

# **McCracken Golf Club Inc.**

## **Policies and Procedures**



**November 2022**

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### TIE RESOLUTION

- Policy:** Ties and prize distribution resolutions shall be decided using the Australian Scorecard Count-back System
- Purpose:** To resolve ties in Club competitions
- Scope:** This policy applies to all local competitions where playoffs are not practical i.e. non-stroke events.
- Responsibility:** The Captain or his/her delegate from the match Committee is responsible for enforcing this policy.
- Procedure:** For non-stroke events, the winner will be determined by a Scorecard Count-back based on the score for the last nine holes, last six holes, last three holes and finally the 18th hole. If there is still a tie, then the last six holes, three holes and final hole of the first nine holes will be considered in turn. If the round is less than 18 holes, the number of holes used in matching scores may be adjusted.

**Notes:** For stroke play 1/2, 1/3 and 1/6 of handicap is used respectively

**Change Mechanism:** Committee Resolution

**Reference:** Official Guide to the Rules of Golf 2019, Page 403

**Revision History:**

Revision	Date	Description of Change	Requested By
01	2.2.2012	Update of Australian Golfers handbook	S Cooper
02	20.12.12	Reviewed, no revision required	
03	17.03.15	Reviewed, no revision required	
04	3.8.16	Reviewed, no revision required	
05	14.8.18	Reviewed, no revision required	
06	14.2.19	Reviewed. Add wording "i.e. non-stroke events" to Scope  Amend "Procedure" to reflect current wording in 2019 Official Rules of Golf  Update "Reference" information	Match Committee
07	21.11.22	Reviewed no revision required	Match Committee

### COMPETITION HANDICAPS

- Policy:** The handicap used for all Club competitions will be the handicap recorded by Golf Link.
- Purpose:** To ensure the handicap posted by the appropriate governing body (Golf Link - AGU or WGU) is the handicap recorded on the scorecard and used for handicapping purposes.
- Scope:** This policy applies to all Club competition entrants.
- Responsibility:** The Men's and Ladies' Captains are responsible for accurate and timely competition processing and handicap data being uploaded/downloaded from Golf Link.
- The Card marshal is responsible to ensure the handicap recorded on the score card matches that recorded in the Golf Link database
- Procedure:** Card marshals will ensure the handicap recorded on the scorecard matches that recorded by the handicap governing body (AGU or WGU). If a player begins a match having recorded a higher handicap than that which he/she is entitled and this affects the score he/she is disqualified.
- Change Mechanism:** R&A Rules of Golf
- Reference:** Rules of Golf - Rule 3.3b(4)

#### Revision History:

Revision	Date	Description of Change	Requested By
01	20.12.12	Reviewed, no revision required	
02	29.6.15	Reviewed, no revision required	
03	3.8.16	Reviewed, no revision required	
04	14.8.18	Reviewed, no revision required	
05	14.2.19	Reviewed. Delete clause "If access to Golf Link is unavailable, the handicap posted on the notice board will be the handicap used" from Policy Section.  Update "Reference" information	Match Committee
06	21.11.22	Reviewed. No revision required	Match Committee

## PRIZE DISTRIBUTION

- Policy:** The McCracken Golf Club will retain an administration fee from each Club competition (excluding social events). The amount retained will be either a percentage or set amount of the normal competition fee
- Purpose:** To provide fair, consistent and equitable competition prize distribution. To ensure adequate funds are available to meet financial obligations and to protect the Golf Club from losses due to small player participant numbers.
- Scope:** This policy applies to all Wednesday, Thursday and Saturday Club competitions except social events which are exempt from administration fees. Social events are defined as being run by the Social Co-Ordinator.
- Responsibility:** The Committee is responsible for ensuring adequate funds are retained to help offset administration fees and ongoing financial obligations.
- The Data Entry marshal is responsible for entering data into the electronic form and allocating prizes according to the results of the financial form
- Procedure:** Competition entry fees and prize distribution –
- \$8.00 for Men and Ladies
  - 3 Divisions for men (2 divisions if less than 70 entrants – 1 Division if less than 20 entrants)
  - 2 Divisions for Ladies (1 division if less than 20 entrants)
    - ⊖ *Prize distribution. –If 9 or less players prizes as per other competition distribution table. Minimum of 4 players for competition as per minutes Jan 2011.*
    - ⊖ *If there are less than 4 players on a Saturday the ladies shall participate in the Men's competition of multi tees and are eligible for the prize distribution.*
  - A 35% levy will be retained for administration costs  
Prizes will be distributed based on percentage of entry fees as follows.
  - **Eagles Nest** – A separate Eagles Nest is available to all McCracken club members (visitors exempt) on Wednesdays', Thursdays', Saturdays', Honour Board

events and Sunday official Club competitions. Every Eagle is eligible.

- A ball will be retained from the men's Wednesday and Saturday ball distribution, and the ladies' Thursday and Saturday ball distribution, for the Eagles Nest. An Eagle will receive 5 golf balls. Hole in One/ Albatross will receive 10 golf balls

#### Men

1 Division	1 Division	2 Divisions	3 Divisions
W/Div1	30%	15%	10%
W/Div2		15%	10%
W/Div3		0%	10%
RU/Div1	15%	7.5%	5%
RU/Div2		7.5%	5%
RU/Div3		0%	5%
Ball Run	20%	20%	20%
Admin	35%	35%	35%
	100%	100%	100%

#### Ladies

	1 Division	2 Divisions
W/Div1	34%	18%
W/Div2		18%
RU/Div1	20%	9%
RU/Div2		9%
Ball Run	30%	30%
Admin	16%	16%
	100%	100%

#### Other Competitions

	< 20 Players	< 50 Players	< 100 Players	>100 Players
	%	%	%	%
Winner	40	30	25	20
R/U	20	18	16	14
Third		13	12	11
Fourth		9	8	8
Fifth			5	7
Sixth			4	6
Seventh				5
Eighth				4
Ball Run	40	30	30	25
	100 %	100 %	100 %	100 %

Admin fee to be removed before prize distribution –  
Automatically done on InfoPath sheet.

## Hole in One

- a) A hole in one scored by a member of the McCracken Golf Club (excluding non-playing and social members) during any organised competition event or round shall have their hole in one recognized by the club.
- b) A hole in one must be witnessed by a playing partner and verified on the players score card.
- c) An organized event is:
  - Any Men's or Women's events scheduled on a Saturday, Wednesday or Thursday
  - Any Knockout Event played on any day
  - Any Social Event organised by or benefiting the club
  - Any Southern Zone Event
  - Does not include any practice rounds or social rounds not organized by the club
- d) Recognition of a Hole in One includes:
  - Placing of the member's name on the Hole in One Honour Board
  - The ball mounted on a trophy and presented to the member
  - A credit (equivalent to the cost of 10 golf balls) to the member's account
  - The Traditional Shout
- e) Any person who plays in an organised event as prescribed shall be entitled to be shouted one drink from fellow members in the Hole-in-One Mug
- f) In the event that the hole in one is scored by a person other than a member of the McCracken Golf Club then their feat shall be recognised by the placing of the player's name on the Hole in One Honour Board.
- g) Non-members are not eligible for the Traditional Shout.

Change Mechanism: Committee Resolution (2/3 Majority)

Match Committee has the discretion to adjust the prize distribution on the day with regard to providing a fair result.

Reference: Special Committee minutes dated 1 June 2005

### Revision History:

Revision	Date	Description of Change	Requested By
01	13-07-05	Ladies Thursday winner/runner-up to receive \$15.00 and \$10.00	B Cowmeadow
02	08-11-05	Social event provisions added	J. Chastain
03	13-03-08	Comp fees increased from \$3.50 to \$4.00 mid-week and \$5.00 for Saturday - Provisions for overall winner – Prize distribution altered	J. Chastain
04	12-06-08	Ladies Thursday winner/runner-up to receive \$18.00 and \$13.50	J. Tucker

05	16-04-09	Competition levy changed to 40c for admin cost and 50c for birdie comp to be ran as separate competition	B. Calaby
06	14-01-10	All players playing to their handicap will receive a ball	B. Calaby
07	11-02-10	Ladies' Mid-week entry fee increased to \$5.00. Ladies Thursday winner/runner-up to receive \$15.00 and \$10.00	D. Mutton
08	14-10-10	<ul style="list-style-type: none"> <li>• Entry fee changed to \$5.00 for all competitions.</li> <li>• Removed NTP and Birdie competitions</li> <li>• Competition levy changed to 10%</li> <li>• Removed players playing to handicap to receive a ball</li> <li>• Ladies and men's Saturday competitions to be ran as separate competitions</li> <li>• Prize distribution changed to percentage based</li> <li>• Number of Men/Ladies divisions per competition changed</li> </ul>	J. Chastain
09	21-01-12	<ol style="list-style-type: none"> <li>1. Changed to minimum number for 3 divisions to 70 for men</li> <li>2. Removed overall winner for lady competitions with less than 9 players</li> </ol>	S Murphy S Cooper
10	20.6.13	1. Every Thursday and Saturday, instead of a ball for the women' eagle nest being taken from general revenue, a ball be deducted from the lady's ball run to cover the \$5 cost.	M.Mallett
11	19.3.15	2. That the Eagles Nest be shared when there is more than one winner.	
12	3.8.16	Prize percentages changed to allow for future viable administration issues	
13	22.6.17	Clarification of competition Winner to include Prize awarded to MCGC members only. Visitors exempt.  Eagles nest An Eagle receives 5 golf balls, A hole in One/Albatross will receive 10 golf balls  Entry fee for weekly competitions upgraded to \$6.00	
14	14.8.18	Add to Eagles nest to include Honour Board events and Sunday official competitions.	Match committee
15	14.2.19	Reviewed. Delete reference to Men's Overall Winner. Amend prize distribution prize percentages table following removal of Overall Winner Trophy. Delete wording "Comp. Winner Prize awarded to MCGC members only. Visitors exempt"	Match Committee
16	03.10.19	Updated. Add Hole in One Policy.	Match Committee
17	21.11.22	Update competitions fees from \$6 to \$8. Ladies may participate in Men's competition if less than 4 ladies wish to play and be eligible for prizes. Remove Social Competition prize breakdown. Remove non-member cannot receive a trophy for a hole in one.	Match Committee



### EXPENSE CLAIMS

- Policy:** All expense claims must be on the approved expense reimbursement form with receipts attached.
- Purpose:** To document and provided a standard uniform method for making expense claims.
- Scope:** This policy applies to any individual requesting reimbursement for out of pocket expenses while performing McCracken Golf Club business.
- Responsibility:** Treasurer
- Procedure:** Complete, sign, attach receipts and submit completed form (Attachment 1) to treasurer 1 week prior to Committee meeting for reimbursement.
- Authorised travel expenses will be reimbursed at the rate of \$0.68 per kilometre.
- Change Mechanism:** The treasurer may change the format and requirements as the McCracken accounting procedures necessitate
- Reference:** Minutes dated 01-01-04.

**Revision History:**

Revision	Date	Description of Change	Requested By
R-01	10 July 2008	Travel expenses changed to 25c per km	P. Burton
R-02	20.12.12	Travel expenses changed to 80c per km	D. Mullen
R-03	29.6.15	Reviewed, no revision required	
R-04	3.8.16	Reviewed, no revision required	
R-05	14.8.18	Changed to \$1.20 per kilometre	M Mallett
R-06	10.10.19	Changed to 68c per kilometre	Main Committee

*Attachment*

**McCRACKEN GOLF CLUB INCORPORATED**  
**ABN 41 779 921 600**  
**EXPENSES CLAIM**

Please attach available receipts to this form.  
Forward to the Treasurer one week prior to Committee meeting.

**NAME:** \_\_\_\_\_

**EXPENSE CLAIM FOR THE MONTH OF:** \_\_\_\_\_

		\$
<b>TRAVEL</b>		
	Destination _____ Date _____	
	Purpose _____	
	Distance _____ \$1.20 cents km	
<b>PRINTING</b>	Attach receipts	
<b>POSTAGE</b>	Attach receipts	
<b>STATIONERY</b>	Attach receipts	
<b>TELEPHONE/FAX</b>	Please itemise	
<b>OTHER EXPENSES</b>	Please itemise	
<b>TOTAL</b>		

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### COMPLAINT HANDLING AND PROCEDURE FOR SUSPENSION OF A MEMBER

- Policy:** All members will be dealt with according to the principles of natural justice.
- Purpose:** To document and provide a standard method of dealing with reported incidents to the Committee.
- Scope:** This policy applies to reported incidents of breach of etiquette of golf or for unruly or unseemly conduct within the golf course and Country Club
- Responsibility:** The Committee is responsible for ensuring the principles of natural justice are adhered to when proceeding upon a reported incident and adhering to Appendix 1 (Guidelines for handling Complaints attached)
- Procedure:**
1. Reports of any incidents to or that come to the attention of a Committee member must be put in writing for consideration by the Committee and the President notified immediately.
  2. The Committee must hear from the party likely to be affected.
  3. Prior notice of allegations must be given to the party 7 days before the party is given the opportunity to answer any allegations.
  4. If a decision is made to suspend a member, the member and McCracken Country Club are to be notified in writing within 7 days.
  5. These procedures apply even if the member has not paid up to date

**Change Mechanism:** Committee Resolution (2/3 Majority)

**Reference:**

**Revision History:**

Revision	Date	Description of Change	Requested By
R-01	20.12.12	Reviewed, no revision required	
R-02	29.6.15	Reviewed, no revision required	
R-03	3.8.16	Reviewed, no revision required	
R-04	14.8.18	Reviewed, no revision required	
R-05	10.10.19	Correction of numbers/wording	Main Committee

## Guidelines for Handling Complaints

Details on the complaints handling process should be available to all members. Unsubstantiated anonymous complaints or complaints not in writing will not be addressed.

McCracken Golf Club recognises that people are free to raise complaints and have them resolved in a manner that is fair, sensitive and prompt. McCracken Golf Club recognises that allegation(s) against person(s) are to be treated according to the principles of Natural Justice. The Club also recognises complaints as a feedback mechanism to improve the Club's practices, policies and procedures.

### Complaint Handling Procedure

The principles of procedural fairness, also called natural justice, must be observed. This involves:

- Informing people of the case against them;
  - Giving people a right to be heard (put their case forward);
  - Decision-makers not having a personal interest in the outcome (not being biased); and
  - Acting only on proper evidence that is capable of proving the case.
  - Notifying person(s) complained against of any decisions (disciplinary or otherwise) in writing within 7 days.
1. **Listen to the complainant.** Be understanding. Thank the member for bringing the problem to your attention.
  2. **Record the complaint.** Ask the Complainant to put details in writing. Detail the complaint "in writing" so that other Committee members know exactly what the problem is. This helps to identify any patterns that emerge over time that might indicate that changes need to be made. Members can also see what was done to resolve complaints in the past.
  3. **Be responsive.** Advise the complainant that the matter will be raised at the next Committee Meeting and that they will be kept informed of the progress. If additional time is required to resolve the issues the complainant should be kept informed and advised of the additional time required and the reasons for the delay.
  4. **The Committee must:**
    - JUDGE ALL COMPLAINTS ON THEIR MERITS AND FACTS
    - GIVE EQUAL TREATMENT TO ALL PEOPLE
    - TAKE ALL COMPLAINTS SERIOUSLY
    - TREAT COMPLAINANTS WITH SENSITIVITY, RESPECT AND COURTESY

- GIVE MEMBERS THE OPPORTUNITY TO HAVE THEIR COMPLAINT DEALT WITH BY COMMITTEE MEMBERS NOT PREVIOUSLY INVOLVED IN THE MATTER
  - ENSURE ALL CONFLICTS OF INTEREST ARE DISCLOSED AND ACTED UPON
  - ENSURE AN APPROPRIATE REMEDY IS PROVIDED IF THE COMPLAINT IS SUBSTANTIATED
  - PROVIDE ALL PARTIES WITH CLEAR REASONS AS TO WHY ANY ACTIONS HAVE BEEN TAKEN
1. **Give feedback.** The President will respond in writing to the complainant within one week of the Committee Meeting, giving reasons for decisions which adequately explain the outcome
  2. If the complaint is still not resolved to the complainant's satisfaction, the President will explain the Committee's decision personally and offer any possible alternative actions or review opportunities.
  3. **Follow up** to see if the member was happy with how their complaint was handled. Let them know what the Committee is doing to avoid the problem in the future.

**Please refer to separate Complaint Form**

## RIGHT OF APPEAL

**Policy:** Members subjected to disciplinary decisions have 14 days after receipt of the notice of decision to appeal. The appeal must be lodged in writing to the Secretary of the McCracken Golf Club Inc.

Members can appeal on any of the following grounds

- An excessive penalty was applied;
- There was bias on the part of the disciplinary Committee;
- There was significant procedural irregularity in the hearing of the charge(s); or
- New evidence not reasonably available at the time of the original hearing to be presented

**Purpose:** To give members the right of appeal following a disciplinary decision by the McCracken Golf Club Committee.

**Scope:** This policy applies to all members subjected to a disciplinary decision by the McCracken Golf Club.

**Responsibility:** The McCracken Golf Club Committee is responsible for this policy and to ensure the process of natural justice is followed when dealing with disciplinary matters.

**Procedure:** All appeals must be submitted in writing to the McCracken Golf Club Secretary within 14 days of receipt of the Committee's disciplinary decision outlining the grounds for appeal.

**Change Mechanism:** Committee resolution (2/3 Majority)

**Reference:**

**Revision History:**

Revision	Date	Description of Change	Requested By
01	20.12.12	Reviewed, no revision required	
02	29.6.15	Reviewed, no revision required	
03	3.8.16	Reviewed, no revision required	

04	10.10.19	Reviewed, no revision required	
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POLICY: 007

DATE: 24 JANUARY 2011

### SUB-COMMITTEE GUIDELINES

Policy:	<p>All McCracken Golf Club Sub-Committees are subordinate to the Elected Golf Club Committee. Sub-Committees are not authorized to obligate or make any decisions for or on behalf of the McCracken Golf Club Inc.</p> <p>All Committee and Sub-Committee members of the McCracken Golf Club are bound by the Code of Conduct for Committee Members (Policy: 015), and must sign it on appointment/re-appointment, as evidence of their willingness to comply with its provisions.</p> <p>Sub-Committees will be formed as required, to address specific problems, issues or concerns, as specified by the elected Committee.</p> <p>The Chairperson for each Sub-Committee will be appointed by the elected Committee and given clearly stated management tasks, goals or specific problems to resolve.</p> <p>The Chairperson for each sub-Committee will select sub-Committee members from the elected Committee and general membership according to expertise and skills required to accomplish the task or goal.</p> <p>The Chairperson will provide reports, recommendations and status as required to the elected Committee.</p>
Purpose:	To provide standard operating procedures, define roles, responsibilities and guidelines for sub-Committees.
Scope:	This policy applies to all McCracken Golf Club Sub-Committees
Responsibility:	The chairperson for each sub-Committee is responsible for following the attached guidelines
Procedure:	See Attachment
Change Mechanism:	Committee resolution (2/3 Majority)
Reference:	Attached Guidelines
Revision History:	

Revision	Date	Description of Change	Requested By
01	24 Jan-2011	Added Code of Conduct for Committee Members Provision	Mark Crowe
02	20.12.12	Reviewed, no revision required	
03	29.6.15	Reviewed, no revision required	
04	3.8.16	Reviewed, no revision required	
05	14.8.18	Reviewed, no revision required	
06	10.10.19	Reviewed, no revision required	Main Committee



## McCracken Golf Club Inc.

### Sub Committee Guidelines

#### CHAIR ROLE

It is the role of the Chair to ensure that the Committee accomplishes its objectives in an expedient and professional manner.

#### CHOOSING MEMBERS OF YOUR SUB-COMMITTEE

You cannot have a successful Committee without proper individuals on your team. As chair for your Committee, you will report to the McCracken Golf Club Inc. Elected Committee. When selecting sub-Committee members remember quality, not quantity, is most important. Most people will accept if asked; yet not all of those who accept will contribute or work. Look beyond your friends; look primarily for people who have the knowledge, experience, talent and are dedicated to the success of the particular aspect of the task that your Committee serves. Do not look only for “agreeable people”. The “Contentious” will help keep your Committee interesting and on track. Seek balance.

#### COMMITTEE WORK

Delegate specific jobs. If everyone on a Committee is concerned with all the Committee matters equally, nobody is concerned with any Committee matter especially. Although all Committee members should have a voice and interest in all Committee matters, it is best to assign each Committee member a certain task or function - for which they are responsible. BE SURE THAT PEOPLE ASSIGNED TO A JOB KNOW WHAT IS EXPECTED.

#### PLANNING THE MEETING

Consider the following when planning a meeting:

1. Develop an agenda and distribute it to your Committee members at least 7 days in advance of the meeting so they will be familiar with the subjects that are to be discussed and can offer suggestions regarding other subjects to be considered.

Be sure your agenda plainly states the time and place of the meeting.

2. Know in advance precisely, what you want your meeting to achieve.
3. You should plan to **solve a problem**, not “*hold a meeting*”. Treat your Committee members as resources that will help you to reach the solution.

#### RUNNING THE MEETING

The success of a sub-Committee will largely depend upon the chairperson’s ability to preside and guide the meeting to a definite conclusion.

1. Always start the meeting with a definite agenda.
2. State the purpose of the meeting at the outset and read the agenda.
3. Keep the meeting moving. Get as many as you can to participate.
4. Prevent general hubbub. When everybody talks at once, nobody can be heard. When nobody can be heard, nothing can be accomplished. Insist on order.
5. Do not allow side conversations; they disrupt a meeting.
6. Keep the speaker talking clearly and audibly.
7. Sum up what the speaker has said and obtain a decision.
8. Stop aimless discussion.
9. Keep control, but do not stifle free comment. Invite constructive criticism and even disagreement. Ask for support. Clarify issues by obtaining majority support.
10. Do not argue or allow arguments with the speaker. Ask questions if you disagree, but remember that as Chairperson, you are supposed to be neutral.
11. Check at the end of the meeting to see if your members feel particular subjects have been properly covered.
12. Keep your Committee informed so they may perform better and help you do your job better.
13. For decisions and voting, use Parliamentary procedures.

### **General Guidelines for Conducting Business in a Meeting**

Conduct of business in a meeting should not interfere with group decision-making or stifle group discussion. All members should have the opportunity to speak and be heard. Meetings should be democratic.

### **Quorum**

A quorum is the minimum number of eligible voters that must be at the meeting to conduct business. The number of members of a sub-Committee and a quorum should be determined at the time the sub-Committee is set up. Use one-half or one-third of the voting members as a quorum. If a quorum is not present, the chairperson should determine if the business of the sub-Committee can be accomplished without a quorum.

### **Making a Motion**

1. After recognition of the member by the chairperson, the member makes the motion, "I move that . . ."
2. The chairperson asks for a seconder.
3. Another member seconds the motion, "I second the motion."
4. The chairperson states the motion and calls for any discussion on the motion.
5. The chairperson restates the motion.
6. The chairperson asks, "All those in favour of the motion?" "All those opposed?"
7. The chairperson states the results of the vote - carried or defeated.

### **Amending a Motion**

An amendment to a motion occurs after a motion has been moved and seconded and before it has been voted on. Amendments may change or modify a motion, but do not change the intent of the motion. They add, subtract or substitute words of the original motion. If an amendment is offered to a motion and the maker of the motion likes the amendment, the

maker may say, "If there are no further objections, I will accept the amendment." If no one objects, the amendment does not have to be voted on as it automatically becomes a part of the original motion.

**Or**

A member makes the motion - "I move to amend the motion by (adding, subtracting, substituting) (state each word clearly)

The chairperson asks for a seconder.

The chairperson states the amendment and calls for any discussion on the amendment.

The chairperson restates the amendment.

The chairperson asks, "All those in favour of the amendment?" "All those opposed?"

The chairperson states the results of the vote on the amendment - carried or defeated.

If the vote is defeated, the original motion is restated and voted on, or a new motion for another amendment can be brought forward.

If the vote on the amendment is carried, the original motion is modified to fit the amendment. It is restated by the chairperson and a vote is taken.

### **Withdrawing Motions**

The mover may withdraw their motion if they do so before the chairperson states the motion to the membership.

1. Mover states they would like to withdraw their motion.
2. The chairperson announces, "The motion has been withdrawn."

Through the chairperson, anyone may ask the mover to withdraw a motion, but the mover does not have to do so. If the mover wants to withdraw the motion, the above steps are used.

Sometimes a mover wants to withdraw a motion that the chairperson has already stated to the membership.

1. The mover asks the permission of the chairperson to withdraw the motion.
2. Permission is granted or refused by the chairperson.

A seconder can only withdraw a second if a motion has been changed after it was seconded. A withdrawn motion is not recorded in the minutes.

### **Call for the Question**

When a member feels that discussion on a motion has been exhausted, they can ask the chairperson to call for the question.

A member says, "I move we close debate and vote on . . . "

A seconder is required.

A vote is taken. A two-thirds majority is required to pass the motion.

If the motion is passed, the first motion is voted on. If the motion is defeated, discussion is resumed on the first motion.

**Or**

1. A member says, "Question."
2. A vote on the motion is taken.

### **Rescinding a Motion**

Sometimes the membership wants to rescind a motion once the motion has been voted on and carried.

1. After recognition of the member, the member makes the motion, "I move to rescind the motion relating to (previous motion) adopted at the \_\_\_\_\_ meeting."
2. The chairperson asks for a seconder.
3. The chairperson states the motion.
4. The chairperson calls for any further discussion on the motion.
5. The chairperson restates the motion.
6. The chairperson asks, "All those in favour of the motion?" "All those opposed?"
7. The chairperson states the results of the vote - carried or defeated.

Generally, a two-thirds majority vote is required to rescind a previously carried motion.

### **Adopting Meeting Reports**

**Secretary's report** - The secretary reads or hands out previous meeting minutes. The chairperson asks, "Are there any errors or omissions?" "Will someone move the minutes be adopted as read (or received or amended)?" This requires a seconder and a vote.

**When to make a motion** - Make a motion when there is a decision of significant importance or impact to the Committee.

**Other Member Reports** - The reports are read or handed out. Reports that are for information only do not require a motion.

If a member wants action from their report, they should make a motion for that action.

### **Voting**

A vote may be taken by -

Show of hands - The chairperson makes the count and announces the result.

Ballot - secret votes on paper that are used for controversial motions.

The Committee should decide on the voting rights of the chairperson and put the decision out at the inception of the sub-Committee.

Two methods are recommended -

- The chairperson votes on all issues.
- The chairperson does not vote except in the event of a tie.

Generally, a simple majority (one-half of the voting members present plus one) in favor of a motion passes the motion. Therefore, a tied vote defeats a motion.

**Summary**

Procedure should be used to the advantage of the sub-Committee and should not interfere with the work of the group. Whatever methods are chosen, they should ensure that a democratic process is in place.

### INSURANCE CLAIMS

- Policy:** The club will maintain a permanent record of all insurance claims, related correspondence and a register of results made against any group policy held by the McCracken Golf Club.
- Purpose:** This policy is not intended to restrict or discourage insurance claims made by or on behalf of valid financial members of the McCracken Golf Club.
- This policy is to ensure all claims made against insurance policies held by the golf club are legitimate claims made by financial members, to establish a standard claim filing process and to document claims made against group policies held by the club.
- Scope:** This procedure applies to all members making claims
- Responsibility:** The Treasurer or constitutional delegate of the McCracken Golf Club is responsible for enforcing this policy.
- Procedure:**
1. All claim applications to be directed to the Treasurer for validation and action on behalf of the Golf Club and valid financial members.
  2. A copy of all claims, related correspondence and register of results will be maintained by the Treasurer.
- Change Mechanism:** Committee resolution
- Reference:** Sportscover (Telephone 03 8562 9100) through Golf Australia is the broker for member insurance policies held by the club.
- Local Government Risk Services (Telephone 08 8235 6444) is the insurer for Associations and Officials Liability.

#### Revision History:

Revision	Date	Description of Change	Requested By
1	5/2/12	Update Insurer details	J Mitchell
02	20.12.12	Reviewed, no revision required	
03	29.6.15	Reviewed, no revision required	
04	3.8.16	Reviewed, no revision required	
05	14.8.18	Reviewed, no revision required	
06	10.10.19		Main Committee

### CHILDREN'S POLICY

Policy:	To develop a safe culture for children and young people within the McCracken Golf Club
Purpose:	To appoint a Child Protection Officer/s whose responsibility will be to ensure a safe environment is maintained for children and young people participating in all activities relating to the McCracken Golf Club is maintained.
Scope:	<p>This policy applies to all McCracken Golf Club Members.</p> <p>The McCracken Golf Club will follow the advice and procedures outlined in the letter by Golf Australia "Children's Policy" (refer attached).</p>
Responsibility:	<ul style="list-style-type: none"> <li>• All McCracken Golf Club Members are responsible for maintaining a safe culture for children and young people participating in the sport</li> <li>• The Committee is responsible for appointing a Child Protection Officer/s and reviewing appointments on an annual basis.</li> <li>• The Committee is responsible for ensuring parents and members are aware of this policy and to provide parents and children contact details for the Child Protection Officer/s</li> <li>• The Club is responsible for all young persons when they are playing at the Club, participating in activity for or on behalf of the Club or socialising at an official Club event</li> <li>• It is the parents' responsibility to ensure children are dropped off and collected from the Club</li> </ul>
Procedure	<ul style="list-style-type: none"> <li>• The Committee will appoint a Child Protection Officer/s who is familiar with existing State and Federal requirements relating to children in sport and all other aspects of children's welfare and safety</li> <li>• The Child Protection officer/s will immediately contact appropriate civil authorities for all serious incidents or allegations.</li> <li>• The Child Protection Officer/s is to ensure all situations are reported to the President</li> <li>• The Committee will provide children and parents with contact details (refer attached letter) for the Child Protection Officers.</li> </ul>
Change Mechanism:	Committee resolution (2/3 majority)
Reference:	Recommended by Constitution Review Sub-Committee

#### Revision History:

Revision	Date	Description of Change	Requested By
1	14.3.2012	Letter to Juniors included	J Mitchell
2	17.8.13	Golf SA Member Protection Junior Golfers Policy attached	D Mullen
3	29.6.15	Reviewed, no revision required	
4	3.8.16	Reviewed, no revision required	
5	22.6.17	Updated names of Child Protection Officers	S. Lewis
6	10.10.19	Updated names of Child Protection Officers and changed Golf SA to Golf Australia	Main Committee

**LETTER re CONTACT DETAILS FOR CHILD PROTECTION OFFICERS** to provide parents and children contact details for the Child Protection Officer/s

To Junior Member,  
McCracken Golf Club

Dear ,

As a Junior Member of the McCracken Golf Club we would like to advise you of the Club's policy in regard to Child safety. This policy aims at developing a safe culture for young people within the Club. Child Protection Officers have been appointed and have the responsibility to ensure a safe environment for Juniors participating in all activities relating to the McCracken Golf Club.

- All members of the McCracken Golf Club are responsible for maintaining a safe culture for young people in the sport.
- The Club is responsible for young people when they are playing at the Club, participating in activity for or on behalf of the Club or socialising at an official Club event.
- It is the parents' responsibility to ensure Juniors are dropped off and collected from the Club.

Our Child Protection Officers are familiar with existing State and Federal requirements relating to children in sport and all other aspects of children's welfare and safety. These Officers will immediately contact appropriate civil authorities for all serious incidents or allegations and will ensure all situations are reported to the Club President.

The Child Protection Officers appointed by the Management Committee are:

**Tracy Hayes** phone 0402 395401

**Mark Crowe** phone 0400 477342

Should you have any questions, please contact the Child Protection Officers or a member of the Management Committee whose contact details can be found in the Club Handbook.

Yours sincerely

President



## OFFICIAL COURSE RECORD

- Policy:** The term "Course Record" is not defined in the Rules of Golf. However, it is the policy of the McCracken Golf Club to recognize a 'Record Gross Score' providing all requirements are met as listed in the procedures section of this document. The McCracken Golf Club does not recognise nett records.
- Purpose:** To establish procedures and guidelines for acknowledging and posting the 'Record Gross Score'.
- Scope:** This policy applies to all 'Medal' and 'Championship' stroke events played from the Blue (Men) or Red (Ladies) blocks.
- Responsibility:** The Captain or his/her delegate from the match Committee is responsible for displaying the 'Record Gross Score' scorecard, determining course playability/condition and enforcing this policy.
- Procedure:** The 'Course Record' can be bettered on all individual stroke 'Monthly Medal' and 'Championship' events sponsored by the Club or Resort providing...
1. **Play be from the Blue (Men) and Red (Ladies) blocks**
  2. **No local rule in place permitting preferred lies or relief from any penalty area on the course**
  3. **No temporary greens or tees in use**
  4. **The course be in championship condition**
    - a. **No cored or sanded greens, cored or scarified fairways**
    - b. **No extensive course maintenance in effect that impacts or extends the normal course "in play" boundaries**

**Change Mechanism:** Committee resolution 2/3<sup>rd</sup> majority

**Reference:** USGA and RAGA Decisions on the rules of golf

## Revision History:

Revision	Date	Description of Change	Requested By
01	15.10.11	Ladies' Red blocks changed to Ladies' Gold blocks	N Crutchley
02	20.12.12	Reviewed, no revision required	
03	29.6.15	Reviewed, no revision required	
04	3.8.16	Reviewed, no revision required	
05	14.8.18	Reviewed, no revision required	
06	14.2.19	Reviewed. Scope – Replace wording "Gold" to "Red". Procedure Point 2 – Replace wording "hazard" with "penalty area" Delete Point 4c - "Water levels in hazards to be not less than 50% capacity"	Match Committee

### GOLF CLUB LIFE MEMBERSHIP

Policy:	Life Membership Guidelines and Criteria.
Purpose:	To provide guidelines and criteria for selection and giving life membership to the McCracken Golf Club.
Scope:	This policy applies to all nominations for life membership to the McCracken Golf Club.
Responsibility:	The McCracken Golf Club Inc. Committee is responsible for ensuring the criteria set out in attachment (McCracken Golf Club Life Membership Criteria) is met prior to awarding life membership.
Procedure:	See Attachment (McCracken Golf Club Life Membership Criteria).
Change Mechanism:	Committee resolution (2/3 <sup>rd</sup> majority).
Reference:	None.

#### Revision History:

Revision	Date	Description of Change	Requested By
01	20.12.12	Reviewed, no revision required	
02	26.6.15	Reviewed, no revision required	
03	3.8.16	Reviewed, no revision required	
04	14.8.18	Reviewed, no revision required	
05	10.10.19	Reviewed, no revision required	

## McCracken Golf Club Life Membership Criteria

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### 1) Guidelines for Election of Life Members

- a) Life Membership can be awarded by the McCracken Golf Club Committee for outstanding contribution to the Club by a McCracken Golf Club Member or Club Sponsors and Patrons

### 2) Criteria for Life Membership

- a) The Candidate must have been a financial Member of the Club for at least ten years
- b) Any non member who provided financial support to the Club either by sponsorship or donation of \$5000 or more
- c) Except for sponsors or patrons, the candidate must satisfy at least one of the following criteria:
  - i) A minimum of five years service on the McCracken Golf Club Committee or Sub-Committee
  - ii) A significant ongoing contribution to the benefit of the McCracken Golf Club
    - (1) An outstanding contribution to the McCracken Golf Club is one which: results in the Club being substantially, demonstrably and positively changed by that contribution, occurred over a period of time, and can be clearly documented and corroborated.
  - iii) Satisfaction of the criteria described above **does not** infer automatic granting of Life Membership. The criteria is for the guidance of the McCracken Golf Club Committee when assessing nominated candidates.
- d) Nominations should not be considered if more than two years have passed since the contribution (on which the nomination for Life membership is being considered) was completed or made. This deadline ensures that the recipients are not displaced from the period in which their contributions should have been recognised, ie. no grandfather clauses... **give credit when credit is due**
- e) Election as a Life Member requires an 80% majority vote by the McCracken Golf Club Committee

### 3) Benefits

- a) A Life Member of the McCracken Golf Club is a full Member of the McCracken Golf Club for life (Dues, fees, levies or charges charged by the McCracken Country Club cannot be waived by the McCracken Golf Club and remain the responsibility of the individual)

- b) The Life Member's name will be added to the honour board and they will be presented with a plaque at the Club Presentation Night to recognise and commemorate his or her significant contribution(s) to the Club

#### **4) Procedure for Nomination**

- a) Any current member of the McCracken Golf Club who wishes to have a person considered for nomination as a Life Member may complete and forward a submission to that effect in writing to the Secretary. A nomination should provide supporting information including corroborated evidence of the outstanding contribution

**EXTREME WEATHER & HEAT POLICY**

Policy:	Extreme Weather and Heat Policy.
Purpose:	To reduce the risk of heat related injuries/illness to members and guests participating in McCracken Golf Club Inc. competitions.
Scope:	This policy applies to all scheduled McCracken Golf Club competitions and golf related social events.
Responsibility:	<p>The McCracken Golf Club will follow the advice and procedures outlined in the Golf Australia "Extreme Weather &amp; Heat Policy."</p> <p>The Match Committee is responsible for checking the local weather conditions, cancelling events and posting weather notices.</p>
Procedure:	<p><b>Heat</b></p> <p>Should the forecast temperature for Victor Harbor be in excess of 38 degrees Celsius according to a reading from the Bureau of Meteorology – BOM website.</p> <p>at 5pm. on the day before any scheduled competition or event for the McCracken Golf Club, Match Committee <b>WILL</b> cancel the competition and notify the members via the web-site and/or email. Match Committee may also, at their discretion, reschedule competitions.</p> <p>Any member or visitor who plays in high temperature does so at their own risk.</p> <p>Members and visitors are encouraged to familiarise themselves with the Golf Australia Hot Weather Guidelines <a href="http://www.golf.org.au/site/content/document/00006997-source.pdf">http://www.golf.org.au/site/content/document/00006997-source.pdf</a></p> <p><b>Extreme Weather</b></p> <p>When extreme weather is forecast, other than shown above, the match committee should initiate procedures and monitor the weather.</p> <p>Extreme weather may be defined as weather that threatens the immediate or long-term safety of individuals, as a result of rain, lightning, wind or heat.</p>

## **Rain**

If it is raining play/competition may be discontinued for the period of up to half an hour and conditions reassessed to determine whether play should continue.

## **Lightning**

All thunderstorms produce lightning and are dangerous.

Any time thunder is heard, the thunderstorm is close enough to pose an immediate lightning threat.

## **Chain of Command**

First – Captains

Second – Vice Captains

Third – A Committee member

Fourth – Manager of the Pro Shop

## **Designated safe area**

The only safe areas within the grounds of the resort are the main buildings of the resort including the conference centre.

## **Procedure if an extreme weather event occurs while a competition is in progress**

In the case of thunder being heard, course unplayable or winds at a dangerous level, the highest rank of the Chain of Command will sound one long blast of the siren/hooter (stored in the Pro Shop) to suspend play. Play can only resume when conditions are deemed safe or the course is playable. If any thunder is heard, at least 30 minutes must elapse after the last thunder clap before the resumption of play. Play can be resumed by sounding 3 short blasts on the siren/hooter.

A copy of this policy and procedure to be displayed on the notice board in the undercroft adjacent to the Pro /Shop

Change Mechanism: Committee resolution (2/3<sup>rd</sup> majority).

Reference: Golf Australia Extreme Weather & Heat Guidelines

Revision History:

Revision	Date	Description of Change	Requested By
01	2.2.12	Title amended to include "Heat" as per Golf SA Policy	J Morrison
02	20.12.12	Reviewed	
03	29.6.15	Added clauses for rain and lightning	L Fulton
04	3.8.16	Increased the temperature to 39 degrees and added BOM web-site and change of time to 12 Noon the day before event. Added the notification method for members.	L Fulton
05	9.8.18	Decreased to 38 degrees and change time to 5pm on the day before and changed website for reference.	Match Committee
06	14.2.19	Reviewed. Heat Procedure – Policy wording amended to read "WILL cancel instead of "MAY Cancel". Add wording "Match Committee may also, at their discretion, reschedule competitions"	Match Committee
07		Delete website address BOM (regular changes of address)	Match Committee

### HONORARY CLUB MEMBERSHIP

- Policy:** To confer honorary membership to the McCracken Golf Club Inc. to those McCracken Country Club employees employed as PGA professionals or others that contribute golfing expertise, provide coaching or contribute to the betterment of the Club and its members.
- Purpose:** To encourage PGA members employed by the McCracken Country Club as golf professionals to participate in the Club's competitions and social events and to interact with members on the golf course.
- Scope:** Honorary members do not have voting rights and are not eligible to win any Club trophy or honour board event.
- Honorary members are entitled to win monetary prizes provided they have paid an entry fee.
- All fees other than the Golf Australia Golf Link levy are the responsibility of the honorary member.
- The Club will act as "home Club" and provide honorary members access to the Golf Link handicapping system if requested
- Responsibility:** The McCracken Golf Club Inc. Committee is responsible for conferring honorary memberships
- Procedure:** Committee resolution
- Change Mechanism:** Committee resolution
- Reference:** McCracken Golf Club Inc. Minutes dated March 2010

**Revision History:**

Revision	Date	Description of Change	Requested By
01	20.12.12	Reviewed, no revision required	
02	29.6.15	Reviewed, no revision required	
03	3.8.16	Reviewed, no revision required	
04	14.8.18	Reviewed, no revision required	
05	10.10.19	Reviewed, no revision required	



### TROPHIES AND AWARDS

Policy:	To assign monetary value and content for all trophies and awards to be presented at all award and presentation ceremonies
Purpose:	To ensure fair and consistent trophies and awards are distributed from year to year taking into account Club financial status, sponsor contributions and history of trophy or award
Scope:	This policy applies to all trophies or awards to be presented at End of Year Functions and Award Ceremonies
Responsibility:	The McCracken Golf Club Inc. Committee is responsible to ensure all trophies, awards and monetary distributions are reviewed and value determined each September or 2 months prior to the end of year presentation or award ceremony
Procedure:	The attached award and trophy list will be reviewed by Committee and values determined as stated above
Change Mechanism:	Committee decision
Reference:	McCracken Golf Club Inc. Committee minutes dated April 2010

#### Revision History:

Revision	Date	Description of Change	Requested By
01	8.9.2011	Revised Awards and Trophy List as attached	J Chastain
02	2.2.2012	Revised Awards and Trophy List as attached	J Mitchell
03	20.12.12	Revised	J Mitchell
04	3.8.16	Revised Trophies and Awards list	
05	15.6.17	Revised Trophies and Awards list	J Hartman
06	14.8.18	Reviewed. Add Holmden Rose Bowl description and remove Gods of Golf. Remove McCracken Cup men's runner-up.	Match Committee
07	14.2.19	Reviewed.  Award and Trophy List:  Add Captain's Trophy for Ladies R/up  Add Women's Pennant Player of the Year  Delete Stableford Trophy Juniors' 3rd Place  Eclectics – Remove all Grade and Division Prizes and replace with Net Winners & Runners Up  Amend Criteria wording	Match Committee

08	20.10.22	<p>Reviewed. Award and Trophy List</p> <p>Change value amounts.</p> <p>Remove personal trophies for:</p> <p>Captain's trophy; Foursomes trophy; 4BBB Stableford trophy; Stableford trophy; Ambrose Cup; Club Championships.</p> <p>Eclectics – Remove Net Winners &amp; Runners Up and replace with all Grade and Division Prizes</p> <p>Holmden Rose Bowl – gift voucher</p>	Match Committee
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## Award and Trophy List

Event	Award Value	Perpetual Trophy	Personal Trophy
<b>President's Trophy</b>			
President's Trophy - Men	\$75.00	Perpetual	
President's Trophy - Ladies	\$75.00	Perpetual	
<b>Captain's Trophy</b>			
Captain's Trophy - Winner Men	\$75.00	Perpetual	
Captain's Trophy - R/up Men	\$40.00		
Captain's Trophy – Winner Ladies	\$75.00	Perpetual	
Captain's Trophy – R/up Ladies	\$40.00		
<b>Foursomes Trophy</b>			
Foursomes Men's Gross Winner	\$75.00 x 2	Perpetual	
Foursomes Men's Gross Runner-up	\$40.00 x 2		
Foursomes Ladies' Gross Winner	\$75.00 x 2	Perpetual	
Foursomes Ladies' Gross Runner-up	\$40.00 x 2		
<b>Mixed Foursomes Trophy</b>			
Mixed Foursomes Gross Winner	\$75.00 x 2	Perpetual	
Mixed Foursomes Gross Runner-up	\$40.00 x 2		
<b>4BBB Stableford Trophy</b>			
4BBB Stableford Men's Winner	\$75.00 x 2	Perpetual	
4BBB Stableford Men's Runner-up	\$40.00 x 2		
4BBB Stableford Ladies Winner	\$75.00 x 2	Perpetual	
4BBB Stableford Ladies Runner-up	\$40.00 x 2		
<b>Stableford Trophies</b>			
Saturday Stableford Trophy Men's Winner	\$75.00		
Saturday Stableford Trophy Men's 2nd Place	\$50.00		
Saturday Stableford Trophy Men's 3rd Place	\$30.00		
Saturday Stableford Trophy Juniors Winner	\$75.00		

<b>Event</b>	<b>Award Value</b>	<b>Perpetual Trophy</b>	<b>Personal Trophy</b>
Saturday Stableford Trophy Juniors 2nd Place	\$50.00		
Saturday Stableford Trophy - Ladies Winner	\$75.00		
Saturday Stableford Trophy – Ladies Runner-up	\$40.00		
Thursday Stableford Trophy – Ladies Winner	\$75.00		
Thursday Stableford Trophy – Ladies Runner-up	\$40.00		
<b>Eclectic Trophies</b>			
Eclectic – Saturday Men’s A Grade Winner	\$75.00		
Eclectic – Saturday Men’s A Grade Runner Up	\$40.00		
Eclectic – Saturday Men’s B Grade Winner	\$75.00		
Eclectic – Saturday Men’s B Grade Runner Up	\$40.00		
Eclectic – Saturday Men’s C Grade Winner	\$75.00		
Eclectic – Saturday Men’s C Grade Runner Up	\$40.00		
Eclectic – Saturday Ladies’ Winner	\$75.00		
Eclectic - Saturday Ladies’ Runner Up	\$40.00		
Eclectic – Wednesday Men’s A Grade Winner	\$75.00		
Eclectic – Wednesday Men’s A Grade Runner Up	\$40.00		
Eclectic – Wednesday Men’s B Grade Winner	\$75.00		
Eclectic - Wednesday Men’s B Grade Runner Up	\$40.00		
Eclectic – Wednesday Men’s C Grade Winner	\$75.00		
Eclectic – Wednesday Men’s C Grade Runner Up	\$40.00		
Eclectic – Thursday Ladies’ Div 1 Winner	\$75.00		
Eclectic – Thursday Ladies’ Div 1 Runner Up	\$40.00		
Eclectic – Thursday Ladies’ Div 2 Winner	\$75.00		
Eclectic – Thursday Ladies’ Div 2 Runner Up	\$40.00		
<b>Ambrose Cup</b>			
Ambrose Cup Winners	\$60.00 x 3	Perpetual	
Club Championships Division 2 – Gross Runner-up	\$40.00 x 3		
<b>McCracken Cup</b>			
McCracken Cup Men’s Winner		Perpetual	
McCracken Cup Ladies’ Winner		Perpetual	
<b>McCracken Junior Stroke Trophy</b>			
McCracken Junior Stroke Trophy Winner	\$75.00	Perpetual	Personal
McCracken Junior Stroke Trophy Runner-Up	\$50.00		
<b>Pennant Player of the Year</b>			
Men’s Pennant Player of the Year		Perpetual	Personal
Women’s Pennant Player of the Year		Perpetual	Personal

<b>Event</b>	<b>Award Value</b>	<b>Perpetual Trophy</b>	<b>Personal Trophy</b>
<b>Holmden Rose Bowl (Refer Below for details)</b>			
Holmden Rose Bowl	\$100	Perpetual	Gift (\$100)
<b>Club Championships</b>			
<u>Men's A Grade</u>			
Club Championships A Grade – Gross Winner	\$200.00	Perpetual	Personal
Club Championships A Grade – Gross Runner-up	\$75.00		
Club Championships A Grade - Net Winner	\$75.00		
Club Championships A Grade - Net Runner-up	\$50.00		
<u>Men's B Grade</u>			
Club Championships B Grade – Gross Winner	\$150.00	Perpetual	Personal
Club Championships B Grade – Gross Runner-up	\$75.00		
Club Championships B Grade - Net Winner	\$75.00		
Club Championships B Grade - Net Runner-up	\$50.00		
<u>Men's C Grade</u>			
Club Championships C Grade – Gross Winner	\$150.00	Perpetual	Personal
Club Championships C Grade – Gross Runner-up	\$75.00		
Club Championships C Grade - Net Winner	\$75.00		
Club Championships C Grade - Net Runner-up Grade	\$50.00		
<u>Ladies Division 1</u>			
Club Championships Division 1 – Gross Winner	\$200.00	Perpetual	Personal
Club Championships Division 1 – Gross Runner-up	\$75.00		
Club Championships Division 1 - Net Winner	\$75.00		
Club Championships Division 1 - Net Runner-up	\$50.00		
<u>Ladies Division 2</u>			
Club Championships Division 2 – Gross Winner	\$150.00	Perpetual	Personal
Club Championships Division 2 – Gross Runner-up	\$75.00		
Club Championships Division 2 - Net Winner	\$75.00		
Club Championships Division 2 - Net Runner-up	\$50.00		
<u>Ladies Division 3 – Conditions Apply</u>			
Club Championships Division 3 – Gross Winner	\$150.00	Perpetual	Personal
Club Championships Division 3 – Gross Runner-up	\$75.00		
Club Championships Division 3 - Net Winner	\$50.00		

### **Holmden Rose Bowl**

Donated by Past President and Life Member, the late John Holmden and his wife Jan.

The **Holmden Rose Bowl** is to be awarded to the most improved playing member of the Golf Club in a calendar year. The winner will have chosen McCracken Golf Club to be their home club and must be a member as at January 1<sup>st</sup> to be eligible for the trophy for that year. The

criteria for eligible members will be the improvement in their handicap (on a percentage basis), course etiquette, support of club events, knowledge and interpretation of rules and behaviour, both on and off the course.

Your committee will determine the winner of this trophy but is happy to receive any input members would like to provide in relation to the criteria outline.

The trophy will be presented at Presentation night.

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## CODES OF CONDUCT

### CODE OF CONDUCT FOR COMMITTEE MEMBERS

**Policy:** Committee Members are expected to adhere to this Code of Conduct in the performance of their responsibilities.

**Purpose:** To provide principles of good conduct and behaviour for Committee members

**Scope:** This policy applies to all members of Committees and Sub Committees of the McCracken Golf Club Inc

**Responsibility:** All Committee members are to follow the Code of Conduct

**Procedure:** Breaches will be investigated and penalties apportioned by Committee resolution. See attached Code of Conduct

**Change Mechanism:** Committee resolution (2/3 Majority)

**Reference:** McCracken Golf Club minutes dated 10 March 2011

**Revision History:**

Revision	Date	Description of Change	Requested By
01	20.12.12	Reviewed, no revision required	
02	16.5.13	To include Juniors, caddies and related persons into Members' Code of Conduct <b>Policies 015 and 021 combined.</b>	D Mullen
03	29.6.15	Reviewed, no revision required	
04	3.8.16	Reviewed, no revision required	
05	14.8.18	Reviewed, no revision required	
06	10.10.19	Added Sub Committees	Main Committee

## **McCracken Golf Club Incorporated**

### **Committee Members' Code of Conduct**

- Adhere to and enforce the Constitution, By Laws and Policies of the McCracken Golf Club Incorporated
- Comply with the Association's Incorporation Act (SA) 1985
- Comply with Laws
- Be impartial and objective, act with due care and diligence, act honestly, in good faith, with integrity and in the best interests of the McCracken Golf Club Inc.
- Do not discriminate against, harass or bully any person or groups
- Report all safety hazards to staff of the McCracken Country Club, Resort Manager and to the Committee
- Place the safety and welfare of the players/participants in McCracken Golf Club events/activities above all else
- Treat fellow members, staff of the McCracken Country Club and visitors how you would like to be treated
- Committee Members have no authority to instruct staff of the McCracken Resort in job performance and duties
- Do not misrepresent your position and/or authority
- Speak with one voice regarding Committee decisions. Decisions of Committee are made by the majority and individual Committee members must respect and abide by the decision of the majority despite not supporting or agreeing with the decision.
- Conflicts of interest are to be declared by members to Committee immediately and the member abstain from any discussion or voting
- Committee members must not misuse any information obtained as a Committee member for personal gain or for any other inappropriate purpose

## COMMITTEE MEMBERS' CODE OF CONDUCT ACKNOWLEDGEMENT FORM

I have received and read the McCracken Golf Club Code of Conduct for Committee Members (Policy: 015) and I understand its contents.

I agree to comply fully with the principles of good conduct and standards of behaviour contained in this Code and McCracken Golf Club's related policies and procedures.

I understand that I have an obligation to report to the President of the McCracken Golf Club any suspected violations of this Code.

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Printed Name

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Signature

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Date



## CODE OF CONDUCT FOR MEMBERS, CADDIES AND RELATED PERSONS

Policy:	<p>All Members, ("Member(s)" shall include Junior Members), caddies and related persons, of McCracken Golf Club are expected to adhere to a Code of Conduct.</p> <p>Members, caddies and related persons are representatives of the McCracken Golf Club Inc and are under an obligation to avoid conduct detrimental to the Club or to the game of Golf.</p>
Purpose:	<p>To provide principles of good conduct and behaviour for Members, caddies and related persons</p>
Scope:	<p>This policy applies to all Members of the McCracken Golf Club Inc, caddies and related persons</p> <p>This Code of Conduct is additional to any other tournament conditions, local rules or by-laws of clubs hosting Golf Australia events.</p>
Responsibility:	<p>All Members, caddies and related persons are to follow the Code of Conduct and comply with commonly accepted standards of golfing etiquette.</p>
Procedure:	<p>Any Member, caddie and related person who commits a breach of the Code of Conduct may face disciplinary action.</p> <p>Any report alleging a breach will be put in writing to the Committee of the McCracken Golf Club Inc. or Committee Member and investigated in accordance with the Procedures set down in the McCracken Golf Club Inc Policy and Procedures Manual.</p> <p>Any penalty that may apply and Appeal Procedures will be dealt with in accordance with the McCracken Golf Club Inc Policy and Procedure Manual.</p> <p>See attached Code of Conduct</p>
Change Mechanism:	<p>Committee resolution (2/3 Majority)</p>
Reference:	<p>McCracken Golf Club minutes dated 16.5.2013</p>

## **MCCRACKEN GOLF CLUB INC**

### **MEMBERS, CADDIES, AND RELATED PERSONS CODE OF CONDUCT**

- Observe the Rules of Golf and play in the spirit of the game
- Observe Local Rules and By Laws
- Treat fellow members, McCracken Resort Country Club staff, officials and visitors with respect and dignity. Harassment, bullying, racial vilification or abusive language directed to other players, coaches or officials may result in disciplinary action.
- Abide by traditional rules of course etiquette
- Comply with dress standards
- Play the game of Golf without undue delay
- Not undertake measures to manipulate your handicap
- Report Safety Hazards to Resort Staff, Resort Manager and McCracken Golf Club Inc Committee

## SPONSORSHIPS

Policy:	<p>McCracken Golf Clubs Committee encourages the involvement of appropriate community and sponsors in the provision of programs, facilities, and events.</p> <p>The President and/or the nominated Sponsorship Co-ordinator have the authority to seek and negotiate sponsorship agreements on behalf of the Club and its members. These negotiations must be in line with the policy statements below.</p> <p>The Sponsorship Co-ordinator may in consultation with the President, enlist the assistance of fellow members to assist in negotiations with prospective sponsors on their behalf.</p> <p>Sponsorship participants must all be from reputable organisations or individuals whose public image, products and services are consistent with our values and goals.</p>
Purpose:	<p>To ensure that decisions about the type of sponsors a club wishes to be involved with are well documented and that this is adhered to when approaching or being approached by sponsors.</p> <p>To provide the Committee with a guide to safeguard against inappropriate commercial interests becoming associated with the club and to ensure the club's values and vision are reflected by its business dealings.</p>
Scope:	<p>This policy applies to current and any future sponsor opportunities applicable to all sponsors and potential sponsors</p>
Responsibility:	<p>The General Committee and the Nominated Sponsorship Co-ordinator(s) -</p> <ul style="list-style-type: none"><li>• will ensure that the sponsorship arrangement does not conflict with club policies or impose conditions that would impact on the club's ability to carry out its functions.</li><li>• will ensure that the sponsorship agreement maintains the professional image of all parties.</li><li>• will develop and maintain a positive relationship with our sponsors through regular communication.</li><li>• reserve the right to accept products for distribution on merit, not because they are free.</li><li>• will ensure that the club obligations under the sponsorship arrangement are met.</li><li>• will ensure that the sponsorship allocated is spent in the manner for which it was provided.</li></ul>

- will ensure that no office bearer or member receives any personal benefit because of a sponsorship arrangement.
- do not explicitly endorse the sponsor or its product through its association.

Procedure: As set out in the policy.

Change Mechanism: Committee resolution

Reference: McCracken Golf Club minutes dated 7 April 2011

Revision History:

Revision	Date	Description of Change	Requested By
01	20.12.12	Revised	J Mitchell
05	14.8.18	Reviewed no revision required	
02	29.6.15	Reviewed and no revision required	
03	3.8.16	Reviewed and no revision required	
04	22.6.17	Reviewed outline of document. Referred to Policy 014 for sponsorship costings.	J.Lonergan
06	10.10.19	GST removed, updated Master Sponsor Register	Main Committee
07	29.09.23	New Policy	

## SPONSORSHIP CO-ORDINATOR

The Sponsorship Co-ordinator is appointed by the General Committee to seek sponsors for the golf club activities. The role of the Sponsorship Co-ordinator is to:

- Liaise with Treasurer to ascertain funding requirements.
- Develop and maintain relationships with potential/existing sponsors and follow up with sponsors in a timely manner.
- Negotiate and finalize sponsorship agreements.
- Ensuring contractual obligations are met by both parties.
- Coordinate and promote sponsors at events.
- Keep accurate records of all sponsorship agreements.
- Where applicable, ensure tee signage is displayed on day as per agreement.
- Review existing sponsorship packages and prepare documentation for ensuing year.
- Provide monthly Sponsorship reports to General Committee
- In consultation with the Pro Shop, Match Committee and the McCracken Resort, schedule, organise and co-ordinate the clubs annual Sponsors Day.

## SPONSORSHIP PACKAGES

### ALBATROSS (MCCRACKEN CUP SPONSOR)

**COST: \$2,000**

- |                    |   |
|--------------------|---|
| <b>Golf</b>        | <ul style="list-style-type: none"><li>• Ten Complimentary Green Fee Vouchers</li><li>• Eight Saturday Competition Naming Rights</li><li>• Invitation for two people to play in the McCracken Cup</li><li>• Invitation for four people to play on our Sponsors Golf Day</li><li>• Invitation for two people to attend our end of year Presentation Night</li></ul>   |
| <b>Advertising</b> | <ul style="list-style-type: none"><li>• Signage on Main Sponsor's Board*</li><li>• Acknowledgement on Club Main Directory Board</li><li>• Full Page colour advertisement in our Member's Handbook – Back Cover</li><li>• Advertisement on the Bistro in-house digital sponsor display</li><li>• Your logo and links to your business site on our website</li><li>• Promotion of your business on social media pages</li></ul> |
| <b>Event</b>       | <ul style="list-style-type: none"><li>• Sole naming rights for the main event</li><li>• Acknowledgement of event sponsorship in Members' Handbook</li><li>• Acknowledgement on event flyers, score cards, club leader board</li><li>• Acknowledgement in any Club or Social Media news relating to event</li></ul>  |

*\* Artwork for tee signage and costs associated with provision of signage will be at the Sponsor's expense.*

### EAGLE – EVENT SPONSOR

**COST: \$1,000**

- |                    |   |
|--------------------|---|
| <b>Golf</b>        | <ul style="list-style-type: none"><li>• Eight Complimentary Green Fee Vouchers</li><li>• Six Saturday Competition Naming Rights</li><li>• Invitation for two people to play in the McCracken Cup (October)</li><li>• Invitation for four people to play on our Sponsors Golf Day</li><li>• Invitation for two people to attend our end of year Presentation Night</li></ul> |
| <b>Advertising</b> | <ul style="list-style-type: none"><li>• Tee Signage on 1<sup>st</sup> Tee on Event Day*</li><li>• Acknowledgement on Club Main Directory Board</li><li>• Full Page colour advertisement in our Member's Handbook</li><li>• Advertisement on the Bistro in-house digital sponsor display</li><li>• Your logo and links to your business site on our website</li></ul>        |

- Promotion of your business on social media pages
- Sole naming rights for the event
- Acknowledgement of event sponsorship in Members' Handbook
- Acknowledgement on event flyers, score cards, club leader board
- Acknowledgement in any Club or Social Media news relating to event

*\* Artwork for tee signage and costs associated with provision of signage will be at the Sponsor's expense.*

#### **BIRDIE - EVENT SPONSOR      COST: \$800**

- |             |  |
|-------------|--|
| Golf        | <ul style="list-style-type: none"> <li>• Six Complimentary Green Fee Vouchers</li> <li>• Four Saturday Competition Naming Rights</li> <li>• Invitation for one person to play in the McCracken Cup</li> <li>• Invitation for four people to play on our Sponsors Golf Day</li> </ul>   |
| Advertising | <ul style="list-style-type: none"> <li>• Acknowledgement on Club Main Directory Board</li> <li>• Half Page colour advertisement in our Members' Handbook</li> <li>• Advertisement on the Bistro in-house digital sponsor display</li> <li>• Your logo and links to your business site on our website</li> </ul>  |
| Event       | <ul style="list-style-type: none"> <li>• Promotion of your business on social media pages</li> <li>• Sole naming rights for the event</li> <li>• Acknowledgement of event sponsorship in Members' Handbook</li> <li>• Acknowledgement on any event flyers, score cards, club leader board</li> <li>• Acknowledgement in any Club or Social Media news relating to the event.</li> <li>• Provision for Business Promotional materials on day</li> </ul> |

#### **CLUB PENNANT      COST: NEGOTIABLE**

Sponsorship negotiable. Entitlements will be based on sponsorship value.

Entitlements shall be equivalent to those awarded for other sponsorship types where values are the same.

#### **NEAREST THE PIN (NTP) SPONSOR      COST: NEGOTIABLE**

Sponsorship negotiable. Entitlements will be based on sponsorship value.

Entitlements shall be equivalent to those awarded for other sponsorship types where values are the same.

Where a NTP Sponsor has provided vouchers or goods, a register must be maintained and include the following information:

- Date of Issue
- Name of person NTP Awarded
- NTP Sponsors Name
- Voucher Number (if applicable)
- Value

#### **IN KIND/CASH DONATIONS      COST: NEGOTIABLE**

Sponsorship negotiable. Entitlements will be based on sponsorship value.

Entitlements shall be equivalent to those awarded for other sponsorship types where values are the same.

## TEE SPONSOR

**COST: \$500**

Tee sponsorship is offered in partnership with the McCracken Resort. All income shall be split 50/50 between the McCracken Golf Club and the McCracken Resort.

- |             |  |
|-------------|--|
| Golf        | <ul style="list-style-type: none"> <li>• Four Complimentary Green Fee Vouchers</li> <li>• Invitation for four people to play on our Sponsors Golf Day</li> </ul> |
| Advertising | <ul style="list-style-type: none"> <li>• Tee Sign *</li> <li>• Advertisement on the Bistro in-house digital sponsor display</li> </ul>                           |

*\*Artwork for tee signage and costs associated with provision of signage will be at the Sponsor's expense.*

## SINGLE ITEMS

### Saturday Competition Naming Rights

Cost: \$120 Per Event

- |             |  |
|-------------|--|
| Golf        | <ul style="list-style-type: none"> <li>• Two Complimentary Green Fee Vouchers per event sponsored.</li> <li>• Invitation for four people to play on our Sponsors Golf Day</li> </ul>   |
| Advertising | <ul style="list-style-type: none"> <li>• Optional - Tee Sign 1<sup>st</sup> Tee*</li> <li>• Naming rights published in Handbook,</li> <li>• Naming rights published on Scorecard and Club Leader Board on competition day</li> </ul> |

*\*Artwork for tee signage and costs associated with provision of signage will be at the Sponsor's expense.*

### Advertisement On the Bistro In-House Digital Sponsor Display

Cost: \$200

- |             |   |
|-------------|---|
| Golf        | <ul style="list-style-type: none"> <li>• Two Complimentary Green Fee Vouchers</li> <li>• Invitation for four people to play on our Sponsors Golf Day</li> </ul> |
| Advertising | Advertisement on the Bistro in-house digital sponsor display  |

### Website Advertising

Cost: \$120

- |             |   |
|-------------|---|
| Golf        | <ul style="list-style-type: none"> <li>• Two Complimentary Green Fee Vouchers</li> <li>• Invitation for four people to play on our Sponsors Golf Day</li> </ul> |
| Advertising | Advertisement on the Bistro in-house digital sponsor display  |

### Handbook Advertising

Cost

Handbook Advertising (Full Page - Colour)	\$125
Handbook Advertising (Full Page – B&W)	\$95
Handbook Advertising (Half Page – Colour)	\$60
Handbook Advertising (Half Page – B& W)	\$30

- |      |   |
|------|---|
| Golf | <ul style="list-style-type: none"> <li>• Two Complimentary Green Fee Vouchers</li> <li>• Invitation for four people to play on our Sponsors Golf Day</li> </ul> |
|------|---|

## Scorecards

Cost: \$300

- |             |  |
|-------------|--|
| Golf        | <ul style="list-style-type: none"><li>• Two Complimentary Green Fee Vouchers</li><li>• Invitation for four people to play on our Sponsors Golf Day</li></ul> |
| Advertising | Sponsors Logo on back of Scorecard   |

## **PROCEDURES**

### Sponsorship Year

The Sponsorship year shall run from 01 March – End February each year.

### Sponsorship Register

The Club shall maintain a register listing all Sponsors. The register shall include the following information:

- Sponsors name, address and contact details.
- Initial contact by whom and date contacted.
- Date Agreement received.
- Date and amount invoiced.
- Date invoice paid.
- Date sponsorship commenced.
- Package and amount sponsored.
- Allocation of funding
- Sponsorship entitlements
- Date sponsorship ceased.
- Diary record of all contact made with sponsor and by whom.

## **PROCESS**

### Existing Sponsors

- October – Send out invitations for Club Presentation night to all eligible sponsors.
- December - Send out Certificates of Appreciation to all sponsors.
- January – Engage with Sponsors regarding sponsorship renewals and obtain sign off on any advertisements.
- February – Confirm sponsorship renewals in writing and send out renewal invoices.  
Provide details to Match Committee re inclusion of ads and competition naming rights in handbook, on in house advertising and on website.
- Update Sponsorship Register
- Check with Match Committee to ensure Saturday Competitions are set up to reflect naming rights so that details are printed on score cards and on Club Leader Board

### New Sponsors

- October – Liaise with Treasurer to establish funding requirements for ensuing year.
- November – December - Engage with prospective sponsors subject to funding requirements.
- January - Draft Sponsorship Agreement for sign off by Sponsor and send with Invoice.
- Update Sponsorship Register
- Provide details to Match Committee re inclusion of ads and competition naming rights in handbook, on in house advertising and on website.
- Check with Match Committee to ensure Saturday Competitions are set up to reflect naming rights so that details are printed on score cards and on Club Leader Board

Note: Sponsors who come on board mid-season will be charged pro rata with sponsorship entitlements to be negotiated.



## HAZARD AND INCIDENT REPORTING

- Policy:** McCracken Golf Club Inc is committed to helping ensure a safe golf course environment for members and visitors to the course.
- Purpose:** To ensure that all hazards, near misses, incidents and injuries are reported to the Manager, McCracken Country Club to enable appropriate action to be taken
- Scope:** This policy applies to all members and visitors
- Responsibility:** Members and visitors are responsible for ensuring all hazards, near misses, incidents and injuries are documented on the appropriate form and submitted in a timely manner
- Procedure:** All hazards, near misses, incidents and injuries must be reported as soon as possible by the person who observed the hazard or who was involved in the incident.

Hazard and Incident Report forms are available at Reception.  
Reports are to be submitted to Reception at the McCracken Country Club within 24 hours of incident occurring.

A copy of each report is to be passed to the Golf Club

**Change Mechanism:** Committee Resolution (2/3 Majority)

**Reference:** McCracken Golf Club minutes dated 19<sup>th</sup> May 2011

**Revision History:**

Revision	Date	Description of Change	Requested By
01	20.12.12	Reviewed, no revision required	
02	29.6.15	Reviewed, no revision required	
03	3.8.16	Reviewed, No revision required	
04	14.8.18	Reviewed, no revision required	
05	10.10.19	Added time frame for reported incidents	M. Crowe

### VISITORS' PRIZES

**Policy:** Visitors may claim prizes at the Pro Shop.

Where a Visitor has an account with the Resort, he/she may request in writing that the Treasurer transfer their prize money to their Resort account quoting their resort account number.

Expiry of Visitor Prizes shall occur six (6) months after the date of the event in which the prize was won.

**Purpose:** To provide standard operating procedures and guidelines for distribution of Visitor Prizes

**Scope:** This policy applies to all Visitors

**Responsibility:** Treasurer, Pro Shop and Resort

**Procedure:** As set out in the attachment

**Change Mechanism:** Committee resolution

**Reference:** McCracken Golf Club minutes dated 10<sup>th</sup> February 2011

**Revision History:**

Revision	Date	Description of Change	Requested By
01	20.12.12	Reviewed, no revision required	
02	29.6.15	Reviewed, no revision required	
03	3.8.16	Added that visitors are exempt from winning overall club winner prize and are exempt from eagle's nest. Expiry of visitor's prizes changed to 3 months.	
04	14.8.18	Reviewed, no revision required	
05	14.2.19	Reviewed, Amended definition of Visitor – remove reference to Golf link registration and replace with "membership"	Match Committee

## **McCracken Golf Club Inc**

### **VISITOR PRIZES**

**“VISITOR” is defined as not having a McCracken Golf Club membership.**

McCracken Golf Club to have the “Results & Financials Report” and identify all visitors who are prize winners with a “(V)”.

The total value of their winnings will be identified and deducted from the “Entry Fee Total” to provide a Net Fees value.

On completion of the “Results & Financials Report”, copies are to be distributed to the Captain, Treasurer, Resort (Susan Mustaca), and the Pro Shop.

The Pro Shop will remit Net Entry Fees to the resort and retain Visitor Prize moneys in a “Golf Club Visitor Prizes Credit Account”.

The Treasurer is responsible for regularly providing an updated list of “Unclaimed Visitor Prizes” to the Pro Shop and responsible for displaying it on the Notice Board.

Visitors claiming prizes at the Pro Shop are to provide identification and sign and date the “Pro Shop Visitor Prize List” at the time of claiming the prize.

Where a Visitor has an account with the Resort, he/she may request in writing that the Treasurer transfer their prize money to their Resort account quoting their resort account number. Visitors are exempt from winning overall Club Winner prize. Visitors are exempt from winning Eagle’s Nest.

**Expiry of Visitor Prizes shall occur six (6) months after the date of the event in which the prize was won.**

New members shall have their identity and contact details advised to the Captain and Treasurer, by the resort, so records can be maintained and new members contacted.

Resort accounts are maintained for members so that prizes can be credited and purchases at both the Resort and Pro Shop can be debited. These account numbers should be recorded on the Membership Register.

Wayne Cooper

Treasurer

2/2/11

### WALL OF FAME

- Policy:** To display photos of our great champions and those who have achieved greatness in the sport of golf.
- Purpose:** To recognise and honour our fellow golfers for their achievements by displaying their photos in the entrance to the members bar.
- Scope:** The scope consists of 2 parts:
1. Outstanding Achievement in the sport of Golf. This section is for permanent photos displayed for 10 years plus. e.g. representing Australia at any level in Golf, winning State / National amateur competitions, winning the Simpson Cup, winning the State juniors, winning any State competition and any other achievements that the Committee deem appropriate.
  2. The second section is only valid for a 12 month period. This section will include the Club champion for ladies and men, the course record holder, the Pennants' team winners, winner of the McCracken Cup, winner of any large open competition (Stroke) with more than 128 entrants, and any other achievements deemed appropriate by the Committee.
- Responsibility:** The Vice President is to be responsible for the Wall of Fame and ensure all Photos are displayed and maintained.
- Procedure:** All new photos are to be displayed within 1 month after the scheduled presentation night with prior photos removed as required. All Photos are to be displayed in the Committee approved photo frames consistent with current ones on display. Section 1 is displayed above and titled with outstanding achievement. Section 2 displayed below and titled with achievement
- Change Mechanism:** Committee decision
- Reference:** McCracken Golf Club Inc. Committee minutes dated November 2011

**Revision History:**

Revision	Date	Description of Change	Requested By
01	20.12.12	Reviewed, no revision required	
02	29.6.15	Reviewed, no revision required	
03	3.8.16	Reviewed, no revision required	
04	14.8.18	Reviewed, no revision required	
05	10.10.19	Reviewed, no revision required	

**MEMORIAL POLICY**

<b>Policy:</b>	Memorial Policy Guidelines and Criteria
<b>Purpose:</b>	To provide guidelines and criteria for selection of appropriate recognition of deceased members.
<b>Scope:</b>	This policy applies to all nominations for recognition of deceased members.
<b>Responsibility:</b>	The McCracken Goff Club is responsible for ensuring the criteria set out in this policy and any attachment is met prior to any memorial being constructed.
<b>Procedure:</b>	Refer to attachment (McCracken Golf Club Memorial Criteria)
<b>Change Mechanism:</b>	Committee resolution (2/3 majority).
<b>Reference:</b>	None.

## **Guidelines for Awarding a Memorial**

A memorial can be bestowed by the McCracken Golf Club Committee for a deceased member who meets criteria as set out in these guidelines.

### **Criteria for a Memorial**

In assessing the Criteria it must be remembered that the McCracken Golf Club does not possess any land that may be involved in the erection of any structure/foundation. At all times the final decision of the erection of anything rests solely with the owners of the McCracken Resort.

#### **CATEGORIES:**

##### **PLAQUE – GENERAL**

The Memorial Seat will overlook the Championship Tee Block of the 10<sup>th</sup> Tee as the selected location. Plaques will be attached to this seat as determined by the criteria below.

This area allows for people to reflect on memories and is for remembering a deceased member.

##### **a) PLAQUE – A**

**The Golf Club Committee will invite a submission for this criterion**

There would need to be the following qualifications.

A McCracken Golf Club member who has been a financial Member for 10 years or more.

Or,

Been an active member of various committees. Service on committees &/or Dads Army fulfils this requirement.

The plaque would bear the inscription "In Memory of McCracken Golf Club Member..... (Name)

##### **b) PLAQUE – B**

**Members of family will apply to the Golf Club Committee for this permission.**

To qualify for this situation the following should apply;

The plaque would be financed by the friends and/or relatives of the deceased member.

The plaque would bear the inscription similar to that in 2 a) above.

**Procedure for Awarding a Plaque:**

- a) In all cases there will need to be a formal request put to the Committee of the McCracken Golf Club, who will consider the application bearing the above criteria.
- b) A committee consisting of the Secretary, the Men's Captain and The Ladies Captain will assess the application against the criteria set out above. This sub-committee will forward their recommendation to the McCracken Golf Club Committee. (Should the Captains not be available the Vice Captains can be the representative)

Change Mechanism: Committee resolution (2/3 majority)

Reference: McCracken Golf Club Inc. minutes of March 2015

**Revision History:**

Revision	Date	Description of Change	Requested By
01	1.3.15	New Policy	President
02	3.8.16	Addition of Memorial Policy information form	
03	14.8.16	Reviewed, no revision required	
04	10.10.19	Reviewed, no revision required	

## CLUB CHAMPIONSHIPS AND HONOUR BOARD ELIGIBILITY

<b>Policy:</b>	Club Championships and Honour Board Eligibility
<b>Purpose:</b>	To provide guidelines for all members' eligibility to play in Club Championships and Honour Board events.
<b>Scope:</b>	This policy applies to all members.
<b>Responsibility:</b>	Match Committee
<b>Procedure:</b>	Match Committee

### CLUB CHAMPIONSHIPS

**7 Day** including **Veteran and Junior** members must play at least three (3) McCracken Golf Club individual Saturday competitions in the previous six (6) calendar months or receive special approval from the Match Committee.

**5 ½ day** members must play at least four (4) McCracken Golf Club individual Saturday competitions in the previous six (6) calendar months or receive special approval from the Match Committee.

**City** and **Pay-per-Play** members must play at least six (6) McCracken Golf Club individual Saturday competitions in the previous six (6) calendar months or receive special approval from the Match Committee

**Corporate & Shareholders** as per 7 Day members.

### HONOUR BOARD EVENTS

All categories of membership must play three (3) McCracken Golf Club official 18 hole events in the previous six (6) calendar months or receive special approval from the Match Committee

Change Mechanism: Committee Resolution. Reference:

McCracken Golf Club minutes dated 2018 Revision History:

Revision	Date	Description of Change	Requested By
1	14.2.19	Reviewed. Honour Board Events amend wording to read "in the previous (6) calendar months" instead of (3) calendar months.	Match Committee



**ELECTION PROCESS POLICY****PROCEDURE FOR ELECTING MEMBERS TO GENERAL COMMITTEE****GENERAL**

This procedure is recommended for the electing of personnel to positions on the general commit. There are eight positions on the General Committee that may require to be filled at an AGM by election. The number will depend on vacancies at the time.

These being.

- President
- Vice President
- Men's Captain (Chair of Match Committee)
- Ladies Captain
- Secretary
- Treasurer
- 2 x Committee members.

To be eligible for election a person must be,

- A financial golfing member of the McCracken Country Club and
- Be the holder of a valid Golf Link handicap.

The ideal situation is that 50% of positions be declared vacant at each AGM. This rarely happens due primarily to the transient nature of the membership.

The procedures outlined here are to ensure that Probity is adhered to at all times in the process.

**NOMINATIONS**

Nominations for vacancies are to be called from members by the Secretary in accordance with the Constitution.

Nominations are to be lodged in a locked box held at Reception at the McCracken Country Club with a time limit of 1700hrs on the closing day as outlined by the secretary's advice to members and in accordance with the constitution.

A Returning Officer is to be appointed by the general committee for a number of duties connected to the annual election process.

The secretary is to examine the Golf Clubs email address after the closing of nominations. Any nominations so received are to be then placed in the locked box.

The secretary will be required to sign a declaration (Appendix 1) stating that there are no further nominations. This declaration will be dated and at a time before the opening of the locked box containing the nominations.

The Returning Officer will take possession of the locked nomination box and move to a Probity area. Present will be the President, Secretary and one other member who is not seeking election.

At a time shortly after the closing of nominations, in the presence of the above personnel and with any declarations completed, the Returning Office will open the box.

The secretary will note the nominations received and in accordance with the Constitution notify members of the nominees.

**ELECTION**

Election of officers will take place at the AGM in accordance with the Agenda.  
and as defined in the constitution.

The election process will usually be conducted by the Chair of the meeting. In the event that the Chair is a candidate in the election process. the election process will be conducted by the Returning officer. There are a number of steps in the election process.

1. Those vacant positions that have received one (1) only nomination will be declared Filled.

2. Those vacant positions that have received more than one nomination will require a vote by ballot to be undertaken. The ballot will be conducted by the Chair or Returning Officer and will consist of all ballots of those present and any proxies received and lodged according to the constitution. The successful candidate will be the member with the most total votes in each case.
3. Any vacancies that exist after the above procedures 1 and 2 have been conducted can be appointed by the general committee in accordance with the constitution.

Positions filled in items 1 and 2 are for a two-year term.

Any position filled in accordance with item 3 are for a 1-year term or until the next AGM whichever comes first.

## **APPENDIX 1**

### **NOMINATION DECLARATION**

I ....., being the Secretary of the McCracken Golf Club Inc.  
declare that;

1. The Golf Club email address has been examined by me after the closing of nominations for election and that there are no nominations present.
2. All nominations received on the Golf Club email address have been placed in the locked nomination box.

Date: .....

Secretary: .....  
(Signature)

Witness: .....  
(Signature)

.....  
(Name)

**CART POLICY****McCracken Golf Club Inc****CART POLICY**

McCracken Golf Club (the “Club”) is determined to establish a standard for the safe operation of all golf carts operated at the Club.

**PURPOSE**

The main objective of the Club’s Cart Policy is to maintain responsible behaviour and ensure safe operating procedures are always followed in relation to golf cart use. Our policy informs everyone who uses golf carts at the Golf Course of their responsibilities and the standards of behaviour expected of them.

**SCOPE**

This policy applies to everyone eligible to operate a motorised golf cart and applies to the operation of any cart on McCracken Golf Course property, including personally owned or hire carts.

**RESPONSIBILITIES****Club Responsibilities**

The Club will:

- adopt, implement, and comply with this policy.
- publish, distribute, and promote this policy and consequences of any breaches of this policy.
- always promote and model appropriate standards of behaviour.
- deal with any complaints made under this policy in an appropriate manner.
- deal with any breaches of this policy in an appropriate manner.
- recognise and enforce any penalty imposed under this policy.
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies.
- review this policy every 12 months. The Club holds the right to make changes whenever appropriate.

**Individuals Responsibilities**

Everyone associated with golf cart use must:

- make themselves aware of the contents of this policy.
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy and other adopted guidelines.
- be responsible and accountable for their behaviour;
- comply with any decisions and/or disciplinary measures imposed under this policy.

## CHANGE MECHANISM

Match Committee resolution (2/3 majority).

## REFERENCE

None.

## REVISION HISTORY

Revision	Date	Description of Change	Requested By
00	02APR24	New Policy	Match Committee

## PROCEDURES

### Qualifications

- a) All privately owned carts must be registered with the McCracken Resort and the prescribed annual Cart Levy paid.
- b) Persons aged 16 years and over that hold a current Australian Driver Licence may operate a golf cart on the McCracken Resort property.
- c) Any person who operates a cart on the Golf Course is deemed by so doing, to have the knowledge, training, and skill to safely operate this vehicle and be fully accountable for their actions and the consequences.
- d) Golf carts must be operated in accordance with the requirements of the Safe Operating Procedures as prescribed for the cart in use.

### Cart Safety

- a) It is the responsibility of the user of a privately own cart to ensure that the cart is free from any defect that may hinder the safety of the vehicle.
- b) Drivers must not move off/accelerate until the occupants are seated.
- c) Occupant's hands, feet, and head must be always kept inside the golf cart while the vehicle is in motion.
- d) Drivers must check the area behind the vehicle before reversing.
- e) Drivers must set the parking brake before leaving the vehicle.

- f) Drivers must always consider the terrain, existing vehicular and foot traffic conditions as well as environmental factors that may affect their ability to operate the vehicle safely.
- g) Carts should not be driven at a speed exceeding a fast-walking pace.
- h) Drivers must avoid sudden stops or changes of direction that may result in loss of control.
- i) Golf carts should not be driven ahead of the play except to assist in finding balls.
- j) The use of golf carts may be temporarily restricted if deemed that they may damage the course or if conditions are dangerous e.g. wet slippery conditions.

### **General Use**

Any person who operates a cart on the Golf Course must follow written and/or verbal instructions, including signage on course, as to where the carts may or may not travel.

- a) Carts must keep to established paths whenever possible.
- b) Carts must not be driven or parked on or within 10 metres of greens and greenside bunkers. Drivers may park within 10 metres of tees only on the designated cart paths.
- c) Do not drive over mounds that are within 10m of greens.
- d) Carts are NOT permitted inside any roped off areas.
- e) When approaching a green, carts must be parked to the side leading to the next tee, never park in front of greens. This will greatly assist the Pace of Play.
- f) Near tees, carts must remain on the pathway and shall not be driven on tee surrounds.
- g) If course conditions are wet, carts should only travel on the driest and firmest parts of the golf course and should stay away from critical golf areas as much as possible.
- a) Carts should not be driven near the edge of dams or fairway bunkers.

### **Special Dispensation**

Members with mobility disabilities may request an exemption from certain restrictions imposed by the Club in relation to operation of carts on the golf course by applying for a Special Access Permit.

#### **1) Guidelines for Issuing Permit**

A Special Access Permit can be issued to any golfing member of the McCracken Resort who demonstrates a mobility situation that needs consideration for limited access to Golf Course amenities. (i.e. Tee Blocks and Greens)

## 2) Criteria for Permit

In assessing the Criteria, the Match Committee should consider the

- Mobility of the applicant.
- Geographical location of the golf course.
- Safety of the applicant's access.
- Safety of accompanying players.

## 3) Documentation

For a Special Access permit to be issued an applicant will need to demonstrate a mobility situation that limits the ability for the applicant access areas of the golf course by foot

They will be required to:

- Complete an application using the approved form (See Attachment 1)
- Provide credible assurance by providing credible assurance that an exemption from certain restrictions on the use of golf carts on the golf course is required because of their disability/medical condition.

The Club will consider adequate credible assurance as being either:

- (1) a copy of a valid, state-issued disability parking placard or card or other state-issued proof of disability,
- (2) a valid Medical Certificate
- (3) a Statutory Declaration from the member, that the special exemption is required because of the member's disability/medical condition.

The Club respects the privacy of its members and will not ask about the nature or extent of the disability/medical condition.

## 4) Procedure for Issuing of Permit

- (1) Match Committee, in consultation with Resort Management, will consider each applicant on its merit.
- (2) An approval letter will be sent to the applicant with any restrictions that apply. It should be considered that a general approval will be sufficient but there may be areas of the golf course that are excluded.
- (3) Approved applicants will be issued with a "Special Access" Permit which must be displayed on the windscreen of his or her golf cart so that other players and golf course marshals will be aware that the member is exempt from certain restrictions otherwise applicable to the operation of the golf cart on the golf course. (See Attachment 2.)

- (4) Successful applications will be recorded by the Match Committee and kept on a dedicated file managed by the Secretary. This file will need to be accessible by the Match Committee.

#### 5) Responding to Complaints

McCracken Golf Club takes all complaints about golf cart use seriously. All complaints will be handled in accordance with the Club's Complaint Handling Procedures (Policy 005).

Note: All members and users are reminded that use of a cart on the McCracken Golf Course is a privilege and not a right.



## APPLICATION FOR SPECIAL ACCESS CART PERMIT

**Applicant's Name** .....

I, the abovenamed, hereby make application for a Special Access Cart Permit on the grounds that I have a medical condition/disability that limits my ability to access areas of the golf course by foot.

### Supporting Documentation

I attach the following documentation in support of this application:

- ☐ Copy of a valid, state-issued disability parking placard or card or other state-issued proof of disability.
- ☐ Medical Certificate
- ☐ Statutory Declaration

*(Please Tick) Applicants must provide one or more of the above documents to support their application.*

### Additional Comments

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**Signed:** .....

**Date:** .....

OFFICE USE ONLY		Permit No.	Date of Issue
Approved	Declined		



## SPECIAL ACCESS CART PERMIT



2024

### BALL RUN POLICY

Policy:	The Ball Run Policy outlines the process for amending the calculated Ball Run, if required, to ensure all players who missed receiving a ball on a countback are awarded a ball.
Purpose:	To provide a fair, consistent and equitable distribution of balls for placegetters.
Scope:	This policy applies to all Wednesday, Thursday and Saturday Club competitions except social events.
Responsibility:	<p>The Committee is responsible for ensuring adequate funds are retained to help offset administration fees and ongoing financial obligations.</p> <p>The Data Entry marshal is responsible for entering playing numbers into the Master Results Sheet (Excel) which is configured to calculate the prizes money that is to be allocated and the Ball Run.</p>
Procedure:	<p>The Ball Run i.e. the number of balls to be allocated for a competition, is calculated based on 20% of the total competition income received. 20% Total Income is divided by 5 (5 representing the cost of a golf ball). The resulting figure represents the number of balls to be allocated.</p> <p>The Master Results Sheet has been configured to automatically calculate the number of balls for allocation.</p>
Process:	<p>On completion of a competition, the Data Entry Marshall shall:</p> <ol style="list-style-type: none"> <li>1. Process the competition as normal, using the spreadsheet to calculate Prize Monies and Ball Run and entering data into Mi Club.</li> <li>2. Before finalising the competition, check the Ball Run. If there are players who missed out on a ball on a countback, adjust the ball run in the system so that all players on the same score receive a ball.</li> <li>3. Update the Excel Spreadsheet to reflect the amended number of balls given. Note - Overriding the Ball Run field will delete the formula used to derive the ball run - DO NOT SAVE THE FILE.</li> <li>4. Note the amended Ball Run in the covering email so that the Treasurer is aware of the change.</li> </ol>