

By-law #18

Charity Golfing Events

Approved at BOD 17.8

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Persons Affected: Charity events at Catalina and their organisers

Relevant Committee: Special Events Committee (SEC)

Replaces: All previous

Date of next review: 01/09/2018

Effective: 31/08/2017

Background

From time to time, a member or non-member may request to hold a charity golfing event at Catalina Country Club (CCC). Such initiatives are welcomed by the CCC. This policy document outlines the relevant requirements and procedures.

Requirements

1. Ideally, the charity should be a registered charity/organisation; however, fundraising for a non-charity, e.g. to assist a family under financial stress due to illness or a traumatic event may also be sought. The CCC Board will consider all applications individually on their merits.
2. In order to be successful, charity golfing events require sufficient time for planning and organising. To this purpose, **the Club requires a minimum of six months' notice**. (Exceptions to this rule may be made on application should circumstances warrant for local appeals etc.) If the date for an event in the subsequent calendar year has been approved by late November, the event may be included in the Club Fixtures book for the following year.
3. Organisers need to discuss potential sponsors with Club Management before requesting sponsorship from local and other businesses. This helps to avoid potential embarrassment or conflict for the Club in relation to existing sponsors and may also help to reduce overload on local businesses.
4. The course is usually not available for charity golfing events during the months of March and November and during school holidays. Exceptions may be made.
5. Organisers are encouraged to plan charity events for a Monday or Friday or after 2 pm on Tuesday, Wednesday or Thursday. Weekend charity days may be approved in exceptional circumstances.

6. CCC charges a \$25 green fee / course usage fee per player (members and non-members) for 18 hole charity events and \$12.50 for 9 hole charity events. The organiser sets the total entry cost per player.

On request, the Board will consider donating part or all of the green fee or the drinks cart fee back to the charity. The Board may also consider in-kind donations, e.g. Pro Shop merchandise or Club vouchers. However, such donations are not automatic. Requests for any donations should be lodged online through the **ClubsNSW** website. For further information and links, see: <http://www.clubcatalina.com.au/cms/contacts/club-grants-2/>

Procedures

1. An application form (see Appendix A) or a letter of request is to be sent by the organiser to the General Manager (GM) of the CCC. The GM will submit the form/letter to the CCC Board, acting in his capacity of Secretary to the Board, for consideration at its next meeting. The letter needs to outline the following details, where available at the time of application:
 - Name of Charity/organisation or individual to be supported
 - Specific use (if known) of money raised through the event
 - Name and contact details of the organiser
 - Names of other organising committee members**
 - Proposed date and start time
 - 9 hole or 18 hole event
 - One or two tee start or shotgun start
 - The planned format (e.g. Ambrose, 4BBB)
 - Whether a drinks cart is required during the event - cost \$100
 - Whether a BBQ is required - BBQ cleaning fee \$50, unless returned clean
 - If support is required from the Special Events Committee (SEC), e.g. advice during preparation, entry of names into MiClub, assistance on the day, flags for nearest the pins (NTPs), etc.
 - Whether entry fees will be collected by the organiser or by the Pro Shop.

** Please note: organising a charity golf day requires effort and people power. Please ensure you have a committed working group.

2. A letter from the CCC President will be sent to the organiser, stating whether or not Board approval has been obtained. If approved, the specific requirements for the event, contact details of the relevant CCC staff member for liaison and contact details of the Chair of the SEC will be outlined in the letter.
3. The main points of contact from thereon are the relevant CCC staff member and the SEC Chair.
4. Entry fees may be paid to the organisers or directly to the Pro Shop, **as negotiated with the Office**. Any payment to the Pro Shop needs to be accompanied by a completed entry form(s).
5. If a drinks cart is required, the organisers need to provide a drinks voucher(s) to each player, as the drinks cart does not accept cash payments. All drinks consumed will be charged to the organiser.
6. Event organisers are not permitted to bring any food or beverages onto the club premises without prior authorisation.
7. Advertising posters can be placed on the CCC notice boards.
8. Advertising banners are permitted and need to be delivered to the Pro Shop at least two days prior to the day of the event.
9. Golf carts are to be booked directly with the CCC Pro Shop – ph. 02 4472 4386.
10. Money collected by the CCC, less green fees and other costs such as drinks and/or food, is forwarded to the organiser after the event. Alternatively, where entry fees have been paid to the organiser, the CCC will provide a tax invoice for green fees and other costs (if applicable) after the event.

**Appendix A:
Application to organise a Charity Golf Event at
Catalina Country Club**

Application to be submitted at least six months before the event.

(Please complete those details that are available at the time of application)

Date of application:

Name of Charity:

Specific use of funds raised:

Organiser:

Name:

Home Ph: Mobile:

Email:

Names of other organising committee members:

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***Please note: organising a charity golf day requires effort and people power. Please ensure you have a committed working group.*

Proposed date: / /

Proposed start time:

9 hole or 18 hole event (please circle):

9 Hole / 18 Hole

One or two tee start or shotgun start:

One tee / Two tee / Shotgun

Planned format (e.g. Ambrose, 4BBB):

Drinks cart required during event? (\$100 fee applicable) Yes / No

BBQ required? (\$50 fee applicable) Yes / No



Support required from the SEC? Yes / No

(SEC support may include advice during preparation, entry of names into MiClub, assistance on the day, flags for nearest the pins (NTPs), etc)

Who will collect entry fees and forms? Organiser / Pro Shop

Please submit this form to the General Manager, Catalina Country Club

PO Box 306, Batemans Bay NSW 2536 Ph. 02 4472 4022

Authenticated		on this day	
	C Flynn, President		