



## **Constitution & Competition Rules** **(Approved by Annual General Meeting 2022)**

### ***Title and Affiliations***

1. The name of the Club will be the Hoylake Golf Club and it will be affiliated to the English and Cheshire Golf Unions.

### ***Management of the Club***

2. The management of the Club will be the responsibility of the Club Council, which will consist of: -
  - a) The Captain of the Club, who will be appointed by the Past Captains to serve in that capacity for one year only;
  - b) The Vice-Captain and the immediate Past Captain;
  - c) The Club Secretary, Club Treasurer, Council Secretary, Competitions Secretary, Handicap Secretary and five ordinary members who will be elected at the Annual General Meeting and will be eligible for re-election.
3. The President of the Club, who will be elected at the Annual General Meeting and will be eligible for re-election, will serve as an ex-officio member of the Club Council.
4. The Secretary of the Seniors Section, appointed by members of that Section, will serve as an ex-officio member of the Club Council.
5. The Club Secretary, Club Treasurer, Competitions Secretary, Handicap Secretary and Council Secretary will not be required to pay an annual subscription, in recognition of their work for the Club throughout the year.
6. The President and the Captain will receive a contribution of £200 each season towards the cost of prizes for their respective competition days and will not be required to pay an annual subscription.
7. The Council may determine if other members should receive payments or concessions in recognition of their significant and on-going contribution to the management of the Club; and shall report any such determinations to the next Annual General Meeting.
8. The Council will nominate the succeeding Council but other members may be nominated for positions on the Council. All such nominations, duly proposed and seconded, must be sent to the Council Secretary at least twenty-one days before the Annual General Meeting.

9. The Council may co-opt additional members and appoint committees as it sees fit and will have the power to deal with any matter not provided for in these rules. The Council Secretary will summon meetings of the Council and keep minutes of the meetings. At all Council meetings the Captain will have a second or casting vote.

### ***General Club Meetings***

10. The Council will summon an Annual General Meeting of the Club in February each year and at least twenty-one days notice of the date and time of the meeting will be given on the Club information sites. An Annual or Extraordinary General Meeting shall have a quorum of thirty members.
11. The Council may summon an Extraordinary General Meeting of the Club provided that seven days notice is given on the Club information sites of the date, time and purpose of the meeting. An Extraordinary General Meeting must be called if requested in writing by twenty members and any such request must state the purpose of the meeting.
12. Alterations or additions to rules requiring a determination by the general membership of the Club will only be made at an Annual General Meeting or Extraordinary General Meeting called for the purpose. Alterations or additions will not be valid unless approved by two thirds of the members present. At all General Meetings of the Club the Captain will have a casting vote. The Council Secretary will publish the proceedings of a General Meeting on the Club website within two weeks of the meeting.

### ***Club Finances***

13. The financial year will be from 1<sup>st</sup> January to 31<sup>st</sup> December. The Club Treasurer will be responsible for keeping an account of the financial affairs of the Club and will prepare an Annual Financial Statement for presentation at the Annual General Meeting. The accounts of the Club will be audited by two members of the Club, appointed for that purpose at the Annual General Meeting. The Club Treasurer and the Club Secretary are authorised to sign cheques with only one signature being required. The Club Treasurer may manage all Club bank accounts by telephone, internet or other available facility as he chooses.

### ***Club Subscriptions***

14. The Annual subscription will be determined at the Annual General Meeting of the Club or at an Extraordinary General Meeting. Subscriptions will be due and payable on 31<sup>st</sup> March.
15. If a member fails to pay his subscription by the due date his membership will automatically be suspended and, as a consequence, he will be disqualified from entering any competition. If payment remains outstanding at 30<sup>th</sup> June membership will lapse automatically.
16. The Council may operate a Junior Section for those under 18 years of age and will determine the level of annual subscription to be paid by its members.

### ***Membership***

17. Applications for membership may be made to the Club Secretary on the official application form or via the Club website. Applicants may be proposed by members

although this is not essential. All applicants will be interviewed by the Club Secretary and the Captain who will report their recommendations to the next following meeting of the Council.

18. The election of candidates for membership will be made by the Council and a candidate will be elected if he receives the votes of two thirds of the members of Council present. A newly elected member will be notified by the Club Secretary and will at once be liable to pay his annual subscription and any entrance fee that may be determined by the Council. If such payments are not made within one month of notification the election may be declared void by the Council.
19. A new member must have a WHS handicap index or must submit scorecards of three medal rounds played with members of the Club. Confirmation of membership will be subject to a satisfactory probationary period of twelve months.
20. The Club will maintain a database of the names, telephone numbers and e-mail addresses of members for the purpose of managing competitions and handicaps and to facilitate communication with members, England Golf and the Cheshire Union; and no other use will be made of this data without the consent of members. No other personal data will be held by the Club and a member's information will be deleted from the database when their membership ceases.

### ***Conduct and Discipline***

21. Club members will at all times conform to the rules of Wirral Borough Council and to the best traditions of golf in terms of dress, behaviour and sportsmanship when playing in Club competitions, when on Club premises or when representing the Club at organised events.
22. Club members will observe the safeguarding policies of England Golf in respect of the welfare of other members including their protection from abuse.
23. Club members will ensure that any postings made to social media applications managed and maintained by the Club, conform to acceptable standards of behaviour, equality and inclusion.
24. The Council will appoint a Disciplinary Committee that will be empowered to take whatever action short of expulsion it considers appropriate in response to a breach of Club or competition rules.
25. A member may be expelled for any reason if decided upon by at least two thirds of the Council members present at a Council meeting. The member concerned must have had the opportunity to state his case to the Council, before a decision to expel may be taken.

### ***Competition Rules***

26. Members cannot take part in any Club competition unless they have paid their annual subscription and any local authority charge. For a knockout competition, members who have not paid their annual subscription and any entrance fee required by the closing date for entries, will not be included in the draw.
27. Competitors must record their entry to a competition and pay the relevant entrance fee and sweep money prior to the commencement of play by whatever method determined by the Club Council. Having done so, a member will be deemed to have entered the competition. Competitors must complete and submit scorecards in the

manner determined by the Club Council. Failure to comply with these requirements will result in disqualification.

28. All Club competitions will be played in accordance with the R&A Rules of Golf and any local rules determined by the Council. Occasionally, advice may be given by England Golf regarding temporary arrangements to address abnormal conditions and the Council will determine whether or not to act on that advice. Any competition in which less than twelve members compete will be declared void.
29. Play in all official competitions will be from the tee boxes determined by the Club Council. Members should note that outside official competitions the tee boxes specified by Wirral Borough Council should be used.
30. Once a round has commenced a player must not re-enter the Club House (excluding public facilities) until the round has been completed. Failure to comply with this requirement will result in disqualification. During competition play members should not approach Council members, seeking to discuss Council business, as this practice disturbs both the Council member and his playing partners.
31. In the event of a tie the winner will be decided in the following order: last nine holes; last six holes; last three holes; 18th hole. For twelve hole competitions the order will be: last six holes; last three holes; 12th hole. In all formats, handicaps will be applied on a fractional basis. If there is still a tie the winner will be decided by match play on the cards. The same system will apply to stableford and other forms of competition. A tie in match play is to be decided by competitors continuing to play, hole-by-hole and starting from the 1<sup>st</sup> hole, until a decision is reached. Stroke allowances should be applied as normal and agreement should be made beforehand as to what to do should the match still be undecided after a number of holes played, eg, due to fading light. Failing agreement, the match must be replayed within the specified dates.
32. Only members of the Men's Section of the Club may play together in Club competitions and may mark a card, except in competitions open to members of the constituent Clubs of the '98 Club', when a card may be marked by a member from one of those clubs. Failure to comply with either requirement will result in disqualification.
33. A card marked by more than one marker must be signed by each marker. The score must be entered by the marker immediately after play is completed at each hole. Any alteration in the score recorded for any hole must be initialed by the marker before the card is returned. Failure to comply with this requirement will result in disqualification.
34. A member disqualified in a competition for whatever reason will not be refunded his entrance fee and any sweep money.
35. All cards taken out in competition must be returned whether completed or not. For 18 hole competitions competitors are required to enter their scores in whatever manner, and by whatever time required by the Club Council. Failure to comply with this requirement will result in disqualification and the Handicap Secretary will be empowered to suspend a member's handicap for a period not in excess of six weeks for a breach of this rule.
36. The Council will award prizes to the winners of competitions and, in determining the value of such prizes, will have regard to the status of the competitions and the number of entrants. The Council will organise sweepstakes in respect of the best completed cards and twos scored by competitors. The Club Secretary will publish on the Club's information sites ahead of the Captain's Drive-In the details of prizes and sweepstakes agreed by the Council for the season ahead.

### ***Comments or Complaints by Members***

37. Members may bring any matter of concern to the attention of the Council by writing to the Club Secretary who will arrange for such correspondence to be shared at the Council meeting following its receipt.