

Perivale Park Golf Club

The Rules and Constitution

1. Name

The club shall be known as “Perivale Park Golf Club.” (Hereinafter referred to as the Club).
The address shall be Brent Valley Golf Course, Church Road, Hanwell, London, W7 3BE.

2. Objectives

The objectives of the Club shall be:

- (i) To organise and promote the playing of the game of golf in the spirit and etiquette of the game and within the Rules as set down by the Royal and Ancient Golf Club, St. Andrew’s, Scotland.
- (ii) To arrange competitions and other activities for the benefit of the Club members.
- (iii) To work within the guidelines of the Equality, Diversity and Inclusion (ED&I) Policy as suggested by England Golf. (See appendix i)
- (iv) To comply with the Safeguarding Policy as recommended by England Golf. (See Appendix ii and iii)
- (v) To follow the Disciplinary Process as outlined by England Golf. (See Appendix iv)
- (vi) To protect your data and privacy (See Appendices v and vi)

3. Membership

(a) (i) Membership of the Club shall be open to any person who is proposed and seconded by existing members of the Club, (and in line with the ED&I policy referenced above,) provided that the application is accepted by the Executive Committee (EC). Members with less than one complete year’s membership are not eligible to propose or second an application for membership. They may however recommend people for membership.

The Committee reserves the right not to accept an application for membership with the reason remaining confidential.

(ii) Method of application.

Any person wishing to join the Club shall complete an application form which should be signed by two members of the Club. Club members may be asked about the person requesting membership of the Club.

(iii) Once an application for membership has been approved by the EC the subscription must be paid within one calendar month from the date of acceptance by the committee. The applicant shall not be regarded as a member of the Club until the appropriate fees have been paid. If the payment of the fees is not received by the due date the application shall be deemed withdrawn.

(b) All members must renew their membership by 31st January each year by the payment of the annual subscription as determined by the Annual General Meeting. Any member whose subscription is not paid by the due date shall be regarded as a lapsed member and must reapply for membership according to Article 3 (a) (ii) of these rules.

(c) The EC may recommend honorary life membership for any member:

- (i) In recognition of long-standing services to the Club.
- (ii) Whose contribution to the Club, in the opinion of the EC justifies such an award.
- (iii) An EC decision on honorary life membership shall be subject to ratification at the AGM.

(d) The EC may recommend Complimentary free membership to those members who are giving valuable service without necessarily benefiting from the Club's activities personally, subject to agreement at the AGM.

4. Code of Conduct

Code of Conduct for Members and Visitors

The Club believes that it is the responsibility of everybody involved in our club to ensure it remains a safe place, free from discrimination, fear and where possible risk.

In doing so we ask that you:

- Treat everyone fairly and do not discriminate on the grounds of characteristics such as race, gender, age, sexual orientation or disability etc.
- Respect the rights, dignity and worth of every person and treat everyone with mutual trust and respect
- If you see any form of discrimination, do not condone it or allow it to go unchallenged, and report to a Committee Member as soon as possible.
- Maintain the well-being and safety of all individuals
- Promote the positive aspects of golf (e.g. fair play) at the club and when representing the community

We will not tolerate any form of

- Physical or verbal abuse
- Bullying or harassment
- Use of foul, abusive or discriminatory language
- Inappropriate physical contact

Responsibilities for Players

The game of golf is based on honesty and integrity. Your responsibilities as a player are to:

- Play the Rules of Golf (following any local rules), act with integrity and refrain from using or overcoming any rule to any gain or unfair advantage
- Play to the best of their ability
- Certify scores accurately for fellow players after witnessing a round
- Have only one handicap record, administered by a home club
- Return all acceptable scores, making the best possible score on each hole – submitting competition scores promptly after play and general play scores before midnight on the day of play.
- Pre-register any intent before starting to play

The code of conduct is applicable to all Members, Executive Committee Members, Honorary Members, Guest players, visitors and volunteers. Any breaches of this code of conduct will be subject to our disciplinary procedures and dealt with by the Executive Committee and sanctions will be applied as necessary.

5. Equality, Diversity & Inclusion Policy (ED&I)

The Club's Equality, Diversity & Inclusion policy (ED&I) is based on the Equality Act of 2010 as implemented by the Government with the 9 Protected Characteristics, as adopted by England Golf and the principles of Diversity and Inclusion (See appendix i).

Any person who is proposed and seconded by a member of the Club and aspires to play golf, is eligible to become a member, regardless of their age, ability, religion, ethnicity and gender.

Those clauses laid out in the Safeguarding of Adults and Children and in the Disciplinary Policies with regard to correct behaviour to all members applies within the remit of this policy. (See appendices iii and iv)

It applies to all members, volunteers or visitors who are associated with the Club.

It is the intention of the Club to provide an opportunity for anyone to participate in the game of golf and have a chance of success within the competition ranks. Events have been adjusted to make this fair and open to all and can be further adapted if necessary. This will be carried out in a fair and equitable way except where Positive Action is required to achieve an aim.

In the event of a member encountering prejudice, a report should be made to an Executive Committee Member, who will initiate the relevant procedures

6. Disciplinary Process

The Club is committed to creating a playing atmosphere that is safe and respectful and that follows the guidelines in the Rules and Constitution, the Equality, Diversity & Inclusion Policy and the Safeguarding Policies as laid out in appendices i and iii and iv.

The disciplinary procedure shall apply to all Members, Executive Committee Members, Honorary Members, Guest players, visitors and volunteers to the Club and shall be initiated if through their behaviour or conduct it is considered their actions are incorrect, inappropriate, unlawful, unsporting or who behave in a manner that is unacceptable in line with the England Golf Policy.

This will also apply to all members who knowingly breaches the Rules of Golf as applied by the R&A and the USPGA.

In the event that a member does not adhere to those recommendations and a formal complaint is received either written or verbal the member will be informed. They will be informed what wrongdoing they are alleged to have committed and what rules have been broken. They will be notified both verbally and in a written form.

- (i) A Disciplinary Panel will be set up to investigate the allegation. The person or persons should have no involvement in the incident in question.
- (ii) The member should be shown the evidence against them to support the charge and then be given the opportunity to respond, both verbally and in a written form.
- (iii) Disciplinary Panel should take all due matters into consideration when making a decision and should give good reasons if sanctions are to be applied.
- (iv) If the member is not happy with the outcome of the decision, they will have the right to appeal.
- (v) A full list of procedures for appeal will be available in Appendix ii.
- (vi) Issues relating to the Rules of Golf and Handicapping should be referred to the England Golf appeal process see Appendix ii, 3.12 and 3.13

7. Management

Management of the Club shall be invested in:

- (i) General Meetings which shall determine the policies of the Club
- (ii) Executive Committee which shall carry out the policies as determined by the Annual General Meeting or by an Extraordinary General Meeting.

8. General Meetings

Annual General Meetings

- (i) The Annual General Meeting (AGM) of the Club shall be held at a place and time fixed by the Executive Committee but not later than 31st December each year. Attendance at the AGM shall be restricted to members of the Club.
- (ii) Notice of the place and time fixed for the AGM should be posted to members not less than one calendar month before the date set for the meeting. Only matters of major policy shall be discussed at the AGM. The items submitted for consideration shall be examined by the Executive Committee who shall determine whether any item is suitable for inclusion in the agenda.
- (iii) All members of the Club shall be advised by general notice or otherwise, of the agenda for the meeting.
- (iv) Whenever possible the AGM shall not be concluded until all matters on the agenda are completed.

Extraordinary General Meeting

An EGM shall be held on the request of no less than

- a) Two thirds of the members of the Executive Committee or
- b) 25 members of the Club.

The request shall state the purpose for which the meeting is to be called. In the case of a request from members, the request shall be forwarded to the Secretary of the Club who shall arrange for it to be held not later than one calendar month from the date it is received.

The general meetings shall be chaired by an officer elected by the Executive Committee.

9. Executive Committee

(A) (i) The Executive Committee shall comprise of the following officers:-

Captain, Vice-captain, Secretary, Treasurer, Women Representative, Competition and Events Secretary, Membership Secretary, Social Media Coordinator, and sufficient ordinary members to represent the Club members.

- (ii) All members of the EC shall be elected at the AGM of the Club and shall hold office for one year so long as they remain members of the Club. The EC may allocate additional roles to its officers during the course of the year
 - (iii) Nominations for membership of the EC shall be submitted to the secretary of the Club not later than one calendar month before the AGM.
 - (iv) The EC shall have the power to co-opt members to the EC. In the absence of an officer the E.C. may appoint a replacement.
- (B) (i) The function of the EC shall be to oversee and implement the Club's affairs in accordance with the Rules and Constitution and policies as determined by AGMs and EGMs.
- (ii) The EC shall meet at least eight times every year with a minimum quorum of 5 people.
 - (iii) All EC meetings shall be chaired by a chairperson elected.
 - (iv) The EC shall be empowered to set up sub-committees or working groups to deal with any matter and a progress report on the sub-committees'/working groups' activities shall be given at each EC meeting. Any member co-opted to sit on a sub-committee/working group will be a non-voting member.
 - (v) There shall be a Greens sub-committee to deal with all matters pertaining to the golf course and to make contact with the local council and other organisations. Any commitment reached during these contacts shall be subject to ratification by the EC
 - (vi) There shall be a Competition and Handicap Committee of three EC members in line with the WHS requirements, dealing with matters relating to competitions (both internal and external), golf handicaps and rulings on decisions relating to such matters.
- (C) Officers of the Club shall be regarded as members of any sub-committee set up and may attend any meeting of those sub-committees.
- (D) The EC shall have the power to deal with non-policy matters except if the effect of the decision would conflict with any policy decision as determined by the AGM.

10. Ladies Section

There may be a Ladies Section established by the EC should it be deemed necessary in the future.

11. Finance

- (A) (i) The annual membership subscription shall be
- a) Ordinary Members £
 - b) Seniors 65+ £
 - c) Junior/Student £

(ii) All transactions shall be facilitated through the Club's bank account and recorded by the Treasurer who shall furnish a financial statement at each EC meeting.

(B) All payments made by cheque shall be signed by two EC officers who have been nominated by the EC as signatories.

(C) An annual statement of account together with a balance sheet shall be prepared by the Treasurer and submitted to the EC for approval. The Annual Statement and Balance Sheet must be certified as being accurate by two members duly elected as auditors for the club at the AGM. The EC shall be held responsible to the members for the Statement of Account and Balance Sheet.

12. Change of Rules

Any amendments to these rules and policies can be affected by a motion passed at an AGM by a majority of two thirds of the members present and voting there at.

Motions by amendments can be introduced by an EGM called for that purpose and the decision to implement the changed rule(s) can be affected from:

- (a) The date of the EGM and later ratified at the AGM.
- (b) Deferred until the following AGM.

These rules rescind all previous rules of the Club and unless rescinded or abolished must be recognised and complied with by all members of the Club.