

PENINSULA SOCIAL GOLF CLUB INC.
BY-LAWS AND PROCEDURES

1. ADMINISTRATION

- 1.1 These by-laws and procedures set out particular details relating to the operation of PSGC.
- 1.2 They are intended to be read in conjunction with the PSGC Constitution as set out in the Model Rules for Incorporated Associations by the Office of Fair Trading.
- 1.3 Where there is a difference between this document and the PSGC Constitution then the PSGC Constitution will prevail.
- 1.4 PSGC shall operate in accordance with the PSGC Constitution and these PSGC By-laws which set out requirements for Membership, Committees and Sub-Committees, Duties of Officers, Meetings, Funds and Accounts and Public Liability.

2. CLUB MANAGEMENT

- 2.1 Requirements relating to management of the PSGC generally shall be as set out in the PSGC Constitution.
- 2.2 Management of the PSGC is vested in the elected General Committee which comprises 7 Members elected at the Annual General Meeting, namely, President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Captain and Vice-Captain.
- 2.3 The General Committee is elected at each Annual General Meeting for the duration of 12 months of the forthcoming year. The Annual General Meeting must occur prior to the end of the calendar year to enable the new Committee to take up its duties on the 1st January of each year.

3. PSGC OFFICE BEARERS

- a) The official PSGC Office Bearers are comprised of the following positions. No PSGC member may hold more than two positions at time (including delegations)

3.1 Club Secretary

- a) Subject to clause 15 – Appointment or election of a secretary of the PSGC Constitution, the Club Secretary is also responsible for coordinating and managing the official PSGC event calendar and general communications with Golf Clubs, these responsibilities also include but are not limited to:
 - Selection of Golf Course for the PSGC event calendar.
 - Booking PSGC Events with individual Golf Clubs.
 - Managing Booking alterations for PSGC events in relation to player numbers or course changes.
 - Preparation of PSGC communications.

3.2 Club President

- a) Subject to clause 17, 18, 23, 25, 35, 37 & 39 of the Model Rules, the Club President is responsible for the general running of the club, these responsibilities include, but are not limited to:
 - General operation and organisation of PSGC.
 - Organising the Annual Presentation night.

3.3 Club Vice President

- a) The Club Vice President is responsible for supporting the President with the general running of the club, these responsibilities also include, but are not limited to:
 - Being prepared to step in and act as President if the President is unable to fulfill their duties.

- Organising the annual weekend trip.
- Act as a member of the Match Committee.

3.4 Club Treasurer

- a) The Club Treasurer is responsible for the overall PSGC finances, these responsibilities include but are not limited to:
- Maintaining a register of PSGC Income and Expenditure.
 - Collection of Green Fees from players at each event.
 - Organising the independent review of PSGC financial accounts each year.
 - Payment of green fees to Golf Courses.

3.5 Club Assistant Treasurer

- a) The Club Assistant Treasurer is responsible for supporting the Treasurer with the overall club finances of the club, these responsibilities also include, but are not limited to:
- Being prepared to step in and act as Treasurer if the Treasurer is unable to fulfill their duties,

3.6 Club Captain

- a) The Club Captain is responsible for co-ordinating the on the day running of official PSGC events, these responsibilities include but are not limited to:
- Pro-Shop coordination on day of play
 - Player Registration
 - Player Groupings
 - Determination of nearest the pins and drive & pitch holes
 - Post play presentation of prizes
 - Act as a member of the Match Committee
- b) The Club Captain is also responsible for maintaining PSGC player handicaps, these responsibilities include:
- Review of submitted scorecard for accuracy
 - Adjustment of player handicaps as per PSGC handicapping rules
 - Determination of new player handicaps as per PSGC handicapping rules
 - Maintaining a record of PSGC event results for determining annual trophy results.

3.7 Club Vice Captain

- a) The Club Vice Captain is responsible for supporting the Captain with the allocated responsibilities and also including but not limited to:
- Being prepared to step in and act as Captain if the Captain is unable to fulfill their duties,
 - Act as a member of the Match Committee

4. MEMBERSHIP AND FEES

- 4.1 Requirements relating to Membership of the Club generally shall be as set out in the PSGC Constitution.
- 4.2 Annual Membership fees are determined by Members at the Annual General Meeting each year and fees are due and payable at the commencement of the season on 1st January each year.
- 4.3 Only financial Members of the Club are permitted to vote at any Club meeting and any Member not having paid the annual Membership fee by the end of February in that financial year shall cease to be a financial Member.
- 4.4 Each new Member will pay a nomination fee as prescribed by Members at the Annual General Meeting and new Members will only be eligible to participate in Club activities as a visitor until both annual Membership and nomination fees are paid.

- 4.5 A Club Member that is also a Member of a course at which we play is only required to pay half the regular game fee when playing at that course.
- 4.6 Existing financial members are required to pay annual membership of \$20 and mandatory annual insurance of \$20 per person. Members who have played a minimum of half the eligible games for the year and attended the AGM are exempt from paying the \$20 membership fee. All members are required to pay the \$20 insurance fee.
- 4.7 Game fees for Visitors will be an additional \$5.00 above the PSGC daily game fee.

5. GOLFING SEASON

- 5.1 The Clubs annual golfing season commences on 1st January each year and ends on the 30th November. Any games played after 30 November in any year are included in that current years results however financial actions are to be included in the following years reporting. This is done so as to allow the Club Treasurer to have the financial records audited prior to that current years AGM.
- 5.2 A schedule of games is prepared by the Secretary prior to the start of each season. The Captain then prepares a schedule of fixtures for each venue for subsequent approval by the management committee.
- 5.3 The Captain may consult with the Match Committee at his discretion during the preparation of this schedule. The Secretary then prepares a final Games Schedule for distribution to all Members. The Secretary reports to the Management Committee at each meeting during the year, on progress of the Games Schedule and confirms arrangements for games with each Club prior to each game.

6. CONDUCT OF GAMES

- 6.1 All events (i.e. Stroke, Stableford, Ambrose and Par –plus Match Play competitions) shall be conducted in strict uniformity with the Rules of Golf and the any golf club Local Rules.
- 6.2 Preferred Lies on Fairways are in effect at all PSGC events unless golf club Local Rules permit Preferred Lies through the Green or a compulsory Tee-Up is required.
- 6.3 Club Competitors are asked to report to the Captain at least 30 minutes prior to the published start time.
- 6.4 Captain.
 - a) The Captain is responsible for the conduct of all games and the prompt starting of the fields at the allotted times assisted by his Vice-Captain wherever possible on game days. The Captain or Vice-Captain should be present at every game.
 - b) If both the Captain and the Vice-Captain are absent then the Secretary and/or the Vice-President should fulfill the Captain's duties for that particular day.
 - c) The Captain and/or Vice-Captain will check all game cards and announce results after each game and be responsible for keeping a record of game results for future reference and for regular adjustment of Player's handicaps based on game results and in accordance with these PSGC By-Laws.
- 6.5 Match Committee.
 - a) The Match Committee consists of the Captain, Vice-President and Vice-Captain. The Captain is chair of the Match Committee and is responsible for coordinating the activities of the committee.
 - b) The Committee's duties include the adjudication of any disputes regarding the interpretation of the rules of golf local rules and By-Laws relating to the playing of games. All Match Committee rulings are considered as final unless procedures contained within the Club rules are implemented to convene a general meeting. The Match Committee's powers only relate

to golf games conducted by PSGC.

- c) If the Captain and/or the Vice Captain are not in attendance on any game day then their place on the Match Committee will be filled by the office bearer that fills the missing committee members role on that day. If no office bearer fills that matchday capacity then the position will be filled by the Club President.

6.6 Ambrose Competitions

- a) An Ambrose Competition is comprised of groups of two Players (2 Player Ambrose), three Players (3 Player Ambrose), or four Players (4 Player Ambrose) who work as a team. Each Player hits off the tee, the best shot is selected and all other Players pick up their ball and drop it, within one club length, alongside the best ball. Each Player then hits a second shot from the same spot. The best shot is again selected. This continues until the ball is in the hole. On the putting green the best ball is marked and the other balls are played from this position.
- b) PSGC Ambrose Competitions are played under the following conditions:
 - The Players whose ball is selected shall play first, as the ball lies, except when putting (Preferred lies are allowed on fairways)
 - If the selected Players ball lies off the fairway, all other players must drop within one club length of the selected ball. The dropped ball must come to rest within one club length of the selected ball and must come to rest in the same course condition (i.e. Rough, Hazard), no closer to the hole, otherwise the ball must be redropped.
 - As a method of speeding up play then a Player may putt out on a green before other players have taken their putt. However, if the player putting out misses their putt, the missed putt ball becomes the ball in play.
 - A minimum number of tee shots is to be played by each player and clearly recorded on the scorecard.
 - Handicapping is in accordance with the Rules of Golf and PSGC By-Laws.

6.7 At the Captain's discretion players may be relegated to the end of the field if they are considered to be the cause of slow play.

6.8 Incorrectly marked cards may be disqualified at the Captains discretion.

7. GRADES

7.1 The Club may consist of male, female and junior Players (aged 18 and under) and will be divided into two grades, being:

- i. A Grade All players with handicaps of 22 or less
- ii. B Grade All players with handicaps more than 22

7.2 Players will play off the markers or as directed by the Club Captain or Pro-Shop Staff.

7.3 Female Players may chose to play from the same tee as the male players or may also playoff the ladies' markers.

7.4 Female Players shall use the same index as the male players when scoring.

8. CLUB CHAMPIONSHIPS

8.1 General

- a) Championships will be held in Singles and 2 Player Four Ball formats each year.
- b) Players competing in Club championships will be allowed to use motorised carts at no penalty.
- c) Players must be financial Members prior to the commencement of the Singles

Championships Qualifying Rounds to allow them to qualify to play in either the Singles or Fourball Championships.

- d) Players must have played in three games prior to the commencement of the Singles Championship Qualifying Rounds.
- e) Normal handicapping applies during the three qualifying rounds of the Singles championship.
- f) Where rounds of the championship are not played over consecutive scheduled events then handicaps will be subject to normal handicapping requirements during those non championship events and all Players will then play off their then current handicap for subsequent championship rounds.
- g) The grade that a Player is in for the first round of qualifying is the grade to be contested for the duration of the championships regardless of where that Players handicap is at the end of the three qualifying rounds. i.e. a Player may have a handicap of 23 at the commencement of the first round of qualifying, however that handicap may be reduced to 20 at the end of qualifying. That player will then contest B Grade using their then current handicap. Conversely a Player may commence qualifying with a handicap of 22 however that handicap increases to 23 at the completion of qualifying. That Player will then compete in A Grade at their then current handicap.

8.2 Singles Championship

- a) Players must play in three Singles Championship Qualifying Rounds in stroke format.
- b) Qualification will be in separate A Grade and B Grade sections.
- c) Actual handicaps down to one decimal point shall be used when calculating net scores.
- d) Those 8 Players with the lowest aggregate stroke score over two of the three qualifying rounds for each Grade, will qualify for the matchplay portion of the championships which is to be contested in separate A Grade and B Grade competitions.
- e) The winners of the respective A Grade and B Grade finals will be the 'A' Grade Champion and 'B' Grade Champion.
- f) The Club Champion will be determined by a play-off in match play format between the 'A' Grade and 'B' Grade champions.

8.3 Fourball Championships

- a) The Four Ball championships will be played over two rounds of 2 Player Four Ball Better Ball Stableford scoring format. Players may select their own partners for this competition.
- b) Stableford Points for both rounds will be combined and the winners will be the team with the best combined Stableford score after the second round.
- c) Players in the Four Ball Championships will play off their handicap as it stands on the day of the event.
- d) The winning team will be the Four Ball Champions.

9. HANDICAPS

9.1 The Captain is responsible for all handicapping subject to the following guidelines.

- (a) Maximum handicaps for the season are:
 - Male players (Adult and Junior) 32
 - Female players (Adult and Junior) 45
- (b) Handicaps applied for each game will be nominal handicaps rounded to the nearest whole number.
- (c) All Handicaps will be adjusted after all Single Player Events such as Stroke,

- Stableford or Par events.
- (d) Handicaps are adjusted for Team events with only the winning team and runner-ups having their handicaps adjusted. All other Players handicaps will not have their handicap adjusted for that day for team events.
- (e) All adjustments to Player handicaps will be at the discretion of the Captain or Vice-Captain on the following basis:

Handicap Adjustments

Handicap Under 9	Reduction: 0.1 per stroke under par
Handicap between 10 and 20	Reduction: 0.2 per stroke under par
Handicap between 21 and 27	Reduction: 0.3 per stroke under par
Handicap between 28 and 45	Reduction: 0.4 per stroke under par
All Players	Extension 0.5 per game when exceeding par

NOTE: In addition to the normal handicapping set out above all winners in both single and team events will automatically lose 2 strokes and runners-up will lose 1 stroke. If a Player wins or is runner up in a grade on the day with the winning or runner up score being more than par than that Player does not receive the Extension of 0.5 for the game and instead loses the 2 shots and 1 shot respectively for being the winner or runner up.

NOTE: The minimum handicap used within the club will be '0'. In the event that a Players handicap drops below '0' (-1.1) then that Players handicap for the event will be '0' however all handicapping will continue to be maintained as per PSGC rules.

Example 1

Example of Normal handicapping where all players under par for that round lose shots

Player A – Normal handicap of 24.8
 Player B – Normal handicap of 29.6
 Player C – Normal handicap of 27.2
 Player D – Normal handicap of 35.4
 Player E – Normal handicap of 32.0
 Player F – Normal handicap of 26.2
 Player G – Normal handicap of 23.6

Par for the day is 36 Stableford Points.

Player A wins the day with 44 Points. Handicap is reduced by $8 \times 0.3 = 2.4$ shots (Exceeds the mandatory minimum 2 shots)

Player B is runner up with 43 points. Handicap is reduced by $7 \times 0.4 = 2.8$ shots (Exceeds the mandatory minimum 1 shot)

Player C is third with 42 points. Handicap is reduced by $6 \times 0.3 = 1.8$ shots

Player D is fourth with 39 points. Handicap is reduced by $3 \times 0.4 = 1.2$ shots

Player E is fifth with 38 points. Handicap is reduced by $2 \times 0.4 = 0.8$ shots

Player F is sixth with 36 points. Handicap is not adjusted and remains at 26.2

Player G is seventh with 35 points. Handicap is adjusted by +0.5 and is now 24.1.

Example 2

Example of event winners being over par for that round.

Player A – Nominal Handicap of 14.7
 Player B – Nominal Handicap of 18.3
 Player C – Nominal Handicap of 20.2

Par for the day is 36 Stableford Points

Player A wins the day on a countback with 34 Stableford points. Handicap is reduced by 2 shots to 12.7 as being that days winner.

Player B – is runner up on a countback also with 34 points. Handicap is reduced by 1 shot to 17.3 as being the days runner up.
Player C – also has 34 points. Handicap is adjusted by +.05 and is now 20.7.

10. DRAWS AND COUNTBACKS

10.1 Non-Championship Games and Four Ball Championship Games (After Second Round)

- (a) In the event of a draw the result will be decided by count-back in accordance with the Rules of Golf which is currently:
 - (i) Holes 10 through 18 on the scorecard
 - (ii) Holes 1 through 9 on the scorecard
 - (iii) Hardest 6 holes
 - (iv) Easiest 6 holes
- (b) Handicaps are to be used when performing countbacks. In Stableford and Par events the result of the hole is considered when conducting countbacks.
- (c) In stroke play events handicaps are to be utilised for the holes used in the countback.

10.2 Championship Games

- (a) In the event of a draw at the conclusion of normal play the final hole will be replayed until a clear result has been determined where possible.
- (b) Matchplay Players are to be pushed to the front of the field as much as possible. The intent of this is, in the event of the matchplay score being square on the 18th hole, then there is provision for the game to be absorbed within the rest of the clubs playing group.
- (c) Matchplay Players should also play for the same tee where possible. This means all play from hole 1 or hole 10.
- (d) If playing from hole 10 then the matchplay index is to be used as if the 10th hole was the first hole.

11. VISITORS AND NEW MEMBERS

- 11.1 All visitors and new players wishing to join the club will be required to play and then submit a card for 3 games in order to establish a players handicap.
- 11.2 Once a visitor or new player has established a club handicap then that player will play in all club events using that PSGC handicap.
- 11.3 When assigning a Players handicap, the Captain will allocate each visitor or new player a PSGC handicap where each shot over par for that hole is allocated a stroke towards their handicap. Any score greater than a double bogey on a hole will be adjusted to double bogey as this will then allow a maximum of two shots per hole.
- 11.4 Where the visitor or a new player is a female then the 9 hardest holes on that scorecard as determined by the index on the scorecard may also be used to allocate additional handicaps as female players have a maximum handicap of 45.
- 11.5 The total handicap for each Player will then be totaled for those 3 rounds with the total then divided by 3 to give that new Player their first PSGC handicap. Each handicap will then be adjusted as required to align with the maximum handicaps permitted within PSGC.
- 11.6 Any visitor or new player with a current AGU handicap must notify the Captain before playing and will be required to play off a handicap of 2 strokes less than that persons then current AGU handicap. Having an AGU handicap will allow that new player to play in club events immediately using that AGU handicap, less two strokes, as long as that new player has paid all membership fees.
- 11.7 Visitors are not eligible for Club trophies until all Club Membership fees have been paid.

11.8 Visitors can play as many games as they can register for during the year on the understanding that preference for bookings will be allocated to financial members in the first instance.

12. TROPHIES

12.1 Trophies will be awarded to the players achieving the following results at the Clubs Annual Dinner and Presentation Night.

12.2 The type of trophy to be awarded is to be determined by the committee.

12.3 The following trophies are currently awarded each year;

(a) Individual Awards

- | | |
|---------------------------|---|
| 1. Club Champion | This is the winner of the matchplay which has the A Grade and B Grade champions playing off against each other. |
| 2. A Grade Champion | This is the A Grade matchplay champion |
| 3. Runner-up | This is the A Grade matchplay runner up |
| 4. B Grade Champion | This is the B Grade matchply champion |
| 5. Runner-up | This is the B Grade matchplay runner up |
| 6. Most Consistent Player | Competition run throughout the year where 3 points are awarded for event winners and 2 points for runners-up in each of A and B grades on all events of the season including team events. 1 point is awarded for each Player for attendance. Players must be a Member of the club no less than 12 months to qualify for this award. |
| 7. Most Improved Player | Most shots lost during the season over a min of 12 games. Players must be a Member of the club no less than 12 months to qualify for this award. |
| 8. Hot Shot Trophy | Most NTPs for the season across all rounds played. |
| 9. Seniors Trophy | Calculated using the 3 best net results for Stroke play events played throughout the year. Nominal handicaps are to be used when calculating this result. Members must be over 60 years of age prior to 1 st January each year to qualify |
| 10. Race to Redcliffe | Competition run throughout the year where points are awarded for all members that participate in events conducted throughout the year. |

Points awarded

Winner Each Grade	20
Runner Up Each Grade	15
Run down as consolidated scores.	Countback rules apply
3rd	10
4th	9
5th	8
6th	7
7th	6
8th	5
9th	4
10th	3
11th	2
12th +	1
Matchplay Players	10
Team Competition	

All players in the same team get the same number of points. Subsequent points are then awarded on a rundown of scores per individual events.

(b) Team Awards

1. Four Ball Champions
2. Four Ball runners Up
3. Weekend Trip

As determined by the Fourball Championships

As determined by the Fourball Championships

As determined as a result of the weekend trip