

BY-LAWS of LONG REEF GOLF CLUB LIMITED

EST. 1921
ABN 37 000 043 121



Includes additions and amendments up to
29 August 2026

Contents

1. INTRODUCTION (CONSTITUTION: S19).....	4
2. DEFINITIONS AND INTERPRETATION (C: S2.1 and 2.2)	4
3. RIGHTS OF VARIOUS CLASSES OF ORDINARY MEMBERS (C: S6).....	4
4. PRACTICE FACILITIES (C: S3).....	7
5. PLAYING GUESTS (Temporary Members); (C: S6.3.19, S10 and S11).....	8
6. RECIPROCAL CLUB ARRANGEMENTS (C: S3)	9
7. ENTRANCE FEES AND SUBSCRIPTIONS (C: S9)	9
8. USE OF THE COURSE AND CLUBHOUSE (C: S11)	10
9. DRESS STANDARDS (C: S11).....	12
10. MASS INFORMATION AND COMMUNICATION MEDIA (C: S11)	14
11. COMPANION ANIMALS (C: S11)	14
12. MOTORISED GOLF TRANSPORT (MGT) Discounts and Private MGT Ownership (C: S11)	15
13. MOTORISED GOLF TRANSPORT (MGT) CLUB OWNED CARTS: GENERAL RULES (C: S11)	16
14. GAMING MACHINES (C: S4 and S11).....	17
15. SERVICE OF ALCOHOL (C: S4 and S11).....	18
16. ELECTRONIC COMMUNICATIONS EQUIPMENT (C: S11 and S16).....	19
17. FRIDAY CLUB (C: S18)	20
18. BRIDGE CLUB (C: S18)	20
19. BOARD OF DIRECTORS (C: S14, S16, S17 and S19).....	20
20. COMMITTEES (C: S17).....	21
21. FINANCE COMMITTEE (C: S17 and S25).....	22
22. GOLF COMMITTEE(C: S3 AND S17)	23
23. HOUSE COMMITTEE (C: S3 and S17)	25
24. MEMBERSHIP AND MARKETING COMMITTEE (C: S3 and S17).....	25
25. WOMEN’S COMMITTEE (C: S3 and S17).....	26
26. JUNIOR DEVELOPMENT AND SCHOLARSHIP COMMITTEE (C: S3 and S17).....	27
27. WELFARE AND COMMUNITY RELATIONS COMMITTEE (C: S3 and 17).....	28
28. RISK AND COMPLIANCE COMMITTEE.....	28
29. ROLES OF PRINCIPAL OFFICERS OF LONG REEF GOLF CLUB (C: S2.1, 14, 20, and 24).....	29
30. WORK HEALTH SAFETY (WHS) (C: S3 and S16).....	31

31. PRIVACY ACT (C: S3 and S16).....	31
32. CANVASSING AND PETITIONING (S3 and S16).....	32
33. CLUB CAR PARKS (C: S3 and S16)	32
34. UNMANNED AIRCRAFT SYSTEMS (DRONES) (C: S3 and S16).....	32
35. DISCRIMINATION AND HARASSMENT (C: S3, S11, S13 and S16).....	33
36. CLOSED CIRCUIT TELEVISION (CCTV) (C: S2 (i), S16 and S19).....	33
37. LIFE MEMBERSHIP GUIDELINES (C: S6.3.2)	34
38. DISCIPLINARY PROCEEDINGS (C: S11).....	34
39. FRAUD: POLICY AND PROCEDURES (C: S3, 11, 16 and 19)	34
40. PROCUREMENT: POLICY AND PROCEDURES (C: S3, 19, 25 and 30)	35
41. RISK MANAGEMENT POLICY AND STRATEGY (C: S3, 16,19,20,25 and 29).....	35
42. TIPS GIFTS AND INDUCEMENTS: POLICY, PROCEDURES AND EMPLOYEE.....	35
43. CAPITAL EXPENDITURE POLICY AND PROCEDURES (C: S16.3).....	36
44. WHISTLEBLOWER POLICY AND PROCEDURES (C: S16.1 and 16.3)	36

1. INTRODUCTION (CONSTITUTION: S19)

- 1.1 Section 19 of the Club's Constitution enables the Board of Directors to make and administer By-Laws. These By-Laws are in effect the rules and policies as reviewed and amended over time, to deal with the day to day management and operations of Long Reef Golf Club (LRGC)
- 1.2 These By-Laws as amended must at all times remain consistent with the Constitution.
- 1.3 Cross referencing of each Section in the By-Laws to the appropriate Sections of the Constitution is undertaken to ensure Members understand the Constitutional basis on which By-Laws are made and amended over time. Included in each By-Laws Section and as elsewhere necessary in the Sub-Sections of the By-Laws, is an abbreviated reference to the relevant part/s of the Constitution.

For example, in each Section Heading see bold text: "**1. INTRODUCTION (C: S19).**" There are other similar references to the Constitution throughout the By-Laws which appear in normal text.
- 1.4 Any By-Laws or amendments to same made by the Board under their authority in the Constitution, once properly notified are binding on all members of the Club (C: S28).
- 1.5 These By-Laws are available on the Club's Website. Any Ordinary Member will be supplied with a printed copy of same if required.
- 1.6 These By-Laws were approved by the Board on 30 November 2017 and their Date of Effect is 1 January 2018.

2. DEFINITIONS AND INTERPRETATION (C: S2.1 and 2.2)

- 2.1 Definitions of words and terms set out in these By-Laws have the same meaning as in they appear in the Constitution. For any other word or term in these By-Laws, the ordinary dictionary meaning of words applies.
- 2.2 The rules concerning interpretation set down in the Constitution must be applied at all times when interpreting these By-Laws.
- 2.3 Annual Major Trophy Event means any Long Reef Golf Club Trophy event as notified in the Club's current Annual Program booklet.

3. RIGHTS OF VARIOUS CLASSES OF ORDINARY MEMBERS (C: S6)

- 3.1 **Life Members, Gold Members, Special Members and 7, 6, and 5 Day Members**, are entitled to the use of the golf course, practice and clubhouse facilities within the permitted times as determined by the Board.

5 and 6 Day Special Members can apply for 7 Day Special Membership and if granted, pay the 7 Day Membership subscription, plus an annual amount equal to the difference between the subscription for their current Special Membership class and that normal annual subscription for the 7 Day Special Member.

- 3.2 Junior and Cadet Members** (C: S6.3.5 and 6), are entitled to golfing privileges at the discretion of the Board as notified (C: S28). Junior and Cadet Members being under the age of 18 years must use only those licensed areas of the Club permitted under the Registered Clubs Act (C: S4).
- 3.3 Chipper Members** (C: S6.3.15), are not permitted to participate in Club competitions, however with that exception they have the same rights as Junior and Cadet Members.
- 3.4 Country Members** (C: S6.3.7), are entitled to play up to ten competition games per Club membership year. Country Members are not eligible to participate in Club Championships, Monthly Medals, and any event which is included in the Club's Annual Major Trophy Events as defined in Section 2 of these By-Laws. However, they may otherwise enter to play on days any of the above events are scheduled. Country Members have no access to Reciprocal Club benefits as set down in Section 6 of these By-Laws
- 3.5 Student Members** (C: S6.3.8), are entitled to golfing privileges equivalent to those of classes of Full Members, according to the status they hold as 5, 6, or 7 day Student Members.
- 3.6 Retention and Retention Plus Members** (C: S6.3.9 and 10): A playing class Member may apply to the Board (addressed through the General Manager in writing), to be transferred to Retention or Retention Plus Member status. Consideration and decisions concerning such applications shall depend on the circumstances of the Member, and will be made on a discretionary basis by the Board, who will also take into account availability in these classes of membership.
- (a) **Retention Members** have no playing or practice rights however; they have full access to clubhouse facilities. Retention Plus Members have full access to the clubhouse facilities and further rights and privileges as follows:
- (b) **Retention Plus Members** are entitled to play up to 10 competition games (including open competitions), during the Club's financial membership year and they must pay the applicable competition fee including the development levy. Their access to competition tee times is subject to their membership class prior to being granted this membership status, and subject to tee time availability.
- (c) **Retention Plus Members** have no access to Reciprocal Club benefits as set down in Section 6 of these By-Laws. They are not eligible to participate in Club Championship, Monthly Medals, and any event which is included in the Club's Annual Major Trophy Events as defined in Section 2 of these By-Laws. However, Retention Plus Members may otherwise enter to play on days any of the above events are scheduled. Further, they must remain on this class of membership for a minimum of 12 months and a maximum of 24 months. The exemption for Retention plus is extended to up to five years from the birth of a Members child.

3.7 Easygolf Members (C: S6.3.16) Are entitled to play up to 10 competition games (including open competition games), during the Club's membership financial year. The following rules apply to this membership class:

- (a) Having completed their 10 competition games, Easygolf Members are then permitted to play further competition games on a Monday Open competition only, but for such games they are required to pay the Guests green fee. They have access to the competition time sheets on-line and in the Clubhouse.
- (b) Easygolf Members are entitled to motorised cart hire at Member's standard rates, but are not entitled to other cart discounts (where and when available).
- (c) Easygolf Members are not entitled to access Reciprocal Club benefits as set down in Section 6 of these By-Laws. They are not eligible to participate in Club Championships, Monthly Medals, and any event which is included in the Club's Annual Major Trophy Events as defined in Section 2 of these By-Laws. However, Easygolf Members may otherwise enter to play on days any of the above events are scheduled.
- (d) Easygolf Members cannot be selected for Club Representative teams.
- (e) Easygolf Members are may only remain in this class of membership for maximum of 24 months.
- (f) The duration of membership in this class is not included in the qualification period for the Special Member class.
- (g) Easygolf Members wishing to join another higher playing class of membership must apply (after the minimum period of Easygolf membership), for that class of membership. Subject to acceptance of that application they must pay the joining fee applicable at that time, less the Easygolf membership joining fee already paid.
- (h) Easygolf Members have the same access to the clubhouse facilities as 7 Day Members.

3.8 House Members (C: 6.3.11) are entitled to use the Clubhouse facilities and to invite and entertain guests in the Clubhouse however;

- (a) they can only use the golf course and practice facilities as a public green fee player, observing the rules, conditions and times of use applying to members of the public and;
- (b) a House Member who is a Playing Member of any affiliated golf club may play on the course at the invitation of a Playing Member, subject to payment of the appropriate guest green fee and such restrictions as may from time to time be decided by the Board.

3.9 Corporate Nominee Members (C: S6.3.12) are entitled to use the golf course, practice and clubhouse facilities as contained in the agreement between the Club and the corporation that nominated the Corporate Nominee Member.

3.10 Staff Members (C: S6.3.13) must be full time employees of LRGC and upon application for membership will have their class of membership (and fees payable), granted at the discretion of the Board. They are entitled to use of the golf course,

practice and clubhouse facilities according to the rights and privileges attached to the class of membership they are granted.

3.11 Intermediate Members (C: S6.3.14) are entitled to use the golf course, practice and club house facilities.

3.12 Overseas Members (C: S 6.3.17) must establish their bona fides by providing documentary evidence of address and relevant passport pages showing Australian visa details. The following rules apply to this class:

(a) Overseas Members can only join the Club for terms of either 3 or 6 months at a time, their membership will include a registered Golf Australia handicap, and they are entitled to play golf at times determined by the Board.

(b) Overseas Members are not eligible to participate in Club Championships, Monthly medals and any event which is included in the Club's Annual Major Trophy Events as defined in Section 2 of these By-Laws.

(c) Overseas Members are entitled to use the practice facilities except on weekends and public holidays.

3.13 Honorary, Temporary and Provisional Members (CS: 6.3.18, 19 and 20), are entitled to the use of the golf course, practice facilities and clubhouse as determined by the Board from time to time.

4. PRACTICE FACILITIES (C: S3)

4.1 Practice facilities include the practice fairway, practice greens, practice bunkers, chipping areas and their immediate surrounds. On days when a competition round is being played, the use of these facilities is restricted to Playing Members and playing guests who are participating in a competition round and at the time immediately prior to commencing that competition round. The practice facilities are open for Member's use after the last group in a competition round has teed off or as determined by the General Manager.

4.2 A Member can only use the practice facilities on the days according to the class of membership held. They must report their practice intentions to the Golf Shop before commencing practice.

4.3 Practice on the range/fairway must not cause inconvenience or danger to other Members or to visiting golfers and balls **MUST** only be hit in a southerly direction and **not** beyond the orange pole visible at the southern end of the practice fairway.

4.4 Balls hit on practice facilities must not be directed onto adjacent fairways and shall not be hit at or near to the practice greens or the 4th and 18th fairways. Members and guests shall adhere to the restrictions listed in the Members program book, and the various signs concerning practice facilities must be observed at all times.

4.5 For a period of 30 minutes before their scheduled tee-off time in a competition round, Members and their guests may use the practice fairway and nets for warming

up or loosening up, however, they must not hit more than 20 balls on the practice fairway or practice nets in this process.

4.6 **The Club Professionals** may designate a teaching area which, if part of the practice facilities must not be used by Members unless agreed with the Club Professionals.

4.7 **When using the practice fairway** Members, guests and visitors who are playing a round of golf have absolute priority. If there is **ANY RISK AT ALL** of a misdirected shot endangering a person playing on the course the player practising **MUST CEASE PRACTICE IMMEDIATELY**, and not resume practise until that person is safely out of range.

4.8 **The practice chipping greens** and practice bunkers must only be used for bunker and chipping practice. For chipping shots on the practice green located on the south east corner of the practice fairway, practice must not occur beyond 15 metres of the edge of the green. The practice chipping greens must not be used for putting practice or long, lofted approach shots.

4.9 **At the end of a period of practice**, Members and their guests should collect all practice balls from the practice fairway, practice bunkers and chipping greens as soon as possible after each practice session, as and when it is safe and practical to do so.

4.10 **The practice putting green** immediately east of the Golf Shop is for putting practice only. No chipping is permitted onto this green and in order to protect the green surface players are required to avoid standing in the same position for more than 7 putts.

4.11 **Players using the practice nets** are only to hit balls from the mats provided within the nets. They are required to be considerate of other players, including those players who are waiting their turn to use the nets. Players are also required to take any reasonable steps to care for and protect the practice nets including the need to report to the Golf Shop staff any wear and tear, or other damage accordingly.

4.12 **Practice chip shots** on the practice chipping green located immediately south of the Golf Shop must only be played in a southerly direction.

4.13 **When Members are playing a practice or social round** on the course, they must report to the Golf Shop before hitting off. For practice or social play on the course, **no more than 2 balls** can be played, and, play must only be from the tee markers of the day. Members are to always carry a sand bucket and fill divots during practice or social rounds.

5. PLAYING GUESTS (Temporary Members); (C: S6.3.19, S10 and S11)

5.1 **Any Member inviting** a guest to play in a Club competition must ensure that that their guest is a member of a golf club which is affiliated with an organisation such as Golf NSW or Golf Australia or their overseas equivalents, and hold a current Australian Golf Link Number or its overseas equivalent.

5.2 **Playing Guests** are required to pay the Member's guest fee, current development levy and any additional competition fees payable on the day of play.

5.3 **Playing Guests** must have the approval of the Club President, or Club Captain, or General Manager to play any day not listed as an open competition. Playing female guests must have the approval of the Women's Captain to play in a competition round on Thursdays.

5.4 **No Guest is permitted** to play competition rounds on more than 4 occasions in any 12-month period. In exceptional circumstances the Board has the discretion to grant an exemption to this rule.

5.5 **The Board may make special arrangements** including booking times, where Invitation Days are concerned. A Member's playing guest in any Club Invitation Day competition is accorded the status of a Temporary Member on that day.

5.6 **Current Presidents and Captains** of other Australian affiliated Golf Clubs are permitted to play socially at the course without the payment of the guest's green fee.

6. RECIPROCAL CLUB ARRANGEMENTS (C: S3)

6.1 Long Reef Golf Club has reciprocal arrangements with the Clubs listed in this Section of the By-Laws. The details of these arrangements which are the subject of individual agreements with each reciprocating club are accessible through the Office of the Club.

6.2 Members who wish to play at the following Reciprocal Clubs should ask for, and will be supplied with a letter of introduction from the General Manager of Long Reef Golf Club prior to contacting and visiting that Club.

6.3 The current list of Reciprocal Clubs includes:

Blackwood Golf Club, South Australia
Forster Tuncurry Golf Club, New South Wales
Gailes Golf Club, Goodna, Queensland
Goulburn Golf Club, New South Wales
Hartfield Country Club, Forrestfield, Western Australia
Kingston Beach Golf Club, Hobart, Tasmania
Mackay Golf Club, Queensland
Portsea Golf Club, Victoria
Tocumwal Golf Club, Victoria
Virginia Golf Club, Brisbane, Queensland
Horizons Golf Club, Salamander Bay New South Wales
Settlers Run Golf and Country Club, Botanic Ridge, Victoria.

7. ENTRANCE FEES AND SUBSCRIPTIONS (C: S9)

7.1 **Subscriptions payable** by any Ordinary Member of the Club shall be payable annually and are due and payable on the 31st May each year.

7.2 **The Board has the discretion** to approve an alternative method of payment in response to an application by an Ordinary Member where their specific circumstances justify such alternative.

7.3 **The non-receipt by a Member** of any notice that any subscription is falling due or has become payable, shall not be deemed a sufficient reason for non-payment by that Member.

7.4 **Ordinary Members** must make themselves aware of the contents of Section 9 of the Constitution concerning payment of subscriptions and entrance fees.

7.5 **Temporary and Honorary Members** of the Club are not required to pay an entrance fee so long as they remain such Members.

7.6 **If, due to unpaid fees** a Member's name is removed from register of Members (C: S9.7), and that Member is subsequently reinstated, an additional fee set at the Board's discretion may be payable.

7.7 **Any entrance fee for a Junior Member** may be payable in instalments depending on the number of years between the age of entry and attaining the age of 18 years.

8. USE OF THE COURSE AND CLUBHOUSE (C: S11)

8.1 **Members must lodge all score cards including submission on the approved digital scoring app** for competition rounds they have commenced to ensure these are examined for handicapping purposes. Any Member who fails to do so may be liable to have their handicap adjusted by the Men's or Women's Captains or the Golf Committee.

8.2 **Competition scorecards or approved digital scoring** must be completed in accordance with the Rules of Golf and submitted via the app or scanned in the Clubhouse computerised scorecard system within 10 minutes of the last group of the day finishing their round, unless otherwise determined by the Captain.

8.3 **Each player is responsible** for checking that their score on the approved scoring app or scanning screen is correct and matches the written scorecard score or markers app before saving their score into the computerised scorecard system.

8.4 **Players must use the scorecard** or approved digital scoring app issued by the Starter. Players using a scorecard need to complete the "cross out" section as well as the numerical section of the card and must submit their card on the LRGC recording system in the timeframes allowed in 8.2. **Should a discrepancy be discovered, the written numbers on the card will be taken as the official score.**

8.5 **Any protest in connection** with a competition or match must be lodged in writing as soon as possible after completion of that competition or match. Such protest will be dealt with by the Golf Committee.

8.6 **A player or marker** may be in doubt regarding the application or interpretation of a Rule of Golf or a Local Rule, concerning an event during the course of play. In such

cases they must, immediately on returning to the Clubhouse on completion of their round, report the facts to the Captain or their representative, so that a ruling is given prior to scanning the affected card. In such cases, the scorecard must not be signed and submitted until a ruling is given.

8.7 A Member must not purchase golf balls on the Course from any person other than the Club Golf Shop representative where applicable.

8.8 A member must not remove or damage any item from the Clubhouse, Course or surrounds which is the property of the Club. Any Member found to be doing so will be required to make good any property removed or damaged, in addition to any disciplinary action that may be taken by the Board in accordance with the Constitution (C: S11.4).

8.9 Any player who in the opinion of any member of the Board, the General Manager or the Starter (usually the Club Professional or their representative), is affected by Alcohol or drug use at the commencement of or during play, shall not be permitted to commence or continue play while they are so affected. Any such affected Member may be dealt with under the disciplinary procedures set down in Section 11 of the Club's Constitution.

8.10 Any Member must have the prior written authority of the Board should they wish to solicit donations and/or collect money on the Club premises or the golf course.

8.11 All Members and Temporary Members must abide by all directions shown on notices and signs concerning routes to be followed on the golf course.

(a) **3rd Hole-For Occupational Health and Safety reasons**, there is a specific rule and signage for the 3rd Hole. On this Hole, when playing the tee shot from the teeing ground players are prohibited from playing directly on to the 3rd green. Any player who attempts a golf stroke of this nature will be disqualified. Further action under the provisions of Section 11 of the Constitution may be taken by the Board.

8.12 A Member may enter up to 4 names, one of which must be their own, on one line only of a competition electronic or manual starting sheet. The ability to do so is on a first come first served basis either in the on-line booking sheets or manually and after the Clubhouse ballots where applicable.

8.13 No Member will be required to start in a group that they do not wish to play in, however no alternative can be offered unless a vacancy exists.

8.14 A Member failing to show for their allocated tee-time will be in breach of these By-Laws unless there are exceptional circumstances and will be issued with an email/letter stating that a breach has occurred and the date of that breach (**Warning Letter**). If a Member subsequently fails to show for their allocated tee-time within a period of 12 months of having received a Warning Letter, the Club will apply the disciplinary provisions as set in section 11 of the Constitution.

- 8.15 **No part of the golf course** can be used for anything other than as part of a round of golf. For example, there must be no practice from bunkers, to greens or on greens, except prior to match play according to the Rules of Golf.
- 8.16 **Members and their guests** must not bring food or beverages of any kind into the Clubhouse or its immediate surroundings, without the prior approval of the General Manager.
- 8.17 **If a group of Members wish to obtain Board approval** to establish an Internal Club they must apply to the Board in writing, taking account of the requirements in Section 18 of the Constitution.
- 8.18 **Life Members, Gold Members, Special Members and 7,6 and 5 Day Members** are entitled to book and hold functions where food and beverages are to be consumed in the Clubhouse, free of any normal venue hiring fee subject to the availability of rooms/space.
- 8.19 **The General Manager** has the discretion to waive function room or other space hire fees for Community and Charitable organisations.

9. DRESS STANDARDS (C: S11)

- 9.1 **A standard of dress generally acceptable** to the Members of the Club will be maintained at all times on the course and in the Clubhouse and their immediate surroundings (within the lease area). This standard includes all commercially styled golfing attire generally available, and taking account of the specific provisions set out in this Section below.
- 9.2 **Any member of the Board**, the General Manager, and relevant staff can raise and according to these By-Laws and the Constitution, seek to deal with any issue relating to the dress of a Member, guest or visitor. They have the authority to refuse admittance to any person failing to observe the dress standards.
- 9.3 **All Members of the Club** (including House Members), are required to ensure that their guests are aware of, and abide by the Club's dress standards. The General Manager will ensure the documented dress standards are publicly displayed, including on the Club's website.
- 9.4 **Established dress standards** may be varied at the discretion of the General Manager, for particular Club events and where Members and guests are notified in advance of the varied dress standards for a specified event.
- 9.5 **Guests, visitors and public green fee players** are subject to the same dress standards as Members of the Club.
- 9.6 **MEN** -The minimum acceptable standards of dress for men are as follows:
- (a) **Smart casual attire** unless otherwise advised by management for special or themed events.

- (b) **Tailored trousers**, jeans and shorts including neat plain denim and cargo style trousers and shorts.
- (c) **Shirts may have attached, or polo collars** including turtle neck and round neck collars. T-Shirts may be worn in the Clubhouse provided they are clean, in good condition and are not displaying what a reasonable person would consider offensive or suggestive words or images, however T-Shirts are not permitted on the golf course.
- (d) **Suitable footwear while playing golf** includes soft spiked golf shoes or rubber soled wholly enclosed shoes. Socks must be worn at all times while playing golf.
- (e) **Suitable footwear while in the Clubhouse** includes soft spiked golf shoes wholly enclosed shoes without spikes, sandals and loafer/deck style shoes with or without socks. Leather or rubber thongs are permitted in the Clubhouse or outside terrace; however, they are not permitted in any event or special function held in any of the Club's function rooms at any time.

9.7 Non-permitted forms of dress for Men are as follows:

- (a) **Men are not permitted to wear hats** in the Clubhouse unless required for health, safety, medical or religious reasons.
- (b) **Trousers or shorts with elastic or cord tie waists** (track, beach or gym style).
- (c) **Low slung trousers or shorts and abbreviated shorts**, board shorts or swim wear.
- (d) **Football wear** (jumpers, shorts or socks), and tracksuits of any type.
- (e) **Singlets, tank tops** or similar.
- (f) **Items of clothing displaying words or images** which a reasonable person would find suggestive or offensive.
- (g) **Untidy and/or dirty footwear, or bare feet.**
- (h) **Untidy, dirty or torn clothing.**

9.8 WOMEN - The minimum acceptable standards of dress for Women includes:

- (a) **Smart casual attire** unless otherwise advised by management for special or themed events.
- (b) **Skirts, tailored slacks, pants**, tailored shorts. Blouses, shirts and tops should be worn tucked in unless of a style suitable for wearing over pants, skirts or shorts.
- (c) **Fashionable hats** in conjunction with (a) above.
- (d) **Suitable footwear while playing golf** can be soft spiked or rubber soled, wholly enclosed shoes, and socks must be worn at all times.
- (e) **Suitable footwear in the Clubhouse** includes soft spiked or rubber soled shoes.

- (f) **Leather or rubber thongs are permitted** in the Clubhouse or outside terrace, however they are not permitted in any event or special function held in any of the Club's function rooms at any time.

9.9 Non-permitted forms of dress for Women include:

- (a) **Football jumpers**, socks or shorts, and tracksuits of any type.
- (b) **Significantly revealing clothing**, beach attire or similar.
- (c) **Items of clothing displaying words or images** which a reasonable person would find suggestive or offensive.
- (d) **Untidy and/or dirty footwear, or bare feet.**
- (e) **Untidy, dirty or torn clothing.**

10. MASS INFORMATION AND COMMUNICATION MEDIA (C: S11)

- 10.1 **Mass Information and communication media** includes Facebook, Twitter, Instagram, YouTube and any other publicly accessible communications media.
- 10.2 **Members must not at any time** utilize any such media described in 10.1 for the purpose of insulting, harassing or unfairly criticising a Member, employee or Contractor of the Club.
- 10.3 **The Club will apply the disciplinary provisions** set down in Section 11 of the Constitution where breaches of the rule set down in Section 10.2 above occur.

11. COMPANION ANIMALS (C: S11)

- 11.1 **Members are permitted** to have companion animals accompany them during competition or social golf rounds.
- 11.2 **Members are** required to be aware of and abide by the NSW Companion Animals Act 1998, at all times, when their companion animal is on the course or its surrounds.
- 11.3 **No guest or visitor** is permitted to bring a companion animal onto the Course or its surrounds, without the express approval of the General Manager.
- 11.4 **Members and guests are required** to keep their companion animal on a leash and under control at all times. This includes storage and disposal of animal droppings. Companion animals must be kept away from bunkers and greens at all times.
- 11.5 Companion animals, with the exception of harnessed Assistance animals are not permitted to enter the Clubhouse.
- 11.6 Companion animals must remain in the care of their owner at all times. Companion animals are not to be left unattended in the Clubhouse, Golf Shop or carpark surrounds at anytime.

11.7 A person with a disability is entitled to be accompanied in the Clubhouse by an Assistance animal being used bona fide by that person to assist the person, however entry to any food preparation areas is not permitted.

12. MOTORISED GOLF TRANSPORT (MGT) Discounts and Private MGT Ownership (C: S11)

12.1 **Discounts on MGT (Cart) hire** can be applied for by Members in playing classes at the discretion of the Board. The following eligibility conditions apply:

(a) **Temporary Incapacity:** Members who through injury, rehabilitation from a medical procedure, or other valid reasons are unable to walk 18 holes, subject to presentation of a Doctors certificate or other supporting documentation verifying their circumstances. Documentation must include the nature of their incapacity, how the incapacity results in their inability to walk 18 holes and the expected period cart use will be required.

(b) **Permanent Incapacity:** Members who through permanent incapacity are unable to walk 18 holes may apply for a cart discount, subject to the presentation of a Doctors certificate or other supporting documentation verifying their circumstances. Documentation must include the nature of their incapacity, how the incapacity results in their inability to walk 18 holes and establish permanent cart use is required.

12.2 Members wishing to apply for of the Motorised Cart Discount Policy must complete and lodge with the Club office a Cart Discount application form and subject to approval of the application, will be issued with a Cart Discount.

12.3 Cart Discounts will only be available to Members who have had their application approved and have been issued with a Cart Discount.

12.4 **The General Manager will adjudicate on eligibility** for a Cart Discount concession and on those cases that may sit outside the Cart Discount Policy.

12.5 A Member with an approved cart discount **must utilise a golf cart each time they play an 18 hole round**. If not, the discount will be revoked.

12.6 **Only Members with a temporary or permanent medical condition** may apply in writing to the Board through the General Manager for approval to use their own MGT vehicle. Members wishing to apply to the Board for such approval must have a medical certificate from their Doctor to state that they need a MGT vehicle to play a round of golf.

12.7 **The Board will not automatically grant** private MGT approvals and may restrict the number of approvals from time to time as part of their course management policy. The current policy is a limit of 5 private MGT approvals at any point in time.

12.8 **A Member with Board approval to use their MGT** vehicle on the course and Clubhouse surrounds must have their MGT vehicle currently comprehensively insured. Further, the Member must be currently insured against personal accident

and 3rd party property damage and both forms of current insurance must be submitted to and evidenced by the General Manager annually.

12.9 A Member with Board approval to use their MGT vehicle on the course and

Clubhouse surrounds shall indemnify the Club, its Members, and any officer or employee of the Club in writing against all claims made as a result of the use by that Member of their own MGT vehicle on the course or clubhouse surrounds.

12.10 No Member or guest other than a Member approved to use their own MGT vehicle is permitted to use any such private MGT vehicle on the course or the clubhouse surrounds.

12.11 To be considered for approval by the Board, a privately owned MGT vehicle must be electrically driven, must have a minimum of 3 wheels with inflatable tyres, each with a minimum width of 12.7 cm wide, unless otherwise authorised by the Board and be governed to a maximum speed of 15 kph.

12.12 If an approved privately owned MGT vehicle deteriorates in appearance, or departs from the specifications set down in 12.8 above, the Board may refuse access to the course and clubhouse surrounds until it is restored to an acceptable condition as determined by the Board.

12.13 The Club will not provide temporary or permanent storage facilities for privately owned MGT vehicles.

12.14 Members cannot use their own approved MGT vehicles on the course due to wet conditions as determined by those persons delegated by the Board to make course management decisions. Preference may be given to Club owned MGT vehicles in this regard.

12.15 A Member using their approved private MGT vehicle on the course and clubhouse surrounds must comply with and abide by the General Rules for Club owned carts.

13. MOTORISED GOLF TRANSPORT (MGT) CLUB OWNED CARTS: GENERAL RULES (C: S11)

13.1 All cart drivers must be over 17 years of age and hold a current driver's licence. They will be required to complete and sign a Cart Hirers Agreement before commencing to use a Cart.

13.2 Carts must not be driven outside the boundaries of the golf course.

13.3 To prevent accidents a Cart is limited to a driver and one passenger, and can only be driven from the driver's side behind the steering wheel. Both the driver and passenger must remain seated at all times and keep their entire bodies within the Cart until stopped. A Cart must not be overloaded.

13.4 Carts must be at least 10 metres from all tees, greens, greenside bunkers, or where so marked or signposted unless on a constructed path. Exceptions are permitted where the GPS Cart Guidance system permits access closer than 10 metres.

Constructed paths are to be used whenever possible. Carts are not to be driven over mounds located within 10 metres of the edge of a green.

13.5 All players using Carts must give way to course staff, whether operating machinery or otherwise.

13.6 Cart drivers must not drive on the course under the influence of alcohol, other drugs, or medications that may affect their ability to properly operate a Cart or react to particular driving situations.

13.7 In wet conditions Carts should only be driven on the driest and firmest parts of the golf course and should stay clear of critical golf areas as much as possible. Carts must not enter areas where a “Carts Prohibited” sign is displayed.

13.8 In any conditions, Carts must not be driven through Water Hazards or Drains.

13.9 In wet conditions, use of Club Carts may be denied, and in any conditions the Board has the discretion to limit the competitions in which Carts may be used.

13.10 The cost for any repairs or replacements for any damage to a Cart is the responsibility of the Member or visitor hiring the Cart and will be charged as per the Cart damage schedule.

14. GAMING MACHINES (C: S4 and S11)

14.1 Persons playing gaming machines at the Club must be at least 18 years of age and be legally entitled to be on the premises of the Club.

14.2 Players must use only Australian coins of the denomination accepted by a specific machine, or Australian \$5, \$10, \$20, \$50 or \$100 banknotes in the note acceptor.

14.3 Players must not rock, tilt or damage the machines or adjacent furniture in any way.

14.4 Players will not continue to play a machine that can be played without credits being deducted or Australian coins and/or banknotes being inserted.

14.5 Players must report to a Clubhouse staff member immediately if a machine door, cashbox door or note acceptor is open.

14.6 Players can reserve only 1 gaming machine at a time, for the period specified on that machine.

14.7 A person must not use any foreign object or technology on, in or near any gaming machine.

14.8 If a gaming machine overpays or pays on a non-winning combination, players must report to Club staff any malfunction of a machine immediately. Players are not entitled to any incorrect payout from that machine and shall immediately return the incorrect payout to the Club.

14.9 No jackpot or winning combination payouts will be paid to a player after Club closing time has been announced.

- 14.10 **All payments up to the value of \$2,000** will be paid in cash at the bar via the clubs credit transfer system, unless part or full payment by cheque is requested.
- 14.11 **If the gaming prize money payable** is more than \$2,000, the Club will pay so much of the prizemoney exceeding \$2,000 by cheque payable to that person or if the person requests, by Electronic Funds Transfer (EFT) to an account nominated by that person. If the total prizemoney exceeds \$2,000, that person can ask for the whole of the prize money to be paid by cheque or EFT.
- 14.12 **Where in 14.10 above**, the prizemoney is paid by cheque or EFT the transaction will occur no later than close of business on the next day on which banks are open for normal business.
- 14.13 **Where in 14.10 above, a prize is being paid by cheque**, the cheque may be posted to the player's address in the register of guests or Members whichever is applicable. If the prize is being paid by EFT the prize winner's account must be with an accredited financial institution such as a bank.
- 14.14 **It is the player's responsibility** to ensure that the correct payout has been made to them. Any disputes over payment or non-payment by any machine in the Clubhouse, must be decided by Club management within 7 days of the payout occurring.
- 14.15 **Payouts cannot be made** to any non-member who has not first been entered into the register of guests and is legally on the premises of the Club.
- 14.16 **Any Guest playing a gaming machine** must provide evidence of their identity if requested to do so by a Club staff member. Members are required to produce their membership card or proof of identity if requested by a member of the Club staff to do so.
- 14.17 **It is the responsibility of any Club Member** who introduces a guest to the Club to ensure that their guest abides by the Gaming Machine rules set out in this Section of the By-Laws. Any guest or Temporary Member violating these rules may be asked to leave the Club immediately by a member of the Club staff.
- 14.18 **It is an offence by a Member** for which disciplinary action may be taken by the Board, to introduce a guest who breaches these gaming rules or causes a machine to malfunction in any way.
- 14.19 **The Club reserves the right** to have its staff play-off every jackpot, cancel credit or short pay. The Club reserves the right to refuse payment of any winning combination to any person who has not abided by the rules set down in this section of the By-Laws. Further, the Club reserves the right have its management staff refuse any person the right to play gaming machines on its premises.

15. SERVICE OF ALCOHOL (C: S4 and S11)

- 15.1 **Long Reef Golf Club** has a policy for the responsible service of alcohol which includes the following provisions:

(a) **The Club offers** a wide range of beverages for the enjoyment of all Members, guests and Temporary Members including the provision of iced water at all functions and an ice water tap at the Members Bar on a complimentary basis.

(b) **The Club does not encourage** rapid or excessive consumption of alcohol.

(c) **The management of the Club** and all staff involved in the service of alcoholic beverages have a legal responsibility to monitor and supervise the consumption of alcohol by Members, Guests and visitors.

(d) **It is an offence under Section 77** of the Liquor Act if Members, guests or Temporary Members refuse to leave the premises when requested to do so by management, staff, security or Police. (Maximum penalty \$5,500)

15.2 **Alcohol cannot be sold**, supplied or disposed of on the premises of the Club and golf course to any person under the age of 18 years.

15.3 **Consumption of alcohol** is restricted to those areas of the Club which are licensed.

15.4 **Alcohol in unsealed containers** purchased within the Club premises must not be carried away from the Club premises.

15.5 **All purchases of alcohol** in sealed containers must be removed from Club premises by midnight (12.00 midnight), in accordance with the Registered Clubs Act.

15.6 **It will be a breach of these By-Laws** by a Member, or for any Member and their guest or Temporary Member to:

(a) **Be under the influence of alcohol or illegal or prohibited drugs** while on the Club's premises.

(b) **Sell or provide alcoholic beverages** on the premises of the Club to any person under the age of 18 years.

(c) **Refuse to leave the Club's premises** if asked to do so by relevant Club staff.

(d) **Introduce Liquor onto the Club's premises** without prior written permission of the General Manager.

(e) **Use objectionable or obscene language**, and/or act in a violent, abusive or obstructive manner due to consumption of alcohol.

16. ELECTRONIC COMMUNICATIONS EQUIPMENT (C: S11 and S16)

16.1 **Portable radios, mobile phones** and personal computer devices must not be used by Members on the course or in the Clubhouse where such use inconveniences fellow Members. With the exception of recording golf scores through the approved digital scoring app.

16.2 **Television sets and other broadcast equipment** may be used in the Clubhouse for major sporting and other programs, subject to the control and discretion of the General Manager.

16.3 **Members, guests or visitors** shall not use the Club's premises or Wi Fi facilities for the transmission or receipt of illegal or inappropriate material or the conduct of illegal gaming, betting or commercial activities.

17. FRIDAY CLUB (C: S18)

17.1 **The Friday Club is an Internal Club** approved by the Board to conduct golf events on the course each Friday.

17.2 **The Friday Club must abide by** the provisions set down in Section 18 of the Constitution concerning the operations of Internal Clubs.

18. BRIDGE CLUB (C: S18)

18.1 **The Bridge Club is an Internal Club** approved by the Board to conduct Bridge playing events in the Clubhouse each Wednesday or on other days as approved by the General Manager.

18.2 **The Bridge Club must abide by** the provisions set down in Section 18 of the Constitution concerning the operations of Internal Clubs.

19. BOARD OF DIRECTORS (C: S14, S16, S17 and S19)

19.1 **The Board in conjunction with the General Manager** is responsible for applying the Constitution and these By-Laws in the general and day to day operations of Long Reef Golf Club, in regard to the conduct of any Member and any other person on the golf course, clubhouse and their immediate surrounds.

19.2 **Prior to the Annual General Meeting**, when nominations are called for in regard to positions on the Board, Members nominating, must submit with their nomination a single page summary document of their qualifications and experience with an accompanying standard, passport size photograph. This document must be able to be read and viewed by voting Members of the Club on the Club Notice Board and Club Website during the nomination/election time period prior and up to the Annual General Meeting.

19.3 **The regular meetings of the Board**, unless otherwise arranged, are held on the last Tuesday of each month. The President will, at the request of no less than 3 members of the Board, call a meeting of the Board by giving 48 hours' notice of such meeting. The notice period will be shorter if there is agreement to do so by a majority of Board Members.

19.4 **Where a meeting of the Board is requested** in accordance with Section 19.3 above, the General Manager must attend and must record in the minutes of such meetings the names of all Board members present.

19.5 **No resolution passed by the Board** can be altered or rescinded unless there is unanimous consent of Board members present at a Board meeting. The only exception to this rule applies where one or more Board members gives notice to the General Manager in writing of their intention to move a motion at a Board meeting to alter or rescind a resolution previously passed by the Board. In such a case, at least

24 hours' notice of that intention must be given to the General Manager prior to that Board meeting being held.

19.6 **The Board will ensure** that the Club's Strategic Plan and the Board Charter documents are reviewed, amended and up-dated as necessary at all times.

20. COMMITTEES (C: S17)

20.1 **A Committee must always operate** with rules, policies or procedures which are consistent with those established by the Board. If there is any doubt in this regard, any of these Committees must consult with the Board.

20.2 **The Board as at 1 March 2024** has currently established and operational, eight (8) Committees:

- (a) Finance
- (b) Golf
- (c) House
- (d) Women Members
- (e) Membership and Marketing
- (f) Junior Development and Scholarship
- (g) Welfare and Community Relations
- (h) Risk and Compliance
- (i) Building

20.3 **At its first meeting** after the Annual General Meeting each year, the range of Committees, their continuation and any variations to their operating rules, will be considered and, as appropriate, approved by the Board, to enable such Committees to carry on their functions on behalf of the Board.

20.4 **The President of the Club** is a member of all Committees.

20.5 **The composition of any Committee** is at the discretion of the President.

20.6 **Confidentiality** All members of each Committee, and other invitees present, at Committee meetings have a duty to maintain confidentiality concerning all matters discussed or decided at Committee meetings unless expressly approved by the Chairperson of the Committee who prior to giving approval has consulted the Board. This obligation of confidentiality continues indefinitely except for information in the public domain which has been disclosed by or with the approval of the Chairperson of the relevant Committee. It is the fundamental right of every Committee Member to be able to speak openly in committee meetings on issues affecting the relevant delegated duties without having to consider whether their comments would be repeated outside of the meeting to non-Board and Committee Members.

20.7 **Any proposed expenditure** by any Committee is subject to approval by the Board.

20.8 **Names of the Members of the Board** must be kept posted on the Club's Notice Board and Club Website.

20.9 **Each Committee will have a Chairperson** appointed by the Club President, unless stated otherwise in these By Laws, and minutes of every Committee meeting must be prepared and presented to the Board at least 5 working days prior to the next scheduled Board meeting.

20.10 **When a Chairperson of a Committee** is resigning or retiring from their LRGC Committee role, they must ensure that a beneficial handover process to the new Committee Chairperson occurs.

20.11 **All Committees will meet** as determined by the Chairperson but generally once per month, unless otherwise stated in these By Laws, or where special circumstances arise as agreed to by the President, from time to time.

20.12 **The following Sections of the By Laws (21 to 27)** set down the role and functions of each Committee. All Committees must ensure their operations are consistent with the Objects of the Club, set down in Section 3 of the Constitution.

21. FINANCE COMMITTEE (C: S17 and S25)

21.1 **The Treasurer of the Club** is the Chairperson of the Finance Committee. The Finance Committee will meet monthly prior to the next scheduled Board meeting for that month.

21.2 **The Finance Committee** will watch generally over collection and expenditure of the Club's moneys and be responsible in conjunction with the General Manager for financial planning, audit and financial regulatory compliance matters within this role.

21.3 **Specifically, the Finance Committee will:**

- (a) **Prepare and submit** to the Board each year a budget to meet the financial operations of the Club, consistent with the Club's Strategic Plan.
- (b) **Keep all members of the Board**, fully informed of the itemised, progressive, monthly income and expenditure of the Club, including a comparison with monthly budget estimates.
- (c) **Arrange for the preparation** and submission to the Board for their approval, a Balance Sheet and Financial Statement for presentation to the Annual General Meeting.
- (d) **Ensure that claims for payment** from the Club have been authorised at all times by a responsible employee. The Treasurer will monitor and review claims for payment procedures to ensure efficiency and integrity measures are safeguarded.
- (e) **Review and report** to the Board at least once in each financial year on all financial systems and controls operated by all employees of the Club.

- (f) **In conjunction with the General Manager** ensure compliance with the Board's CAPEX policy and other approved financial policies, including but not limited to the Procurement Policy and the financing of Major Capital Works.

22. GOLF COMMITTEE(C: S3 AND S17)

- 22.1 The Golf Committee's role is to **oversee and manage** all matters relating to course condition, preparation, and development, and all aspects of competition golf play.
- 22.2 **The Club Captain** is Chairperson of the Golf Committee, which will meet as determined on a needs basis from time to time.
- 22.3 **The Golf Committee's** role and functions are carried out by two Sub-Committees: The **Course Sub-Committee** and the **Match Sub-Committee**. However, the management and conduct of Women's golf competition is also a responsibility of the **Women's Committee** (See By-Law 25). Notwithstanding any involvement of Women as Club Members in any of the Club's objects and activities, it must be ensured that the Women's Committee is especially involved in and contributes to matters contained in By-Law 25.1 below.
- 22.4 The Golf Sub-Committee includes the Club Captain (see 22.2 above), and **always** includes the Vice Captain, Women's Captain, General Manager, Director of Golf. When the Course Sub-Committee meets, the Course Superintendent will also attend. The Golf Committee Chairperson may invite other Members or relevant experts to join either Sub-Committee on a needs basis from time to time.
- 22.5 **The Course Sub Committee** is responsible for oversight and management of course conditions, daily course preparation and medium to longer term course development. This includes short and long-term water supply planning, the Club's 3 to 5-year rolling Course Development Program and the Course Master Plan.
- 22.6 The **Course is defined** as all the property and leased land area of the Club, except for the Clubhouse and Car Parks.
- 22.7 The Course Sub-Committee will **continually review progress** in achieving the Course Development Program and Master Plan, and they must consult with the appointed Course Architects concerning any proposed changes to the current Course Master Plan.
- 22.8 The **Course Sub-Committee's oversight and management responsibilities include:**
- (a) Presenting to Members, Guests and Visitors the best **playing surface possible** every day.
 - (b) **Ensuring that** no structural changes to the course that affect its playability can be made without the approval of the Board.
 - (c) Presenting the annual **course works and maintenance programs**, consistent with rolling Course Development Program priorities and budgets approved by the Board.

- (d) The course **irrigation structure** to ensure best practice
- (e) Tree and other vegetation management plans.
- (f) Preparation of **Capital Works budgets** in consultation with the General Manager and the Course Superintendent.
- (g) Recommend to the Board, any **purchase or lease of course related plant and equipment**, in consultation with the General Manager and the Course Superintendent.
- (h) Decisions concerning **closure and re-opening of the Course** in consultation with the General Manager and the Course Superintendent.

22.9 The **Match Sub-Committee's oversight and management responsibilities include:**

- (a) **Match Policies and procedures.**
- (b) The Club's **Annual Program Book.**
- (c) **Conditions of play** including **return of scorecards, event results, volunteer referees**, and all matters affecting competitions and general play on the course.
- (d) Adjudicating on the **Rules of Golf** and framing of local rules from time to time in accordance with those rules.
- (e) Deal with and adjudicate on all protests and disputes arising from competition play.
- (f) The Club's "**no show**" and "**pace of play**" policies.
- (g) **The daily course setup, and placement of tee markers and green flags.**
- (h) **Course rating** matters, fixing and adjustment of Members' **handicaps** as per Golf Australia guidance.
- (i) Club Member development and support, particularly including juniors, and beginners through to the elite level.
- (j) The role and functions of the **Golf Professional.**
- (k) Recommending to the Board, appointments as to selectors, Team Managers and/or Captains for **Club Representative Teams**, and budget allocations for such teams.
- (l) The maintenance of event **Winner Registers, Honour Boards and Perpetual Trophies.**
- (m) Club Competition and social event presentations, together with relevant Club **newsletter contributions.**

23. HOUSE COMMITTEE (C: S3 and S17)

23.1 The House Committee will **comprise** the designated Chairperson, , Women's President, General Manager, Operations Manager, Functions Manager and others as determined from time to time.

23.2 The House Committee is **responsible** for maintaining and improving that part of consisting of the Clubhouse, Golf Shop and the immediately surrounding areas including the Club Car parking areas, lawns and gardens and;

23.3 **Contribute to the development** and implementation of a Master Plan for the Clubhouse in the interests of all Members and;

23.4 **Co-ordinating and managing** resources by the most productive and efficient means to ensure the Clubhouse's continuing and prospective appeal to existing and future Members and to the general public and;

23.5 **Given the general responsibilities set down in Sections 23.1,2 and 3 above, the House Committee is responsible for the following specific functions:**

- (a) **Recommending to the Board** the purchase, sale or lease of plant and equipment for the Clubhouse and immediately surrounding areas.
- (b) **Ensuring that Members' requirements** for meals and beverages are provided for and that such other items are provided to Members as the Board may from time to time approve.
- (c) **In consultation with the General Manager** monitoring the financial, operational and quality assurance standards for Clubhouse food, beverage and function outcomes, and recommending changes if, when and where required.
- (d) **In consultation with the General Manager**, recommending to the Board, Members' social functions, entertainment and promotional activities.
- (e) **Considering and recommending** to the General Manager, the placement of advertising material of Clubhouse events.

24. MEMBERSHIP AND MARKETING COMMITTEE (C: S3 and S17)

24.1 **This Committee is responsible for:**

- (a) **Considering, interviewing, and as necessary** making enquiries concerning any person who has made an application for any class of membership of the Club, in accordance with the Club's Constitution and By-Laws.
- (b) **Recommending to the Board** the acceptance, deferral, or rejection of any application for membership. In this regard, this Committee has the power to request reports (in-confidence) from any Member of the Club and particularly from the applicant's nominator or seconder. This Committee may also make other enquiries as they see fit concerning an applicant for membership of the Club.

- (c) **Monitor and review** the numbers, eligibility and privileges of current membership classes. Make recommendations to the Board for any changes to same.
- (d) **In conjunction with the General Manager** and staff manage, guide, and assist with the induction of new Members to the Club, and provide same with the Rules of Golf Etiquette, Rules of Golf, the Constitution and the By-Laws of the Club.
- (e) **In consultation with the General Manager** and staff, researching, designing and conducting marketing initiatives using appropriate marketing tools to attract and retain new Members across all membership classes.

25. WOMEN'S COMMITTEE (C: S3 and S17)

- 25.1 Consistent with Long Reef Golf Club Objects in Section 3 of the Constitution, **the Women's Committee's role is to conduct, encourage, promote, advance and administer the sport of golf for Women and Girls.** This role is to be carried out in conjunction with other relevant LRGC Committees and Club Administration.
- 25.2 **Women Members** who are Life Members, Gold Members, Special Members and 7-, 6- or 5-day members, Retention Members and Retention Plus Members will, at their Annual General Meeting each year, elect from those Members, a Committee comprising a President, Captain and 5 other Committee Members.
- 25.3 **The Annual General Meeting of Women Members** of the Club will be held during the first two weeks of November. A minimum of 7 calendar days' notice specifying the date, time and place of such meeting must be sent to each woman Member who is eligible to vote as described in Section 25.2 above.
- 25.4 **The only business** that can be conducted at the Women's Annual General Meeting other than the election of Women's Committee Members described in Section 26.2 above, and the following:
- (a) **To consider and if thought fit** to adopt the Annual Report of the Women's Committee.
 - (b) **Conduct the election** of the Women's Committee.
 - (c) **General Business.**
- 25.5 **A Quorum of 10 Women Members** is required to be present at the Women's Annual General Meeting.
- 25.6 **Following the election referred to in Section 25.2 above,** those persons elected will take office no longer than 30 calendar days from the date of election, to enable a reasonable and constructive briefing/handover period. They will then hold office until the next Annual General Meeting of the Women Members referred to in Section 25.2 above. In the meantime, the former Women's Committee remain in authority.
- 25.7 **Any Member elected** to the Women's Committee referred to in 25.2 above, can hold any position on that Committee of the Club to which they have been elected, for a maximum of 5 consecutive years.

25.8 **Any casual vacancy** caused for whatever reason on this Committee, can be filled by/with another woman Member as soon as possible, by an agreement of the majority of the current Committee Members, until the date of the next Women's Annual General Meeting of the Women's Committee.

25.9 **The Women's Committee will meet** only as required. A quorum of four (4) members is required to be present at any meeting of the Women's Committee.

25.10 **The Women's Committee must nominate** from within, or among the Women Members, the required number of Women Members to voluntarily attend, and contribute to relevant meetings of Golf NSW and other relevant sporting organisations.

25.11 **The Women's Committee will (where required) nominate** among their Members, representatives who may be invited by the Club President to attend meetings of other Club Committees where matters affecting Women Members are likely to be discussed and decided.

25.12 **Each Year, within 60 days** of the Women's Annual General Meeting, submit a report to the Club President and the General Manager, setting out the proceedings of the Annual General Meeting as set down in Section 25.2 above. This report must set down the names and positions of the Members elected to that Committee.

25.13 **The Women's Committee will fix a date** for the Women's Annual General Meeting, and must give 7 days' notice of such meeting, specifying the date, time and place of that meeting, in accordance with the communication to Members' requirements set down in the Constitution.

26. JUNIOR DEVELOPMENT AND SCHOLARSHIP COMMITTEE (C: S3 and S17)

26.1 The Junior Development Committee is responsible for:

- (a) **Recommending to the Golf Committee** the selection of Junior competition teams, and recommending to the Board, for their approval the names of any Junior Team Captains and Managers;
- (b) **On behalf of the Membership and Marketing Committee**, Interview applicants for Junior (including Cadet) membership of the Club;
- (c) **Organise Junior Development Programs** including monthly clinics, regular practice sessions and junior competitions, and promote among Junior Members the understanding of the Rules of Golf and golf etiquette;
- (d) **Recommending to the Board** the promotion of Juniors and Cadets to play in the Saturday Competition and other competitions during vacation periods.

26.2 **The Junior Development Committee** is also responsible for developing and maintaining the Long Reef Golf Club Scholarship Policy by;

- (a) **Reviewing applications** and where appropriate, interview prospective scholarship recipients;

(b) **Recommending to the Board** the awarding of scholarships, consistent with the Club's Scholarship Policy;

(c) **Ensuring Scholarship holders** abide by the Club's Scholarship Policy.

26.3 The General Manager will ensure that in every Long Reef Golf Club financial year, a financial statement is maintained and prepared for all income and expenditure activity generated by the Junior Development Levy.

27. WELFARE AND COMMUNITY RELATIONS COMMITTEE (C: S3 and 17)

27.1 The Welfare and Community Relations Committee will be chaired by the Club President and will provide the Board with regular reports detailing matters potentially affecting the Club, its Members welfare, Internal Clubs and is responsible for maintaining lines of communication concerning:

(a) **Local State and Federal Government issues and policies;**

(b) **Common users of Long Reef Golf Club and its environs.**

27.2 A representative of this Committee will where possible, attend meetings of Local Government, Precinct and Management Committees to represent the Club where public and government relations can be advanced in the interests of Members. Further, this Committee will seek to maintain quality levels and standards for community relations by regular contact with community groups and officers from Local Government, and report to the Board as necessary.

27.3 In conjunction with the General Manager and Welfare Coordinator, this Committee will monitor Members' welfare generally; assist with welfare matters where possible; and distribute information to Members where appropriate, via the Clubs Newsletter and other communications.

27.4 This Committee will develop and maintain relationships with relevant Community partners, charities and stakeholders and all Internal Clubs.

27.5 This Committee will monitor grant funding opportunities at all levels of government that may assist Long Reef Golf Club in enhancing the Course and Clubhouse, as well as improving the overall Griffith Park environment and will co-ordinate, research and where appropriate, prepare and lodge Grant Funding Applications for the Club.

28. RISK AND COMPLIANCE COMMITTEE

28.1 This Committee is responsible for:

(a) **Monitoring the whole of environment** in which the Club is operating including societal changes, sporting trends, financial position, operational effectiveness Member protection, privacy, fraud, legislation, and case law, negative publicity and boundary issues.

(b) **Identifying the source of risk**, where risk could happen, and the effect of that risk on the Club's objectives and operations, and who might be impacted.

- (c) **Analyse the risks**, and the likelihood and consequences of the risk occurring.
- (d) **Evaluate the risks** and the Club's tolerance level accordingly.
- (e) **Recommend decisions to the Board** and/or its Committees as required, as to how risks are dealt with; treatment of risk to avoid, accept, remove, or minimize the risk; and change the consequences of a risk to enable strategic advantage.
- (f) **Monitor the broader risk areas identified** in the LRGC Risk Management and Compliance Policy Statement; establish working relationships with the Board and its Committees to subdivide these risk areas in a co-ordinated system to contribute to the Club's overall risk management strategy.

29. ROLES OF PRINCIPAL OFFICERS OF LONG REEF GOLF CLUB (C: S2.1, 14, 20, and 24)

29.1 PRESIDENT

- (a) **Should the President not be in a position** for any reason to perform any of the following roles or functions, the Vice-President will perform those roles and functions as required.
- (b) **The President has the prime responsibility** for the conduct of the Club overall and ensuring that all Board decisions are implemented as set down in the minutes of Board Meetings.
- (c) **The President will exercise supervision** of the work of the General Manager, other members of the Board, Committees, Sub Committees and Internal Clubs to ensure that decisions and policies are implemented and/or maintained.
- (d) **The President must be consulted** in advance on any possibly contentious matter relating to any aspect of the Club and its operations. This is an obligation of Directors, management, administration and Members of the Club.
- (e) **The President will decide as appropriate** to declare confidential, Board decisions and other matters relating to Club operations and management. The President in office at the time will decide when documents concerning such decisions and matters will be made available to Members and the general community.
- (f) **The President will choose and appoint** Directors of the Board to serve on the Committees set down in Section 17 of the Constitution
- (g) **The President must sign the recorded minutes** of Board of Directors meetings as a true and accurate record of proceedings at such meetings.

29.2 CAPTAIN

- (a) **In the absence of the Club Captain**, the Club Vice- Captain will perform any of the duties of the Captain as required.

(b) **The Club Captain of Long Reef Golf Club** must have a sound knowledge of the Rules of Golf as amended from time to time, and will ensure that all competitions are played in accordance with such Rules.

(c) **The Club Captain** will be **Chairperson** of the **Golf Committee**.

29.3 TREASURER

(a) **The Treasurer will supervise** the financial operations and policies of Long Reef Golf Club, and will advise the Board on all matters relating to financial aspects of the Club's operations.

29.4 GENERAL MANAGER (C: S4, S16 and S27)

(a) **The General Manager will supervise:**

(i) Course, Clubhouse and Golf Shop employees.

(ii) The condition of the Course, Clubhouse and all Club property.

(iii) The operations of all contractors performing duties for and on behalf of the Club.

(iv) The dress and conduct of Members, guests, visitors and Club employees.

(b) **The General Manager will keep on the Club premises** the Registers set down in Section 10 of the Constitution.

(c) **The General Manager will record and keep** full and correct minutes of all meetings and resolutions of the Board and the Club, and will produce them as required at meetings of the Board and the Club.

(d) **The General Manager will keep and maintain** all Club accounts and records as required by the Constitution, Corporations Act and Registered Clubs Act, and will attend in required time frames to filing of any returns and documents required by any regulatory body.

(e) **The General Manager will receive and pay into** such bank account as the Board may direct, any money that comes into their hands and the hands of any other Club employee, and will record the receipt of such moneys in the books of the Club.

(f) **In the day to day operations** of the Club the General Manager will report directly to the President and will accept and act upon any decision or instruction from the President as a decision or instruction of the Board. The General Manager will ensure proper records are kept of all internal and external meetings in this regard.

(g) **Any complaints by Members** concerning Club operations, employees or contractors must be made in writing to the General Manager who will take appropriate action and where necessary, submit the details to the relevant Committee of the Club.

- (h) **All instructions to Club employees**, contractors and suppliers shall be transmitted through, or given by the General Manager or their delegate unless exceptional circumstances prevail. Important discussions and/or decisions in this regard are to be confirmed in writing.

30. WORK HEALTH SAFETY (WHS) (C: S3 and S16)

30.1 **Long Reef Golf Club will ensure** that it meets all of its obligations under the State Work Health Safety Act 2011.

30.2 **The General Manager must ensure** that all staff joining the Club are made aware of their WHS responsibilities at their initial workplace induction session and any on-going training and WHS oriented staff development initiatives.

30.3 **The relevant Sub-Committees** will monitor and provide oversight on WHS issues.

31. PRIVACY ACT (C: S3 and S16)

31.1 **Long Reef Golf Club is subject to** and abides by the provisions of the Privacy Act 1988 which contains standard setting principles for the use and management of personal information.

31.2 **Any personal information** provided by Members of the Club and their guests and visitors will be protected, except that information normally provided in the Club's Annual Programme Book, and the Members Directory on the golf portal, unless a Member notifies the General Manager that they do not wish a particular item of information to be included.

31.3 **Members must only use the Members Directory** to obtain Member contact information to arrange golf or social activities at the Club.

31.4 **Long Reef Golf Club may be required** to disclose some of Members' personal information to third parties who provide services under contract to the Club (Golf). Such contractual arrangements will always require Members' personal information to be confidential and secure.

31.5 **Any Member has the right to access** their personal information that the Club may have on record, including a right to fairly and reasonably correct the information held by the Club. No fee will be charged by the Club to provide such access to a Member.

31.6 **The unauthorised use by any person** of Long Reef Golf Club's data base is strictly prohibited.

Note:

Long Reef Golf Club's Privacy Policy can be viewed in full on the Club's website, or on the Clubhouse Notice Board.

32. CANVASSING AND PETITIONING (S3 and S16)

32.1 **Except with the written permission** of the General Manager, no person can enter the Club's premises or leased area to sell goods, seek donations, or sell any type of raffle or lottery ticket.

32.2 **Except with the written permission** of the General Manager, no person can exhibit or display any pamphlet, notice or other material on the Club's premises or leased area.

32.3 **No person or organisation** can at any time enter the Club's premises or leased area to engage in petitioning for any cause whatsoever.

32.4 Except as provided in section 15.2 of the Constitution, no candidate for the Club elections or other person can campaign for any candidate or candidates in the Club elections by distributing written material or using any of the Club's communication platforms (including notice boards, newsletters, Members Directory, and Club presentations) provided that candidates may address groups of Members if invited to do so between the date of nominating for the Board and the closing date for the voting.

33. CLUB CAR PARKS (C: S3 and S16)

33.1 **Members using the Club car park areas** must drive in a slow and careful manner and follow any signage in those areas. All Members use the Club parking areas at their own risk, and the Club is not responsible at any time for damage to or theft from any Member, guest or visitor's vehicle.

33.2 **Members must not park** their vehicles in those parking places set aside and sign posted for the principal officers of the Club and as otherwise determined by the Board, including reserved parking spots for senior staff, contractors and loading zones. Members must not park their vehicles in disabled parking spots without displaying the proper authorisation.

33.3 **When a Member is parked in a Club car parking area** they must always comply with any instructions given by a Club employee in relation to their use of these areas. Members must always observe and abide by any parking directions delivered by Police, or other emergency services.

33.4 **Members, guests and visitors** must never leave children under the age of 18 years in cars or other vehicles while their parents, relatives, guardians or carers are on the course or within the Club's premises.

33.5 **Members are only permitted** to park their vehicles in the Club's Car Parks for the purposes of using the clubhouse facilities, golf course facilities and environs or the Golf Shop.

34. UNMANNED AIRCRAFT SYSTEMS (DRONES) (C: S3 and S16)

34.1 **The deployment and/or use of Drones** (defined as Unmanned Aircraft Vehicles and/or Unmanned Aircraft Systems), for the capturing of still or video images of persons or golf course and clubhouse property of Long Reef Golf Club is strictly prohibited,

unless written permission from the Club General Manager has been received in advance of any such activity taking place.

34.2 **Where such written permission as described in Section 34.1** above has been granted, the operators of such equipment must comply with the Regulations and Guidelines of the National Civil Aviation Safety Authority (CASA) including but not limited to the CASA Remote Pilot Licensing requirements.

35. DISCRIMINATION AND HARASSMENT (C: S3, S11, S13 and S16)

35.1 **Long Reef Golf Club is subject to and abides by** the NSW Anti-Discrimination Act 1977, and all related Australian Government Anti-Discrimination legislation. This includes those parts of the Australian Government Sex Discrimination Act 1984 which prohibit sexual harassment.

35.2 **Long Reef Golf Club** will not tolerate behaviour by Members and their guests which discriminates against or harasses another person. This includes harassing behaviour of a sexual nature.

35.3 **Long Reef Golf Club will apply** the disciplinary procedures set down in Section 11 of the Constitution where behaviour of a Member or their Guest is discriminatory is determined to be discriminatory or harassing in nature.

35.4 **Long Reef Golf Club has set down a Discrimination and Harassment Policy document** which is published on the Club's website and displayed on the Clubhouse noticeboard. A printed copy of this policy document will be provided to Members on request.

36. CLOSED CIRCUIT TELEVISION (CCTV) (C: S2 (i), S16 and S19)

36.1 **Long Reef Golf Club is subject to and abides by** the following legislation concerning the installation maintenance and on-going operation of CCTV facilities in its leasehold area of Griffith Park

- (a) Surveillance Devices Act 2007 (NSW)
- (b) Workplace Surveillance Act 2005 (NSW)
- (c) Privacy and Personal Information Act 1998 (NSW)
- (d) Occupational Health and Safety Act 2000 (NSW)
- (e) Privacy Act 1998

36.2 **Long Reef Golf Club operates CCTV cameras** in the vicinity and/or within the Clubhouse, GolfShop, and on the Golf Course, including the Course Maintenance Facility.

36.3 **Long Reef Golf Club undertakes** that it will maintain, manage and develop its CCTV facilities over time to ensure best practice and utilising new CCTV technology as appropriate from time to time.

36.4 **The maintenance, management and development** of the Club's CCTV system is the responsibility of the General Manager. In addition to, and in consultation with the General Manager, a second, senior employee of the Club must be formally delegated this (CCTV) role by the Board. The General Manager will ensure that monthly maintenance checks are carried out for all Club CCTV equipment. The General Manager will report annually (and less frequently if necessary), to the Board as to the effectiveness, viability and security of the Club's CCTV equipment.

36.5 **Long Reef Golf Club has set down a CCTV Policy document** which is published on the Club's website and displayed on the Clubhouse noticeboard. A printed copy of this policy document will be provided to Members on request.

37. LIFE MEMBERSHIP GUIDELINES (C: S6.3.2)

37.1 Section 6 of the Constitution of Long Reef Golf Club sets down rights of, and eligibility for the various classes of membership of LRGC including Life Member (S6.3.2).

37.2 To enable consideration as to whether a Member could meet the standards of "distinguished and exceptional service" to the Club (as set down in S6.3.2), and to explain procedural matters, the Board has developed a **Life Membership Guidelines** document.

37.3 Any Member who is considering nominating or seconding another Member for this class of membership is encouraged to read these guidelines before proceeding.

37.4 The Life Membership Guidelines document will be provided to interested Members by the General Manager on request.

38. DISCIPLINARY PROCEEDINGS (C: S11)

38.1 Section 11 of the Constitution of Long Reef Golf Club sets down the Board's powers and procedures it is required to administer in cases where disciplinary proceedings are instituted concerning Members of the Club.

38.2 These disciplinary procedures take account of the **Clubs New South Wales Code of Practice to which Long Reef Golf Club is bound**, together with the Best Practice Guidelines of Clubs NSW which operate in support of the Code of Practice.

38.3 The Board has created a **Disciplinary Procedure document** to assist Disciplinary Committee members, and Members and Member witnesses who are taking part in these disciplinary proceedings.

38.4 A copy of the Disciplinary Procedure document will be made available by the General Manager to any Director and/or Member on request.

39. FRAUD: POLICY AND PROCEDURES (C: S3, 11, 16 and 19)

39.1 The commitment of a fraudulent act by any person involved with Long Reef Golf Club is a serious matter involving criminal behaviour as legislated in the NSW Crimes Amendment (Fraud, Identity and Forgery Offences) Act 2009. Fraudulent activity has the potential to significantly damage the Club's finances, reputation and ultimately, the wellbeing of its Members.

39.2 Long Reef Golf Club has zero-tolerance concerning fraudulent activity and will take any action within its power to minimize the risk of such activity occurring. Further, the Club will pursue any means available to it in prosecuting the perpetrator/s where events involving fraud are discovered.

39.3 Long Reef Golf Club has set down a Fraud Policy and Procedural document which is published on the Club's website and details displayed on the Clubhouse noticeboard. A printed copy of this document will be provided to a Member on its request.

39.4 A printed copy of the Club's Fraud Policy and Procedural Document must be given to all incoming employees, contractors or suppliers. All existing and incoming Board Members, Committee Members, Management staff and Employees must confirm in writing that they have read and understood this document.

40. PROCUREMENT: POLICY AND PROCEDURES (C: S3, 19, 25 and 30)

40.1 Long Reef Golf Club (LRGC) will ensure that the **highest possible standards** of probity and sound administration apply to its procurement policy and procedures.

40.2 The General Manager will ensure that **all current and new staff who are involved directly or indirectly in the procurement of supplies or services for LRGc are made aware of, and understand the Club's Procurement Policies and Procedures.**

40.3 Long Reef Golf Club has set down a **Procurement Policies and Procedures document** which is published on the Club's website and details displayed on the Clubhouse noticeboard. A printed copy of this document will be made available to Members on request.

41. RISK MANAGEMENT POLICY AND STRATEGY (C: S3, 16,19,20,25 and 29).

41.1 As reflected in the Board Charter of Long Reef Golf Club (p3), Risk Management is one of the Board's key responsibilities and is essential in planning and action taken to reduce all forms of risk and potential liability concerning LRGc operations.

41.2 The document: LRGc Risk Management Policy and Strategy is published on the Club's website and details are displayed on the Clubhouse noticeboard. A printed copy of this document will be made available to Members on request.

42. TIPS GIFTS AND INDUCEMENTS: POLICY, PROCEDURES AND EMPLOYEE ACKNOWLEDEMENT (C: S3,16 and 19)

42.1 The Board of LRGc has set down in document form its policy, and procedures in regard to the offering and/or accepting of tips, gifts and inducements by its employees (permanent, casual and contracted), and Directors of the Club.

42.2 The Board requires that all current and new employees acknowledge in writing that they have read and understand the Club's policy and procedures document concerning gifts, tips and inducements. This acknowledgement is built into the document. A signed original is to be retained by the LRGc, and a signed copy retained by the employee.

Directors have already acknowledged this policy through their signing of the LRGC Board Charter.

42.3 This document is published on the LRGC Website and the details are displayed on the Club Notice Board. A printed copy of this document will be provided to Members on request

43. CAPITAL EXPENDITURE POLICY AND PROCEDURES (C: S16.3)

43.1 The Board of LRGC has set down in document form its policy and the procedures to be followed regarding major capital expenditure for works and maintenance.

43.2 The procedure to be followed includes a structured Capital Expenditure Proposal format which must be completed and adhered to during the process of consideration of such proposals by the Board.

43.3 This document is published on the LRGC Website under the heading “Club Documents and Policies” and details are displayed on the Club’s Notice Board. A printed copy of the document will be provided to members on request.

44. WHISTLEBLOWER POLICY AND PROCEDURES (C: S16.1 and 16.3)

44.1 As a public company with limited by guarantee, Long Reef Golf Club must always remain compliant with the Corporations Act 2001 (The Act).

44.2 Amendments to the Act in 2018 requires the Club to publish and maintain a whistleblower policy and associated procedures.

44.3 Long Reef Golf Club has set down a Whistleblower Policy and Procedures document which is published on the Club’s website and details displayed on the Club Noticeboard. A printed copy of this document will be made available to Members on request.