



# BRAMPTON PARK GOLF CLUB

## Club Policy

### 1. Membership

- 1.1 Members must pay a subscription fee for each contract term for a minimum of 12 months.
- 1.2 The membership agreement automatically renews for a 12-month term at the end of each term.
- 1.3 Acceptance of membership is at the sole discretion of the owners of Brampton Park GC (the Club).
- 1.4 Membership categories are published on the website along with membership benefits with each category.
- 1.5 Membership for full or 5-day categories can be paid in one payment or 12 monthly instalments through our direct debit scheme.
- 1.6 For members paying in 12 monthly instalments:
  - 1.6.1 Members paying monthly are required to sign the Direct Debit Agreement.
  - 1.6.2 In the event we are unable to collect the monthly direct debit fee the member must immediately pay the outstanding balance.
  - 1.6.3 Should payment not be received, and any further direct debit payment is unable to be collected, we will issue an invoice for all outstanding contracted months to be paid within 15 days.
  - 1.6.4 The Club reserves the right to use a debt collection agency to collect outstanding debt of more than 30 days. The member agrees to cover the debt collection agency cost associated with the recovery of their outstanding debt.
  - 1.6.5 Suspension or termination of the membership by the Club does not remove the members liability for any breach of the Club policy.
- 1.7 The Club reserves the right to increase membership fees annually at the Club's sole discretion. No price increase will take place prior to the expiry of the current contract term.
- 1.8 A Member can book a visitor (guest) green fee with their booking. The following restrictions apply:
  - 1.8.1 Guest bookings are restricted to up to 3 guests a day per Member.
  - 1.8.2 The Member is required to play with the guests they have booked in.
  - 1.8.3 The same visitor/guest is restricted to a maximum of 4 bookings within the year at the Member's Guest Rate.
  - 1.8.4 When making the booking, the guest name is required on the tee time.

## **2. Joining Fee**

- 2.1 All new playing members (Full, 5-day & Country) are required to pay a joining fee which equates to 25% of the annual subscription. The joining fee is a one-off payment.
- 2.2 The joining fee is waived under the following conditions for past members:
  - 2.2.1 Left the club in the past 12 months
  - 2.2.2 Has been a past member for 5 continuous years or more in past 15 years.

## **3. Membership Cancellation**

- 3.1 Cancellation by the member:
  - 3.1.1 The membership contract automatically renews for a 12-month term at the end of the current term, subject to schedule 1, unless cancelled by the member with 30 days' notice from the 12-month period.
  - 3.1.2 A member may suspend membership due to serious ill health, upon production of a medical note stating the member is not to play golf/use the facilities. Suspension is at the sole discretion of the management of the Club, is for a minimum period of 4 months and will only be granted to fully paid-up members through to the end of the current term.
  - 3.1.3 A member may cancel their membership if they are relocating their main residence outside of 50 miles from the Golf Club. A minimum notice period of 2 months and proof of relocation is required. Any outstanding balance will be refunded.
  - 3.1.4 The contract is terminated upon the death of the member and the balance of any advanced payments will be refunded
- 3.2 Cancellation by the Club:
  - 3.2.1 The Club reserves the right to cancel or suspend membership at any time and without notice in the following circumstances
  - 3.2.2 If any part of the membership fee due by the member is not paid (by in the way of cleared funds) on or before its due date
  - 3.2.3 If the member provides the company with details, which the member knows to be false, when applying for membership and the false declaration would have reasonably affected our decisions to grant the specific membership to that member.
  - 3.2.4 Should the member threaten or abuse the Club owners, employees, members, or guests of the Club; should the member maliciously damage property or commit any illegal act; should be the member carry out any actions which reasonably, in the opinion of the Club owners, affect the reputation of the Club.
- 3.3 Members account ('gold card'). If there is money left in your account after the cancellation of your membership, we encourage you to spend it within the year either at the driving range, pro shop or bar. The following rules apply in these circumstances:
  - 3.3.1 If there is an amount left on your account earned from competition winnings it cannot be refunded or transferred to another member but must be spent within a year by that member.
  - 3.3.2 If there is an amount left on your account most recently from a bank transfer or cash top up you can request a refund, providing us with your bank details or ask to transfer it to another member. An admin fee of £10 will be deducted from the amount to be refunded to your bank account. There is no admin fee to transfer the amount to another member.

- 3.3.3 Any amounts left in an inactive account after 1 year will be transferred to the Captains Charity of the year of the transferral. This will close the account and no further action can be taken.

4. **Dogs**

- 4.1 Dogs are not allowed on the golf course. Well-behaved dogs are allowed in the Clubhouse.

5. **Insurance**

- 5.1 It is the responsibility of each member and Club guests to insure themselves against any 3<sup>rd</sup> party claims of any nature arising against them as a result of their activities on the Club premises.

6. **Complaints**

- 6.1 All complaints shall be made to the Club management (Course Manager, Office Manager or Head Professional) and if required by the management, will be in writing. If the management is unable to deal with any complaint, they shall refer it to the Club owners, whose decision will be final. In no instance shall an employee of the Club be reprimanded directly by a member or guest.

7. **Club Competitions & Club AGM**

7.1 **Authority:**

- 7.1.1 Responsibility for the management of members' competitions, fixtures and handicaps ('The Committees') has been delegated to the following Committees:

- 7.1.1.1 Men's Committee
- 7.1.1.2 Ladies' Committee

7.2 **Officers:**

- 7.2.1 The Officers of the Club shall be the Men's Captain, the Men's Vice-Captain, the Ladies' Captain and the Ladies' Vice-Captain.
- 7.2.2 The Men's Captain, Vice-Captain, Ladies' Captain and the Ladies' Vice-Captain shall be proposed by panels of Brampton Park Golf Club Past Captains and their appointments shall be confirmed at an Annual General Meeting of Members.
- 7.2.3 Only a 7-Day Members shall be eligible to be an Officer of the Club.
- 7.2.4 A Junior Organiser shall be nominated by the Committees to be responsible for the organisation of junior golf. This appointment shall be ratified by the Director of Golf-BPGC after the necessary statutory checks to ensure fitness for post have been completed.
- 7.2.5 BPGC Handicap Secretary
  - 7.2.5.1 BPGC Director of Golf appoints a Handicap Secretary to manage the WHS on behalf of the Club. The Handicap Secretary attends meetings of the Men's Committee and advises on all aspects of the WHS as required.

7.3 **Committees:**

- 7.3.1 The Committees shall be the Men's Committee and the Ladies' Committee.
- 7.3.2 Whilst the Men's Seniors Section is not governed by these Terms of Reference it constitutes an integral and vibrant part of the Golf Club. The Men's Seniors' Section has its own constitution and processes for the election of Officers including the Men's Seniors Captain. The Men's Seniors Section are represented on the Men's Committee.
- 7.3.3 These Committees shall exercise the powers vested in them by these Terms of Reference through the agreement of the membership at a General Meeting.
- 7.3.4 Constitution of the Committees :
  - 7.3.4.1 The constitution of the Men's Committee shall be as follows:
    - 7.3.4.1.1 The Men's Captain.
    - 7.3.4.1.2 The Men's Vice-Captain.
    - 7.3.4.1.3 A Member nominated from the Senior Men's Section of the Club.
    - 7.3.4.1.4 Five elected male 7-Day or 5-Day Members.
    - 7.3.4.1.5 In addition, the Men's Captain may appoint two male Members of his own choosing.
  - 7.3.4.2 The Men's Committee shall be responsible for all aspects of Members' fixtures, competitions and handicaps in consultation with the BPGC appointed Handicap Secretary. This will include mixed competitions, except for those stated in 8.4.4 below.
  - 7.3.4.3 The constitution of the Ladies' Committee shall be as follows:
    - 7.3.4.3.1 The Ladies' Captain.
    - 7.3.4.3.2 The Ladies' Vice-Captain.
    - 7.3.4.3.3 Six elected female 7-Day or 5-Day Members.
    - 7.3.4.3.4 In addition, the Ladies' Captain may appoint two female Members of her own choosing.
  - 7.3.4.4 The Ladies' Committee shall be responsible for all aspects of Ladies' competitions and handicaps, and additionally mixed team Club matches.#

#### **7.4 Members' Annual General Meeting:**

- 7.4.1 The Members will hold a General Meeting of Members annually on the Club premises to confirm appointments of Club Officers and to elect Committee Members.
- 7.4.2 The General Meetings will be co-chaired by the Men's Captain and the Ladies' Captain.
- 7.4.3 A record of the proceedings of General Meetings is to be maintained by the Committee.
- 7.4.4 The Agenda for the General Meetings is at Enclosure 1.
- 7.4.5 Date of Annual General Meeting /Extraordinary General Meetings:
  - 7.4.5.1 Ordinarily the General Meeting will be held on the last Wednesday in November.
  - 7.4.5.2 Members of the Club shall be given at least 28 days' notice of the Annual General Meeting and the notice shall specify the business to be transacted. The Notice of the Annual General Meeting will be sent electronically to the membership, and it will not be required to send the Notice by postal mail.
  - 7.4.5.3 Extraordinary General Meetings to review any major urgent or critical matter relating to the work of the Committees should be convened on 21 days' notice and may be held only with the agreement of the Director of Golf-BPGC.

**7.4.6 Voting:**

- 7.4.6.1 Every Member of the Club may attend meetings and vote at such meetings.  
Every such Member has one vote.

**7.4.7 Passing of Resolutions:**

- 7.4.7.1 At any General Meeting a declaration by the Chairperson that a resolution has been carried, or carried unanimously, or carried by a particular majority, or lost, or not carried by a particular majority and an entry to that effect made in the record of proceedings of the Club shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against the resolution. This stands unless a poll is demanded by the Chairperson or by at least one tenth of the Members present and entitled to vote and the voting Members must then be recorded by tellers appointed by the Chairperson of the meeting. These records of votes shall be retained until the next General meeting.

**7.4.8 Confirmation of Officers:**

- 7.4.8.1 The appointments of Men's Captain, Men's Vice-Captain, Ladies' Captain and Ladies Vice-Captain shall be confirmed at each Annual General Meeting of the Club to hold office immediately following the Annual General Meeting at which they are confirmed.
- 7.4.8.2 A Junior Captain shall also be appointed by the Captains, following consultation with the Junior Organiser, and will come into office and retire from office simultaneously with the Men's Captain and Ladies' Captain.

**7.4.9 Election of Committee Members:**

- 7.4.9.1 At every Annual General Meeting of the Club two persons shall retire in rotation from each of the Men's and Ladies' Committees.
- 7.4.9.2 The retiring Members are eligible for re-election at the same or any subsequent General Meeting of the Club.
- 7.4.9.3 Retirement shall be in order of seniority of election and in case of equal seniority the order of retirement must be determined by lot drawn by the Captain of the relevant Committee.
- 7.4.9.4 A list of the candidates offering themselves for election must be posted in a conspicuous place in the Clubhouse of the Club at least 7 days before the date of the Annual General Meeting.
- 7.4.9.5 Every Member present at the Annual General Meeting and entitled to vote may vote for the number of candidates equal to the number of vacancies.
- 7.4.9.6 Any ballot paper containing fewer votes than there are vacancies shall be treated as a spoilt paper and will be discounted.
- 7.4.9.7 If insufficient candidates offer themselves for election the Men's Captain and Ladies' Captain may appoint Members to the Committees to fill the remaining vacancies.
- 7.4.9.8 If 2 or more candidates obtain an equal number of votes, the chairperson must select by lot from such candidates the candidate or candidates who is or are to be elected.
- 7.4.9.9 Any casual vacancy arising on any of the Committees may be filled by an appointment by the Captain of the affected Committee and the Member so appointed shall hold office until the next Annual General Meeting.

**7.5 Proceedings of the Committees:**

- 7.5.1 At all meetings of the Men's Committee the Men's Captain or, in his absence the Men's Vice-Captain, shall preside. If neither is present within 10 minutes after the time appointed for holding the meeting, the meeting shall choose its own Chairperson.
- 7.5.2 At all meetings of the Ladies' Committee the Ladies' Captain or, in her absence, the Ladies' Vice-Captain shall preside. If neither is present within 10 minutes after the time appointed for holding the meeting, the meeting shall choose its own Chairperson.
- 7.5.3 No Committee shall have the power to incur any expense or give any warranty on behalf of the Club.

**7.6 Quorum:**

- 7.6.1 A quorum shall be 5 Members in the case of the Men's and Ladies' Committees.

**7.7 Votes:**

- 7.7.1 Every Member of a Committee shall have one vote on every question. Voting shall be by a show of hands or otherwise as the Chairperson of the meeting shall direct.

**7.8 Minutes:**

- 7.8.1 Every Committee shall elect a Secretary from among its Members. The Secretary shall keep minutes of the proceedings of each meeting, which shall be read and confirmed at the next meeting and signed by the Chairperson of that meeting as correct. Once signed they shall be conclusive evidence of the events of such meeting, and a copy shall be passed to the Director of Golf- BPGC.

**7.9 Sub Committees:**

- 7.9.1 All Committees shall have the power to appoint Sub-Committees consisting of Members of that Committee and other Members of the Club as it may deem necessary or expedient for the object of furthering any particular activity of the Members and the Committee may depute or refer to each Sub-Committee such powers and duties of the Committee as it may determine other than those conferred upon the Committee in these Terms of Reference. Each such Sub-Committee shall keep minutes of its proceedings which it shall produce to its parent Committee and shall conduct its business in accordance with the directions of the parent Committee.

**7.10 Treasurer:**

- 7.10.1 The Men's and Ladies Captains shall ensure that their respective Committees have an appointed Treasurer who is also an elected Member of their Committee.
- 7.10.2 The Men's and Ladies Captains shall ensure that procedures are in place for the control, amendment and deletion where required of signatories to the Committees' Bank Accounts.

**7.11 Members' Financial Reviewer**

- 7.11.1 The Men's and Ladies' Committee shall appoint a Member or Members who is/are not a member of any Committee, and has the relevant experience, to be an independent reviewer of Committee finances. The Member in question will report to the Men's, Ladies Captains, and all members that the financial statements produced

by the Treasurers are a full and accurate record of the Committee finances for the declared fiscal year.