



CHERRY LODGE GOLF CLUB LIMITED

CONSTITUTION, MANAGEMENT and GOLF CLUB RULES

November 2023

1. CONSTITUTION AND MANAGEMENT

1.1. Cherry Lodge Golf Club Limited (the Company) is the owner of Cherry Lodge Golf Club (the Golf Club), its Golf Course, Clubhouse and Outbuildings at Jail Lane, Biggin Hill, Kent.

1.2. The Company, acting through its Board of Directors, shall be responsible for the management of the Golf Club pursuant to the Memorandum and Articles of Association of the Company, a copy of which can be obtained from the General Manager

2. RULES

2.1. These are the rules of the Golf Club and were adopted by the Board of Directors in November 2023 and shall remain in force until the Board of Directors shall resolve otherwise.

2.2. If there is any conflict between these rules and the provisions of the Memorandum and Articles of Association of the Company, then the terms of the latter shall prevail.

2.3. All members of the Golf Club are deemed to be aware of the provisions set out in these rules and shall be bound by them and to any changes as may from time to time be made.

3 PLAYING COMMITTEE

3.1. The Board of Directors have resolved to delegate the management of the golfing activities of the Golf Club to a committee known as the Playing Committee.

4. PRESIDENT AND CAPTAINS

4.1. The President of the Golf Club shall be a Past Captain who is a full seven day member with Cherry Lodge Golf Club as their home club. The appointment of the President shall be on the recommendation of the retiring President after consultation with the Board of Directors and shall usually be for a period of two years. The President will be entitled to a yearly sum for expenses at the discretion of the Board of Directors.

4.2. The Captain of the Golf Club shall be a full seven day member with Cherry Lodge Golf Club as their home club. The Captain elect shall nominate a person considered by him to be fit for appointment as Vice-Captain. The appointment of the Vice-Captain shall be made by the Board of Directors following the approval of the candidate by the President after consultation with those Past Captains who remain members of the Golf Club. Vice-Captains will usually (but shall not automatically) be appointed Captain in the ensuing year.

4.3. The Ladies Captain shall be a full seven day member with Cherry Lodge Golf Club as their home club and shall be appointed at the Ladies' AGM (see 8.3). The Ladies Vice-Captain shall be chosen by the incoming Ladies Captain and the Ladies' Committee will be notified. The Ladies Vice-Captain will usually be announced at the Autumn Meeting. Ladies Vice-Captains will usually (but shall not automatically) be appointed Ladies Captain in the ensuing year.

4.4. The Veterans Captain shall be appointed at the Veterans' AGM (see section 10). The Captain elect will nominate a person considered by him to be fit for appointment as Vice-Captain who shall be approved by the Veterans' Committee. Vice-Captains will usually (but shall not automatically) be appointed Veterans Captain in the ensuing year.

5. MEMBERSHIP

5.1. Cherry Lodge Golf Club provides for the following categories of membership:

- 5.1.1. Seven Day** Members of the Golf Club afforded full playing privileges as set out in these Rules
- 5.1.2. Five Day** Members of the Golf Club not entitled to play the Course on Saturdays and Sundays, except on payment of the Green Fee payable by visitors; the number of such rounds shall be limited to six
- 5.1.3. Restricted** Members of the Golf Club afforded full playing privileges save that they will not be entitled to play the course before 11am on Saturdays and Sundays, except that they may play in the Mixed Christmas Greensomes.
Note :This category is no longer available.
- 5.1.4. Flexi** Members of the Golf Club entitled to full use of the Clubhouse facilities but may only play the Course on payment of a Green Fee
Terms and Conditions apply
- 5.1.5. Junior** Persons under the age of 18 afforded playing privileges as set out in these Rules
- 5.1.6. Student** A person aged between 18 and 25 inclusive and in full time education afforded all the privileges of a Seven Day member
- 5.1.7. Life** Membership of the Golf Club afforded at the discretion of the Board of Directors. A life member having achieved the age of 65 shall be entitled to all privileges of a Seven Day member
- 5.1.8. Honorary** A person elected by resolution of the shareholders in general meeting upon recommendation of the Board of Directors and entitled to all the privileges of a Seven Day member of the Golf Club, without payment of any regular subscription or fee for such period as the resolution provides
- 5.1.09. Social** Persons aged 18 or over afforded all privileges of the Golf Club other than those related to the playing and the use of the practice ground
- 5.1.10. Family** Couples and no more than 2 of their children or grandchildren (natural or adopted) under the age of 18 will be allowed to join free of charge as Family Junior members
- 5.1.11. Temporary** Persons admitted to the Golf Club for a short, non-renewable term and entitled to use the Course and Clubhouse facilities

5.1.12. **Octogenarian** Members reaching the age of 80 after 15 years continuous membership will receive a discount on their membership to be decided by the Board of Directors

6. DISCIPLINARY REGULATIONS

6.1 All disciplinary matters will be dealt with in accordance with the Disciplinary Regulations document
(See Appendix 1)

6.2 The Club Captain, Club President and Chairman of the Board of Directors shall have the power to suspend the member from the Clubhouse and Golf Course pending investigation in accordance with our Disciplinary Regulations (See appendix 1)

7. COMPLAINTS

7.1. All Complaints should be made in writing to the General Manager, Assistant General Manger or Chairman if appropriate but the Club will make reasonable adjustments to deal with Complaints made in other ways where appropriate.

8. LADIES' SECTION

8.1. The Ladies Captain runs the Ladies' Section with the assistance of the Ladies' Committee.

8.2. Ladies' Committee

8.2.1. The Ladies' Committee shall comprise: the Ladies President, Ladies Captain, Ladies Vice-Captain, four Officers: Secretary, Treasurer, Handicap Secretary, Competition Secretary and three lady playing members of the Golf Club who shall be either 5 or 7 day members. The Committee may co-opt such further lady members as it, in its discretion, considers appropriate.

8.2.2. The purpose of the Ladies' Committee is to organise the competitions for the Ladies, to administer the handicaps, and to generally manage the affairs of the Ladies' Section.

8.2.3. The Ladies' Committee will meet as frequently as required. The meeting shall be chaired by the Ladies Captain or a Director of the Company. The Secretary will produce Minutes of the meeting. Once approved, these will be placed in the appropriate folder in the Locker Room for the benefit of all Ladies.

8.2.4. The Quorum for a Ladies' Committee meeting shall be 5 one of whom must be the Ladies Captain or a Director of the Company.

8.2.5. Voting at the Ladies' Committee meetings shall be by show of hands. If there is an equal number of votes on any matter, the Ladies President shall have the casting vote.

8.2.6. The Ladies' Committee shall have no implied power to bind the Company or its credit.

8.3. Ladies' AGM

8.3.1. With the exception of the Ladies President, Committee Members are elected at the AGM. Ladies will serve a 2 year term of office and may be put forward for re-election.

8.3.2. The AGM is usually held in March or April. The Secretary will put a notice in the Locker Room, at least 35 days prior to the AGM giving notice of the AGM advising on the rotation of Officers and Committee Members and invite nominations for Officers and Committee Members. Each full 7 or 5 day lady member is allowed to propose one nominee and also second one nominee. Proxy votes will be

accepted if Ladies are unable to attend the AGM.

8.3.3. 20% of Lady playing members will form a quorum at an AGM.

8.3.4. Voting at the AGM shall be by ballot except when otherwise agreed as a show of hands.

8.4. Ladies President

8.4.1. The Ladies President shall be a Ladies Past Captain who is a full seven day member with Cherry Lodge Golf Club as their home club. The Ladies President serves a two-year term. The outgoing Ladies President selects and invites the incoming President from the Ladies Past Captains.

8.4.2. The role of the Ladies President is to advise and assist the Ladies Captain, the Ladies' Committee and be involved in special events. The Ladies President does not have a vote on the Committee other than a casting vote in the event of an equal number of votes on a matter.

8.5. Ladies' Section Finances

8.5.1. The financial year runs from 1st February to 31st January. Financial statements will be presented at the AGM.

8.5.2. The Treasurer will be responsible for accounting for monies received and expenditure made on behalf of the Ladies' Section and will report on a regular basis to the Ladies' Committee. The Treasurer will also prepare an annual budget.

8.5.3. All expenditure must be agreed by the Ladies Captain and Treasurer prior to spend. Exceptional items to be purchased must be agreed at a Ladies' Committee meeting.

8.6 Ladies Day

8.6.1. Wednesday is Ladies, Day. The 1st tee will be closed from 8.00 a.m. to 11.15 a.m. The 9th tee will be closed from 9.45 – 1.00 p.m.

8.7. Generally

8.7.1. Any serious grievance referred to the Ladies' Committee that cannot be amicably resolved, will be dealt with under section 7.

9. JUNIOR SECTION

9.1. Boys and girls aged up to 17 may, subject to a satisfactory playing induction with the pro / assistant pro, be admitted to the Junior Section of the Golf Club.

9.2. Junior members with a Handicap Index of 30.0 or under, although not entitled to full membership of the Golf Club, may be granted the same playing rights as a 7-day member by the Club Captain.

9.3. A Junior member who plays to a Handicap Index of 30.0 or under may enter monthly medals and other competitions organised by the Golf Club subject to the terms of entry. They may not enter any sweepstakes organised for any such competition and their card for any such competition shall be marked by a full adult member who is not a relation or guardian.

9.4. If the organiser of an inter-club match or competition wishes a Junior member to play, subject to eligibility, they must obtain permission from the Junior Organiser or General Manager before a Junior member is permitted to play in such event.

9.5. Members must have written authority from a Junior member's parent before they request a Junior

to act as their caddie if it requires the Junior to leave the Golf Club's premises.

9.6. The Junior Organiser shall obtain written authority from a Junior member's parent before they can play in away matches.

9.7. At weekends or on Bank Holidays, Junior members with a Handicap Index above 30.0 may play casual rounds when accompanied by and playing with a full member. Unaccompanied Junior members with a Handicap Index above 30.0 may commence play after 12:30pm on any such day. There are no restrictions for Junior members with a Handicap Index of 30 and under.

9.8. On a weekday, but not a Bank Holiday, a Junior member may introduce one Junior guest (with a handicap certificate) at the then current concessionary rate. A Junior member is not otherwise permitted to introduce a Junior visitor as a guest.

9.9. The transition from the Junior Section to another grade of membership shall take effect at 1st July in each year for all Junior members who have attained the age of 18 during the past twelve months. Such Junior members may be considered for the next grade of membership.

9.10. Junior members may not purchase or consume alcoholic beverages on club premises **nor may they play the gaming machines** in the Clubhouse or otherwise engage in wagering on the course or within the Clubhouse.

9.11. Junior members shall observe the dress codes applicable to all members.

10. VETERANS' SECTION

10.1. Membership of 'The Veterans' is open to all male members of the Golf Club on their 60th birthday and cannot unreasonably be refused. Membership is for 1 year. The fee is renewable annually on January 1st and prior to participating in any Veteran's Competition. The coming year's membership fee is announced at the AGM, having previously been agreed by the Veterans' Committee. Those joining during the year may pay a reduced fee at the sole discretion of the Veterans Captain. Male members of the Golf Club over the age of 80 are granted automatic membership of the Veterans and pay no annual membership fee.

10.2. The entrance fee for the Veteran's competitions for the forthcoming year will be an agenda item and voted for at the AGM.

10.3. The financial and membership years run from 1st January to 31st December inclusive.

10.4. The first tee will be closed on Tuesdays to all except Veteran Members from 08:00am to 11:15am and the ninth tee from 09:45am until 1:00pm for the Veterans to run competitions. These are listed in the Golf Club Diary and in the Veteran's diary (whether online or otherwise).

10.5. Veteran members of the Golf Club may amongst themselves elect a Veterans' Committee to regulate the competitions of The Veterans, to arrange and play Veterans' matches and subject to the approval of the Board of Directors, to make rules or regulations for Veterans and for such Veterans' Committee.

10.6. The Veterans' Committee shall comprise: the Veterans: Captain, Vice-Captain, Immediate Past Captain, Treasurer, Competition Secretary, League Captain, Super Seniors Captain (over 70's), Friendlies Secretary and the Veterans' Website Administrator. A Committee member may hold up to three posts simultaneously but will only have one vote within the Committee.

10.7. The Captain and Vice-Captain posts are one-year appointments. All other Veterans' Committee posts are elected by majority vote at the AGM and are one-year appointments. The current holder of the post may put himself up for re-election at the AGM and any member of The Veterans may also be nominated for any of the posts on the Veterans' Committee, as they become vacant. The Veterans' Committee may co-opt such further Veteran members onto the Veterans' Committee as it, in its sole discretion, considers appropriate.

Veterans' Committee meetings may be held during the year and called for by any Veterans' Committee member. The Veterans' Committee shall be chaired by the Veterans Captain or another Committee member in his absence. A Veterans' Committee meeting requires four individual Committee members, to be quorate.

10.8. The Treasurer will provide Quarterly Income & Expenditure Accounts to the Veterans' Committee. Once agreed, these should be circulated to the Veterans membership. The Treasurer will also prepare a budget for the forthcoming year as soon as possible prior to the AGM. The Budget must be approved by the Veterans' Committee. The Treasurer will also prepare an Annual Financial Statement for presentation to the Veterans membership at the AGM. All expenditure must be agreed by the Veterans Captain and the Treasurer prior to spend and included in the Quarterly Income & Expenditure Accounts and the Annual Financial Statement.

10.9. An AGM shall be held at the start of the calendar year. The AGM is chaired by the outgoing Veterans Captain until such time as the incoming Veterans Captain is inaugurated.

10.10. An Agenda will be circulated to the Veterans membership prior to the AGM

10.11. Voting at the AGM shall be by ballot and/or show of hands and/or proxy vote at the sole discretion of the Veterans' Committee. A simple majority of those voting will decide the outcome. The chair shall have the casting vote if required.

10.12. The Veterans' Committee shall have no implied power to bind The Company or its credit.

11 CONDUCT and COURTESY

11.1. Members of the Golf Club and their guests are expected to uphold standards of conduct and courtesy compatible with the intention and the desire of the Board of Directors to provide facilities of the highest standard for the benefit of all members of the Golf Club. Members of the Golf Club shall be personally responsible for the conduct of guests introduced by them.

11.2. Members and their guests shall show due respect and courtesy to all Officers of the Golf Club, Staff, and contractors employed by the Company.

11.3 All members shall afford the Captain and Ladies Captain priority on the Course and in the Clubhouse.

12. DRESS

12.1 In and around the Clubhouse:

Members, and any visitors, should wear respectable clothing and footwear. Clean golf shoes with soft spikes are permitted in the clubhouse from 1st April to 30th September. Metal spiked golf shoes are not permitted in the bar or restaurant at any time.

12.2. On the Golf Course :

Members, their guests, and any visitors are expected to wear acceptable and respectable recognised golf wear. We acknowledge that golf fashion can change very quickly and so any golfing apparel that can be purchased from a professional golf retail outlet is acceptable.

Golf Shirts and tops that are designed to be worn in or outside the waistband may be worn as such, longer shirts need to be tucked in. Socks of any variety are fine, preferably white in colour. Blue denim jeans, T-shirts, beach clothes or non-tailored shorts are not acceptable. Trainers may be worn when caddying and by children aged 11 and under.

12.3. Playing in Representative Club Matches and Competitions:

All players representing the Golf Club playing in matches or competitions must wear the following dress as appropriate, any deviation from this rule must be approved by the Board of Directors in advance.

Gentlemen

White shirts
Navy blue pullovers bearing the embossed Club emblem,
with either long or short sleeves
Dark trousers or shorts

Ladies

White tops
Navy trousers/shorts/skorts
Turquoise Jumpers

13. USE OF THE GOLF COURSE

13.1. All games must start at the prescribed starting points. Any notice or temporary alterations to the normal starting arrangements will be posted on the board outside the professional's shop and/or notice boards in or outside the locker room.

13.2. Players must observe the rules, etiquette and behaviour on the course in accordance with the Rules of Golf as approved by R & A Rules Limited and The United States Golf Association.

13.3. Players must observe the instructions or requests of Course Marshals, Starters, General Manager, Club Professional and/or his assistant(s) without demur. Starters and Marshals are authorised to report members to the General Manager and/or the Organiser of any relevant competition to enable the appropriate disciplinary or other action to be taken.

13.4. In certain conditions the Course Manager or nominated representative may determine to close all or part of the golf course and/or the practice ground or to ban the use of trolleys and/or caddy carts. If conditions become unsuitable for play e.g. abnormal weather conditions or health and safety reasons then the General Manager, Assistant General Manager, Club Professional, or Assistant Club Professional may suspend or abandon play.

13.5. Rakes should be left in the bunkers.

13.6. Practice on the course by the playing of more than one ball is not permitted

13.7. The first and ninth tees are the only recognised starting points for general play.

13.8. Players standing on the first tee or the ninth tee ready to play have priority. Players continuing their round must alternate with players starting.

13.9. Any competition match has precedence over a friendly match.

13.10. Members are respectfully asked to take the flagpole out if the ball is difficult to retrieve and not to use their putter to remove their ball from the hole. This will prevent the holes becoming damaged.

13.11. Members are asked not to take trolleys between greenside bunkers and the greens.

13.12. Members may only play in 1, 2, 3, or 4 balls unless playing in a competition organised by the Golf Club

13.13. Inter Club matches and other competitions organised by the Golf Club or sections of the Golf Club must be played after 1:00pm on Thursdays and Fridays from 1st April to 30th September.

14. STARTING TIME

14.1 Play is permitted on the Course before 7:30am. However, Green Keepers have priority on the course; members **must** either wait till the Green Keepers have finished or pick up and move on to the next hole.

15. COMPETITIONS - men's (including Veterans) ladies' and mixed

15.1. All members playing in competitions organised by the Golf Club must have submitted a minimum of three Acceptable Scores in either the preceding or current calendar year in order to:

- (i) Win a prize in a stroke play competitions.
- (ii) Enter a knock out competition

Competitions may be restricted according to handicap, gender or age and to the following categories:

5 day members may play in all competitions that take place Monday – Friday. They are excluded from knockouts that require a weekend date.

Flexi members are allowed to play 6 competitions a year. They are excluded from knockouts, club championship, masters and representing the club in matches.

15.2. Buggies / scooters are allowed in all competitions subject to availability and/or course restrictions.

15.3. Where pre-booking is required, this will open a minimum of five weeks before the competition and will close no later than 48 hours before any draw is made. Bookings may be made on-line, using an App or via one of the terminals located in the main bar and the Professional's Shop. Members should check the diary for dates of competitions.

15.4. Draws will be made not later than two days before the competition and details will be posted either electronically or via a notice board. Members who are booked into the competition 48 hours before the draw is made shall (subject to any disqualification of entry) be liable for any entry fee whether they actually play or not.

15.5. Members wishing to play after the draw has been made will be placed on a reserve/waiting list. In the event of members withdrawing from the competition or failing to turn up on the day, members will be allocated from the waiting list in the order that they went on the waiting list.

15.6. Members playing in competitions shall sign in on the day, before commencing play, using an App or via one of the terminals located in the main bar and the Professional's Shop. Failure to sign in may result in disqualification from the competition.

15.7. Members shall enter their scores on to the system using an App or via one of the terminals located in the main bar and the Professional's Shop. Completed cards are to be deposited in the boxes situated in the Locker room (ladies) or in the Bar (men). All cards so deposited are 'returned' and will be checked before the competition is closed and result announced. The signed card will be the true record for the purpose of the competition and handicapping.

15.8. When entering a stroke play competition, failure to complete the full number of holes without due notice or cause, will result in a one match ban from the next like competition to be entered. This excludes those entered but yet to be played.

15.9. Any member not turning up on the day will be banned from the next like competition to be entered unless exceptional circumstances prevented the member from doing so. This excludes those entered but

yet to be played. Members not available to play on the day, must notify the following:

Ladies: Playing partner(s), Competition Secretary or Ladies Captain

Veterans: Playing partner(s), Competition Secretary or Veterans Captain

Men: The Professional's Shop or Competition Secretary

15.10. Matches in knockout competitions must be completed by the due date. Competitors at the top of the draw shall be responsible for contacting their opponents and shall offer three possible dates of play. For competitions involving Seven Day members, at least two of the dates so offered shall be at weekends. If there are exceptional circumstances that prevent competitors from playing their match by the due date, then the Competition Secretary must be contacted for their approval for the match to be played at a later date. Failure to obtain an approval for the extension of an overdue match will cause the disqualification of all the competitors concerned. The draw sheet will be the true record for the purpose of the competition.

15.11. Members participating in knockout competitions should be given priority and called through by members not participating in knockout competitions.

15.12. If competitions or matches are followed by a meal, then 96 hours' notice must be given of any cancellation this must be done via the office during their normal opening times Monday to Friday 9am – 5pm. Failure to do so will result in full payment of the meal.

16. USE OF THE CLUBHOUSE

16.1. Members are required to meet all expenses incurred by them in the Clubhouse before leaving.

16.2. No food or drink from outside sources should be brought in and consumed in the Clubhouse without written authority from the General Manager or his/her assistant.

16.3. Access behind the bar and in the kitchen is restricted to staff, officers of the Company and members providing professional services organised by the General Manager, his deputy or an officer of the Golf Club.

17. INTRODUCTION OF MEMBER'S GUESTS

17.1. Members are entitled to introduce visitors as guests upon payment of the appropriate Green Fee in the Pro Shop prior to the commencement of play and entry into the visitor's book but subject to the restrictions set out in the following sub paragraphs.

17.2. At weekends, no guest shall be introduced when a drawn competition is in progress. Three guests may be introduced and accompanied on the day.

17.3. During the week, other than on Bank Holidays, and whilst the course is open for general play up to three guests may be introduced and accompanied on the day.

17.4. No individual may be introduced as a guest on more than six occasions in any twelve month period whether by one or more members.

17.5. Guests introduced at the weekend before noon shall pay the full weekend rate (this still counts towards the total of six).

17.6. It is the responsibility of the introducing member to be present and ensure that the guest is signed

in and made aware that the introducing member is responsible for their conduct whilst at the Golf Club. At weekends and Bank Holidays an introducing member must accompany any guest on the Course.

18. MISCELLANEOUS

18.1. Private cars of members may be parked, at the owner's risk, in the car park. Members shall observe the markings of the parking spaces. Members should not use the spaces that have been allocated to officers of the Golf Club and staff.

18.2. Members are requested to use the locker rooms and not the car park to change their clothing or shoes.

18.3. Members leaving the club premises are asked to show consideration to the Golf Club's neighbours and to players on the Course.

18.4. Members are reminded that they should take out insurance against risks associated with golf, in particular personal liabilities for accidents and loss of equipment. The Golf Club will accept no (and expressly denies) liability for the loss or damage to any personal property belonging to any member, their guests or any other visitor to the Golf Club. Any such property is brought to the Golf Club entirely at the risk of the owner.

18.5. members are not entitled to suspend their membership until after 3 months continuous injury or sickness

18.6. Each member shall communicate his or her address, telephone number and email or that of an agent, to the General Manager and all notices, letters or other communications dispatched to that address shall be deemed to have been duly delivered or served.

18.7. Mobile phones are permitted in the Club House and on the Course, but Members and Visitors are asked to respect everyone's right to quiet enjoyment of the facilities.

19. COMMITTEES

19.1. Each year at least one position will become available on the Playing, Greens, Marketing and Social Committees. Members will be asked to nominate themselves for roles prior to the Captain's Report. Vacancies will be advertised with a short statement by the director responsible of the committee of what the role involves.

19.2. Vacancies are restricted to 7 or 5 day members, forms will be sent out via email or will be available from the office. Positions on committees will normally be advertised 6 weeks prior to the Captain's Report and completed forms returned to the office not less than 2 weeks before the Captain's Report. The form must be signed by the nominee and a proposer to evidence the persons willingness to act in this capacity.

19.3. If there are more nominations for any committee than there are vacancies upon it, then a vote shall be held at the Captain's Report.

19.4. Members will serve for a maximum of 3 years before retiring by rotation. The committee members to retire shall be those who have been longest in office since their last election. Members who retire from the committee may stand for re-election.

19.5. The Chair of each committee may co-opt members to the committee to fill any vacancies. Any co-opted members on committees shall serve until the next Captain's Report. If the co-opted member stands for election, then this shall be in addition to any retiring members.

19.6 Playing Committee

Chair: The Captain, Director Or General Manager

Scope: The arrangement of men's inter-club matches, men's handicaps, men's golf competitions and any other matters relating to the playing of golf at Cherry Lodge Golf Club. The Committee will assist with the planning and running of Junior Golf.

The Committee will discuss and propose the addition and any new competitions and matches. All new competitions and matches must be approved by the Board of Directors.

The Committee comprises:

Captain

President

Ladies Captain

Vice-Captain

Ladies Vice-Captain

Veterans Captain or Vice Captain

Golf Club Professional or his/her assistant

General Manager or Assistant Manager

By virtue of their positions and also the following elected positions:

Men's Treasurer

Men's Handicap Secretary

Men's Competition Secretary

Junior Organiser

Additional Member (Trophies)

The SE Association & KGU Representative may request to attend should matters arise that they would like to discuss with the Committee

19.7 Greens Committee

Chair: Greens Director, Director or General Manager

Scope: The planning and delivery of the condition of the Golf Course, including maintenance, work planning, problem solving regarding course related issues, future plans and Course Policy.

The committee comprises:

Greens Director

Course Manager

General Manager or Assistant Manager

The Golf Club Professional

Ladies' Committee Representative

Up to 3 Full Club Members.

The Greens Director may increase the number of club member to a maximum of 4 should they feel it warrants an additional member at any time.

19.8. Marketing Committee

Chair: Marketing Director, Director or General Manager

Scope: To promote the Golf Club, attract new members and retain them as far as possible, improve complimentary business, communicate with the members on a regular basis, maintain the websites and other media channels. Develop ideas to attract business, advertise and run events to attract new business. Organise, run and promote new members evenings.

The committee comprises

Marketing Director

Up to 4 Full Club Members

General Manager

Assistant General Manager

The Golf Club Professional

19.9. Social Committee

Chair: Bar & Catering Director, Director or General Manager

Scope: To organise and run social events at the Golf Club, promote "Club life" and to facilitate the members enjoyment at the Golf Club away from golf.

The committee comprises:

Bar & Catering Director

General Manager or Assistant Manger

Up to 6 Full Club Members

Bar Manager

19.10 Management of Committees

Each Committee Chair will be responsible for:

Organising and scheduling the meeting.

Ensuring minutes are taken and sent to the Board of Directors on each occasion the Committee meets.

Managing the process of election of Committee members as determined by these Rules.

Ensuring that all members are attending and contributing to the committee as far as they are able.

Addressing any issues of habitual non-attendance, lack of respectfulness at meetings and any behaviours that are deemed to be inappropriate.

Should the Committee Chair require to address any serious negative issues this will be done informally with the relevant Committee member. If this fails to resolve the issue to the satisfaction of the Committee Chair, the Club Chairman will be asked to assist by meeting with both parties and deciding what action needs to be taken to resolve the matter.

Appendix 1

CHERRY LODGE GOLF CLUB LIMITED DISCIPLINARY REGULATIONS

1. DEFINITIONS

1.1. In these Regulations the following words and phrases shall have the following meanings and interpretations:

“Adult at Risk of Harm”	an individual aged 18 or over who: <ul style="list-style-type: none">• is unable to look after their own wellbeing, property, rights or other interest; and• is at risk of harm (either from another person’s behaviour or their own behaviour); and• because they have a disability, mental disorder, illness or physical or mental infirmity, they are more vulnerable to being harmed than other adults;
“Appeal Panel”	the individual or group of individuals appointed in accordance with these Regulations to deal with Appeals under these Regulations;
“Appellant”	the person or body who appeals a Decision of the Disciplinary Panel;
“Chairperson”	The individual appointed by the Disciplinary Secretary to chair the Disciplinary or Appeal Hearing;
“Charge”	The charge which is brought against the Respondent in respect of the disciplinary matter;
“Club”	Cherry Lodge Golf Club, Jail Lane, Biggin Hill, Kent, TN16 3AX
“Club Rules”	The rules of the Club which may include its bye-laws, constitution or articles of association, code of conduct and any other rules by which the Members are bound in accordance with their membership of the Club;
“Club Tournament”	The rules of any competition, golfing event or tournament administered by the Club from time to time;
“Complaint”	a complaint of misconduct or notification of a concern as referred to in Regulation 4;
“Complainant”	the person or body from whom a Complaint has been received by the Disciplinary Panel;
“County”	The County Golf Union or Association to which the Club affiliates
“Disciplinary Panel”	the group of individuals appointed by the Club to deal with disciplinary matters under these Regulations;
“Disciplinary Secretary”	Will be The General Manager, Assistant General Manager or someone else appointed by the Chairman
“England Golf”	The English Golf Union Limited, The National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire, LN10 6PU, Company Number: 5564018;
“Member”	Any member of the Club in any membership category, including social or honorary members;
“Notice of Charge”	A written notice sent to the Respondent in any matter notifying them of the Complaint(s) and Charge(s) made and brought against them;
“Participant”	Any person, whether a Member, a visitor, or a subscriber to the England Golf iGolf scheme, who takes part in or spectates at any golfing activity at the Club or who attends the clubhouse as a social/honorary member;
Player	Any person who plays golf at the Club, whether or not they are a Member
“Respondent”	the person who is the subject of the Complaint or disciplinary action brought by the

“Rules of Golf”	Disciplinary Secretary under the Regulations; the rules governing the playing of golf as jointly issued by the R&A and the USGA from time to time;
“Young Person”	A person under 18 years of age.

2. WHO IS BOUND BY THESE REGULATIONS

- 2.1.** These Regulations apply to all Members, Honorary Members, Players Participants, staff members, volunteers and contractors of or visitors to the Club.

3. JURISDICTION OVER DISCIPLINARY MATTERS

- 3.1.** These Regulations will apply to:

3.1.1. Alleged breaches of the Club Rules, Regulations, Codes and Practices, and its statement of values or standards of behaviour.

3.1.2. alleged breaches of the Rules of Golf, handicap infringements, disqualifications and any breach of the rules of a Club Tournament; and

3.1.3. any matter in which an individual engages in any conduct which is inappropriate, unlawful, unsporting or behaves in a manner which is unacceptable or opposed to the general interests of the Club or which brings the Club into disrepute.

3.1.4. any matter in which an individual engages in any conduct which is inappropriate, unlawful, unsporting or behaves in a manner which is which brings the sport of golf into disrepute.

- 3.2.** Incidents of a safeguarding nature must be referred to the England Golf Governance team before any disciplinary action is taken under these Regulations.

4. RAISING OF COMPLAINTS

4.1. Any person or body may raise a complaint with the General Manager, Assistant General Manager or Chairman, if appropriate, to be considered under these Regulations. Complaints should be made in writing, but the Club will make reasonable adjustments to deal with Complaints made in other ways where appropriate.

4.2. When the Club receives a complaint, the General Manager, Assistant General Manager or someone else appointed by the Chairman if appropriate will act as the Disciplinary Secretary, who shall be independent of the matter, to consider the matter and decide how to proceed.

5. NEXT STEPS

- 5.1.** The Disciplinary Secretary may, without limitation:
 - 5.1.1.** Commence an initial investigation to obtain more information or evidence
 - 5.1.2.** Contact the Respondent for a response
 - 5.1.3.** seek advice from or refer the matter to any other appropriate body
 - 5.1.4.** resolve to deal with the matter informally
 - 5.1.5.** conclude that no further action is required
 - 5.1.6.** refer the matter to a disciplinary panel for further action.
- 5.2.** In any event the Disciplinary Secretary will record the reasons for deciding on the appropriate next steps.

6. DEALING WITH THE MATTER FORMALLY: CONSTITUTING A DISCIPLINARY PANEL

- 6.1.** If the Disciplinary Secretary decides that the matter should be dealt with formally, a Disciplinary Panel will be set up to deal with the matter.
- 6.2.** The Disciplinary Panel will be made up of 3 individuals, who will all be independent of the complaint of incident giving rise to the matter. One member of the Disciplinary Panel will be appointed as Chair.
- 6.3.** If at any time a member of the Disciplinary Panel either declares an interest or is deemed to have an actual or potential interest by the Chair (or if it is the Chair, another member of the Disciplinary Panel) they will be replaced by another individual.

7. ISSUING A NOTICE OF CHARGE

- 7.1.** Once a Disciplinary Panel has been formed the Disciplinary Secretary will notify the Complainant of the decision to deal with the matter under these Regulations, and send a Notice of Charge to the Respondent clearly setting out:
 - 7.1.1.** The Regulation, rule or provision that the Respondent is alleged to have breached; and

- 7.1.2. A summary of the facts or circumstances that led to the Complaint and the Charge; and
- 7.2. A description and copies of the evidence that is being relied upon to support the Charge; and
- 7.3. Confirmation that these Regulations apply to the determination of the matter; and
- 7.4. The time, date and location of any meetings that have been organised to discuss or otherwise deal with the matter; and
- 7.5. The rights of the Respondent under these Regulations to have a fair opportunity to make representations in their defence; and
- 7.6. Instructions on what the Respondent must do to either admit or deny the Charge and the deadline for indicating their response.

8. ADMITTING OR DENYING THE CHARGE

- 8.1. The Respondent shall have at least 14 days from the date of the Notice of Charge to respond and either:
 - 8.1.1. Admit the Charge; or
 - 8.1.2. Deny the Charge, in which case the matter will be dealt with by a full disciplinary hearing.
- 8.2. If the Respondent admits the Charge, the Disciplinary Panel may deal with Decisions and Sanctions under Regulation [11]. The Respondent may make written representations in mitigation within 7 days from accepting the Charge or having been deemed to accept the Charge.
- 8.3. If the Respondent does not accept the Charge, the Disciplinary Panel will call a Disciplinary Hearing in accordance with Regulations [9-10].
- 8.4. If the Respondent does not respond to the Notice of Charge within the time period outlined at Regulation [8.1] above, the Disciplinary Panel may call a Disciplinary Hearing, and may treat the Respondent as having admitted the Charge.
- 8.5. If there are multiple Charges, the Respondent may admit or deny all or some of the Charges. The Disciplinary Panel may deal with Charges that are Admitted and Denied separately.
- 8.6. The Disciplinary Panel may deal with a disciplinary matter by way of an oral hearing either conducted in person or by audio or video conference call, or deal with the matter by way of written submissions, whichever method is most appropriate and proportionate to the issues at

hand, and considering the needs and wishes of the Respondent and any other witnesses in deciding how to deal with the hearing.

9. NOTICE FOR DISCIPLINARY HEARINGS

9.1. The Disciplinary Panel will give reasonable notice of any hearing or deadline for written submissions and should consider at least one re-scheduling to take into account prior commitments.

10. ORAL DISCIPLINARY HEARINGS

10.1. The Respondent may be represented by a third party at any oral hearing, whether or not that person is a member of the Club (the “**Representative**”), and the Representative may make submissions but not give evidence on behalf of the Respondent.

10.2. The Respondent may be accompanied by another Member for support (the “**Friend**”), but the Friend may not make representations on behalf of the Respondent.

10.3. The procedure for an oral hearing will be at the discretion of the Chair. A standard hearing procedure is set out at **Appendix 2** of this document, which may be followed by the Chair of the Disciplinary Panel.

10.4. Regardless of the procedures followed, the Respondent must be given a fair opportunity to make representations and present evidence in their defence. The Respondent must also be given the opportunity to review and challenge evidence in support of the Complaint and Charge.

10.5. If the Respondent does not attend the hearing as arranged above, provided that the Disciplinary Panel is satisfied that notice of the hearing was received it may proceed and decide the case in the absence of the Respondent.

11. DECISIONS AND SANCTIONS

11.1. The Disciplinary Panel may reach such decision and/or impose such sanctions as it sees fit, including without limitation, to:

11.1.1. Dismiss the Charge as unproven;

11.1.2. Issue a warning or reprimand in respect of the misconduct or rule breach committed;

- 11.1.3. Suspend or exclude the Respondent from the Club and/or Club Competitions, Tournaments, Teams, meetings or other activities;
- 11.1.4. Suspend or exclude the Respondent from holding office within the Club for a specified or indefinite period of time;
- 11.1.5. Suspend the Respondent's Membership of the Club, and/or their ability or authority to attend the Club and exercise playing rights at the Club for a defined period;
- 11.1.6. Permanently expel the Respondent from the Club; and/or
- 11.1.7. A combination of any of the above or any other disciplinary action as considered appropriate by the Disciplinary Panel as appropriate.

11.2. The decision taken by the Disciplinary Panel in relation to sanctions must be reasonable and proportionate in all the circumstances. The Disciplinary Panel will give reasons for its decision.

11.3. The decision of the Disciplinary Panel may be communicated to the Respondent orally at any oral Hearing, but must, in any event, be communicated in writing within a reasonable time of the decision being made.

11.4. If a right of appeal exists from the decision, the written decision must set out how that right can be exercised.

12. MATTERS INVOLVING YOUNG PERSONS OR ADULTS AT RISK

12.1. Where a disciplinary matter involves a Young Person and/or Adult at Risk of Harm, the Club, the Disciplinary Panel must be mindful of the needs of the person in question and take these into account when deciding:

12.1.1. The format of proceedings;

12.1.2. Whether any action is taken against such a Young Person or an Adult at Risk of Harm;

12.1.3. Whether any provisions in these Regulations should be varied.

12.2. The Disciplinary Panel should inform the Club Welfare Officer or, in their absence, the County Welfare Officer or the England Golf Safeguarding team of the circumstances surrounding the Young Person and/or the Adult at Risk of Harm before taking any action under these Regulations.

12.3. Written permission should be obtained from any parent / carer of a Young Person or Adult at Risk of Harm where such person is asked to provide evidence and / or attend a hearing. Where a Young Person or Adult at Risk of Harm is asked to attend a hearing, they shall be afforded the opportunity to do so accompanied by any parent / carer and the Disciplinary Panel shall make sure that the Young Person or Adult at Risk of Harm fully understands the process taking place.

12.4. For the avoidance of doubt, the refusal of the parent, Young Person or Adult at Risk of Harm to co-operate shall not preclude Club from taking disciplinary action against the Young Person or Adult at Risk of Harm.

13. APPEALS – ENGLAND GOLF FRAMEWORK

13.1. Decisions which relate to the Rules of Golf or to handicapping infringements fall within the England Golf Disciplinary Framework and are subject to a right of appeal as set out below.

Matter arising at	Disciplinary body at first instance	Appeal level
Club	Club	County
County	County	England Golf
National	England Golf	England Golf Appeals Panel

There will be no further right of appeal.

13.2. If the Respondent wishes to appeal a decision of the Disciplinary Panel, they (the “**Appellant**”) must lodge the appeal to the Disciplinary Secretary in writing (an “**Appeal Request**”) within 14 days of the date of the Disciplinary Panel’s original decision being notified to the Respondent.

13.3. The Appeal Request must set out one or more of the grounds of appeal below and any further evidence on which the Appellant wishes to rely, together with reasons why the ground of appeal(s) applies. The grounds of appeal are as follows:

13.3.1. The decision was based on error of fact or could not have been reasonably reached by a Disciplinary Panel when faced with the evidence before it;

13.3.2. Serious procedural or other irregularity in the proceedings before the Disciplinary Panel;

13.3.3. Significant and relevant new evidence has become available which was not available before the conclusion of the hearing but, had it been available, may have caused the Disciplinary Panel to reach a materially different decision; and/or

13.3.4. The sanction imposed was manifestly unreasonable in the light of the facts before the Disciplinary Panel.

13.4. Following receipt of a Notice of Appeal, the Disciplinary Secretary shall consider whether the Notice of Appeal is valid, that is received in time and sets out a valid ground or grounds of appeal (but not whether any grounds of appeal have been made out). If the Disciplinary Secretary considers that the Notice of Appeal is valid, he will forward it to the County Secretary of Kent Union or Association as appropriate. If the Disciplinary Secretary considers that the Notice of Appeal is not valid, he will return it to the Respondent and explain why it is not valid.

13.5. The Kent Union or Association Disciplinary Regulations will apply thereafter to any appeal, unless England Golf has determined that it should hear the matter, in which case the England Golf Disciplinary Regulations will apply.

14. APPEALS – INTERNAL CLUB MATTERS

14.1. If the Respondent wishes to appeal a decision of the Disciplinary Panel to which Regulation 13 does not apply, they (the “**Appellant**”) must lodge the appeal to the Disciplinary Secretary in writing (an “**Appeal Request**”) within 14 days of the date of the Disciplinary Panel’s original decision being notified to the Respondent.

14.2. The Appeal Request must set out one or more of the grounds of appeal below and any further evidence on which the Appellant wishes to rely, together with reasons why the ground of appeal(s) applies. The grounds of appeal are as follows:

14.2.1. The decision was based on error of fact or could not have been reasonably reached by a Disciplinary Panel when faced with the evidence before it

14.2.2. Serious procedural or other irregularity in the proceedings before the Disciplinary Panel

14.2.3. Significant and relevant new evidence has become available which was not available before the conclusion of the hearing but, had it been available, may have caused the Disciplinary Panel to reach a materially different decision, and/or

14.2.4. The sanction imposed was manifestly unreasonable in the light of the facts before the Disciplinary Panel.

- 14.3. Following receipt of a Notice of Appeal, the Disciplinary Secretary shall consider whether the Notice of Appeal is valid, that is received in time and sets out a valid ground or grounds of appeal (but not whether any grounds of appeal have been made out). If the Disciplinary Secretary considers that the Notice of Appeal is not valid, he will return it to the Respondent and explain why it is not valid.
- 14.4. If the Disciplinary Secretary considers that the notice of appeal is valid, the Disciplinary Secretary will consider whether at least one ground of appeal being established, in which case the Disciplinary Secretary will appoint an Appeal Panel comprising 3 individuals who have had no prior involvement and have no actual or potential interest in the matter. If the Disciplinary Secretary does not consider that a ground of appeal has been established he will inform the Respondent with reasons.
- 14.5. The Appeal Panel shall determine whether an appeal of a Disciplinary Panel decision shall be by way of review only or a full re-hearing of all the evidence presented to the Disciplinary Panel, with due consideration being given to any requests made by any relevant party.
- 14.6. An Appeal Hearing may deal with an appeal on the basis of written submissions from the Appellant and the Respondent or by way of an oral hearing. If any party requests an oral hearing, then this will be facilitated unless exceptional circumstances mean that an oral hearing is impracticable.
- 14.7. The procedure for an Appeal Hearing shall be flexible and shall be at the discretion of the Appeal Panel, who may make such decisions as necessary to ensure the orderly and effective conduct of the hearing, subject to the overriding requirement of fairness.
- 14.8. The standard hearing procedure for disciplinary hearings set out at Appendix 1 may also be followed by the Appeal Panel at their discretion.
- 14.9. The Appeal Panel shall have the power to:
 - 14.9.1. Dismiss the appeal;
 - 14.9.2. Remit the matter for a re-hearing by the Disciplinary Panel;
 - 14.9.3. Remit the matter for a re-hearing by a new Disciplinary Panel made up of different individuals than those originally appointed;
 - 14.9.4. Substitute an alternative finding;
 - 14.9.5. Reduce or increase the original sanction; and/or
 - 14.9.6. Make such further order as they consider appropriate.

14.10. The decision of the Appeal Panel may be communicated at the Hearing, but must, in any event, be communicated in writing within 7 days of the hearing or deliberation of written submissions taking place.

15. MISCELLANEOUS PROVISIONS

15.1. The Disciplinary Panel will make decisions by a simple majority of over 50%. The Disciplinary Panel may give a single decision and is not obliged to disclose to the Respondent how individual members of the Disciplinary Panel voted or whether the decision was a majority decision or a unanimous decision.

15.2. The standard of proof in all cases before the Disciplinary Panel and the Appeal Panel is the balance of probabilities.

15.3. Any timescales or deadlines set in respect of matters dealt with under these Regulations may be extended by the Chair in the light of all material circumstances of the case and the individuals involved in the case.

15.4. The Disciplinary Panel or the Appeal Panel may, where they deem it to be appropriate bearing in mind all the circumstances of the matter, request an independent person to act as adviser to the Panel(s).

15.5. The Disciplinary Panel and Appeal Panel are not obliged to follow strict rules of evidence. They may admit such evidence, and attribute such weight to any piece of evidence, as they deem fit in the circumstances.

15.6. The Club will not be liable to any person, Member or Participant for any loss, however, caused, whether direct, indirect, financial or consequential arising out of or in connection with any matters taken under these Regulations.

15.7. Any relevant contact details for the Disciplinary secretary and any other relevant parties shall be available from the Club and communicated to Members from time to time and upon request.

15.8. The laws of England & Wales shall apply to these Regulations.

APPENDIX 2

STANDARD DISCIPLINARY HEARING PROCEDURE

- 1 If deemed to be required, prior to any hearing, the Disciplinary Panel will set appropriate deadlines for the submission of any written evidence / representations requested from the Disciplinary Secretary or the Respondent.
- 2 The hearing will be convened by the Disciplinary Panel at a time suitable to the parties and communicated to the parties by the Disciplinary Secretary.
- 3 The case against the Respondent will be presented by the Disciplinary Secretary, together with relevant evidence, including witness evidence, if appropriate.
- 4 The Respondent will be granted the opportunity to present its case, challenge the evidence presented against them, submit their own evidence, call witnesses and make representations to the Disciplinary Panel. The evidence of further witnesses not notified in accordance with the Regulations will be admitted only at the discretion of the Chair of the Disciplinary Panel.
- 5 A Representative representing a Respondent at a hearing may present and sum up their case, but they may not answer questions put to the Respondent.
- 6 Before being called, witnesses will not be allowed in the room while evidence is being given. This does not apply in relation to the Complainant or Respondent.
- 7 Questions may be put by the Disciplinary Panel to the Respondent and each witness on conclusion of their evidence.
- 8 The Respondent will have the opportunity to raise questions in cross-examination.
- 9 The Disciplinary Panel may limit cross-examination as it deems appropriate.
- 10 The Respondent and the Disciplinary Secretary will be allowed to make a closing statement to the Disciplinary Panel.
- 11 The room will be cleared and the Disciplinary Panel will deliberate and determine whether, on the balance of probabilities, the disciplinary charge has been proven.
- 12 The hearing will reconvene and the Chair of the Disciplinary Panel shall either communicate its decision to the parties at the end of a hearing or notify the decision in writing at a later date as set by the Disciplinary Panel.
- 13 Where a charge is proven the Respondent will have the opportunity to present arguments in mitigation.
- 14 The Disciplinary Panel will review the Respondent's previous disciplinary record, where relevant, to consider sanctions.
- 15 The room will again be cleared and the Disciplinary Panel will determine the appropriate sanction.
- 16 A record kept of all disciplinary proceedings and hearings and decisions.