



# Gungahlin Lakes Golf Club

GOVERNANCE  
GUIDANCE STATEMENTS

## Contents

Introduction.....	2
1. Code of Conduct.....	2
1. Definitions.....	3
2. Offences.....	3
3. Disciplinary Procedures.....	4
4. Penalties.....	5
5. Register of Breaches.....	5
2. Junior Members.....	6
Introduction.....	6
Definition of a Junior Member.....	6
Club Fees.....	6
Commitment.....	6
Financial Support and Coaching.....	6
Accessing the Grant.....	7
What the Grant may be used for and thresholds.....	7
Application process.....	7
Competition Entry.....	7
Facilities Available to Junior Members (Spike Bar lounge).....	8
3. Storm Warning.....	8
4. Reciprocal and Guest of a Member Rights.....	9
5. Management of Vouchers and Competition Prizes.....	10
GLGC Committee Competitions.....	10
Pro Shop Competitions.....	10
6. Eligibility for Club Championship Play.....	11
7. 'No Show' Policy.....	12
8. Management of Charity Donations.....	13
9. Eligibility for Selection for Men's Pennants Teams.....	13
10. Pace of Play Guidelines.....	14
11. Safety and Dangerous Play Policy.....	14
12. Par 3 Holes Call Up Policy.....	15
13. By Law 13 - Credit for Illness / Temporary Relocation for work.....	16
14. Lifestyle Membership.....	18
How does it Work?.....	18
Other conditions Lifestyle members should be aware of.....	18
What happens if a Lifestyle Member runs out of Points?.....	19

What happens if a Lifestyle Member doesn't use all their points within the Golf Year?..	19
15. Extreme Heat Policy.....	19
16. Private Golf Mobility Devices Policy.....	20
Conditions to apply for the use of a private golf cart:.....	21
17. Cancellation of Competition Due to Low Competitor Numbers.....	22
18. Brooker Medal (Order of Merit).....	23
Men's Order of Merit.....	23
Women's Order of Merit.....	23

## Introduction

As the need arises, the Gungahlin Lakes Golf Club (GLGC) Committee will develop 'Guidance Statements' which are intended to:

- expand on the interpretation of Rules of Golf as applicable to GLGC playing conditions;
- provide guidance on how the Committee is managing a specific area of the Club;
- indicate how the Rules of Golf will be applied to GLGC competition management, and
- provide specific guidance on how members privileges will be protected

The Guidance Statements are not meant to replace the Rules of Golf but are meant to be of assistance to members to ensure that any ambiguities or uncertainties regarding the management of the GLGC are reduced to a minimum.

The Guidance Statements will be tabled at the Committee Meeting for discussion and acceptance before being displayed on the notice board.

All matters associated with the content, or for new items which need to be investigated, should be referred to the Secretary in the first instance.

## 1. Code of Conduct

This Code of Conduct applies to all Members of the Gungahlin Lakes Golf Club, whether they are playing at Gungahlin Lakes or representing our club at another course.

All Members are expected to uphold the commonly accepted standards of golfing etiquette, rules compliance and sportsmanship.

Reports of poor golfing etiquette, rules non-compliance and poor sportsmanship by a member will be investigated and the outcome may include disciplinary proceedings.

A verbal report followed by a written report to any committee member or The Golf Manager, detailing any alleged incident will then precipitate an investigation by the committee.

### 1. Definitions

An offence is deemed to occur if it happens:

- a) during a Competition

- b) at any time while at the Facility
- c) while representing the club
  - i. while at the host golf club
  - ii. travelling to and from the host golf club
  - iii. on any qualifying or practice day.

## 2. Offences

2.1 An offence under the Code of Conduct occurs if a Member:-

- a) physically or verbally attacks or abuses another member, staff member, guest or visitor;
- b) vilifies in any way a player, another member, staff member, guest or visitor while within the facility;
- c) wrongfully damages any part of the facility, including the course, signs, markers and the clubhouse or its furnishings;
- d) wrongfully removes or damages property belonging to another member, guest or visitor;
- e) deliberately breaks a Rule (as defined in the Rules of Golf);
- f) deliberately returns a false score card;
- g) fails or refuses to co-operate with, or obstructs, any investigation or hearing by the Disciplinary Sub-Committee;
- h) behaves in a manner detrimental to the good name and reputation of the Club.
- i) maliciously criticises:
  - i. the competition golf course,
  - ii. the competition itself,
  - iii. the organisers of the competition,
  - iv. the sponsors of the competition, or
  - v. any official supervising or organising the competition during a competition.
- j) dangerously throws or breaks golf equipment (including golf balls) ;
- k) uses abusive or profane language towards another player, an official, guest or staff member.
- l) behaves in a manner that may be detrimental to the performance of other players;
- m) fails to comply with the Rules of Golf with respect to Section I - Etiquette. Including:
  - a) repeated failure to fill in divots or repair pitch marks;

- b) showing a lack of consideration to other members;
- c) a second warning regarding engaging in slow play;
- d) fails to wear appropriate golf attire as required by the local dress code; and
- e) uses loud profane language.

### 3. Disciplinary Procedures

3.1 Any report made to a member of the Committee or any member of staff on the alleged misconduct of a Member must be referred to the Committee. Any verbal report must be followed, within 48 hours, by a detailed written statement describing the incident. The statement will be filed in the Secretary's mailbox in the Golf Office.

3.2 Upon receiving a report under clause 3.1, the Disciplinary Sub-Committee will investigate the facts and circumstances relevant to the possible offences and determine whether:

a) no further action should be taken; or

b) if in the course of such investigation it is evident that, a breach has occurred, an appropriate penalty should be imposed in accordance with Section 4 of this Code.

3.3 The Disciplinary Sub-Committee will report back to the Committee with its findings and any recommended penalties.

3.4 Should the alleged offence warrant a penalty, then the Member is to be afforded due process as follows:

a) presented with the details of the offence or offences;

b) given 72 hrs within which to provide a written response of circumstances surrounding the alleged offence;

c) if a discipline meeting is called, given not less than 7 days' notice of the date, time and place of the discipline meeting at which time they will be permitted to present his/her explanation of the offence or offences referred to in clause 3.1;

d) inform the Member that he or she may do either or both of the following:

i. attend and speak at the disciplinary meeting

ii. submit to the Committee at, or prior to, the disciplinary meeting, further written representation relating to the allegations.

3.5 The lead of the disciplinary sub-committee will provide a Notice and the terms of the offence or offences and the grounds in support thereof to the alleged offender.

3.6 The Disciplinary Sub-Committee shall consider any request for a delay so as to not prejudice the outcome. Where the disciplinary sub-committee proceeds to hear the matter, They shall:

i. give to the Member who is the subject of the Notice an opportunity to make oral representations;

ii. give due consideration to any written representation submitted to the Committee by that Member, at or prior to, the disciplinary meeting;

iii. give every opportunity to put such relevant material before the Committee as the Member so desires;

iv. form an opinion whether or not the Member is guilty of an offence or offences.

3.7 Where the Member does not appear at the discipline meeting the Committee may hear and determine the matter in the absence of the member.

3.8 The penalty which the committee may resolve to impose on a Member shall be consistent with Section 4 of this Code.

3.9 Within 24 hrs after a Golf Committee has passed a discipline resolution, the lead of the disciplinary sub-committee shall verbally notify the Member of the terms of the said resolution followed by a written resolution with 7 days.

## 4. Penalties

If a Member is found guilty of an offence, the sub-committee should consider imposing one or more of the following penalties:

- a) disqualify the Member from the competition;
- b) issue of a formal warning;
- c) notification of a probationary period within which a another offence will result in more severe penalties being applied;
- d) membership be suspended for a set period of time - from 1 day to 1 year;
- e) Member's Australian Handicap be suspended for the same period as 4.1 (d)
- f) suspension from any club representative team or squad;
- g) a reprimand;
- h) restricted access to the timesheet for club competitions for a period not exceeding 1 month;
- i) such other penalty as determined from time to time

## 5. Register of Breaches

5.1 A breach is only to be kept on a Member's record for a period of 24 months from the date such breach was committed.

5.2 If requested, the Committee may provide details of a Member's record to Golf Australia, State Golf Associations or any affiliated Golf Club.

5.3 The Club will comply with the Privacy Act (1988) when collecting or receiving information under this Code.

# 2. Junior Members

## Introduction

Junior Members are an important part of the development of the GLGC and the game itself however the acceptance of a person into the Club as a Junior Member carries with it a number of privileges and a number of commitments.

## Definition of a Junior Member

A Junior Member will be accepted into the Club provided he/she has attained the age of 12 and has not attained the age of 18; or the GLGC Golf Committee may deem that a person who has not reached the age of 12 years be qualified to be a Junior Member (Clause 2.4a of the Rules) provided the Club Professional certifies that such a person has the physical skills, maturity and knowledge of the game of Golf to be a Junior Member. (By Law 9)

## Club Fees

On renewal of membership, in addition to standard membership privileges, Junior Members will receive subsidisation towards skills development through incentives and programs run by GLGC Pro Shop. Facilitation of how the subsidy is applied is an decided through GLGC Pro Shop management and agreed by the Ainslie Group.

## Commitment

A Junior Member is expected to observe the Rules and etiquette of Golf at all times both at the Club and when participating in events at other Clubs.

Junior Members will be representing the Club and they will be expected to display the necessary decorum that is expected at their own Club. Where it can be demonstrated that a Junior Member has failed to fulfil this requirement they may expect to be disciplined by the Committee.

Discipline may take the form of:

- no further access to financial support,
- requirement to play with Committee Members until the Junior Member can demonstrate they are able to observe the necessary Rules/etiquette,
- suspension for set period, and/or
- cancellation of membership.

The Junior Member is required to observe the rules of the Club, as well as the Rules of Golf, but has the same rights as any Member in terms of addressing any disciplinary action that has been applied.

## Financial Support and Coaching

The Club encourages Junior Members to develop their golfing skills and offers group and individual lessons in school holidays and at other times as agreed between the Committee and the Club Professional.

The Club also encourages Junior Members to play in District and interstate competitions and supports participation both financially and personally. The Club has a Juniors Development Fund and a Junior Manager for this purpose. Junior members wishing to take advantage of this support should submit a request to the Club Committee via email to [gungahlinlakes@gmail.com](mailto:gungahlinlakes@gmail.com).

It should be noted that support is not guaranteed, and each request will be dealt with and be accepted based on the junior member's record and commitment to the Club, the quality of the event, and the funds available for this purpose.

## Accessing the Grant

To access the Grant, a junior member:

- Should be prepared to demonstrate their commitment to the Club through participation in its Junior Pennants team or other Gungahlin Lakes Pennant team.
- Have Gungahlin Lakes nominated as their home club.
- Must have played at least 12 competition rounds at Gungahlin Lakes, either during the current or previous golfing year or a combination of both. Note if a junior member is playing in a Gungahlin Lakes Pennant Team the 12 competition round requirement may be reduced through negotiation with the Committee.
- Must be representing the Club in the event they are seeking reimbursement for.

## What the Grant may be used for and thresholds

Junior members representing the Club in an event/tournament may access the Grant for reimbursement of entry fees, compulsory uniform items or other discretionary costs as approved by the Committee.

One junior member may not access more than \$1,000 through the grant program per golfing calendar year. The Committee may change this to ensure equity across the junior members.

## Application process

The junior member or their guardian should submit a written request to the Committee that includes details of the event, requested reimbursement amount, copies of receipts and their bank account details.

All requests should be sent to the Committee no later than four weeks after the event/tournament. The Committee meets on the second Thursday of each month.

Requests that fall outside of parameters of this Guidance Statement

The Committee may consider requests for reimbursement that fall outside of the set parameters outlined in this Guidance Statement if the junior member or parent is able to make a strong case to the Committee in writing.

## Competition Entry

A Junior Member has the right to enter competitions at Gungahlin Lakes. A Junior Member is required to be accompanied by an adult when competing in Gungahlin Lakes Committee run events. Being accompanied by a senior member will help foster a good understanding of the rules, the etiquette of the game along with fostering a diverse playing environment to help develop them for future representative events.

However, it is understood that a Junior Member may reach a level of capability and skill and require the ability to manage themselves in a competition without being accompanied by an adult member.

Therefore, once a Junior Member has attained that level of skill and maturity they may apply for unsupervised playing rights.

For a member to be considered and granted unsupervised playing rights in competitions they must apply through the Junior Coordinator and meet the following criteria:

- Handicap 12 GA or less
- Gungahlin Home Club Member
- Assessed as suitable by Club Professional

The right to play unsupervised does not include club Honour Board Events.



## Facilities Available to Junior Members (Spike Bar lounge)

There is currently no separate unlicensed refreshment facility available for Junior Members and under normal circumstances Junior Members (under the age of 18) are not allowed to approach the Bar and should ask a Committee Member or an Adult Member to assist them in making purchases.

Limitations on the access to other club facilities are determined by laws concerning Minors in licensed premises.

## 3. Storm Warning

A Course Storm Warning device has been introduced for the Gungahlin Lakes Golf Club (the Club) to advise players when play is to be suspended due to extreme changes in the weather, especially thunderstorms.

The Club Captain or Vice-Captain, a Member of the Committee, or the Club Pro Shop Duty Manager (Committee for Rule 5-7a) has the authority to declare that play is to be suspended due to the probability of thunderstorms, electrical storms or any other act of nature that is likely to endanger players. When the decision to suspend play has been made, the following action is to ensue: (Rule 5-7a) ;

'When play is suspended by the Committee for a dangerous situation, if the players in a match or group are between the play of two holes, they must not resume play until the Committee has ordered a resumption of play. If they are in the process of playing a hole, they must discontinue play immediately and not resume play until the Committee has ordered a resumption of play. If a player fails to discontinue play immediately, he is disqualified unless circumstances that justify a player's failure to stop play as provided in Rule 5.7b(1). The signal for suspending play due to a dangerous situation will be a prolonged note of the siren.'

The following signals will be used:

- A suspension for a dangerous situation will be signalled by one prolonged air-horn note; repeated.
- All other types of suspension will be signalled by three consecutive air-horn notes; repeated.
- Resumption of play will be signalled by two short air-horn notes; repeated:
- Players hearing the siren are to:
- mark the position of their ball
- return to the Club House, where practical, and await advice on continuation of play.

As players return they should advise other players who may not have heard the siren, that play has been suspended.

On completion of the incident, the official declaring the suspension of play may declare the course re-opened. A decision regarding the status of the day's competition will be made by the Captain, Vice-Captain or Senior Committee Member based on the timing of the closure of the course and the importance of the event.

Competition Fees will not normally be returned to players however it may be possible to credit this amount to a future event. Social players may have their fee returned at the discretion of the Club Pro Shop.

## 4. Reciprocal and Guest of a Member Rights

Reciprocal Rights to play at Gungahlin Lakes Golf Club (GLGC) may be offered to Members of other Golf Clubs provided they meet the criteria:

- they are not permanent residents in Canberra,
- they do not reside within a 100km radius of Canberra
- they are Financial Members of a Golf Club with which GLGC has a Reciprocal arrangement,
- the extended privilege of playing on the Course is in the interests of GLGC.
- proposed Reciprocal Clubs should have course and Club facilities of similar standard to GLGC
- the total number of Reciprocal Clubs should not exceed forty.

Reciprocal Club members must provide evidence of current financial membership of their home Club. A visiting reciprocal member, upon submitting such evidence (which includes the class of membership and handicap) from their home club shall be entitled to the equivalent playing membership, rights and privileges with a maximum 12 competition rounds per year, unless otherwise agreed by the GLGC.

Players may play in Competition Events provided they have an official Golf Handicap and that this can be verified on the day.

Reciprocal Members are not entitled to compete in any honour board event or in the Club Championships.

Reciprocal Membership can be withdrawn by the Committee if it is considered that the player has not played in accordance with the Rules of Golf or conducted himself/herself in a manner consistent with the etiquette expected of GLGC Members.

Guests of a Member will be limited to one 18-hole competition rounds per calendar month a total of 12 per calendar year). A Guest of a Member is entitled to play a round of golf at half the normal rate of green fees applicable on the day of play plus any competition fees applicable. Open, Invitational days and Tuesday Open Pro Comps are excluded. Guests of a Member are not entitled to compete in any honour board event or in the Club Championships.

## 5. Management of Vouchers and Competition Prizes

The Club currently provides prizes to Competition Players for all recognised club competition events. The number and type of prizes issued is dependent on the number of players on the day and at the sole discretion of the Committee.

### GLGC Committee Competitions

The GLGC committee runs competitions on most Saturdays, Sundays and Public Holidays. The cost of committee competitions is currently set at \$12. This fee is made up of GST (\$1.09 total), the course management levy (\$1.82 - \$2 less GST), prizes (\$6.36 - which is 70% of the eligible prize pool) and funds for the committee (\$2.73).

The course management levy is to assist in funding capital works and maintenance of the golf course, for example, to help fund the irrigation system and the top dressing of fairways etc.

On nominated days (see Members Handbook), if there is a combined single and team event on the same day the competition fee will be \$14. The full additional \$2 (less \$0.18 GST), is allocated to the team prize pool.

## Pro Shop Competitions

The GLGC Pro Shop runs competitions every Tuesday and Wednesday, as well as Saturdays and Sundays over the Christmas period. The cost of Pro Shop competitions to members is \$12. This fee is made up of GST (\$1.09), the course management levy (\$1.82), prizes (\$6.36 - which is 70% of the eligible prize pool) and funds for the pro shop (\$2.73).

Similarly, if there is a combined single and team event on the same day the competition fee will be \$14. The allocation of prizes is in line with the Pro Shop contract to allocate 70% of the eligible prize pool to prizes.

The Pro Shop also runs the Spring Classic over the October long weekend and the Volkswagen Scramble where the competition costs are normally higher.

## Pro Shop Accounts

The GLGC Pro Shop maintains an account for each member.

### Major competition prizes

The member's pro shop account is for the credit of competition prizes won by members in any GLGC Committee or Pro Shop competitions, for example, if you come either first, second or third in a competition. The Account can be used for the purchase of equipment, golf balls, golf lessons, carts, range balls as well as other pro shop services. For clarification, the Account cannot be used to pay for entry fees to competitions.

If you win a major prize in a GLGC committee competition only, you can choose how you wish to spend that prize. You have two options.

- 1) keep your prize in your Account (this is the default position) to spend in the Pro Shop, or
- 2) have your prize value allocated to your Ainslie membership card (as points). This allows you to spend your prize winnings in the club on food and beverages.

For this to occur you need to contact the Pro Shop (within one month of your major prize win), who will arrange the transfer from your Account to points on your Ainslie membership card. It should be noted that points transferred to your membership card from major prizes cannot be used to be put towards your yearly golf membership.

If you win a major prize in a Pro Shop competition, the prize remains in your Main Account to be spent in the Pro Shop.

### Placegetter prizes

Placegetter prizes of \$5 won in any GLGC committee or Pro Shop competition will be added to the player's pro shop account. The value of the placegetter prize is now \$5 in all competitions and can be used for any purchase in the Pro Shop.

All Nearest the Pin (NTP) prizes will also be allocated to a members Account.

Further, if you are fortunate enough to get an eagle, the Eagles Nest prize will also go into your Account. Only members are eligible to win the Eagles Nest.

### Hole-in-one prize

If you get a hole-in-one in a registered GLGC committee or Pro Shop competition you are eligible to win the hole-in-one prize of \$750. This prize is fully funded by Ainslie. Only members are eligible to win the hole-in-one prize.

You then have up to three options:

- 1) have the money, part or in full, allocated to your Pro Shop Account to be spent in the Pro Shop
- 2) have the money, part or in full, allocated to points on your Ainslie Card to be used for food and beverages, or
- 3) have the money, part or in full, put towards your next year's golf membership.

To allow for more flexibility, a member can split the hole-in-one prize up to 3 ways.

You should contact the Golf Manager as soon as practicable after your hole-in-one to advise your preferred options. The Golf Manager will then organise this directly with Ainslie.

## 6. Eligibility for Club Championship Play

In order to be eligible to play in the annual Club Championships, a member must:

- be a Financial Member of the Gungahlin Lakes Golf Club
- hold an official handicap that is recorded in Golf Link
- have completed 5 singles events in the preceding 4 months and the member's score must be recorded in GolfLink. These events may have been played at other courses.
- have paid the appropriate competition fee

A "single player competition" may be any of stroke, stableford or par competitions. All combined competitions such as foursomes will not be considered however where a player records all of his/her scores in a four ball competition and brings this to the attention of the Committee, this may be considered as qualifying in certain circumstances.

Circumstances such as sickness or absence from the Canberra area, due to work or travel, may also be considered for eligibility and must be made in writing to the Club Captain at least two weeks before the Championships.

## 7. 'No Show' Policy

Any Member who fails to arrive for a booked or allocated tee time in a club competition, without advising the starter within a reasonable time (recommended 20 minutes prior to the allocated tee time), may be subject to administrative action as outlined in this policy.

First Instance: Process - The incident is recorded by the Committee on a No Show Register. The Member may be sent an email or letter advising of their failure to show for the tee time and affording the opportunity to provide an explanation for the "No Show". Acceptance of any explanation for failure to show will be at the discretion of the Match Committee. If the explanation is accepted as satisfactory, the "No Show" record will be removed from the register.

No penalty is applicable on first warning.

Second Instance: Process as above.

However, if the explanation is not considered satisfactory, playing rights MAY be suspended for up to 15 days from the date of the Match Committee's decision not to accept the explanation.

Suspension of playing rights includes overall use of the GLGC course and practice facilities. The suspended member will not be permitted to book into a competition until the period of suspension has expired.

During the period of suspension, the member will not be able to play in competitions at other Golf Australia affiliated golf courses. Suspended members not complying with this direction will have the matter referred to the Match Committee for further disciplinary action. The member will be advised of the suspension by telephone and by letter.

Third instance within six months of the 1st No Show: Process as above.

If the explanation is not considered satisfactory, the Member's playing rights MAY be suspended for up to 30 days, and the matter will then be addressed as a disciplinary matter in accordance with the Club's Rules. The member's playing rights will be suspended; this includes overall use of the GLGC course and practice facilities. The suspended member will not be permitted to book into a competition until the period of suspension has expired.

During the period of suspension, the member will not be able to play in competitions at other Australian golf courses. Suspended members not complying with this direction will have the matter referred to the Match Committee for further disciplinary action.

The member will be advised of the suspension by telephone and by email or letter. As with all disciplinary matters a member will be afforded the opportunity to present their case to a Disciplinary Committee in writing for consideration. Members are reminded that by making a booking they are also making a commitment to that group and any failure to show has a disruptive effect on the smooth flow of the competition.

## 8. Management of Charity Donations

It has been the practice of the Golf Committee for a number of years to make donations to charities in conjunction with selected Member competitions. These have included Legacy, Royal Flying Doctor Service and the Breast Cancer foundation etc. In order to ensure that these days are advertised and managed, the following procedure should be followed:

1. The Match Committee will include charity days in the annual golf program. All inclusions will be confirmed by the Committee.
2. The Secretary will write to the charity at least one month prior to the event confirming the date and invite the charity to have a presence at the course on the day e.g. banner, promotional material, supplementary fund raising.
3. The competition fee for the day will be increased to include the donation to charity. The total amount to be paid to the charity will be determined by the Committee following assessment of contribution by Members and the degree of active participation by the charity.
4. At the conclusion of the event the Committee will review the outcome for future inclusion in the program.

## 9. Eligibility for Selection for Men's Pennants Teams

The following guidelines provide prospective Pennant players with an understanding of how Pennant squads and teams will be selected. The guidelines are advisory only. The final decision on selections is the responsibility of:

- the Pennant Sub-Committee, in consultation with the appointed Pennant Team Managers, Club Captain and/or Vice-Captain, for Pennant squads;
- the Pennant Team Manager (who may consult with the Pennant Sub-Committee, Club Captain and/or Vice-Captain) on Pennant team selections for each match.

The selection of Pennant players shall be in the best interests of the Golf Club. Selection in Pennant squads shall take into account the member's current match play golfing ability and the member's level of participation in the Club.

Pennant squad selections will generally be based on the guidelines below. Members who may not meet the guidelines should nominate if they are interested in playing Pennants and they will be given full consideration.

Pennant squad selection may take all or any of the following factors into account:

- nomination lodged within the advertised deadline;
- participation in the previous Club Championship;
- for handicap-based Pennant teams, participation in the previous individual Club Handicap Matchplay Championship;
- results in individual Club events during the past three months;
- handicap variations in the last six months;
- recent disciplinary action;
- past contributions to the Club and Pennant teams;
- availability for matches;
- previous Pennant team performance and reliability.

If required, playoffs for members rated equally may be held, based on the handicap that would apply if selected in the team. Members may only be selected and play in one Pennant squad during the season unless there are exceptional circumstances (eg late withdrawal of players from a match) and it is in the best interests of the Club.

New members will be considered based on past experience and ability.

Please note that the handicap ranges for each Division is determined by the District Golf Association (DGA) - GLGC will select teams in accordance with the direction of the DGA.

## 10. Pace of Play Guidelines

These guidelines are made in accordance with Rules 5.6b and 6.4 of the Rules of Golf.

1. Players are responsible for keeping up with the group in front of them at all times.
2. To be considered on pace, groups must be within one shot of the group ahead of them.
3. When there is no group in front to use as a reference, a playing time of 4 hours and 10 minutes shall be used for 18 holes.

4. Groups unable to keep up will be penalised in accordance with the attached Management of Pace of Play instructions.

Players identified as regular offenders under these guidelines may be subject to disciplinary action by the Golf Committee. The Golf Committee may impose one or more of the following restrictions on a player:

A. The player may be required to play within a restricted period of time in the time sheet (eg between 11.30am and 12.30pm).

B. The player may have playing rights suspended for a specified period of time not exceeding one month.

## 11. Safety and Dangerous Play Policy

Safety on the golf course is a critical issue for the golf committee. The golf committee and Ainslie seek to provide a safe environment for golfers and staff.

The golf course is monitored to identify and manage the course conditions that may present as hazards and or areas of safety concern. If hazards or areas of safety concern are identified the golf committee will perform any number of the following tasks:

- Remove the hazard or area of safety concern.
- Clearly mark the area of concern and report to the Head Greenskeeper for on course matters or Ainslie Operations Manager for club facilities matters.
- Advise golfing members via standard communication channels such as website, social platforms, email, notice boards.

Both members and visitors playing on our course must maintain high standards of safety. Each player has a responsibility to ensure situations that may endanger the safety of another player or any other person on the course does not occur.

The following are important guidelines for golfers to ensure the safety of all on the golf course:

- Players must not play a stroke if there is any chance that ANY another person is in range or is in a potential position of danger. If in doubt, WAIT.
- Golfer must not hit up on players in a group in front or on course maintenance staff unless it is clearly indicated by those in front of maintenance staff that it is safe to do so.
- Golfers must give way to greens staff, maintenance workers, vehicles and mowers and allow to pass safety out of range before continuing to play a stroke.

Instances of dangerous play or deliberate breaches of safety will be investigated by the golf committee and may be considered a matter for disciplinary action. The golf committee has adopted the following guidelines for dealing with safety breaches involving dangerous play:

- On receipt of an oral or written report of dangerous play, the Club Captain or Vice-Captain shall consult with all players and other people involved in the incident.
- The Club Captain or Vice-Captain may advise the people concerned that the situation does not constitute dangerous play or, for minor breaches, issue an oral warning to one or more people.
- The Club Captain or Vice-Captain shall maintain a register of people involved in safety breaches and those given warnings about dangerous play.

- For serious or repeated breaches, the Club Captain or Vice-Captain may immediately refer the incident to the main committee for disciplinary action.

If in circumstances an injury occurs on the golf course as a result of a safety incident, golfers are advised to follow the following actions as appropriate to the injury and or situation:

- Should any persons be seriously injured and required immediate medical assistance, please call 000 and advise the proshop including the location of the golf course.
- Any other injuries please report to Ainslie either in person via club reception or by contacting the Club Operations Manager.
- Advise the golf committee via any committee member or Golf Manager.

## 12. Par 3 Holes Call Up Policy

The Golf Club Committee has decided that there will be no calling up on par 3 holes with the exception of the 3rd and 11th holes in accordance with legal advice provided by Golf Australia and Golf NSW.

This decision has been taken to ensure the safety of all players and to avoid the potential legal liability for both the club and a player. Any player calling up a following group, with the exception of the 3rd or 11th hole is in breach of this policy and does so at the player's own risk and may not be covered by insurance.

On holes 3 and 11, when calling up a group the players should move behind the safety screens provided on these holes.

## 13. By Law 13 - Credit for Illness / Temporary Relocation for work

Credit of Membership fees due to Medical Illness or Temporary change to employment location (interstate or International).

By Law 13 states that, under specific circumstances a GLGC Member may apply for a pro rata credit of membership fees for the following "Golf Year" (note: a Golf year is 1 October to 30 September). By Law 13 also outlines a number of conditions that must be met for any credit to be applied. By Law 13 states:

A financial Full, Six Day or Weekday Member may apply for a pro rata credit of fees

in the next membership year under the following circumstances:

1. If a medical certificate from a general medical practitioner or specialist medical practitioner is provided stating that the Member is unable to play golf for a specified period of at least 90 calendar days in the current membership year, or.
2. If a Member receives an interstate or international posting or deployment for a period of 90 calendar days or more (and with evidence supplied by the member's employer) in the current membership year. To avoid doubt, this By Law does not apply to members who are absent or unavailable due to personal reasons other than those listed above.
3. A credit equal to the proportion of the calendar year covered by the medical certificate or temporary change of employment location including posting/deployment order up to a maximum of 75% of the annual fee (excluding water or other levies) paid in the current year will be offset against membership fees payable in the next membership year.



4. The credit will be given only if the Member renews for the full twelve months and pays the full amount (less approved credit) on renewal. The credit will not apply if the Member elects to pay by monthly instalments.
5. The amount of the credit will not be affected if the Member elects to renew in a different membership category in the next year (other an Absent Member).
6. A Member who pays by monthly instalments in the current year must pay all remaining monthly instalments when due in order to be eligible for crediting of fees in the next membership year.
7. If, for any reason, a credit amount exceeds the amount of membership fees owed, the remaining amount is to be converted to Ainslie vouchers or credited to the members pro shop account. No credit will apply other than to the following years membership fees.

The following table provides some examples regarding the application of By Law 13 when seeking a credit of fees for a future year due to medical illness or temporary relocation of employment:

	<b>Situation</b>	<b>Outcome</b>
<b>1</b>	John has a knee replacement and provides a medical certificate for the time he is unable to play golf. The certificate states John is unable to play for the period 1 January to 30 April.	As John's absence is greater than 90 days and in the same "Golf Year" John is provided with a letter that outlines the amount of credit that will be applied when he renews his membership for the following golf year.
<b>2</b>	Ted has hip surgery and contacts the GLGC Golf Secretary stating that he will be unable to play for approximately 4 months - for the period 1 August to 30 November.	Whilst Ted's absence is greater than 90 days, the total absence in any given Golf Year does not exceed 90 days. In this instance By Law 13 does not apply and no credit can be given to the future Golf Year. Ted is however able to seek to pay a pro rata subscription under By Law 12 when he is able to return to golf, after advising the GLGC Committee of his intended inability to play due to medical illness before 1 October (New Golf Year renewal date).
<b>3</b>	Rick is a Lifestyle member and has played 14 games. He breaks his arm and provides a medical certificate for the period 1 February to 10 May.	Whilst Rick's absence is greater than 90 days By Law 13 does not apply as it only applies to 5, 6 or 7 day memberships. No credit for the future golf year can be applied.
<b>4</b>	Di has been advised by her employer that her position is to be temporarily moved to Brisbane for a period of 4 months (February through to May). Upon completion Di will return to Canberra.	Di's absence is for a period greater than 90 days, and after providing evidence (certified letter from employer) is provided with a letter that outlines the amount of credit that will be applied when she renews her membership for the following golf year.
<b>5</b>	Trevor is a member of the ADF and has received a posting notice to Washington which he must take up in June. Trevor is a 7 day member who had paid his fees in full. Trevor posting would be for 3 years - and it is not known if he would	Even though Trevor's absence is greater than 90 days in the current Golf Year the overall absence is expected to be 3 years. Under By Law 13 Trevor can not apply for a credit due to the relocation, as the credit can only be applied in the following year,

	return to Canberra.	however if Trevor did return to Canberra and wished to rejoin GLGC he will not be required to pay a new administration fee.
6	Jenny is a member of the ADF and has received a posting notice that she will take up a position in London in January. She received the notice in August - during the current Golf Year. Jenny would like to continue to be a GLGC member until his posting in January.	When renewing her membership Jenny supplies a certified copy of his posting notice and is able to pay a minimum 4 month pro rata membership rate which will see her membership continue until the end of January (see By Law 12).

To apply for a credit under By Law 13 due to medical illness or temporary changes in employment location please contact the Golf Secretary, noting that a medical certificate or certified copy of the posting notice / or direction from your employer must be provided for a credit against the following years membership must be supplied.

## 14. Lifestyle Membership

Gungahlin Lakes offers a “Lifestyle” membership for those who have limited opportunities to play throughout the year- but who would like the security of having a “Club” membership.

### How does it Work?

A base “Lifestyle” membership requires a member to “purchase” 1000 points. Each competition event is allocated a set number of points which are then deducted when the member enters that event.

- Saturday, Sunday and all Public Holiday events are allocated 50 points - a member could play 20 of these events throughout the year.
- Wednesday competitions which are not held on public holidays are allocated 50 points for each event.
- Only the Tuesday competitions, Open Competitions, Pennant team representational games, Friday 9 Hole competitions and social play will not require the use of points.
- Social play is allowed on all days without points being deducted but social golf on weekends can only be played after 2.00pm and cannot be played within a registered competition.
- When playing for a handicap (3 cards/scores are required) zero points will be deducted.

### Other conditions Lifestyle members should be aware of

Lifestyle membership payments cannot be pro-rated like other membership categories. There is a single flat rate applied irrespective of when a member joins the club in this category of membership. If someone is joining part way through the golfing/membership year they should assess carefully whether it is better value to join as a Lifestyle member or pay the prorated amount for one of the other categories.

Lifestyle members:

a) are required to pay an Administration fee of and the Water Levy when they first join the Club.

- b) must pay their membership in full - no direct debit facility is available for Lifestyle memberships.
- c) who play in Invitational events, will lose points applicable to the day (Saturday, Sunday or the day on which the invitational game is being played). Member's guests will be required to pay the invitational rate of the day.
- d) cannot play in a competition as a guest of another member
- e) will be eligible to participate in Pennant Teams.
- f) have full Golf Club voting rights.
- g) are eligible and have equal access when nominating to play in the Club Championships, subject to availability of sufficient points, prior to entry.

### What happens if a Lifestyle Member runs out of Points?

There is no option for a Lifestyle member to "top-up" points for the remainder of the golfing year if they have exhausted their allocation. If you use your 1000 point (20 Wednesday, Saturday or Sunday competitions games) and wish to continue playing in these competitions you are able to purchase a different Membership Category (Full, 6 or 5 Day) at the pro rata rate.

Additionally, Lifestyle members who have run out of points may continue to play GLGC competition rounds by paying the members guest rates for that competition.

Lifestyle members will still be able to play in Tuesday competitions or socially, as these events do not attract any points.

### What happens if a Lifestyle Member doesn't use all their points within the Golf Year?

Points cannot be carried over to a future year; any points not used by the 30 September will be lost.

## 15. Extreme Heat Policy

This Guidance Statement takes into account not only players but also officials and volunteers involved in the conduct of tournaments on the course. The statement includes measures that golfers, volunteers and officials should take to counter the impact of play in extreme heat conditions based on recommendations from the nationally based Sports Medicine Association (SMA). The club's general policy is to allow individuals to make their own decisions whether to play in club or Pro- competitions where the forecast is for very hot weather (38 degrees C and above).

It is the individual's responsibly to manage their health at a time of extreme heat. We would ask all players to think hard about whether to play or not. However, if you choose to play on a day forecast to be 38 degrees or above, we would ask, at minimum, you do the following:

- Wear loose fitting, lightweight clothing
- Wear a hat and apply 50+ sunscreen
- Take 20 ml of fluid (water/ sports drink) per kg of body weight, one hour before commencement of play
- Carry adequate quantities of fluid and remain hydrated during play
- Ensure that you have eaten properly

- On completion of your round drink water or a sports drink to re-hydrate, and
- If feeling dizzy or unwell during play, immediately notify your playing partners to ensure arrangements are made for assistance to be provided, as appropriate.

On days where the forecast is projected to be 38 degrees celcius or hotter all Honour Board and Monthly Medal events will be postponed and rescheduled to the next appropriate date. When an Honour Board or Monthly Medal event is postponed an optional Stableford event will be made available. Should members choose to play in these competitions, they do so at their own risk.

Where practical, players will be notified of any cancellations or modifications to playing arrangements via a website post and an email to those registered in the relevant event.

## 16. Private Golf Mobility Devices Policy

Gungahlin Lakes recognises that innovative and new modes of golf transport are on the market.

This policy is to cover new and modern electric mobility devices.

Modern devices like Golf Scooters and Golf Skateboards are now permitted vehicles and do NOT require a medical certificate.

A GLGC Member may apply to use a Private Golf Mobility Device during competition and social play at GLGC. A member is not to use a Private Golf Mobility Device unless prior approval has been granted.

The approval to operate a Private Golf Mobility Device will be at the discretion of the Golf Services Co-Ordinator. To apply, a GLGC member must make a written application to the Golf Services Coordinator before use at GLGC.

Please note that different approvals are required depending upon the type of Private Golf Mobility Device. The following table outlines the approvals process for each type of Device.

Type of Mobility Device	Approval Process / Requirements
<p><b>Golf Cart</b></p> <p>(4-wheel Golf Cart that has the ability to accommodate more than 1 person)</p>	<p>Requires a member to provide a medical certificate before use.</p> <p>A photo of the proposed cart</p> <p>A signed Indemnity Form</p> <p>Approval by the Golf Services Co-Ordinator</p>

Type of Mobility Device	Approval Process / Requirements
<p><b>Mobile Device</b></p> <p>Device specifically designed for Golf - where the “driver” stands or is seated. Only accommodates single person. Examples include Parmaker, Skate Caddy, Finn Electric Scooter.</p>	<p>Requires prior “permission” to use.</p> <p>Does not require a Medical Certificate.</p> <p>Approval by the Golf Services Co-Ordinator</p> <p>May require approval from Greenskeeper.</p>
<p><b>Other Devices.</b></p> <p>The following devices are unapproved vehicles and can not be used at GLGC.</p> <p>Devices not designed for Golf:</p> <p>General Electric E-Scooters</p> <p>Segways</p> <p>Electric / Petrol Unicycle / Bicycle</p>	<p>Not Approved - Can not be used at GLGC</p>

It is advised that members seek the advice of the Golf Services Coordinator before committing to purchasing a Golf Cart or Personal Mobility Device - to ensure requirements of this policy are met.

The use of a Private Golf Mobility Device may be terminated at any time at the discretion of the Golf Services Coordinator, in consultation with the GLGC Committee and/or the Golf Course Superintendent . Termination will generally occur when the use is outside the intended conditions and/or the device causes damage to the course.

In addition to the above a member should note:

- a) Personal use means the cart cannot be loaned or hired by any other person for use on the course, but another playing member may accompany the approved member in the cart if the vehicle supports this
- b) The cart is to be used for golfing purposes only and not as a convenient means of transport to Club facilities as other legal indemnity issues may apply.
- c) An Honour Board event that does not allow the use of carts may require additional Match Committee consideration/approval.

## Conditions to apply for the use of a private golf cart:

The cart driver must be attentive and always drive carefully and in control.

The driver must take particular care:

- mounds or slopes, on rough or uneven ground near lakes or creeks to avoid slippage, rolling over or other loss of control;
- near trees and bridges, structures, fences, posts, walls, steps or kerbs to avoid collision or other damage; and
- near other persons.

In areas on the course where sharp turns are required the cart is only to be driven at an average walking speed (maximum) and the driver is to take added care to minimise their risk of injury to themselves or others or damage to property.

Particular care including slower driving must be taken in wet conditions or on moist or frosty ground.

Cart users must adequately park the cart and apply the parking brake to ensure carts cannot 'run away' into water bodies, down slopes or over walls or steps or into trees, other property or persons.

The cart passenger must advise the driver of the cart if they are not operating the cart in accordance with this Code of Conduct or in any manner that has risk of injury due to speed, sharpness of cornering, attentiveness or other operation of the vehicle that may allow risk of injury to person or property. If this is the case, they shall ensure that the manner of cart operation is immediately changed to be safe.

Cart users shall ensure that alcohol consumption complies with that applicable for vehicle use on roads for their level of license and that their ability to safely operate the cart is not adversely impacted by consumption of alcohol and /or prescription drugs or other substances. After a major cart accident or an injury, the cart driver will agree to a breathalyser test if requested by Club management.

Persons under 17 years of age are not permitted to drive carts unless under the supervision of a responsible adult. No more than two people may use a cart at any time. A pull buggy cannot be held while a cart is in motion.

Carts are to be driven on the provided paths wherever practicable and we encourage this so we can maintain the course in the best condition that is feasible for your enjoyment. Carts are not to be driven on grass within 10 meters of greens or over sprinkler heads, hoses, valve boxes, planter beds, ground under repair or wet areas.

The Club management reserves the right to not allow cart use at any time due to weather conditions, damage to the course, course works or manner of cart use either prior to or during a round as they so determine without recourse.

The Ainslie Football and Social Club Limited welcomes your acceptance of these conditions for responsible cart use for your own protection and that of other people and property.

## 17. Cancellation of Competition Due to Low Competitor Numbers

For a competition to be viable there needs to be a minimum number of competitors complete the entire round. The cancellation of a competition may not be known until some competitors have already completed a round. The main reason for the cancellation will be the weather but other reasons may force the cancellation.

Where a committee run 18 hole competition has less than 20 competitors complete their round, the competition will be cancelled for that day. Competitors will be refunded the amount paid to their pro shop account.

Where a committee run 9 hole competition has less than 10 competitors complete their round, the competition will be cancelled for that day. Competitors will be refunded the amount paid to their pro shop account.

## 18. Brooker Medal (Order of Merit)

The Mark Brooker Medal (Order of Merit) is awarded to the best, most consistent golfer within the golfing year. The rules were changed for the 2023 season following a decision made by the golf committee and will continue to be the following:

### Men's Order of Merit

Players MUST play in 30 or more competitions to qualify.

Points will be awarded to the top 50 golfers in the field of every finalised Saturday, Sunday, Wednesday and Public Holiday competition.

The player with the best score receives 50 points, second best 49 points, etc, down to the 50th place receiving 1 point.

The winner of the Order of Merit will have the best average of the awarded points across all rounds they have played.

NB If less than 50 players in a completed competition, points will be awarded to the entire field.

### Women's Order of Merit

Players MUST play in 30 or more competitions to qualify.

Points will be awarded to the top 10 golfers in the field of every finalised Saturday, Sunday, Wednesday and Public Holiday competition.

The player with the best score receives 10 points, second best 9 points, etc, down to the 10th place receiving 1 point.

The winner of the Order of Merit will have the best average of the awarded points across all rounds they have played.

NB If less than 10 players in a completed competition, points will be awarded to the entire field.

The reason for the change (occurred in 2023) is that the previous method of awarding points resulted in an advantage for members that played more games.

For example, under the previous method:

Player A accumulates 1125 points over 30 rounds.

Player B accumulates 1320 points over 120 rounds.

Player B has accumulated more points, however Player A's average is 37.5 points and Player B's average is 11 points, resulting in player A having a better average.