



THE DUNNERHOLME GOLF CLUB LTD

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THE DUNNERHOLME GOLF CLUB LTD.

Rules and Regulations

The name of the Company shall be The Dunnerholme Golf Ltd, hereinafter called the Club. The purpose of the Club is to promote the amateur sport of golf in Askam-in-Furness and the Furness Peninsula and community participation in the same.

The Structure of the Club will be as follows:-

- A. **The Property Company** which owns the land and buildings at Dunnerholme Golf Club. Every full member of the trading company is issued with one share in the property company, but will forfeit that share when they leave. Ownership of this share entitles them to a distribution in the event the property is sold.
- There are three classes of shares.
- The A shares will be held only by the Directors of the Property Company
 - The B shares are issued to the playing members only.
 - The C shares are a fund raising mechanism only
- B. **The Playing Company** is the day to day trading company and limited by guarantee. All full members of the Club guarantee to be responsible for the debts of the company which in the case of the Club is £1.00 (one pound) No shares are issued as the company is limited by guarantee without a share capital.

N.B. The Articles of Association of The Dunnerholme Golf Club (Property) Ltd. and the Articles of The Golf Club (Playing) Ltd. should be read in association with these Rules and Regulations. copies of which are available from the Club Officials on request.

1) Officers

- a) The Officers of the Club shall be President, Captain, Vice-Captain, Administrator, Honorary Treasurer, or Honorary Treasurers, and the Directors.
- b) With the exception of the Directors and President (who shall be in office for up to three years) the officers shall be elected from Members of the Club by ballot at each Annual General Meeting and shall hold office until the next Annual General Meeting, when they shall retire but shall be eligible for re-election.
- c) Any Member nominated for office deemed to have "commercial influence" as defined by the "VAT Exemption of Sporting Services Sports Order 1999" shall not be eligible for office.

2) Directors

- a) The Companies Act 2006 contains a statutory statement of Directors responsibilities. Under the Act they are:-
 - To act within its powers
 - To exercise reasonable care, skill and diligence
 - Declare an interest in a proposed transaction or arrangement
 - Not to accept benefits from third parties

- Actively support the success of the Club
- Exercise their judgement independently
- Avoid conflict of interest
- Keep records of any Directors Meetings (Board Meetings) for a minimum of ten years.

The current Directors of both companies as of 1st January 2021 are:

Mr. D. Howarth, Mr. M. McPherson, Mr. G. Brackwell, Mrs. I. Brough, Mr. G. Dixon, Mrs. C. Pearce, Mrs. L. Preston and Mr. S. Knott.

Companies House will be notified of any charges to the list of Directors.

- b) When vacancies occur, they shall be proposed by Members of the Club.
- c) All the property of the Club shall be vested in the Directors representing and acting for the whole of the Members of the Club.
- d) No personal liability shall attach to any Director except the extent of such funds of the Club as may be received by the Director.
- e) The Directors may, when authorised thereto by the Members hold, purchase, or take on lease, any land or buildings, and may sell, exchange, mortgage, lease or build upon the land, with power to alter and pull down buildings and again re-build.
- f) The Directors may when authorised thereto by the Members obtain advances of money for the purposes of the Club upon security or bonds or agreements or promissory notes or certificates or indebtedness or mortgages or real property of the Club or bills of sale on all or any of the goods and chattels of the Club upon such terms as to interest as to the time and manner of repayment of principal as the Members may determine.
- g) The Directors may invest any monies received on account of the Club as the Members may decide in any investment in which the Directors are for the time being by law authorised to invest trust funds.
- h) No Director shall by virtue of their appointment have power to order goods or dispose of the funds of the Club.
- i) Any of the Directors shall be removed from office at any time provided two thirds of the Members present at a special meeting of the Council called for that purpose shall vote in favour of such removal.
- j) In case any Director being removed shall refuse or neglect to assign or transfer any property of the Club as the Members shall direct he shall be expelled from the Club and shall cease to have any claim on the Club on account of any contributions paid by him.

All of the property of the Club is held in the name of The Dunnerholme Golf Club Ltd.

3) Council of Management

- a) The management of the Club shall be vested by the Directors in a General Council who will have the power to run the every day business of the Club.
It will consist of:
President, Captain, Vice-Captain, Administrator, Honorary Treasurer,
and
nine Members who will be in office for three years with one third retiring each year to be elected at the Annual General Meeting. (Retiring Members may be re-elected.)
and
two from the Ladies' Section who will be in office for one year to be elected at the Annual General Meeting. (Retiring Members may be re-elected.)
and
two Members from the Dons' Section who will be in office for one year to be elected at the Annual General Meeting. (Retiring Members may be re-elected.)
and

- the retiring Captain.
- b) Five Members of the General Council shall form a quorum.
- c) The Council at its discretion shall fill vacancies occurring during the year.
- d) Further Members, without voting rights, may be co-opted for a period of time but must retire before the next Annual General Meeting.
- e) The Captain, or whoever takes the chair, shall have the casting vote at meetings of either the Council or the Club.
- f) Any of the management positions of the Club may be combined.
- g) The President and Captain in situ shall nominate their successors and be approved of by the Council before the appropriate Annual General Meeting.
- h) The Council is responsible for ensuring the nominees for the position of President, Captain and Vice Captain go forward to the Annual General Meeting.

4) Election of Council of Management

- a) Any two full Members of the Club, who have been Members for a minimum of one year, shall be at liberty to nominate a Member to serve on the Council. The consent of the Member so nominated must have been previously obtained.
- b) The name of each eligible Member so nominated must be received in writing by the Administrator or posted on the nominations sheet exhibited in the Club House at least fourteen days prior to the Annual General Meeting.
- c) In the event of there being more than the required number of nominees a balloting list shall be prepared containing the names of the candidates. Each full Member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
- d) If two or more candidates obtain an equal number of votes, the Chairperson of the meeting shall select by lots such candidate or candidates who are to serve on the Council.
- e) In case there shall not be a sufficient number of candidates nominated, the Council shall fill the remaining vacancies.
- f) Any Members nominated for election deemed to have "commercial influence" as defined by the "VAT Exemption of Sporting Services -Sports Order 1999" shall not be eligible for election.

5) Powers of Council

The Council shall have:

- a) All such administrative powers as may be necessary for properly carrying out the objects of the Club in accordance with these rules.
- b) Control of the finances of the Club. (The Club shall not make a distribution of any surpluses save to another non-profit making body.)
- c) The power to purchase alcohol on behalf of the Club. No arrangement shall be made for any person to receive at the expense of the Club, any expense, commission, percentage, or similar payment to such purchase. No person shall receive directly or indirectly any pecuniary benefit from the supply of alcohol. Any such benefit shall accrue to the Club.

6) Ladies' Section

- a) The Officers of the Ladies' Section shall be Captain, Vice-Captain and Honorary Treasurer.
- b) The Ladies' Council shall consist of the above Officers and five Lady Members of the Club.
- c) Three Members of the Council shall form a quorum.
- d) The Annual General Meeting of the Ladies' Section for the election of their Officers and Council shall take place at such time as the Ladies' Council determine.

- e) The retiring Ladies' Captain in any year shall automatically be a member of the Ladies' Council for the ensuing year.
- f) The Ladies' Council shall take office each year immediately after the Ladies' Annual General Meeting.
- g) Subject to the approval of the Council of Management, the Ladies' Council shall have full power regarding the management of the Ladies' Competitions, handicaps and match fixtures.

7) Duties of Administrator

See Appendix 1

An honorarium arranged mutually between the Council and the Administrator will be paid each year.

8) Duties of Honorary Treasurer

See Appendix 2

An honorarium arranged mutually between the Council and the Treasurer will be paid each year.

9) Members

- a) Membership of the Club shall be open to anyone interested in the sport of golf on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of Members according to available facilities is allowable on a non-discriminatory basis.
- b) The Club shall consist of Life Members, Full Paying Members (who, alone, shall be eligible to vote at the General Meetings) Country Members (see g) below for qualification), Junior Members and Non-Playing Members.
- c) The Council may refuse Membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. An appeal against refusal may be made to the Council.
- d) The Council shall be empowered from time to time to make regulations defining the status and privileges of all Members other than Full Members.
- e) A Social Event Membership shall be available to those adults who wish to use the Club facilities for a social event e.g. wedding anniversaries, birthday parties, family celebrations etc.
 - i. This class of Membership shall be limited to no more than fifteen per calendar year subject to the discretion of the Council.
 - ii. The Council shall determine the Membership of this class.
 - iii. They shall have no voting rights.
 - iv. The applicant shall only obtain Membership if proposed and seconded at least fourteen days clear before the intended function.
 - v. If admitted, a full guest list shall be provided by the applicant to the Council at least seven clear days before the event.
 - vi. The Council shall determine the maximum number of guests permitted to attend the event. They will also have the total discretion to exclude any individuals they deem appropriate to do so. This will be a general exception to rule 16: b i.e. Members limited to introducing no more than three guests.
 - vii. Membership shall lapse twenty-four hours after the commencement of the function start time.
- f) Every Member shall be bound by and submit to the rules and bye-laws of the Club.
- g) To qualify for a Country Membership the main or permanent place of residence of the applicant has to be outside of a forty mile radius of the Club's premises. They are not

allowed to enter any of the Club's Competitions. Country Members who wish to play in Club Competitions have to apply and be accepted for full Membership.

10) Application for Membership

- a) Candidates for Membership shall furnish to the Administrator the form provided for that purpose detailing name, address and previous information regarding the playing of golf.
- b) The Council shall deal with the request at their first meeting after receipt of such information.
- c) On approval the Administrator shall notify the new Member and request that they attend the next New Members' Meeting.
- d) No Members shall enjoy any of the benefits or privileges of the Club until payment of the current subscription and joining fee (if applicable) is made, either in full or by installments by banker's order.
- e) Junior Members of more than one years standing may nominate Juniors for Junior Membership.
- f) Juniors having attained the age of eighteen years will not automatically be elected to full Membership. The Council has the right to refuse full Membership to any Junior Member attaining the age of eighteen.

11) Subscriptions

- a) The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- b) Subscriptions shall be reviewed annually by the Council and all Members shall be informed of any changes to be made in the subscriptions. To obtain reduced subscriptions Members must have reached the age of 65 years prior to the 1st January and have been at the Club for longer than five consecutive years.
- c) All annual subscriptions are due and payable in advance unless the official Club installment scheme has been agreed. This allows subscriptions to be paid by bankers' order over a period of months. All annual subscriptions are due and payable in advance on the 1st April.
- d) The official Club installment scheme allows subscriptions to be paid by banker's order. All standing order payments must be paid within the stipulated time stated by the Council. For existing Members failure to pay the first premium by the date set by the Council will result in the full payment becoming due.
- e) Members who fail to pay their subscriptions, or to have paid the relevant installment, if paying by banker's order, by 30th April will not be permitted to use the facilities of the Club, enter competitions, or play on the course.
- f) Any Member, who fails to pay the current subscription by the 1st April or to have paid the relevant installments, shall be deemed to have resigned and shall be required to apply for re-election in accordance with rule 11.
- g) Any Member who is elected on or after 1st September in any year shall pay a subscription for that year of two thirds of the annual subscription, or on or after the 1st November in any year for that year shall pay one third of the annual subscription.
- h) Special offers for Membership at a reduced subscription may be introduced from time to time.
- i) All subscriptions paid for in the current year are non refundable.
- j) The following will have their subscriptions for their year(s) of office waived:
Club Captain, President, Lady Captain, Games Secretary, Greens Chairperson, Membership Secretary (2024 only) and Bar Chairperson.
Life Members will pay no subscriptions.

12) Resignations

- a) Any Member wishing to withdraw from or resign his Membership of the Club, shall give notice in writing to the Administrator before the 1st of March, otherwise he shall be liable to pay the subscription which becomes due on that date.
- b) He shall be so liable (whether he uses the Club or not) and subject to rule 12.
- c) Any Members withdrawing or resigning aforesaid, shall continue to be liable for any annual subscription or arrears due and unpaid at the date of his withdrawal or resignation.
- d) Members who have resigned thus, and wish to re-join the Club shall be subject to rule 11.
- e) Members who fail to resign in accordance with this rule shall wait two years from date of expiry of the said Membership for the Club to redeem any Club shares outstanding.

13) Suspensions / Expulsions

- a) The Council has the right to suspend or expel any Members at its discretion.
- b) The Member shall in the first instance be notified in writing seven days prior to the Council Meeting called to discuss the complaint against the particular Member.
- c) The Member, if they so wish, may be represented by a third party at the Council Meeting, who may speak on their behalf, but the Member must be present.
- d) The Council having listened to all the representations appertaining to the complaint shall have the power to suspend or expel the Member.
- e) The Member having received notification of suspension or expulsion has the right to appeal the decision in writing to the Administrator within seven days of the notification.
- f) Any such appeal will be considered by an Appeals Committee comprising The Club Captain, The Club President and one other Member of the Council.
- g) The decision of the Council and Appeals Committee will be final and binding on the said Member.

14) Further Shares

Any shares, apart from the initial one share issued to Members, remain the property of the Club. Any further shares will be known as C shares. The C shares are a fund raising mechanism. C shares will be redeemable which means they are shares which are due to be repaid when funds allow or at a set date in the future.

15) Visitors

- a) The green fees for visitors and non-playing Members of the Club shall be as displayed on the noticeboard.
- b) Members may introduce three visitors to the Club at reduced green fees at any one time. They must accompany the visitors at all times whilst on the course.
- c) Members may introduce the same visitor any number of times throughout the year.
- d) Junior Members may only introduce Junior visitors.

16) Meetings

- a) At least 21 days notice of any General Meeting specifying the business to be transacted, and the day, place and hour of meeting, shall be published locally and on the Club noticeboard.
- b) The Annual General Meeting shall be held at such time and place as the Council determines.
The business of the meeting will be:

The receiving of the Council's Annual Report including any sub committee report.

The Honorary Treasurer's Annual Statement of Accounts

The approving of Officers of the Club

The electing of Council Members

The revising of Rules of the Club,

and

The transacting of Any Other Business of the Club.

- c) The Council may call an Extraordinary General Meeting when any question of urgent importance shall arise and shall be bound so to do on receiving a request for such, stating the proposed business, signed by ten full Members of the Club.

17) Alteration of Rules

- a) The Council is empowered to amend or repeal the Club's constitution but not so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event to alter its purposes or winding up provisions.
- b) The Administrator will display on the Club noticeboard any proposed amendment for one calendar month prior to its implementation.
- c) Any Members wishing to appeal shall do so in writing to the Administrator no later than fourteen days after the amendment has been posted on the notice board.

18) Dissolution

- a) If at any Management Council meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Administrator shall convene a special meeting of the Club within one month, to vote on the resolution.
- b) If the resolution is carried, by not less than three quarters of those present at the special General Meeting, the Directors will proceed to realise the assets of the Club at such a date specified in the resolution.
- c) The Directors will be responsible for the orderly winding up of the Club's affairs.
- d) After settling all liabilities of the Club, the Directors shall dispose of the net assets remaining to one or more of the following:
 - i. to another Club with similar sports purposes which is a registered charity and / or
 - ii. to another Club with similar sports purposes which is a registered CASC and / or
 - iii. to the Club's governing body for use by them for related community sports.

19) Bye-laws

- a) The Council is empowered to make, repeal and amend such bye-laws as it may from time to time consider necessary for the well being of the Club.
- b) Bye-laws, repeals and amendments shall have effect till otherwise determined by the Council or a General Meeting.

20) Complaints

- a) All complaints shall be made in writing to the Administrator who, if unable to deal with them shall submit them to the Council, whose decision shall be final.
- b) In no instance shall an official or servant of the Club be reprimanded directly by a Member.

21) Addresses of Members

- a) Every Members shall from time to time communicate to the Administrator their address and email address.

- b) Such address shall be inserted in the register of Members and all notices sent by post or by email to such addresses shall be deemed to have been delivered.

22) Rules of Golf

The rules of the game of golf as adopted from the Royal and Ancient Golf Club of St. Andrews shall be observed except insofar as they are modified by the local rules and bye-laws.

The Club is an England Golf affiliated golf club.

23) Supply or sale of alcohol to Members and guests etc.

- a) Guests will be welcome to the Club and course and can use the facilities of the Clubhouse.
- b) Subject to any restrictions which from time to time shall be imposed by the Council, the following persons shall be entitled to admission to the Club premises and to be supplied with or sold alcohol for consumption on or off the premises.
 - i. Golfers on payment of the appropriate green fee.
 - ii. All classes of Members of the Club and their guests.
 - iii. Those taking table meals at the Club.
 - iv. Those golfers on payment, entered to play in any open, invitations, friendly, inter-Club or similar competitions.
 - v. Players from visiting Clubs or societies.
 - vi. Official supporters of visiting Clubs or societies who are not playing golf nor paying a green fee.
 - vii. Officials from other Clubs who have courtesy of the course, e.g. Club Captains Secretaries, Presidents and PGA Members etc.
 - viii. Guests of the Club
 - ix. Persons attending functions organised by social event Members including those players participating in organised darts and pool competitions within the local league in which the Club is involved shall be permitted to purchase alcohol for consumption on the premises, but may not be supplied off the premises.

This will have the effect for either Members or guests of Members, or associate Members and their guests.

- c) Members shall be allowed to introduce a maximum of three guests on any one occasion who shall be subject to the regulations of the Club. The Member introducing him/her, both of whom shall sign the visitors' book on entering the Club premises, shall accompany every guest.
- d) No guest will be allowed more than ten visits per calendar year.
- e) No person whose application from Membership has been refused or who has been expelled from the Club shall be introduced as a guest.
- f) No guest shall purchase alcohol as a guest of a Member.
- g) No person aged seventeen or under shall be sold or supplied alcohol on the Club premises.
- h) Children aged sixteen and seventeen may consume alcohol (beer, cider or wine only) at the Club if they are eating a table meal, i.e. substantial refreshment and accompanied by an adult.
- i) The Club shall state the opening hours of the Club and the hours that licensing activities take place on those premises. These hours shall be indicated on the Club's notice board.

24) Club House Opening Hours

The Club House shall be open at 8:00am and close at dusk or at the Council's discretion depending upon circumstances.

25) Course Opening Hours

The Course will be open for play from dawn to dusk or at the Council's discretion depending upon circumstances.

The Dunnerholme Golf Club Ltd.

BYELAWS

1) Dress

- a) Tailored shorts may be worn but cut down jeans, football or boxer type shorts, or men's three quarter length trousers are not allowed.
- b) Tailored golf shirts may be worn. T-shirts, rugby or football shirts are not allowed.
- c) Jeans/demins must not be worn on the course at any time.
- d) Golf shoes must be worn on the course. Trainers and other sports shoes are not allowed.
- e) Golf shoes are not allowed in the Office, Bar or Lounge.
- f) Track suits are not allowed on the course or in the Club House.
- g) Headgear must not be worn in the Club House.
- h) Golf shirts, only, may be worn outside of trousers or shorts.

2) Dogs

- a) Members are not allowed to bring dogs on to the course or the surrounding area at any time.
- b) Dogs being walked on the public footpaths must be kept on a lead.

3) Insurance

- a) The Club does not accept any responsibility for damage to vehicles or Members' or visitors' golfing equipment when on the Club's property.
- b) The Club does not accept any responsibility for loss or damage to Members' or visitors' possessions.
- c) Members are responsible for their own safety and their golf equipment whilst on the course.
- d) All Members and visitors are solely responsible for taking out adequate insurance cover in respect of injury to third parties, damage to vehicles or property and any loss of any equipment. The Club may from time to time take out Golf Insurance for Members but not visitors'

4) General

- a) Mobile phones are not to be used on the course except in an emergency.
- b) Only Trolleys with wide wheels are allowed on the course.
- c) All Members must clearly display their Membership tag for the current year.
- d) The Course Marshals have the right to refuse admission to the course without positive proof of Membership.
- e) Golfers must not play to the greens when the ground staff are working on the greens until the flag has been replaced.
- f) Golfers are not permitted to enter any of the property belonging to Dunnerholme Cottages residents without their permission.
- g) Any incident involving the residents of Dunnerholme Cottages and the Caravan Site must be reported and recorded in the incident book kept in the Club House.
- h) Golfers are not permitted to climb over the fence to the left of the first and eleventh fairways or into the cottage gardens or grounds of the hut, adjacent to the Rock, to retrieve their golf balls.

- i) All golfers must wear appropriate golf shoes, have a set of Clubs and a bag. Sharing is not allowed.
- j) The speed limit on the approach road to the Club House of 15 mph must be strictly adhered to.
- k) Golfers may not play in a match with more than four players unless asked to do so by the Games Administrator in competitions.

5) Juniors

- a) Juniors without a handicap must play from the Junior tees (Blue).
- b) Juniors must always observe course etiquette and avoid slow play at all times.
- c) Juniors are allowed in the clubhouse and are expected to act in a responsible manner.
- d) Juniors may introduce a junior visitor at a reduced rate decided by the Council.
- e) Junior Members attaining their 18th birthday on or before the 31st March shall become an adult Member on the 1st April following.
- f) Junior Members under 18 years of age and who have a handicap are eligible to play in competitions complying with the agreed Competition T & C's
- g) No child will be permitted membership before their 7th birthday.
- h) Juniors aged 7 to 11 must be accompanied by an adult/guardian when on the course or practice areas. All juniors must complete an induction prior to playing on the course.
- i) Juniors aged 12 to 15 are able to play on the course and practice facilities unaccompanied, however an induction and parental permission must be agreed.

6) Notices

- a) No person is permitted to put a notice on the Club's noticeboard or any part of the Club premises without the prior approval of the Administrator.
- b) Anyone who wishes to make a change to a notice must consult the Administrator.
- c) Any notices placed on the Club notice boards or property is not to be altered or defaced.

7) Personal Golf Buggies

- a) Members may only use golf buggies on Club property having first acquired permission in writing from the Council and having the appropriate insurance.
- b) The Greens Council and Ground Staff reserve the right to stop the use of buggies on any particular day.
- c) The Club disclaims all responsibility for injuries incurred by the owner or any third party through the use of buggies on any part of the Club's property.
- d) Buggy owners may be held responsible for any damage to the course by their use.
- e) Buggies should where possible keep to a prescribed route.
- f) Abuse of the privilege of permission to use a buggy will result in the immediate withdrawal of that permission.

8) Club Buggies

The use of Club buggies is subject to the Club's Condition of Use Policy.

9) Amendments to Byelaws

Any proposals for bye laws or amendments should be passed to the Administrator.

Revised and approved by the Council February 2024

APPENDIX 1

DUTIES OF CLUB ADMINSTRATOR

1. Act on behalf of the Club in the absence of the Captain and Vice-Captain
2. Advise Council Members on matters of business where appropriate
3. Set the agenda for and record a minute of all meetings and Club business
4. Issue and receive all Club correspondence
5. Represent the Club as and when required
6. Liaise with other golf Clubs on matters of mutual interest
7. Investigate complaints, prepare findings to the Council and finalise responses
8. Deal with enquiries from Club Members and refer enquiries to the relevant Council Members where appropriate
9. Liaise with the Club webmaster to ensure that the most recent information is posted on the Club website
10. Post the most recent information in the Club room
11. Incur reasonable expenses on behalf of the Club
12. Maintain copies of the Rules of Golf, Rules of Amateur Status and Decisions on the Rules of Golf and give advice to Council and Members where appropriate
13. Advise Council and Members on rules-related issues
14. Any other duties so stipulated by the Captain and/or Vice-Captain

APPENDIX 2

DUTIES OF HONORARY TREASURER

1. Keep the Club's bank accounts and ensure their operation by the designated signatories
2. Keep full account of all monies received and paid, and record these transactions as income and expenditure
3. Ensure that all funds received are banked without delay
4. Ensure that invoices and other expenses due by the Club are paid without delay
5. Submit a financial report at each council meeting
6. Submit an Income & Expenditure Account to the twice yearly Budget Council so that the Club's financial position can be organized.
7. Close the Club accounts at the end of each financial year and post a copy of such, together with certificate of the auditors, on the Club's noticeboard 14 days prior to the Annual General Meeting first having been approved by the Council.
8. Present the audited accounts at the Annual General Meeting for the approval of Members
9. Incur reasonable expenses on behalf of the Club
10. Reimburse reasonable expenses incurred on behalf of the Club by Members of the Council
11. Any other duties so stipulated by the Captain and/or Vice-Captain.

APPENDIX 3

DUTIES OF HONORARY GREENS CHAIRPERSON

1. Be the direct point of contact for greens staff, liaising and work closely with the Greenkeeper to maintain and develop the golf course to the satisfaction of the Club Membership.
2. Ensure that the Greenkeeper is fully involved in decisions made in regard to equipment, machinery, budgets and course maintenance practices. The responsibility for the day-to-day management of the golf course should rest with Greenkeeper, operating to agreed policies and standards as laid out in the Course Policy Document.
3. Set a budget on an annual basis to meet the aims and policies contained within the Course Policy Document. The budget should take account of the 'historical' level of spend and any anticipated changes to the spend pattern.
4. Produce, within the financial capability of the Club, a 'rolling' programme for the replacement and purchase / lease of new machinery, to meet future requirements, after agreement with Council.
5. Liaise, on behalf of the Council, with the Greenkeeper on all matters relating to the management, maintenance and development of the course.
6. Oversee the maintenance and presentation of the course to ensure that the expected standards are achieved and agreed course management policies implemented.
7. Chair meetings of the Greens Committee.
8. Report to the Council at regular intervals on matters affecting the course and its management.
9. Meet regularly with the Greenkeeper, generally at least once per week, with as many meetings as possible to be held on the course, so that current conditions and problems can be viewed and discussed.
10. Monitor on a monthly basis, green's spend against budget and investigate any significant variances.
11. Advise the Games Secretary of the existence of such playing or other conditions on the course which require protection by Local Rule or otherwise.
12. Oversee the implementation of the Winter Programme and any other alterations to the course authorised by the Council.
13. Liaise with Natural England to ensure compliance with the agreement between Dunnerholme Golf Club and Natural England.

APPENDIX 4

DUTIES OF GAMES SECRETARY

1. Administer and support the running of Club Competitions and Open Competitions.
2. Support the Handicap System for Dunnerholme Golf Club.
3. Prepare and display as appropriate, posters and notices and Membership information in support of the running of Club Competitions and Open Competitions for Dunnerholme Golf Club.
4. Liaise with local Clubs to ensure competitions do not clash, by attending annual competition meeting.
5. Communicate all Open Competitions to ensure maximum publicity and maximum entries.
6. With and as part of the Handicap committee, maintain Members' handicaps undertaking any correspondence and record keeping as necessary.

7. Maintain Club notice boards, trophies and Honour Boards ensuring that they are correct, up to date and relevant.
8. Arrange, attend and minute meetings, as required, ensuring that all statements are accurately recorded and distributed.
9. To report to the Council at regular intervals on matters affecting competitions, handicaps and their management.

APPENDIX 5

DUTIES OF HONORARY BAR CHAIRPERSON

1. To be the direct point of contact for bar staff
2. Ensure all operations adhere to legal obligations in respect of health and safety in the bar area.
3. Ensure all stocks are replenished in a timely manner to meet demand. Stocks purchased should reflect the best profit margin. An annual stock take must be completed in December.
4. Make condition checks and replacement of all equipment where necessary.
5. Source best price for any replacement item and report findings to Council prior to purchase.
6. Arrange cover for bar in the first instance, by Council Members. Following this option being exhausted, the Club bar staff will be employed to cover. If there is a failure to cover, then as a last resort, it is permissible to get outside contract cover.
7. Responsible for providing a bar rota covering all competitions and functions.
8. Take a proactive approach towards growing trade and attracting custom to the bar.
9. Report to the Council at regular intervals on matters affecting the bar and its management.

APPENDIX 6

DUTIES OF HOUSE CHAIRPERSON

1. Ensure security and building checks are made and findings recorded to conform to insurance needs.
2. Check conditions of furniture, fixture and fittings and record where necessary.
3. Source best price for any replacement item and report findings to Council prior to purchase
4. Source quotations for any necessary repair and report findings to Council prior to repair.
5. Report to the Council at regular intervals on matters affecting the Club House and locker room areas and their management.

APPENDIX 7

DUTIES OF SOCIAL CHAIRPERSON

1. Plan and co-ordinating the implementation of a programme of social events for the Members and visitors to generate Club funds.
2. Where necessary, create subcommittees to run each event. Work closely with each organising committee to monitor progress.
3. Co-opt appropriately skilled volunteers to assist in the organisation/running of an event.
4. Ensure a final reconciliation of income and expenditure is produced for each event.
5. Motivate Members to attend Club events.

APPENDIX 8

DUTIES OF HEALTH AND SAFETY CHAIRPERSON

1. Ensure the implementation and maintain the Dunnerholme Golf Club Health & Safety Policy - ensuring the Club's compliance with H&S legislation.
2. Inform employees, contractors, Members and visitors of relevant H&S procedures and ensure their compliance.
3. To provide advice to the Council on H&S legislation and any necessary updating of the Health and Safety Policy.
4. Regularly review the accident book held in the entrance hall and investigate reported incidents. If not professionally qualified, the H & S Chairperson shall have the authority to seek expert advice on specific issues.
5. Make health and safety checks, ensuring compliance to all legal obligations in the Club House & Locker rooms
6. Be responsible for, ensure the implementation and maintain the Dunnerholme Golf Club Fire Plan, including annual service of fire fighting equipment/appliances.
7. Be responsible for the annual Portable Appliance Testing and ensure that all tests are recorded, and appliances clearly labelled.
8. Complete the annual audit and review of all Golf Club policies relating to Health & Safety.