BRAMPTON PARK
GOLF CLUB

Approved: 20 October 2026

CLUB POLICY

This document outlines the policies and procedures that guide Club members and guests in their use of Brampton Park Golf Club (the Club). It is designed to support a safe, enjoyable, and respectful environment for everyone on the property. All members and visitors are expected to follow these standards at all times. The Club may update these policies as needed to maintain a positive experience for the entire community.

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 (see 3.1.2).

1.3 Acceptance of membership is at the sole discretion of the Club Management.

1.4 Membership categories are published on the website along with the membership benefits of each category.

1.5 Membership for all non-Junior categories can be paid in one payment or in 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 complete and sign the Monthly Payment Agreement when first joining and upon each annual membership renewal. The Monthly Payment Agreement and this Club Policy are read together and form the member's contract with the Club.

1.6.2 Where a signed Monthly Payment Agreement has not been returned, the member's continued payment of the monthly Direct Debit instalments shall be deemed to constitute acceptance of, and agreement to be bound by, the terms of the Club's Monthly Payment Agreement, this Club Policy and the annual membership contract.

1.6.3 The annual subscription is payable in 12 equal monthly instalments by Direct Debit on the 1st day of each month, as set out in the member's Monthly Payment Agreement. No interest or additional charge is made for paying monthly. A member paying monthly is committed to paying the full annual subscription for the membership term; paying monthly is a way of spreading the cost and is not a month-to-month membership.

1.6.4 **Cancelling a Direct Debit does not cancel the membership.** A member who cancels their Direct Debit remains liable for all remaining instalments for the membership term. Membership can only be ended early in the circumstances set out in Section 3.

1.6.5 **Failed Direct Debit payments.** If a monthly Direct Debit payment cannot be collected for any reason, including cancellation of the Direct Debit by the member, the Club will deal with it as follows:

1.6.5.1 **Stage 1 – Missed payment.** The Club will notify the member in writing (by email and/or letter) that the payment has failed. The missed instalment must be paid immediately, by

card, bank transfer or at the Club office. The Club may suspend the membership until the missed instalment is paid (see 3.2.2).

1.6.5.2 **Stage 2 – Further failed payment.** If the missed instalment remains unpaid and any subsequent Direct Debit payment also fails, all remaining instalments for the membership term become due. The Club will issue an invoice for the total amount outstanding, payable within 15 days. The membership will be suspended until the invoice is paid in full.

1.6.5.3 **Stage 3 – Final notice.** If the invoice is not paid within 15 days, the Club will send the member a final notice before taking recovery action.

1.6.5.4 **Stage 4 – Debt recovery.** If any sum remains outstanding for more than 30 days, the Club may refer the debt to a debt collection agency and/or take legal action to recover it. Before issuing court proceedings, the Club will send a Letter of Claim in accordance with the Pre-Action Protocol for Debt Claims, giving the member 30 days to respond. The member agrees to be responsible for any reasonable debt recovery costs incurred by the Club in recovering the outstanding debt, where permitted by law.

1.6.5.5 **Reinstatement.** Once all outstanding sums have been paid, any suspension will be lifted for the remainder of the membership term. Where only the missed instalment has been paid at Stage 1, the member must ensure their Direct Debit remains active for the remaining instalments.

1.6.6 **Difficulty paying.** A member who is having difficulty paying should contact the Club office as soon as possible. The Club may, at its discretion, agree a repayment arrangement in writing. While the member keeps to an agreed arrangement, the Club will not take further recovery action.

1.6.7 Suspension or termination of the membership by the Club does not remove the member's liability for any outstanding sums due or for any breach of the Club's membership terms and conditions. Where sums are outstanding, the Club will normally suspend, rather than cancel, the membership.

1.6.8 **Contact details.** The Club will send notices to the postal and email addresses held for the member. Members must tell the Club office promptly of any change to their address, email address or telephone number.

1.7 The Club reserves the right to increase membership fees annually at the Club's sole discretion. No price increase will take place before the expiry of the current contract term, and no change to this Club Policy will increase the amount payable for the current membership term.

1.8 A Member can book a visitor (guest) green fee with their booking. The following restrictions apply:

1.8.1 Members may book a maximum of three (3) guests per day at the applicable Member Guest Rate.

1.8.2 The Member making the booking must play in the same group as the guest(s) they have booked.

1.8.3 The same guest/visitor may play at the Member Guest Rate on a maximum of four (4) occasions within any rolling 12-month period.

1.8.4 At the time of the booking, the Member must provide the full name of each guest, and payment for the guest fee must be made in full at the time the booking is confirmed.

2. Joining Fee

2.1 All new playing members (except Juniors) are required to pay a joining fee, set alongside the annual subscription. The joining fee is a one-off payment.

2.2 The joining fee is waived for past members who:

2.2.1 left the Club in the past 12 months; or

2.2.2 have been a member for 5 continuous years or more in the past 15 years.

3. Membership Cancellation and Breaks

3.1 Cancellation by the member

3.1.1 **Cooling-off period.** A member may cancel within 14 days of signing their membership agreement, and within 14 days of each renewal date, in accordance with the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. Notice to cancel must be received by the Club within the 14 days. Membership starts immediately at the member's request. If the member has not played golf during the cooling-off period, the Club will refund all subscription payments received. If the member has played golf, the Club will charge for each round played at the visitor green fee rate applicable at the time, up to a maximum of the proportion of the annual subscription for the period from the start date to the date of cancellation, and will refund the balance.

3.1.2 **Renewal.** Membership will automatically renew for a further 12-month term at the end of the current membership period unless the member gives the Club at least one month's written notice before the renewal date of their intention to cancel.

3.1.3 **Break for serious ill health.** A member may take a break of between 4 and 6 months from their golfing membership due to serious ill health, subject to the following:

(a) the member must provide a note from their doctor or treating clinician confirming that they have been medically advised not to play golf, and the period this applies to. The length of the break, between 4 and 6 months, will be agreed with the Club at the start and cannot later be extended. A note recording only the member's own view is not sufficient;

(b) the break starts from the date the request and medical note are received by the Club, and cannot be backdated;

(c) the member must be up to date with all subscription payments;

(d) a maximum of one break may be taken in any 24-month period;

(e) subscription payments, including monthly Direct Debit instalments, continue as normal during the break and cannot be frozen. The length of the break will be added to the end of the member's current paid membership term at no extra cost, and the renewal date will move back accordingly;

(f) breaks are granted at the sole discretion of the Club management. The Club may, in exceptional circumstances, consider a further break or other adjustment, for example during treatment for a serious condition.

Any other arrangement agreed by the Club outside this policy is made on an ex gratia and without precedent basis, and does not entitle the member to the same arrangement in future.

3.1.4 **Relocation.** A member may cancel their membership if they are relocating their main residence more than 50 miles from the Golf Club. A minimum of 2 months' written notice and proof of relocation are required. The member will pay their subscription up to the end of the notice period. Members paying monthly will pay instalments up to the end of the notice period, after which no further instalments will be due. Any subscription paid for the period after the notice period ends will be refunded.

3.1.5 **Death.** The contract is terminated upon the death of the member. No further instalments will be due and the balance of any advance payments will be refunded.

3.1.6 Other than as set out in 3.1.1 to 3.1.5, a member cannot cancel their membership before the end of the membership term, and remains liable for the full annual subscription.

3.1.7 Notice to cancel must be given in writing, by email to admin@bramptonparkgc.co.uk or by post to Brampton Park Golf Club, Buckden Road, Brampton, Cambs PE28 4NF.

3.2 Cancellation or suspension 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 from the member is not paid (in cleared funds) on or before its due date. Failed Direct Debit payments will be dealt with as set out in 1.6.5.

3.2.3 If the member provides the Club with details which the member knows to be false when applying for membership, and the false declaration would reasonably have affected our decision 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; or should the member carry out any actions which, in the reasonable opinion of the Club owners, affect the reputation of the Club.

3.2.5 While a membership is suspended, the member may not play, book tee times, enter competitions or use member facilities or member rates.

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 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 by 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 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 Captain's Charity of the year of the transfer. 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 and on the patio and must be kept on a lead.

5. Insurance

5.1 It is the responsibility of each member and Club guest to insure themselves against any third-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 Golf Operations Manager) 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 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 The BPGC Director of Golf appoints a Handicap Secretary to manage the World Handicap System (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. Where deemed appropriate by the Director of Golf, the Handicap Secretary may be assisted by a suitably qualified or experienced Club member in carrying out WHS-related duties.

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 is 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 7.3.4.4 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' Committees 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 and 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.

8. Code of Conduct

8.1 All members and guests are expected to conduct themselves with courtesy, integrity, and respect toward fellow members, staff, and visitors.

8.2 Appropriate golf attire must be worn at all times, and any additional dress requirements established by the Club must also be followed.

8.3 Abusive language, disruptive behaviour, intimidation, or any form of harassment will not be tolerated on Club grounds.

8.4 The Club reserves the right to suspend or terminate membership, or otherwise restrict access, for conduct that violates these standards or undermines the safety and enjoyment of others.

Important Reminder: All club policies are subject to change when needed to support safety, fairness, and the overall member experience. Members will be notified of updates through official club communication channels. If you have any questions about a policy or its application, please contact club management.

Approved: 20 October 2026