

# CELEBRITY GOLF CLUB

## RULES AND CONSTITUTION

### THE NAME

The name of the Club shall be Celebrity Golf Club.

### DEFINITIONS

In these Rules the following definitions shall apply:-

“**The Company**” is Celebrity Golf Club and Holiday Resort Ltd, which owns the Golf Club.

“**Managing Director**” shall mean the Managing Director of The Company. He shall have complete responsibility for the management and control of the **Club** and the right to attend or send his representative to attend any meetings of the Committee or the Membership in General Meeting. He has the right to call an Extraordinary General Meeting of the Members upon giving not less than 28 days notice in writing posted on the Club notice board.

“**The President**” shall mean the holder for the time being of the office of President of the Golf Club appointed by The Company.

“**The Committee**” shall mean the Committee set up in accordance with the Rules.

### THE OBJECTS

The objects of the Club and its Committee are as follows:-

- To maintain and conduct a golf club for the benefit of the Members.
- To provide Members with all the privileges of a private Members golf club.
- To ensure that every courtesy is extended to guests, Societies and visitors to the Club.

- To promote the game of golf and to forward the interests and reputation of the Club.
- To appoint a Handicap Committee as required by the Council of National Golf Unions Unified Handicap System.
- To arrange the program of golfing events and competitions.
- To uphold all forms of golfing etiquette and all rules of the Club.
- To provide Local Rules for the playing of golf at the Club and promote compliance with the Rules of Golf of Amateur Status as approved by the Royal and Ancient Golf Club of St. Andrews.

### **CONSTITUTION OF THE CLUB**

The Club is a private Golf Club owned by the Company.

### **FACILITIES PROVIDED BY THE CLUB**

In addition to the facilities for playing golf, the Company will make available to Members the licensed Clubhouse and everything reasonably necessary for the Club to carry on in accordance with these rules.

The Company will be solely responsible for all expenses connected therewith and for the engagement and payment of employees.

The Club agrees to comply with the Constitution and Rules of the Ghana Golfers Association, as laid down from time to time. The Club shall pay all subscriptions due to the Ghana Golfers Association in respect of every male and female member of whatever category.

### **OFFICERS AND COMMITTEE OF THE CLUB**

The Officers of the Club are the President, the Captain, the Vice Captain, the Lady Captain, and the Treasurer.

The Committee of the Club shall be comprised of all the above Officers (except the President) together with the Competitions/Handicaps Secretary, Course Superintendant and up to four General Committee Members.

No individual may hold more than two posts on the Committee contemporaneously. **In the event that the AGM is unable to fill all the elected posts on the Committee, the task of filling such posts is delegated to the Committee.**

All Committee Members must be Full Members of the Club, save for an honorary member who, being the elected choice for the time being of the Seniors section, is an ex-officio member of the Committee and may be a 5 day member.

The Committee has the right to co-opt any number of individuals on to the Committee where their knowledge and experience can be used for specific issues. The duration of such appointments will be for the remainder of the Club year or a lesser period if so stated.

### **ELECTION OF THE COMMITTEE**

All Committee members bar the Seniors Captain, shall be elected from the Full playing Membership and shall serve for a period of 2 years. Thereafter, such Committee Members will retire but may offer themselves for re-election at the AGM. The Captain and the Committee will serve for a maximum of 2 years in these positions. The Vice Captain shall be appointed within two weeks of the election of the new Captain in consultation with the committee.

### **NOMINATION AND ELECTION PROCEDURE**

The election of Committee Members shall take place every other year at the Annual General Meeting. The electoral officer shall be appointed by the committee six weeks before the AGM and members will have seven days with which to object which will be put before the committee.

Nomination papers shall be posted on the main notice board in the clubhouse at least four full

weeks prior to the date of the AGM and no nomination shall be brought before the AGM unless entered on the nomination paper by a date that is seven days prior to the AGM.

Each candidate shall have a proposer and a seconder and the election shall be by ballot or show of hands.

In every case a nomination must be validated by the consent of the Member nominated. In the event of a show of hands the individuals nominated must not be present in the room.

In the event of a tie on show of hands or ballot, there shall be a second ballot/show of hands. If there is still a tie, lots shall be drawn to select the successful candidate.

#### **RESIGNATION OF OFFICERS/COMMITTEE MEMBERS**

In the event of the resignation of the Captain before the completion of his term of office, the Vice Captain becomes Captain and continues to hold that office until the next AGM following the date of resignation of the Captain.

In the event of the resignation of the Vice Captain, the Captain shall appoint a replacement for the remainder of his term in consultation with the committee.

In the event of resignation of both Captain and Vice Captain, the Committee shall appoint a new Captain and Vice Captain to hold office until the second AGM following the resignation of the two Officers.

In the event of the resignation of a Committee member more than 4 months prior to the next AGM, nomination forms shall be displayed to the Membership on the notice board. Any nominations received shall be subject to a vote by the Members of the Committee. The nominee receiving the most votes will be requested to join the Committee for the remainder of the club year.

Any Officer or Committee Member who is absent from 3 consecutive meetings without notification or apology will be deemed to have resigned. Such notice or apology should be submitted to the Secretary or the Manager.

### **DUTIES AND RESPONSIBILITIES OF OFFICERS/ COMMITTEE MEMBERS**

**President:** The President is nominated and appointed by the Company. He shall hold office for a period of two years certain and thereafter may continue in office if the Company so wishes and the holder agrees. The role of the President is threefold:-

1. To maintain a watching brief over the Company's golf interest during periods of absence by the Managing Director, and to be available to advise the General Manager as required on golf issues arising within the Club;
2. To advise and encourage the Committee in the promotion and fulfillment of the objects of the Golf Club as set out in Clause 3 above
3. To act in place of the Managing Director during his absence in dealing with any issues involving disciplinary appeals.

**Ex-officio:** The President may attend Committee meetings but not being elected, he has no vote.

**Captain:** The Captain's duties are wide ranging but his principal concern is the welfare and conduct of the Members and the development of the golf club. He is concerned with promoting the good standing of the Club and is expected to attend internal and external functions such as Association meetings & events in general, as may be held in the Clubhouse and by other golfing societies.

He is also Chairman of the Committee and responsible for the conduct of Committee meetings. He is expected to lead from the front in promoting the social side of the golf club.

**Vice Captain:** The Vice Captain is expected to assist and support the Captain in his duties. The

Vice Captain will in particular take responsibility personally for the development of Juniors and the organisation of the Captain's Charity day.

**Lady Captain:** The Lady Captain shall be the representative of the Club in all matters pertaining to golfing and social activities in respect of the Lady members, including communication with members, PR and presiding at any prize giving. She is generally expected to protect and advance the interest and welfare of the Lady Members and to promote the Ladies section of the Golf Club whenever and wherever possible.

**Competition/Handicap Secretary:** The Competition/Handicap Secretary is responsible for running the annual program of Club competitions and matches. He also chairs the Handicap Committee which has been appointed by the Club in conformance with G.G.A.

**Treasurer:** The Treasurer is responsible for the safe and thorough accounting of the Member's funds. He produces a monthly Income and Expenditure statement for presentation to the Committee and is responsible also for ensuring that Members receive their appropriate winnings. At the AGM, the Treasurer presents the annual financial statement of the Club's funds.

### **COMMITTEE MEETINGS**

The Committee shall meet at least once per month.

The Committee Chairman may at any time at his/ her discretion, and must at the request of any three members call a meeting of the Committee. A minimum of 5 days notice of such a meeting must be given to all Committee Members and the exact nature of the business to be discussed must be stated.

A valid quorum for a Committee meeting must include the Captain or in his absence the Vice Captain and a minimum of three other Committee members. Decisions of the Committee are by a simple majority of those present and voting. In the case of voting being equal, the Chairman shall have the casting vote.

The Chairman shall ensure that a full and accurate record is kept of all proceedings of the Committee. These minutes shall be posted in the clubhouse.

The President may attend such Committee meetings as he wishes and may be heard but he has no vote.

The attendance record of each Committee Member shall be published at the AGM.

### **ANNUAL GENERAL MEETING**

The AGM of the Club shall be called during the early part of January each year for the purpose of receiving reports from the Captain, the Treasurer, the Competitions and Handicaps Secretary and to elect officers when due.

Any Member wishing to propose a Resolution at the AGM other than for the election of the Committee shall submit such resolution in writing to the Chairman not less than 28 days before the date of the AGM and such resolution shall not be accepted unless the same is signed by the Member and the Member is entitled to vote.

An Extraordinary General Meeting of the Members may be called under a recommendation from the Managing Director or Committee upon giving 28 days notice to the Members.

The President of the Club shall preside at the AGM and at any Extraordinary Meetings except when he is unable, any person appointed by him shall preside.

The quorum for the holding of the AGM shall be 15 Members entitled to vote.

### **LADIES SECTION**

Lady members shall form the Ladies section of the Club. There shall be elected annually at a General Meeting of Full Lady members, an independent Ladies Committee. This General

Meeting shall be held within 14 days of the Club AGM.

The Ladies section shall elect their own Ladies Committee which shall consist of a Lady Captain, Lady Vice Captain, a Secretary, a Treasurer ( all of whom shall be deemed Officers of the Ladies Committee) and up to four members to deal with the affairs of the section. The Lady Captain is automatically a member of the Committee. They shall make their own rules for the conduct of Ladies competitions and in any other matters not covered by R and A, G.G.A or Club Rules. All rules and/or amended rules shall require the Committee's approval.

The Ladies Committee shall draw up bye-laws for the control and internal management of the Ladies section. Such bye-laws and any amendments thereto must be approved by the Committee before becoming operative and binding upon Lady Members.

### **SENIORS SECTION**

The Seniors section shall elect their own Seniors Committee, Captain and Vice Captain and other officials to deal with the affairs of the section.

The Seniors Captain is automatically a Member of the Club Committee. The Seniors Committee shall make their own rules for the conduct of Seniors' competitions provided that all qualifying competitions are played from white tee beds and the Rules of Golf are in every respect complied with.

A member shall qualify as a **Senior** upon reaching the age of **55**.

### **JUNIORS SECTION**

It is the responsibility of the Vice Captain to promote the development of golf for Junior Members of the Club. This shall normally entail the organisation of coaching sessions and any appropriate competitions in due course. A Member shall qualify as a junior if he/she is under the age of 18 on the 1st January following the most recent AGM.



## **MEMBERSHIP**

Membership is open to all persons subject at all times to the observance of the Rules and objects of the Golf Club. There are six classes of membership:-

- a) Full membership
- b) 5 day Membership
- c) Student Membership
- d) Junior Membership
- e) Country Membership
- f) Social Membership.

Any person wishing to join the Club must complete and sign an application form wherein they agree to abide by the Rules of the Golf Club. These forms are available from the Club and should be completed and returned to the office. Whilst the Committee does not currently require an interview with prospective Members before they join the Club, all new Members are required to attend a meeting with Club Committee representatives before they may play in Club competitions or introduce guests.

Upon joining as a member, the appropriate fee must be paid or arrangements for payment by monthly direct debit completed.

Full Members have all the privileges of Membership. Five day Members shall have all the privileges save that playing on the course is only permitted on Mondays to Fridays. Play on

Saturdays, Sundays and Bank/Statutory Holidays will only be permitted on payment of the appropriate green fee. Entry to Club Competitions on these days is not permitted unless approved in advance by the Committee.

Anyone aged between 18 and 25 years old who is undergoing full-time education will be eligible for Student Membership. On the 2nd April next following their 26th birthday, Members shall transfer to full playing Membership. Participation in Club Competitions will be permissible upon obtaining an official handicap.

Anyone under the age of 18 as defined in Section 15 above, shall be classed as a Junior Member. On 2<sup>nd</sup> April next following their 18th birthday, Junior Members shall either transfer to Student Membership or Full Membership. The participation in Club Competitions will be permissible upon obtaining an official handicap. Any Junior without an official handicap is only allowed on the course with an adult Member.

Country Membership is available to anyone living outside a radius of fifty miles from the Golf Club. Country Members are not generally eligible to play in Club Competitions save that if before becoming a Country Member; the member had been a Full Member of the Club for not less than two Club years, then as a Country Member he/she may play in all Club competitions.

Social Members will have no playing rights but will have the same rights as other members regarding the use of the Clubhouse facilities.

Full playing Members of the Club will have the right to:

- Nominate candidates for election to the Committee;
- Stand for election as Members of the Committee; and
- Vote at the AGM and EGM's.

A retiring member should time his/her resignation from the Club to coincide with the anniversary of April 2nd. The Club will not refund any part of any remaining subscription paid by the retiring

Member. If the resignation is made prior to the end of a full subscription year, the Club can make exceptions to this rule at their absolute discretion.

Every Member shall give notice in writing to the Club of any change of address and such change will be recorded by the Club in the Register of members.

The Company accepts no responsibility for any property of Members or their guests or visitors left on any part of the Club premises, or for the loss of any such articles or any damage thereto.

### **DISCIPLINE**

Where the conduct of a member is in question the matter shall be referred in writing to the Committee which shall consider the circumstances in confidence and if it deems that any action be taken shall first write to the Member concerned setting out the nature of the complaint and inviting him to attend a meeting of the Committee or a sub-Committee set up for the purpose. Such a meeting shall be held at the mutually agreed time within 21 days. If the Member does not or chooses not to attend such a meeting, the meeting will be held in his absence.

Complaints concerning incidents during competitions must be submitted to the Competitions Secretary within 24 hours. The complaint must also be registered verbally on the day of the competition either with the Club or with a Member of the Committee. Complaints other than for incidents during a competition must be received by the Club within 7 days of the incident taking place. All complaints submitted under this clause must be referred to the Captain and Committee as soon as possible.

The Member shall be given the opportunity to be represented or accompanied by another Member and to bring forward witnesses.

Having heard all the evidence and come to a considered view, the Committee shall inform all interested parties of any action it proposes to take which may include one or more of the following:-

- A formal reprimand in writing,
- Suspension from Club competitions for a defined period, or
- A recommendation to the Company that the Membership be terminated or not renewed.

In the case of a suspension of a Member, the Member must be advised in writing of the length of the suspension, during which he/she will not be entitled to use any of the facilities of the Club, nor introduce guests.

Members have the right of appeal to the Managing Director against any action taken by the Committee. This may be an appeal against a decision or against the length of suspension.

In the case of serious violation or misconduct the Committee can recommend the expulsion of a Member to the Managing Director. The Managing Director has the right, after consultation with the Club President to expel a member.

In such cases where a Member is expelled from Membership, such expulsion is final and there is no right of appeal.

### **MEMBER'S GUESTS AND VISITORS**

THE INTRODUCTION OF GUESTS IS THE SOLE RESPONSIBILITY OF THE MEMBER.

- The member shall also be responsible for the payment of the Green Fee and the conduct of the guest whilst on the premises.
- No Member may sign in more than three guests at one time.
- Visitors to the Club must comply absolutely with the Club Rules.

- No guests or visitors may go out in the middle of a Club Competition other than by prior express agreement between the Company and the Committee.

### **PRIORITY ON THE COURSE**

- Two-ball games have priority at all times on the course over all other games.
- Three-ball and four-ball games have equal standing.
- Single players now have standing on the course and should be treated with consideration.
- Matches and official Club competitions, be they Men's, Ladies or Seniors **ALWAYS** have priority on the course.

### **CLOSURE AND RE-OPENING OF THE COURSE**

The Course Superintendant shall be responsible generally for the closure and opening of the golf course. In his absence, any member of his green keeping staff may also open or close the course after inspection. If neither the Course Superintendant nor any member of his staff can be contacted, then a decision may be taken by a member of the Management (Managing Director/General Manager) in conjunction with a Committee member, or if no member of Management is available, then the Vice Captain may recommend to the Captain, after inspection, that the course be closed or opened as appropriate. No single Committee member may take either a closure or opening decision.

Furthermore, where a member of the green keeping staff has made a decision as to the timing of closure or re-opening, that decision is final and may NOT be altered or countermanded by any Committee member or club member. Any breach of this rule by a member would be regarded as **Serious Misconduct**.

### **HEALTH AND SAFETY**

The Company, as owner of the Golf Club, is responsible for collating all health and safety issues within the Club. The Course Manager is responsible for a programme of

continuous risk assessment on the Golf Course and the production of a working document on all H&S issues and best practice on the Golf Course.

The Company undertakes to comply with and adhere to current Health and Safety legislation and it expects and requires its Members to embrace all or any measures undertaken on the course to make the playing of golf as safe as possible for all.

### **HANDICAPS**

The Club agrees to comply with the Ghana Golfers Association Handicapping System. The rights and obligations of players, with which all Members should make themselves conversant, are described clearly in the above Rules which stipulate, inter alia, that a player shall have one handicap only which shall be allotted by his Home Club. That handicap shall apply elsewhere including other clubs of which the player is a member. Any player who is a Member of more than one affiliated Golf Club must select one as his Home Club and notify that Club and the others of his/her choice.

### **TEAM SELECTION POLICY**

The Club Committee will maintain and keep up to date a policy document on how the Team Captain(s) are appointed and how, in turn, teams are selected.

In particular, team captains must ensure that:-

- a) A consistent selection approach is followed;
- b) As many players as possible get to play team golf;
- c) Any player with sufficient enthusiasm is given the opportunity to play team golf.
- d) This document should provide a continuous history of selection criteria for following team managers to understand and follow.

The overriding objective has to be to field a full team on all occasions with a view to selecting a side to win. However, the criteria set out in (a) to (d) above should be taken very much in to account.

## **BYE-LAWS and RULES APPLICABLE TO COURSE AND CLUBHOUSE**

### **Sequence of Play**

Once started, all games or matches should play holes in their proper sequence. Players who fail to do so have no standing on the course for the remainder of their round of golf.

### **Breaches of Etiquette Slow Play etc.**

Breaches of etiquette and slow play are to be discouraged and serious instances of either should be taken up at the time with the offenders or promptly reported to the Captain or Club officials so that they may be dealt with.

Committee Members have the power to order any Member from the course if the breach is sufficiently serious e.g. continuous throwing down of golf clubs, playing from a tee bed when mats are in use, abuse of putting surface etc.

### **Dress**

The dress code is clearly shown in the clubhouse and the diary. Members, guests and visitors are expected to follow the dress code both in the clubhouse and on the course.

### **Car Park**

The car parking areas are clearly defined and must be used sensibly and properly. Careless/selfish parking in any of the access areas is not acceptable and Members who persistently offend in this respect risk disciplinary action. Cars are parked at owner's risk.

### **Amendment of Rules**

These Rules may be revoked or amended at any time by the Company and the Golf Committee together, at their absolute discretion, provided that such revocations and amendments shall be posted in the Clubhouse and have immediate effect. They will subsequently be submitted at the next AGM for approval.