



By-law #4

Golfing Sections Policy

Approved BOD 17.10

Previously considered at BODs: 16.10,17.2

Replaces: Sub Club Policy 16.10.10

Page: 1 of 6

Persons Affected: All Members

Effective: 25.10.2017

Section 1 – Summary

- (1.1) The Catalina Country Club Constitution, Paragraph 60 states that the Board may “create sections and committees for the conduct, management and control of all or any games or sporting or other activities in which the Club from time to time is engaged or interested, to define and limit the persons eligible for membership of any section or committee, to fix or approve a supplementary subscription or a charge for membership of any section or committee, and to terminate or change the composition of any section or committee.”.
- (1.2) Subject to the Catalina Country Club Constitution, and specifically paragraph 68, all Sections are under the control of the Club Catalina Board.
- (1.3) Each Section of the CCC may manage its own affairs, but must make regular reports to the Board at intervals determined by the Board or as the Board may require from time to time.
- (1.4) For any group of members of the CCC to have guaranteed reserved access to all or a portion of the golf course, the members must either be playing in a Club approved event or playing in a Section competition.

Section 2 – Definitions

- (2.1) "Board" refers to the Board of Directors of the Catalina Country Club
- (2.2) Catalina Country Club (CCC)
- (2.3) The Golf Operations Committee (GOC)

Section 3 - Policy Statement

This policy aims to:

- (3.1) Embrace and encourage the establishment of Sections for the benefit and enjoyment of CCC members.
- (3.2) Create an efficient, effective and fair utilisation of Club resources.
- (3.3) Facilitate more open channels of communication between the Board and Sections.
- (3.4) Encourage a more unified and coordinated approach from all Sections.
- (3.5) Provide an efficient, fair and transparent management system for all Sections at CCC.
- (3.6) For each Section to compensate the club for the dedicated use of all or a portion of its facility and for administration costs incurred.

Sections

- (3.7) The general organisational structure for every golfing section will be determined by the Board. This may be an individual Coordinator for a small Section or a committee structure for a large Section, each to cover the functions of President, Captain, Secretary and Treasurer. Large Sections may generate a Constitution and by-laws of their own, all subject to Board approval.
- (3.8) Every Section is to provide minutes of their meetings and reconciled financial statements to the Board through their Section Secretary (or equivalent), in a format as approved by the Board, on request from or at intervals specified by the Board.
- (3.9) Sections are not permitted to make infrastructure alterations to any portion of the Club's property without formal Board approval.

Banking

- (3.10) **Sections will have the discretion to collect the entire competition fee on the day of competition or arrange payment through the Pro-Shop. If collected by the Section, settlement with CCC of the Club's entitlement is required on the day of competition and a fully reconciled and signed competition worksheet is to be provided by the Section together with payment as shown at Annex A and a certified field run Sheet printed from**

MiClub records or a discrete authenticated run-sheet, either the sheet in Annex B or a format agreed to by the Board.

- (3.11) All Sections' merchandise purchases must use CCC accounts. Exemptions to purchase outside CCC accounts can only be obtained from Club Management or the Board.
- (3.12) Collection and payments for affiliation fees, if applicable, can be arranged at the discretion of the Sections.

Funding and Distribution

- (3.13) The Board accepts that each Section will have autonomy within the constraints of the CCC Constitution.
- (3.14) Financial allocations from the prize portion of the competition fees are for use at the discretion of Sections.
- (3.15) The funding distribution to the Club from the competition fee, as set by the Board and Management, is to apply to all club events. The applicable amount can be found in the '*Annual Price Review*'.
- (3.16) Periodic reviews of the competition fee disbursement will be undertaken by the Board. Board decisions will be binding on all Section competitions.
- (3.17) Each Section has the ability to raise additional funds for their own purposes by means of additional competition fees or through Board approved raffles, barbecues, sponsorships and the like, which must be fully disclosed.

Section 4 - Procedures

Competitions

- (4.1) The granting of all golf course access is delegated by the Board to the Golf Shop manager.
- (4.2) The Club Captain and the course Superintendent together reserve the right to cancel, postpone or constrain any competition subject to on-course conditions.
- (4.3) The Club Captain has the responsibility to coordinate all competitions and prepare, in consultation with the Sections, the fixtures book.
- (4.4) The Captain has the Board delegated authority to vary a published Club competition. Approval of the Captain must be sought for a Section to make any programme event changes.
- (4.5) Approval of the Board, through the Captain must be obtained to issue any external prizes for visitors and Special Events.

- (4.6) **Any fees required for Section Special Events, are to have prior approval of the Board through the Captain. Three months prior notice is required if at all possible.**
- (4.7) Sections are encouraged to arrange local and district events on behalf of CCC.
- (4.8) Attendance by a Section Committee representative or Section Coordinator at local and district meetings (if applicable) is at the discretion of the Section Captain or their delegate. The cost is to be carried by the relevant Section.

Special and Inter-Club Events

- (4.9) The Batemans Bay Open, Catalina Classic, Women's Open, Men's Veterans Open, Week of Golf, Catalina Junior Open, Women's Veterans Open and any tournament sanctioned as such by the Golf Operations Committee are considered as Special Events.
- (4.10) The organisation and preparation for associated Special Events will remain the responsibility of the relevant Section committee but in conjunction with the Special Events Committee and / or the Golf Operations Committee.
- (4.11) The Board recognises that for some Section Special Events (if applicable), a discount fee may be appropriate for Golf Carts. For the two annual Veterans tournaments, the Men's Veterans Open and the Women's Veterans Open, a discount fee is automatically applied. The same discount fee is also applied to Inter-Club events and Pennant matches. The applicable fee can be found in the 'Annual Price Review'.

For all other Special Events, any discount requests must be raised with the Board through the monthly report. In considering discount requests, practices at other golf clubs conducting similar special events will be taken into consideration.

Golf Balls

- (4.12) All golf balls awarded as prizes (if applicable) are to be sourced through the CCC Golf Shop at an amount agreed between the General Manager and the Section.

CONTACT OFFICER

The CCC President or delegated representative.



C Flynn
President
On behalf of the Board of Directors
Catalina Country Club Ltd

Date: 28 February 2017

Annex A to

Club Catalina Sections Policy

Dated 28/2/17

CLUB CATALINA – GOLF SECTION SUMMARY SHEET

Name of Section..... **Date** / /

Skins Sections - see *

Event *

9 or 18 Holes (please specify)

Number of Players in Event (as per start sheet)

Normal Club Event or Special Event (please specify)*

Total Competition Fees Collected (Value)* \$ _____

Amount Payable to Parent Club (Normal Club Event) * \$ _____

(Applicable fee in the Annual Price Review. Amount as at July 2017 is:

9 Holes = \$3.50 per player & 18 Holes = \$7 per player)

Amount Due to Parent Club (Special Event)* \$ _____

(As agreed to by Parent Club)

Amount Payable to Section* \$ _____

Total Prize Allocation to Winners (Value)* \$ _____

Total Ball Prizes (including NTP's) to Winners* \$ _____

(Value & Number) (Balls)

Net Surplus Payable to Section (Value)* \$ _____

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(Signature, Name & Position of Sub-Club Official)

This fully reconciled and signed competition worksheet is to be provided by the respective Section together with payment to the Pro-Shop on the day of the event.

* Skins Section competitors are to individually report to the Golf Shop and pay their Club component of the Competition Fee levy to Golf Shop staff (and any applicable Green Fee) when obtaining their playing score card which will be stamped for Skins competitions and dated. This

procedure is necessary because some skins players are only social members and some are not even members of the Club.

Note: If the Golf Section's events are not supported by a MiClub "Field Sheet" then the manually documented "Run Sheet", shown below or equivalent, is to be completed by the organiser of the event. Either the MiClub Field Sheet or the manual Run Sheet is to be signed and attached to the Annex A Summary Sheet at the conclusion of the day's event and submitted to the Golf Shop Manager or Duty Manager before the organiser leaves the club for the day.

**Annex B To
Golf Sections Policy
Dated 28 February 2017**

MANUAL RUN SHEET

Time (if applicable)	Name Membership #	Name Membership #	Name Membership #	Name Membership #

Authenticated		on this day	18/2/22
	C Flynn, President		