

# POLICIES & PROCEDURES

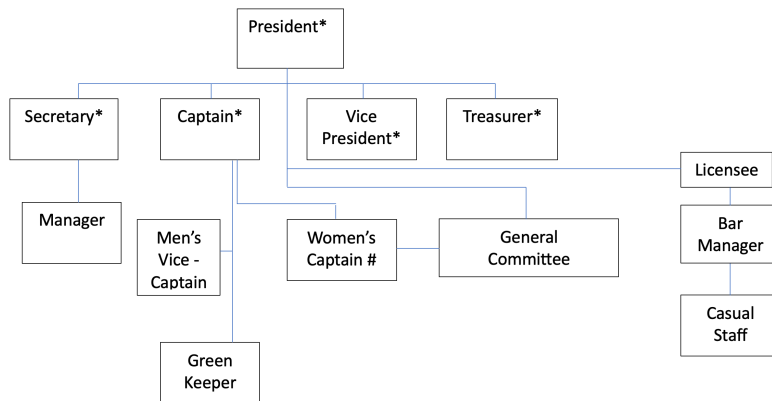


*2025-26*

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## ORGANISATIONAL STRUCTURE



### Notes:

\* Member of Executive

# Member of Executive in the absence of Executive member

Licensee reports to Executive

Women's Captain reports to Club Captain – is a member of the General Committee.

## OFFICERS OF THE ASSOCIATION

- President
- Vice President
- Captain
- Secretary
- Treasurer
- Women's Captain
- General Committee (x4)

## MATCH COMMITTEE

### Men

- Club Captain
- Vice-Captain
- Committee Rules Official

### Women

- Club Captain
- Women's Captain
- Committee Rules Official

## MEMBERSHIP CATEGORIES

- Life
- Full
- Six Day (ineligible to play on Saturdays)
- Student (18+ for those studying full-time only)
- Junior (7-17 years)
- Social (non-playing)

## FEES AND CHARGES

The Committee shall confirm fees and charges as required to operate and maintain the club. They include membership, Golf Australia and Golf Tasmania fees and any other fees payable to other associations. Locker rental and buggy space hire may also be included.

Fees are due 1st July each year and must be paid by 31st July, otherwise members will have their membership suspended or cancelled.

If you choose to discontinue your membership for the following financial year, the club requires written advice prior to the end of the current financial year. Failure to do so may incur liability for subscription fees for the following year.

Applications for new memberships will be charged a fee of \$50, in addition to the membership fee. Former members who apply for reinstatement will incur the same fee.

## GREEN FEES

- Adults \$25.00 per round (9 or 18 holes)
- Juniors \$10.00 per round

*Please note:*

- *additional transaction fees apply for EFTPOS payments.*
- *all players must use their own set of clubs – sharing is not permitted.*
- *dress code requirements are to be met.*

## COMPETITION FEES

- Sunday to Friday - \$6.00
- Wednesday Invitational - \$6.00
- Thursday Mixed Invitational - \$5.00
- Saturday - \$6.00
- Twilight - \$3.00
- Six before Six - \$3.00

## VISITORS IN COMPETITIONS

- Visitors need to be a member of a golf club and have a valid GA handicap to be eligible to play in any competition.
- Eligible visitors must pay a \$10 green fee in addition to the competition fee.
- Visitors can win gross, net, and nearest-the-pin prizes.
- Visitors cannot win Monthly Medals or Memorial Days.
- Visitors are not eligible to enter any Club Championship events.
- Visitors require the permission of the Captain to be able to participate in non-invitational competition days.

## ELIGIBILITY TO WIN COMPETITIONS

The player **must** satisfy the following criteria:

- be a financial member of a golf club at the time of the event.
- have been approved to play (if a visitor), entered into the booking system and paid entry and/or green fees prior to commencing play.
- have a valid GA handicap\* (or a handicap given by the match committee). Show in Golflink a minimum of 5 x 18-hole scores (or 10 x 9 holes), with at least one flagged (top 8 score) within the previous 12 months.

**All score cards (if not using SimpleGolf) must include the player's Golflink and card number, be correctly signed, dated, entered into the computer, and then placed in the card box.**

*\*To get a Golf Australia (GA) Handicap, you need to be a member of a Golf Australia affiliated club such as New Town Bay Golf Club. You will then need to submit your scores for either three 18-hole rounds or six 9-hole rounds.*

### ***Rules for acceptance of scorecards for handicapping:***

- *Each scorecard must be verified and signed by someone who has a current GA handicap and has witnessed your round.*
- *Submitted scorecards must display:*
  - *the date the round was played*
  - *the course played by tee colour*
  - *the number of strokes taken to complete each hole*
  - *the player's signature*
  - *a marker signature who has an official GA handicap and witnessed the round*
  - *the marker's printed name*

The Match Committee may use its discretion in special circumstances to determine eligibility.

**Club Championships, Monthly Medals and Memorial Days may only be won by NTBGC members.**

## **HANDICAPS**

### **MEN**

- A GRADE: -5 – 12
- B GRADE: 13 – 16
- C GRADE: 17 +

### **WOMEN**

Grades to be determined by the Match Committee.

### **OTHER COMPETITIONS**

Grades to be determined by the Match Committee.

### **SPONSORED AND SPECIAL EVENTS**

Players without a valid GA Handicap will be given a daily handicap of:

- 18 for men
- 36 for women

*Players must adhere to any specific rules for that event.*

## COMPETITIONS

### CHAMPIONSHIPS

#### Men:

- Club Championship - 72 holes
- Veterans Championship (60 yrs. +) - 72 holes
- Foursomes Championship - 36 holes
- Canadian Foursomes Championship - 36 holes
- Seniors Championship (55 yrs. +) - 54 holes

#### Women:

- Club Championship - 54 holes
- Foursomes Championship - 36 holes
- Canadian Foursomes Championship - 36 holes

#### Mixed:

- Mixed Foursomes Championship – 18 holes
- Mixed Canadian Foursomes Championship - 18 holes

#### Other Competitions:

- Wednesday Invitational (available to all members)
- Thursday Mixed Invitational (available to all members)
- Saturday Competitions (available to full members)
- Sunday to Friday, Chicken Run, Twilight\*
  - To be eligible to win these events, the player satisfies the criteria above, and:
  - Plays in a group with another player or players in the same event.
    - *\* For Twilights - weekly winners will be penalised a stroke for any subsequent rounds for a period of 6 months (all strokes lost in these events will be reset at the start and finish of day light saving)*

***Please note that special events (such as The Scramble, Bruce Eaton Day) have their own rules.***

## NOTES REGARDING COMPETITION DAYS

### Thursdays

- The course is reserved for competition between 8.00am and 12.00pm.
- Eligible visitors or social players may be permitted to play at the discretion of the Women's Captain or representative.
- Social players must give way to competition groups.

### Wednesdays and Saturdays

- Social golf (for members or green fee players) is only permitted at the completion of the day's play (or by enquiring at the bar, which will be no earlier than two hours after the final competition group has commenced).
- Social players must give way to competition groups.

## PRIZE MONEY

- Competitions must qualify before 70% of the match fees are allocated for prizes.
  - To qualify as a prize event, 5 or more players or teams must compete.
  - Events with 10 or more players or 5 or more teams, multiple prizes may be allocated.
  - The match committee has the right to forfeit or award any additional prizes.

## NEAREST TO THE PIN (NTP)

All eligible players in a Wednesday or Saturday competition may win a NTP prize:

- 1/10: Open
- 4/13: C-Grade
- 6/15: A & B-Grade
- 9/18: Open

*Players who fail to complete a competition are eligible to win NTPs they have secured prior to making the decision to quit the round. They may also win NTPs after quitting, **provided they play out all remaining holes.***

If a NTP is not awarded for any hole, prize money will jackpot to the next competition of the same type (i.e. Wednesday Invitational will jackpot to the following Wednesday, Saturday to the following Saturday, etc.).



## IMPORTANT POLICIES RELATING TO PLAY AT NTBGC

### RIGHT OF WAY & GROUP SIZE

Groups playing the hole in front always have right of way on the course.

All playing groups need to be aware of the group in front and not enter onto another fairway without checking and is safe to play, e.g.

- Groups playing 7<sup>th</sup>/16<sup>th</sup> and 8<sup>th</sup>/17<sup>th</sup> should give way to a group playing the 9<sup>th</sup>/18<sup>th</sup>.
- Groups playing 2<sup>nd</sup> with balls on the 3<sup>rd</sup> fairway should give way to players on the 3<sup>rd</sup> tee.

The **maximum group size on any tee for competition or social rounds is 4 players**. The only exception to this is on official 3-person Ambrose days, where two groups of 3 are allowed on each tee.

A single player has no standing and must give way to any group.

### TEE TIMES

Players in competitions are **not permitted** to commence play prior to their allocated tee time *unless* a new tee time has become available.

In summer – where there is a mid-morning session in play – the first group of the afternoon session should wait until the last group of the mid-morning session has played the 10<sup>th</sup> tee.

The exception to this is where:

- The tee-time has passed.
- The last group of the mid-morning session is yet to reach the 9<sup>th</sup> green.

In winter, the afternoon groups commencing the 1<sup>st</sup> should merge with the groups finishing the 9<sup>th</sup> and commencing the 10<sup>th</sup>.

### SLOW PLAY

Players - or groups- who are consistently holding up the group behind **and** are unable to keep up with the group in front (i.e. more than one hole behind), are **engaging in slow play**.

Groups affected by this may make a complaint (in writing) to the Committee. If the complaint is upheld, the Committee may issue sanctions.

Sanctions may include (but are not limited to) a warning, or the issuing of up to a two-stroke penalty for a subsequent competition round.

## **PLAYER BEHAVIOUR**

We all appreciate that golf can be a frustrating experience at times. However, the failure of players to manage their frustration through the throwing of clubs, damaging equipment/the course, or endangering other players will not be tolerated.

Players found to be engaging in these behaviours will be sanctioned by the Committee. Sanctions may include (but are not limited to) a written warning, suspension, or cancellation of membership.

## **5/14<sup>th</sup> HOLE**

Due to the blind tee shot for players on the 6<sup>th</sup>/15<sup>th</sup>, players on the 5<sup>th</sup>/14<sup>th</sup> are asked to signal when the green is clear. The mirror on the 6<sup>th</sup> tee may also be used to identify whether the flag is in. If it is, players are free to play.

## **SINGLE PLAYERS**

A single player has no standing and must give way to any group. A single player is not permitted to play more than two balls from tee to green in a practice round.

- *Note: groups of two or more must only play one ball each.*

## **DRESS CODE ON COURSE**

- Shirts with collars are required.
- Golf shoes or trainers are required.
- Tracksuits, football shorts, work boots and thongs are not permitted.

## **OTHER IMPORTANT NOTES**

- Practice putting on competition greens is not permitted. This will result in disqualification on a competition day.
- Buggies and carts must be always kept clear of greens and – at no point – contact the putting surface.
- Each player must have their own set of clubs. Unless playing in a genuine competition team event (four-ball or foursome competitions) the sharing of clubs is not permitted.
- Caddies are permitted on the course. Members using caddies are responsible for their conduct and dress.
- All children (including junior members 12 years and under) must be accompanied by an adult member. Children under the age of 7 should not use golf clubs on the course.
- Paths are to be used wherever possible.
- Replace divots and/or use your sand bucket to repair.
- Identify and repair pitch marks on the green.

## **COMPLAINTS**

All complaints are to be made in writing (via email or placed in the suggestion box).

Once the Committee has considered the complaint, appropriate action – if required – will occur and the complainant will be advised in writing.

No employee of the club shall be reprimanded by a member. All members and their guests are expected to behave in a respectful and courteous manner. Failure to do may result in suspension or expulsion/banning from the club.

## **DOGS**

Dogs are prohibited in the clubhouse and on the course.

## **WEATHER**

In the interests of safety for all while on the course - and for protection of the course itself - the Committee has determined that the following procedures be followed in the event of adverse (forecast or actual) weather conditions.

### **Rainfall**

In the event of a 48-hour forecast for heavy rain/showers prior to a competition event (i.e., 20mm or more), the club will email members that day to let them know that a decision to close the course will be made at the earliest opportunity.

Catering requests may not proceed, and members will be advised. Due to the relative inaccuracy of weather forecasts, the decision to close the course may not be made until the morning of the event.

On competition days, where play has commenced and the rainfall has been significant, play may be suspended at the discretion of the Captain (or another designated Committee member).

An example of the amount of rainfall required to determine this is when water is beginning to pool on the 9th/18th green.

### **Wind**

On competition days, where play has commenced and the wind has been significant, play may be suspended at the discretion of the Captain (or another designated Committee member).

An example of the amount of wind required to determine this is when balls are being blown off the green and buggies are consistently blowing over. This will be indicative of wind gusts more than 50km/ph.

### **Storm Events**

In the event of a thunderstorm, play will be suspended at the discretion of the Captain (or another designated Committee member).

An example of when this might happen is when the “flash” to “bang” count is 30 seconds or less, indicating that the lightning is 10km away.

Play will be suspended for at least 30 minutes from the last thunderclap or visible lightning.

### **Suspension Procedure**

Suspension of play will be communicated by a five-second signal from an air horn.

If in any doubt about whether play is suspended, please call the club on 6228 6415. Once advised that play is suspended, please observe the following:

- Players will be required to mark their ball and/or abandon their round and return to the clubhouse.

- IMPORTANT: in the event of a thunderstorm, abandon golf clubs and umbrellas on the course and proceed to the clubhouse. Please keep a 4-metre separation between group members.
- Play will be suspended for a period as determined by the Captain (or Committee member) but shall be no more than one hour before a decision is made to recommence or cancel the competition.
- Significant events such as club championships will need to be scheduled for continuance if a decision is made to cancel the day's play.

## **COURSE RECORD**

The existing course record at NTBGC is 62 for women and 61 for men on our par 64 course.

To ensure the integrity of future scores that may equal or better the existing course record, the Committee has determined that the following criteria will apply:

- The score will have been achieved in an individual stroke-play competition (per Golf Australia's recommendation, Stableford rounds will not qualify).
- Tee markers will have been in their appropriate medal or championship positions.
- If a course record has been achieved where an alternate tee has been in use (i.e. for reasons of course maintenance), then the score will only be recognised where the stroke index for that hole is higher than or the same as the tee that would have been normally played.

The Match Committee will verify that the criteria have been met in order to endorse the score as a course record.

## **OTHER INFORMATION**

### **CHANGE OF ADDRESS AND OTHER DETAILS**

Please let us know so that we can update our records.

### **RECIPROCAL CLUBS**

- Burnie Golf Club
  - Queenstown Golf Club
  - Rosebery Golf Club
  - Scottsdale Golf Club
  - Sheffield Golf Club
  - Tam O'Shanter Golf Club
  - Thirlstane Golf Club
- 
- Oakbank Golf Club (SA)

If you intend playing at one of the clubs above, please obtain a letter of introduction from the Committee.

## **LIFE MEMBERSHIP POLICY**

### **Guidelines for Election of Life Members**

Life Membership can be awarded by the New Town Bay Golf Club Management Committee for outstanding contribution to the Club by a New Town Bay Golf Club Member or, Volunteers.

This policy sets out the minimum criteria to be eligible for nomination for an award of Life Membership. This award exists to recognise the valuable contribution of individuals to the current and future existence of the Club.

### **Criteria For Life Membership:**

The points to be taken into account when considering any nomination:

#### **a) Length of Service**

- The length of service to the Club should be extended service of at least 20 years as a player or as a volunteer with such service in either role.

#### **b) General Considerations**

- The general attitude and overall demeanour of the nominee shows a dedication to the values of the Club
- Commitment to the principles of good sportsmanship
- Valued leadership and good role modelling that reflects credit upon the Club.
- Ongoing financial support to the Club either by Sponsorship or Donation.

Except non-playing volunteers or patrons, the candidates must satisfy at least one of the following criteria:

#### **c) Specific Criteria:**

- A minimum of ten (10) years' service on the Management Committee
- or Sub-Committees.
- A significant ongoing contribution to the benefit of the Club, or;
- An outstanding contribution which results in the Club being substantially and positively changed by that contribution, occurred over a period of time and be clearly documented and corroborated.

Satisfaction of the criteria described above **does not** infer automatic granting of Life membership. The criteria is for the guidance of the Management Committee when assessing nominated candidates.

On receipt of nominations the Management Committee of the day (should knowledge of a nominee's contribution and or service not be clear or readily known by members of committee) may seek input from current day Life Members and other long serving members. Nominations need to be considered in the present tense, not posthumously, give credit when credit is due not after one's demise. Memorials are for the

departed, awards and recognition for outstanding contribution and service need to be bestowed upon and enjoyed by the living.

### **Benefits of Life Membership**

Note: Life Members elected prior to implementation of the new policy shall retain their current arrangement.

### **Process for Assessing Applications for Life Membership**

Any current full member of the New Town Bay Golf Club who wishes to have a person considered for nomination as a Life Member may complete and forward a submission to that effect in writing to the President of the Club. The Life Membership submission must address the criteria:

- Attainment of minimum service requirements
- An outstanding contribution in at least one of the service areas listed
- Any other details of exemplary service

The nomination should be signed by the proposer and seconded by another full member and forwarded to the Club President no later than the 30th June of each year. The nominee also needs to agree with the nomination and sign/endorse the submission.

Nominations so received shall be dealt with by the full Management Committee before the AGM and subject to Section 5-4(f) of the constitution and have at least 75% agreement of the Management Committee.

Life Membership shall be awarded at the Annual General Meeting. A certificate/plaque shall be presented at the club's official presentation day/night to recognise and commemorate his or her significant contribution/s to the Club.