethadone or LSD. Drugs of Dependence are illicit drugs where the individual is totally or potentially dependent on obtaining, using or living for their next hit, generating highly anti-social and socially dangerous addictive behaviours, generally devoid of self-care or for the care of others. This Policy also relates to the misuse or abuse of Medically Prescribed Drugs.
2. The South Lakes Golf Club has a Zero Tolerance for any employee believed to be under the influence of drugs or alcohol at work. Any employee on the job or on Club premises who is found to be involved in the manufacture, distribution, dispensing, possession or use of a controlled substance, or is believed to be under the influence thereof, will be suspended from work immediately pending further investigation. Similarly, any employee deemed to be under the influence of alcohol while on the job will be suspended from work immediately pending further investigation. If the initial finding is substantiated, disciplinary action up to and including termination may be imposed. Any employee who is convicted of a violation of any criminal drug statute, where such violation occurred on the job or on the Club premises, must notify his/her Supervisor no later than 5 days after such conviction.
3. Off-the-job use of drugs, which adversely affects an employee's job performance or jeopardises the safety of himself/herself, other employees or Club equipment may also be cause for disciplinary action, up to and including termination. The South Lakes Golf Club must maintain its image and reputation within the community and golfing fraternity to ensure it attracts appropriate sponsorships, goodwill and future members. Accordingly, if any employees bring the Club's name into disrepute with any involvement in drugs that attract a charge being laid by the Police, they will be placed on Special Paid Leave pending an investigation into the allegations. Should the investigation reveal that such an allegation for the illegal possession or sale of drugs is factual, that worker's employment will be terminated forthwith.
4. An employee who is undergoing prescribed medical treatment with a drug or controlled substance, which may alter their physical or mental ability, is required to advise their supervisor of such treatment before or at the time treatment begins. This will enable management, in conjunction with the employee's physician, to determine whether it will be necessary to change the employee's job assignment while he/she is undergoing treatment.
5. Occasionally, the General Manager can authorise employees to consume alcohol in the workplace for a special reason. In these circumstances, employees are not to operate any Club machinery for the rest of the day or drink more than 2 Standard drinks while still in the Club's employ.

PROCEDURE

Where a Supervisor suspects that the performance of an employee is impaired by drugs or alcohol, which compromises their own safety or the safety of client and/or colleagues, the following procedure shall be followed:

1. The Supervisor will immediately inform the General Manager. The General Manager may have a third party representing management or as a witness to the proceedings at the following meetings:
2. The employee shall be informed of the perceived risk to their own safety and the safety of others due to the impaired work performance. An employee may be suspended with full pay while the investigation is conducted.
3. If the employee wishes, the General Manager will invite a colleague, such as a health and safety representative or other employee representative, to be present during discussions with the employee.



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4. If necessary, the General Manager shall ensure that an affected employee leaves the work place for the day or shift as appropriate. Arrangements must be made to ensure the safe transport of that employee.
5. The incident must be documented and recorded accurately including all action taken in relation to the incident.
6. After completion of an investigation, disciplinary action and/or counseling may be taken. If the employee wishes, the General Manager shall invite a health and safety representative or other employee representative to be present during discussion with the employee.

1.33 CLUB PATRON

A Club Patron will be appointed as outlined in the Club Constitution.

ROLE OF THE CLUB PATRON

1. The Club Patron will act and serve in accordance with Club expectations and must reflect the aims, objectives and vision of the South Lakes Golf Club Inc. Where appropriate, the Club Patron will lend his/her expertise to assist the Club in its fundraising, sponsorship and other promotional endeavours.
2. Should it be necessary he/she will call a Special General Meeting to replace any Management Committee that is deposed as a result of a no confidence motion being passed to dissolve the incumbent Management Committee.

RELATIONSHIP

The Club Patron will be recognised in the following way:

1. Be listed on the Membership board
2. Be provided a car parking space in front of the Clubhouse
3. Be included in the Club Handbook
4. Have his/her photograph displayed in the foyer on the wall opposite the Club President
5. Be invited, by written invitation to attend major functions such as Foundation Day, Pennant presentation night, November Week Presentation Dinner, Volunteers thank you and any special function held by Alexandrina Council, Clubs SA and SA Great.
6. Be invited to any other function as determined by the President, General Manager or Management Committee.

1.34 SIGNIFICANT BUILDS

Definition of a significant build:

The Management Committee may determine a project to be a significant build by either size, cost or degree of difficulty. The construction of such a structure requires a plan and a Project Manager to be assigned to complete the task.

Process:

1. Appoint a Project Manager with the requisite skills to complete the project in liaison with the General Manager within a defined budget. The Project Manager is responsible for all aspects of the construction and he will be given the appropriate authority to undertake, but not limited to the following tasks:
 - a) production of plans and specifications for Building Development Approval by Council.
 - b) if the project is to be contracted out, obtain three quotations to complete the project from qualified builders/tradesmen and submit these to the Management Committee for approval. The lowest



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quotation may not be automatically accepted. The Management Committee may decide on a more suitable tender that has submitted a quote that exceeds the lowest quotation received.

- c) obtain Management Committee approval to proceed with the construction of the structure.
 - d) display the plans of the approved project in the Clubhouse for a period of two weeks for potential valuable comment by our Members.
 - e) amendment of plans as necessary and approved by the Management Committee.
 - f) production of a building contract when necessary with the appropriate insurance covers by the builder/tradesmen.
 - g) payment of Progress Claims as required.
 - h) validate any Contract variation claims.
 - i) obtaining approvals as necessary for the successful completion of the project, eg Certificate of Occupancy
2. Upon practical completion, the General Manager must advise the Club's Insurance Company to include the new structure under the building section of the relative Policy.

1.35 DONATIONS TO THE CLUB

Any goods and items donated to the Club are appreciated and the donors will be acknowledged and thanked in writing for their generosity. The donor will also be advised that ownership of any donated item is now passed to the Club to be administered by the Management Committee as it sees fit. The donor will be asked to sign a letter of understanding that they have no right to either repossess any such donated item or dictate the terms of its longevity or functionality at the Club.

1.36 DEATH OF MEMBER

1. This policy covers the procedure to be followed upon the death of a Club Member.
2. The Club flag is to be lowered to half-mast the day notice is received that either a member, past Club President, past Club Captain, past Women's President or past Women's Captain has died. The flag will also be placed at half-mast on the first club competition day following the death and on the day of the funeral until the funeral is over.
3. A notice & wreath is placed in the allocated area behind the bar of the Golf Club.
4. Send a sympathy card from the President, Management Committee and Members to the next of kin.
5. Place a notice of sympathy in the applicable newspaper for any Executive Committee members (past or present), Life Members, Foundation Life Members & 25+ year members, including such members who have resigned due to health reasons in the last 12 month period.
6. Arrange for member/s of the Management Committee to attend the funeral service whenever possible.
7. Establish whether the estate is entitled to a refund of unused membership subscriptions and if so arrange payment on request. Refunds can only be made if subscription payment was made in full.



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1.37 MEMBERS HANDBOOK

1. This policy covers the procedure to be followed for the preparation of the annual Members Handbook and advertising requirements.
2. Following the review process carried out after the publication of the 2016 Members Handbook the "Review of Process" document and the "Recommendation & Timeline" document and any subsequent reviews are now the points of reference in the completion of future Members Handbooks.
3. The review of advertising pricing should be performed as required by the Finance Sub-Committee with additional quotes for printing obtained to ensure the best possible margins are achieved for the Golf Club.
4. When reviews of advertising prices are performed they must include; Full Page, Half Page, Inside Front Cover & Facing Page, Inside Back Cover & Facing Page & Back Cover.
5. Due to the importance of Co-Ordinator, Editor & Graphic Designer each of these people have been requested to provide the Management Committee with twelve months written notice of their intention to step down from the duties they currently undertake. This is to allow the Management Committee time to find an appropriate replacement for the duties required.



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2. MATCH

2.1 MATCH SUB-COMMITTEE

The South Lakes Golf Club adopts the Golf Australia Recommendations – “Competition Administration & Competition Conditions” and the “Rules of Golf” as the overarching documents, for all decisions regarding the development and implementation of Match Policy.

2.1.1 Membership

Refer to Policy 1.5 Sub-Committees

2.1.2 Terms of Reference

Refer to Policy 1.5 Sub-Committees

All Club Competitions are under the control of the Match Committee and its decision will be final.

2.2 COMPETITION

A Club Competition is defined as any competition for which the South Lakes Golf Club has the sole responsibility for the organisation, conduct and collection of fees, and where a player registers to play in that competition via the Club's online booking system.

Members who do not fully pay the prescribed competition fee are not permitted to play in the competition and must not add their names to the Time Sheet, nor use competition tee times for a social round of golf.

A member playing to gain a handicap or given permission by the Captain or General Manager for special circumstances like returning from injury may play in the field without entering the daily competition.

A competition is valid when 6 or more players are registered.

All Wednesday and Saturday Competitions for Women are graded unless the number of registered players is less than 40.

Wednesday competitions are a single grade for Men and are graded on Saturday unless there are less than 90 players.

2.2.1 TERMS OF COMPETITION

The Match Committee will publish the terms of competition for daily competitions at the commencement of the Winter and Summer Season. The conditions will include the competition fees and prize allocation for the season.

2.2.2 COMPETITION DAYS

Club Competition Days are:

- Wednesday
- Saturday
- Thursday Pro Shop Competition



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- Friday
- Sunday Competitions as programmed.

Competitions may be scheduled on other days at the discretion of the Match Committee.

2.2.3 BOOKING CONDITIONS

The Time Sheets for Club Competitions are available on line at the Club's website www.southlakesgolf.com.au to enable members to enter in a particular competition.

On line Time Sheets will be available for bookings from 3.00pm, 15 days in advance of the event. This may be altered at the discretion of the Captain or General Manager.

A member may book into a competition via the MiClub Kiosk in the Pro-Shop or by contacting the Pro Shop. Phone bookings to the Pro Shop will be accepted from 3.00pm on the day of release of the time sheet.

Players who are unable to meet their tee time must cancel their time slot. Players who fail to cancel will be cautioned by the Club Captain and subsequent failure to cancel may result in a disciplinary action.

2.2.4 GUESTS AND VISITORS FOR DAILY COMPETITIONS

Members may book guests under the normal booking conditions, ie within the 15 day booking period.

Visitor bookings for the daily competition will be confirmed on the respective timesheet 10 days prior to the competition date.

2.2.5 TEE TIMES

Saturday and Wednesday reserved competition tee-off times are normally 7.00am -1.00pm using both the 1st and 10th tees; however, the times and gender allocation can be varied at the discretion of the Club Professional, the Club Captain or the General Manager in order to manage the daily fields.

On a competition day, the Club Professional or the person starting the field is to move players into empty time slots to ensure that no less than three (3) players tee off in any group. At the end of the field, if there are only two players left, they have the option of playing as a two ball, except where this is not feasible, e.g. a 4BBB competition.

During January an open booking sheet applies for competitions on Wednesdays and Saturdays.

2.3 HANDICAPPING

Prior to the Winter Season the Match Committee will annually review the handicap divisions to maintain a competitive grade structure

The grades will be published for each season.

Competition grades shall be determined on the basis of daily handicaps, not GA handicaps.

The Club Captain, in consultation with the Match Committee, reserves the right to set the Grade parameters for specific club competitions (eg Club Championships) and tournaments to balance the number of players in each grade within the field.

In addition to scores in Club Competitions, the following scores will be handicapped:



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- Conforming social scores of Members when the round is played at South Lakes or any club that accepts conforming social scores.
- 9 hole scores (and any other scores made over 8-17 holes)
- Scores returned in a competition that has been declared null and void provided the course or weather conditions have not notably compromised the proper playing of the game for the player.

One daily DSR (daily scratch rating), will be calculated, rather than AM and PM DSR.

A player who accrues five or more “No Score – Not Approved” entries in his/her most recent 20 actual cores and whose handicap is downgraded to “provisional” status will be ineligible to win a competition.

If two different scores are recorded for the same hole (e.g. the number “5” autoscore box is selected but a “4” has been written down) the higher score will count. If only a number is recorded or only an autoscore box is selected, that number or the autoscore selection will be the score to count.

2.4 COMPETITION FEES

The competition fee will be reviewed and set annually by the Match Committee and approved by the Management Committee.

The competition fees will be published in the Terms of Competition

2.5 COMPETITION PRIZES

The prize allocation will be reviewed annually by the Management Committee.

All prizes (balls, club vouchers, sponsors vouchers) are posted to member's prize accounts and are to be collected from the club office. Prizes are valid until the 31st December each calendar year, after which time each member's account will be cleared.

Any player with a GA handicap (member or non-member) who enters by paying the competition fee is eligible to win the Sponsor's Trophy and all other prizes for the competition.

The following will apply to both Men's and Women's competitions.

- **Daily Competitions**

Prizes will be calculated based on a percentage of the competition fee paid by the number of competitors. The nominated percentage, will be set and reviewed by the Management Committee annually.

- **Achievement Prizes**

- **Hole in One**

A member who achieves a Hole in One in any Club Competition or Pennant Match at South Lakes Golf Club, will have their name recorded on the 'Hole in One' Honour Board and receive any applicable prize

- **Albatross and Eagle**

10 golf balls will be awarded to a member for Albatross or Eagle scored in any Club Competitions

2.6 PRESENTATIONS

The Presentation of Trophies for the Men's Saturday and Wednesday Competitions will occur at or after 5.15pm on the day of each competition.

The Women's Wednesday competition presentations will occur after 1.00pm and the Saturday Competition presentation will be on or after 5.15pm



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2.7 CLUB CHAMPIONSHIPS

The Match Committee will publish the Terms of Competition for each Club Championship – Foursomes, Mixed Foursomes and Club Championship.

The following policies apply to the Championships

- To be eligible to play these Championships, a player (including juniors) must be a club member with 7 day playing rights;
- The Match Committee will determine the format for the Championships and publish the Terms of Competition when entries open.
- A presentation will be conducted at the completion of each Championship, with time to be published in the Terms of Competition.

2.8 MATCH INDEX

The Match Index as published on the Golf Australia website is the index to be used for all Handicap Match Competitions refer: www.golfaustralia.org.au

Note: The Match Index is published on the verso of the scorecard.

2.9 PENNANTS

The Club shall offer its full support to members representing the club as Pennant Players during the Pennant Season. This shall include provision of direct funding, subject to approval by the Management Committee.

During the Pennant Season, the course shall be closed at the discretion of the Club Captain.

Sponsorship may be obtained from local business houses and fundraising activities will be conducted to help defray costs associated with the fielding and clothing of Pennant teams.

A business sponsor will be entitled to have their business logo displayed on the pennant uniform subject to the approval by the Management Committee.

2.10 EXTREME WEATHER POLICY

The Club does not recommend playing golf in extreme heat. Golfers are advised they must take personal responsibility to assess the heat conditions to avoid heat related difficulties.

However, Club Competitions are governed by the Golf SA 'Extreme Weather and Heat Policy' available on the Golf Australia SA web site www.golfaustralia.org.au and a copy is on display in the Clubhouse.

Playing golf in extreme conditions may be detrimental to the health of our members and guests.

Should the forecast temperature from the Bureau of Meteorology (BoM) for Victor Harbor at or after 6pm on a day prior to competition) be 35° or above, a sign will be placed outside the Pro-shop before 7am advising of the forecast temperature, that players should exercise caution in deciding to play, and letting players know that if predicted or actual conditions worsen after 7am the competition could be postponed or cancelled. A message will also be posted to the Club Website as soon as possible.

Should the BoM forecast temperature for Victor Harbor be 38° or above, the Captain or General Manager (or their designated representative) will cancel all competitions. A sign will be placed outside the Pro-Shop and we will endeavour to notify members by email. A message will be posted on the Club Website following such decision.



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In the event that extreme weather conditions (winter or summer) worsen after a competition has started, the Captain or General Manager (or their designated representative) has the right to postpone or cancel play.

The sound of thunder is an immediate warning of possible lightning danger. If thunder can be heard or lightning viewed players are already at risk. In this case the "30/30 rule" (Golf Australia policy) will be activated.

In the event of a cancelled event, the Committee (or its designated Match Committee) may reschedule the event to a new time.

Lightning Facts:

- All thunderstorms produce lightning and are dangerous.
- Lightning often strikes outside the area of heavy rain, and
- Any time thunder is heard, the thunderstorm is close enough to pose an immediate lightning threat to your location.
- When thunderstorms are in the area but not overhead, the lightning threat can still exist even if it is sunny overhead, not raining, or when clear sky is visible.
- Many lightning casualties occur before the thunderstorm rains have moved into the area. This is often due to people not seeking shelter soon enough.
- Large numbers of casualties occur after the rain dissipates. This can be due to people being in too much of a hurry to go back outside and resume activities.

Anticipating a Thunderstorm: FLASH TO BANG RECKONING

Keep a look out for thunder clouds, they can develop in as little as 15 minutes. If thunder is accompanied by intra-cloud/cloud to ground lightning you are already at high risk.

FLASH TO BANG RECKONING Count the seconds between hearing thunder and seeing the associated flash of lightning. Every 3 seconds equates to a distance of 1 kilometre. If the time is less than 30 seconds between flash to bang (10 kilometres) you should, if safe to do so, seek a safe location.

Safety Guide during Thunderstorms:

If outside, with no time to reach a safe building or vehicle, follow these rules: Do not stand underneath a natural lightning rod such as a tall, isolated tree.

- Avoid projecting above the surrounding landscape as you would do if you were standing on a hilltop, in an open field.
- Get away from open water.
- Get away from tractors and other metal farm equipment.
- Get off of, and away from, golf carts and put down golf clubs and umbrellas.



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Many umbrellas have metal stays that can act as lightning rods.

- Stay away from wire fences, metal pipes, and other metallic paths which could carry lightning to you from some distance away.
- Avoid standing in small isolated sheds or other small structures in open areas.

In a forest, seek shelter in a low area under a thick growth of small trees. In open areas, go to a low place such as a ravine or a valley.

- If you feel your hair stand on end – indicating that lightning is about to strike – drop to your knees and bend forward putting your hands on your knees. Do not lie flat on the ground.

Thunderstorms: Warning to Members

The Club Professional (or his delegate) will peruse the Bureau of Meteorology (BOM) forecast daily prior to the first tee off time to ascertain if thunderstorms are predicted. If a thunder warning is in place then all players shall be alerted to the possibility of extreme weather conditions before play commences. The Club Professional or his delegate shall display a copy of this policy and safety guidelines prominently in the Pro shop.

Once informed of the warning, and having been provided with the thunderstorm policy and safety guidelines, players are able to make an informed decision with respect to playing their round of golf on the day.

If, during the round, a thunderstorm occurs there will be no warning device sounded. Players are to follow the safety guidelines provided to them prior to the round.

If any player has made his or her own decision not to complete their round if he or she rationally believes it is not safe to do so, then their score shall be recorded as NO SCORE APPROVED.

If a player elects to suspend his or her round due to thunderstorms he or she shall mark their ball and seek shelter in accordance with the safety guidelines. Once 30 minutes has elapsed between last sound of thunder and lightning sighted players may resume their round.

A copy of the thunderstorm safety guideline shall be posted as a separate document on the South Lakes Golf Club website. Members are urged to download the document and place a printed version in their golf bag.

2.11 PLAYERS RESPONSIBILITIES

The Club regularly undertakes a risk assessment of the course and as far as is reasonably practicable, implements interventions to eliminate or reduce risk to players. By nature of the game of golf it is impossible to eliminate the risk entirely

Persons playing or walking on the course do so AT THEIR OWN RISK and must not do anything to jeopardize the safety of themselves or others.

Members, Guests and Visitors are requested to bring to the attention of the General Manager any incidents that happen on the golf course, or hazards they feel have not been addressed.



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2.12 SUSPENSION OF PLAY

The Club Captain, Professional, General Manager or a Tournament Director have the authority to suspend play in a potentially dangerous situation before or during any Competition or Social Round.

Where play has already started a siren will be used throughout the course to signify that play is suspended. The General Manager or his representative must ensure that the siren is audible throughout the course by whatever means is appropriate.

Where a competition has been suspended, decisions regarding abandonment or restarting play, will be made by the Match Committee or delegate. This includes the ability to be flexible in how to close the particular competition on the day, how to deal with handicapping, and whether and how to award trophies.

2.13 COMPLAINT RE: COMPETITION OR MATCH

- A protest or complaint in connection with any competition or match shall be made verbally to the Club Captain and /or MATCH COMMITTEE or a member of the Management Committee upon completion of the game.
- The Club Captain will meet with the party lodging the complaint, discuss the matter in dispute, review the facts and if possible resolve the dispute at that time.
- If the dispute is not resolved, the complainant should refer the matter in writing to the Management Committee, for review and resolution. This determination will be final.



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3. COURSE

Definitions and Interpretations:

'CS' means the Course Superintendent employed from time to time by the 'Club' including any acting or delegated appointment.

'SLGC' means the South Lakes Golf Club Inc 'the Club'.

'GM' means the General Manager of the Club.

'Management Committee' means the committee elected at the Club in accordance with the 'Constitution'.

'Owned' includes all capital assets purchased outright and through financial leasing or other arrangements.

'Approved loan agreement' means a loan agreement approved by the Management Committee from time to time.

'Constitution' means the 'Constitution and Rules' of the Club dated 18th November 2007 and any later amendments.

'Greens Staff' means the CS, his/her permanent and temporary staff employed by the Club.

'Children' means a person under the age of 18.

'Member' means a financial member of the Club as determined by the Constitution and Management Committee decisions from time to time.

'Junior' means a junior member of the Club.

'Competition' means a golf competition organised under the auspices of the Club.

3.1 REGISTER OF COURSE EQUIPMENT

A register is to be maintained by the CS of all course equipment (capital items) owned by the Club.

3.2 LOAN OF COURSE MACHINERY

1. The CS is authorised to enter into an agreement with a third party to use SLGC owned or leased machinery
 - a. There must be a written loan agreement approved by the Management Committee.
 - b. The CS, with the approval of the GM, may enter into the approved agreement and a copy of the agreement must be notified to the Management Committee at its next meeting.
2. Where the CS wishes to access equipment from another party, he must gain the written approval of the GM.

3.3 OVERTIME FOR GREENKEEPERS

Any overtime to be worked by greens staff must be approved by the CS and advised in weekly returns to the GM.

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3.4 USE OF MOTORISED VEHICLES ON THE COURSE

1. Members, and non-members may use motorised golf vehicles on the course.
2. Owners are responsible for the proper maintenance of the vehicle, including but not limited to fuel or oil leaks, engine noise and exhaust fumes. The CS may inspect motorised vehicles to ensure compliance and allow or prohibit use on the course. The CS determination is final.
3. Where possible, motorised vehicles should be driven on defined paths and fairways.
4. Owners must take care to avoid damage to the course particularly during extreme wet and/or dry conditions (e.g. frost/wet or temperatures 36 degrees or higher). On occasions the course may be closed to motorised vehicles
5. Motorised vehicles must not be within 5 metres of greens and bunkers nor parked in front of greens. Vehicles should be parked at a spot that affords the quickest and best access to the next tee.
6. Owners should be courteous of the shot preparation of others and not allow the noise and fumes from vehicles to interfere with the players of the group or others on adjoining fairways.
7. Owners must maintain a sense of where they are on the course and be aware of non-negotiable slopes and tracks. Drivers must pay attention when reversing.
8. Motorised vehicles must be silent when not driven.
9. The driver of a motorised golf vehicle on the golf course must be of a minimum age of sixteen years and must have the permission of the owner of the vehicle; such drivers without a state driver's licence must be supervised by an adult. If the General Manager, Course Superintendent or Management Committee member receive a report stating that any person having approval to drive a motorised golf vehicle is not capable of controlling the vehicle, the owner will be notified in writing by the General Manager.

3.5 COURSE WORKPLACE HEALTH AND SAFETY (WHS) REQUIREMENTS

1. Employees of the SLGC must wear prescribed safety and protective clothing/equipment.
2. Volunteers working on the course under the authority of the CS must wear prescribed safety and protective clothing/equipment.
3. Any chemical used on the golf course or stored in the chemical shed must be assumed to pose a health risk; employees and volunteers must wear approved protective equipment when handling such materials
4. Equipment must be maintained and/or renewed as required by the appropriate state standards.
5. The CS must maintain an emergency procedure manual relating to such matters as spills or other exposure and ensure that staff are properly trained for use of chemicals and fertilizers.

3.6 TREES

1. Dead or badly diseased trees or shrubs on the course should be removed.
2. The removed trees may be replaced by the CS within the guidance of the Course Master Plan and in consultation with the Course sub-committee. If course design will significantly be affected the matter must be referred to the Management Committee. Similarly, where healthy trees need to be removed for course development, the work may be carried out with the agreement of the CS and GM, but they must refer to the Management Committee if the trees are significant or if changes to course design will occur.



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3.7 KIKUYU POISONING

1. A continued program of kikuyu poisoning must be maintained by the CS to ensure the course remains essentially kikuyu free.

3.8 CLOSING THE GOLF COURSE

1. The Course Superintendent, after consultation with the Club Captain and/or Vice-Captain when practical, or other members of the Management Committee or General Manager if the Captain and/or Vice-Captain are unavailable, is responsible for course closure due to it being unplayable.
2. Where play may be unsafe or damage to the golf course may occur, the Club Captain may close the course temporarily while contact is being made with the Course Superintendent.
3. The General Manager, the Club Professional or any member of the Management Committee may defer the start of any Club Competition or suspend play if they deem the course to be unplayable or the conditions unsafe for play; The Captain and Course Superintendent should be contacted immediately to determine if the course should remain closed.

3.9 GATE KEYS

1. Members may obtain a gate key and pay a deposit of \$10, which is refundable upon the return of the key.
2. Gate keys are not transferable and must be returned to the Club upon cessation of membership.
3. Any misuse of the issued key may result in the loss of privilege.

3.10 CHILDREN ON THE COURSE

For reasons of safety, children are only permitted on the course under close supervision of an adult. Where a child is an accomplished golfer, a waiver may be granted by the Captain, General Manager or Club Professional.

3.11 MEMBERS' GUESTS ON THE COURSE

1. Members may introduce guests to play golf with them at the green fee set by the Management Committee.
2. Junior Members may only introduce other junior guests.

3.12 DOGS ON THE COURSE

It is a Member's privilege to exercise a dog on the golf course and the dog must always be kept under effective control. Members must not exercise a dog when a competition is being conducted.

3.13 COURSE INSPECTOR

1. The General Manager may authorise a course inspector.
2. A Course Inspector is to ensure the policies of the Club regarding matters including and not limited to green fees, the use of motorised vehicles, sand buckets, dress, golf equipment and etiquette of golf are upheld.
3. Course Inspectors must wear a badge and maintain a log of activities on the course, including a record of the collection of any fees.

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3.14 PERIMETER SECURITY

The General Manager is to arrange the daily locking and un-locking of the Course gates.

3.15 PRACTICE ON THE COURSE

1. Members may practice on the course at times when it is free from events such as competitions, pennant matches, group bookings or course closures. Practice is not allowed when so stipulated by the Management Committee for such events as Club Championships. During practice rounds a member may play two balls, but the other rules of playing the course still apply, ie sand buckets must be carried, divots and plug marks repaired, be properly dressed and have a golf bag with him/her. If a member is using two balls for practice, he/she should be aware of players behind him/her and ensure they are not being hindered by slow play from the member.
2. Members who start a practice round on the course other than from the 1st or 10th tees have no right of way on the course.
3. The Practice Fairway & Practice Chipping Green are only available to members and green fee players of the day. On the Practice Fairway, balls must be hit from within the ropes. Only practice golf balls obtained from the Professional's Shop can be used on the Practice Fairway and Practice Chipping Green during the following times:
 - on Sundays before 3.30pm;
 - on Mondays, Tuesdays, Thursdays & Fridays between 10.00am and 3.30pm;
 - on Wednesdays and Saturdays before 2.00pm; and
 - at other times as directed by the General Manager.

Range balls provided by the Club Professional **must not** be re-used without the Club Professional's approval or removed from the practice facilities.

Members are **not permitted** to use their own practice balls on the Practice Fairway or Practice Chipping Green between the above times. Members must also ensure that their personal practice balls are picked up before the start time of each Professional practice ball session. Players are not permitted to hit balls back up the Practice Fairway from any position.

4. Members or visitors may use no more than 4 golf balls on the Practice Putting Green and chipping onto this green is only allowed within 2 metres from the edge. Divots from chipping must be repaired.

3.16 COURSE MASTER PLAN

The Course Master Plan ('Golf Strategies' July 1999) available to members on request, as presented to the AGM of 28 November 1999 and approved by the members is the basis for development of the South Lakes Golf course and any major deviation from it must be approved by the Management Committee. Changes such as refurbishing or reconstructing greens must be designed in consultation with the currently approved Course Architect and are expected to be in concert with the Master Plan, considering contemporary practices and golf equipment.

3.17 PERIMETER GARDEN BEDS

Garden beds may be established on the perimeter of the course by adjacent landowners with the approval of the Course Superintendent. Such areas are not to interfere with the normal playing surface of any



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hole. Landowners who develop perimeter garden beds under this policy are responsible for maintaining them and a Memorandum of Understanding must be signed between the Club and the landowner.



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4. SOCIAL

4.1 SELLING OF RAFFLE TICKETS

Only raffle tickets authorised by the General Manager can be sold in the Club.

4.2 DRESS RULES

The dress rules of the SLGC are:

- Neat casual dress is required at all times,
- No tank tops, replica football jumpers or singlets,
- Appropriate footwear must be worn on the course and in the Clubhouse,
- Good jeans or designer tracksuits are acceptable,
- Hats are not to be worn in the Clubhouse unless a medical condition exists, and
- No football shorts or thongs are allowed.

4.4 BAR PRICES

1. Prices at the bar for members will be held at reasonable pricing with GPs to be kept at 65%.
2. Corkage on bottles of wine brought into the Clubhouse is at the discretion of the General Manager.

4.5 COMPLIMENTARY DRINKS FOR COMMITTEE MEMBERS

At the President's discretion a complimentary drink for Committee Members is available at the completion of Management Meetings. The President, Captain and General Manager, or their appointed representative of the Committee can approve complimentary drinks where there is an obvious benefit to the Club. All complimentary drinks are to be recorded in the book behind the bar and paid for out of the Club's Entertainment/Travel Expense account.

4.6 HAPPY HOUR

The Club's normal Happy Hours are on Wednesdays 4.30pm to 5.30pm, Fridays 6.00pm to 7.00pm outside Foodland Golf Season and Saturdays between 5.00pm and 6.00pm. The discount on all drinks during Happy Hour is to be 40c per drink. Happy Hour can be changed to meet the requirements of specific Club Tournaments. The Management Committee may authorise additional Happy Hour sessions.

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4.7 RESPONSIBLE SERVICE OF ALCOHOL

1. Under the Liquor Licensing Act 1997, the Club is required to have a trained Responsible Person on duty whenever the bar is open. Accordingly, the General Manager is to ensure that such a designated person is on the employment roster at any time that alcohol is served in the Clubhouse.
2. All staff who serve alcohol are to adhere to the Principles of Responsible Service of Alcohol being:
 - no supply of liquor to minors
 - no liquor promotions that encourage binge drinking or intoxication or are discriminatory or likely to appeal to minors
 - no admission of intoxicated persons
 - refusal of service to intoxicated persons
 - fulfil obligations of duty of care for patrons and staff
 - ensure patron behaviour does not adversely impact on the local community and neighbourhood
3. Food and Beverage Attendants are to ensure that no alcohol is served to minors. Maximum fine \$20,000 for the first offence. If any staff suspects on reasonable grounds that the person on the premises is a minor, they may require that person to produce evidence of their age. Similarly, staff are to be aware that it is an offence for any person to sell or supply liquor to any person who is intoxicated. Maximum fine \$20,000 for the first offence. Responsible Persons on duty may, if necessary, use reasonable force to remove from the premises any person who is intoxicated or behaving in an offensive or disorderly manner; or prevent the entry of such a person onto licensed premises.
4. If necessary, staff may contact the General Manager or President for assistance in matters relating to the Responsible Service of Alcohol.

4.8 RESPONSIBLE GAMBLING CODE OF PRACTICE

1. The Gaming Machines Act 1992 requires the Club, as the holder of a gaming machine licence, to adhere to a Responsible Gambling Code of Practice. As such, the General Manager is to ensure that the Club conducts its business in accordance with all applicable laws and legal requirements so as to minimise any harm caused by gambling.
2. All Gaming Machine Employees and Managers are to be trained in the intervention with problem gamblers and ensure that a person does not play more than one gaming machine at a time. The General Manager will ensure that all Gaming Machine Employees and Managers receive training on the measures for intervention with problem gamblers on a six monthly basis. Alcohol is not to be served in the gaming room and intoxicated persons are to be stopped from playing gaming machines. A patron who demonstrates difficulty in controlling his or her personal expenditure on gambling products is to have his or her attention drawn to the name and telephone number of a gambling referral service. Where an employee is approached regarding a request for self-barring, the patrons' details are to be recorded and passed to the General Manager for his action. If the patron cannot understand English, the employee is to determine which translator is required and telephone 1800 060 757.



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3. Personal cheques are not to be cashed in the gaming room. Patrons may request to be paid by cheque for redemption of credits of \$1,000 or more. In such circumstances, the General Manager is to ensure that the cheque for winnings is provided within the 24 hours after the patron makes the claim. Accordingly, staff are to obtain contact details of the patron so the cheque can be provided within the time limit.
4. Where employees experience trouble with a patron refusing to comply with a legal direction, the General Manager or an office bearer of the Management Committee is to be contacted immediately.
5. The Club employees who are approved to fulfil the duties of a Gaming Manager are listed in the Office

4.9 FRIDAY NIGHT DOOR PRIZE and MEMBERS DRAW

A Door Prize raffle may be held at the discretion of the Management Committee during Friday night dining. The draw shall be conducted randomly between 7.00pm and 8.00pm.

In addition to the Door Prize raffle, a free **Members Only Bar Voucher Draw** will be conducted on Friday nights at the discretion of the Management Committee. This draw is open to all members who frequent the Clubhouse between 6.00pm and the draw time for the Door Prize, where they will receive a free entry ticket into the draw. A weekly prize of 3 x \$20 Club Bar Vouchers will be awarded to the member whose ticket is drawn out. The member does not have to be present at the draw, which will occur shortly after the Door Prize raffle.

The prize pool for the Door Prize raffle shall be apportioned according to criteria established from time to time by the Management Committee.

If the Random Number Generator produces one specific number more than once during the spins for the door prize raffle a re-draw will occur. No single numbered square can win 2 prizes in the raffle.

Winners do not have to be present at the time of the draw.

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4.10 THURSDAY EVENING MEMBERS WEEKLY DRAW

1. This policy covers the holding of the Thursday Night Members Draw, including catering and financial obligation.
2. Each patron who attends the Members Draw will receive a free "Door Prize" ticket that makes them eligible for a \$50 cash prize on the night.
3. All prize draws, including door prize, raffles and Members Jackpot Draw will be held between 5.45pm and 6.15pm approximately. To win the door prize and Members Jackpot Draw, members have to be present. Raffle tickets can be purchased by any member/patron and are eligible for prizes drawn.
4. The Members Jackpot Draw will commence at \$200 and jackpot by \$50 per week if not won on a Thursday night. The weekly jackpot will continue to increase until a member whose number is drawn is present.
5. When/if the jackpot reaches \$1,000 the amount will stop there and weekly draws will continue on a weekly basis with a second jackpot building behind the current \$1,000 prize pool. For example, the main prize is \$1,000 & the hidden jackpot is \$200. The jackpot is not won & the following week the prize will be \$1,000 & the hidden jackpot \$250.
6. The hidden jackpot will commence at a minimum of \$200. If the hidden jackpot reaches \$1,000 it will be up to the discretion of the Management Committee to draw the current jackpot of \$1,000 until a winner is decided/present at the Members Draw. Members will be notified of this decision prior to draw taking place.
7. The maximum prize that can be won by a member is \$1,000 and when won the following week the hidden amount will become the jackpot.
8. Catering for the night is provided by the Club with a budget of approximately \$200 for finger food. Drink specials will be available to patrons from 4.30pm until 7.30pm and at the discretion of Management.
9. All income and expenditure (excluding bar) is assigned to the Fundraising account.
10. If the Random Number Generator produces one specific number more than once during the spins for the Thursday Night Raffle a re-draw will occur. No single numbered square can win two prizes in the Thursday Night Raffle draw.

4.11 ANTI-MONEY LAUNDERING AND COUNTER-TERRORISM FINANCING ACT (AML/CTF ACT)

1. Money laundering is the process of using criminal profits in legitimate transactions with the intent of disguising their illegal origin. It is often referred to as turning 'dirty' money into 'clean' funds. The majority of criminals would not be in the business of crime were there not tremendous profits to be made. Therefore, a major objective of the battle against crime is to deprive criminals of their profits. Terrorism financing includes the financing of terrorist acts and the provision of support to terrorists and terrorist organisations. Terrorism financing may include providing assets such as bank credits, travellers cheques, bank cheques, money orders, shares or bonds, or letters of credit.
2. The South Lakes Golf Club has an obligation as a reporting entity under the AML/CTF Act being a gambling service provider. The General Manager is appointed as the Compliance Officer under the Act. The Compliance Officer is responsible for the development, maintenance and compliance with an AML/CTF program, in particular Part A to reduce and manage the terrorism financing and money laundering risk the Club may reasonably face through its provision of gaming machines.

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3. All gaming staff are responsible for completing paperwork to report large payouts of \$10,000 or above. This paperwork will then be made available to AUSTRAC by the General Manager as part of the reporting process. Any suspicious activity that could be seen as money laundering through the gaming room must be reported to the General Manager & will be reported to AUSTRAC.
4. All staff must be trained in the procedures that relate to the AML/CTF Act as part of the club's induction process.
5. The General Manager is responsible for completing the annual AML/CTF compliance report, as well as reporting any suspicious activity to the Management Committee.
6. Failure to follow the AML/CTF procedures will see a staff member disciplined.

4.12 FIRST AID

1. The Approved Code of Practice for First Aid in the Workplace has been issued in pursuant to the Workplace, Health and Safety Act 2012 (SA). Accordingly, this Policy documents the arrangements, practices and procedures at the South Lakes Golf Club to protect the health and safety of its employees. Under the Code the workplace at the Club is determined to be High Risk but Not-Remote.
2. The General Manager is to ensure that the Club maintains a Small Workplace First Aid Kit, a Defibrillator, a Burn Injury Module and an Outdoor Module in accordance with the Code of Practice and they are to be located adjacent to the bar. The General Manager is responsible for the upkeep of the kit and an annual check of its contents. The Club is also to designate and train at least one employee to the level of a Senior First Aider (DSFA).
3. First aid is the immediate treatment or care given to someone suffering from an injury or illness until more advanced care is accessed or they recover. The aims of first aid are to:
 - preserve life;
 - prevent illness or injury from becoming worse;
 - relieve pain, if possible;
 - promote recovery; and
 - protect the unconscious.
4. The Responsible Person on duty in the Clubhouse is to ensure that the Designated Safety and First Aid Officer attends to anybody requiring First Aid whenever he is present. In his absence, the RP is responsible for communicating with emergency services via Club telephones when necessary or applying first aid within their capability, eg providing band aids. The General Manager is to be informed as soon as possible whenever first aid is given at the Club and he is to record all such treatments.
5. Should any employee, through injury or illness, become too ill to stay at the workplace, they are to notify their immediate supervisor. If required, the Club will assist with transport to the Goolwa Medical Centre, home or elsewhere to facilitate rest and recovery. The General Manager is to be informed of all such occurrences.

4.13 SAFE TRANSPORT

The Club recognises that:

- It has a duty of care to all members and visitors involved in club-related activities
- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely
- Driving under the influence of alcohol and drugs is illegal and hazardous to individuals and the wider community



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- Drink driving is one of the main causes of road deaths in Australia
- It takes one hour for each standard drink of alcohol consumed to be broken down by the liver
- It takes considerable time until a person can legally and safely drive home if they have consumed over the recommended levels of alcohol.

Accordingly,

- The Club will display a standard drink poster to help patrons recognise what standard drinks are and the implications on drink driving.
- Telephone calls will be made free of charge to arrange a taxi (where available) or to call a sober person to provide transport from the club.
- Contact telephone numbers for taxi services will be clearly displayed in the club.
- Encourage members and visitors to make alternate safe transport arrangements if they are considered to be intoxicated or at risk of exceeding 0.05 blood alcohol concentration (e.g. free call to a taxi/friend/family)

Those attending club activities where they are planning on drinking alcohol are encouraged to:

- Make alternative transport arrangements to get to and from the activity safely.
- Share a taxi (where available) with friends.
- Ride with a driver who hasn't been drinking alcohol or taking drugs.



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5. JUNIORS

5.1 JUNIOR MEMBERSHIP

Junior membership is available to young people under the age of 18 or, in the case of full time students and apprentices, up to the age of 25.

5.2 DRINK CONTAINER DEPOSIT REFUNDS

The returns from the sale of any drink containers at the Club are to be deposited into the Junior Golf accounting code.

5.3 JUNIORS PLAYING IN CLUB COMPETITIONS

Juniors may play in Club Competitions. No more than two juniors may play in one group in Club Competitions and a playing group must include at least one adult. Where possible, a junior's scorecard is to be completed and signed by an adult.