

BRAMSHAW GOLF CLUB CONSTITUTION

Operating principles and practices for Member organised activities at Bramshaw Golf Club

Bramshaw Golf Club is owned by Brook Enterprises Ltd which also owns the Bell Inn at the same site and has a business relationship with Paultons Golf Club.

Key facilities for the members are the two courses, the Manor and the Forest, and the Clubhouse, and through the joint ownership occasional use of facilities at the Bell Inn.

Brook Enterprises Limited is responsible for the governance of Bramshaw Golf Club through the management team.

The Golf club invites individuals, couples, and corporate entities to join as members, in various categories, providing them use of these facilities and running them for the members.

The management of the business intend the Golf Club to operate like a members' club within a business.

Consequently, the management have made a commitment to the club and authorised that members appoint Captains and set up committees to organise various activities for the members in collaboration with the management as described in this document.

Four groups have been formed. These are the Steering Group and three Sections: Men's, Ladies and Seniors.

This constitution document embraces each section of the Club: defining how each section should operate in support of the Club and its aims.

Each of the sections is a volunteer group chaired and vice-chaired by the elected sectional Captains and Vice-Captains. These volunteers are sought from appropriate playing category members of the golf club.

Each of the sections will organise:

- Competitions
- Matches

- Social Activity
- Charity/Community
- Other activities from time to time

The management have assured these member groups of the funding necessary to run activities long term for the Club and have agreed the operating principles and practices set out below.

The operating practices for the Club are set out in this document and its appendices which also describes the overall aims and ambitions, practices and rules for the management and organisation of the Club for all members and it is accepted as amended from time to time by all members of the Club.

These practices include the club policies including those relating to the 2010 Equality Act, the Royal & Ancient Rules of Golf, the English Golf Union and the WHS Handicapping system.

The club commits to provide equal opportunities for participation and welfare/wellbeing of its members in line with Safe Golf accreditation.

Additionally, Brook Enterprises will appoint a Club Welfare/Safeguarding Officer, Junior Organiser and Junior Captain.

This document will be reviewed and updated annually.

DEFINITIONS

Bramshaw Golf Club – Owned by Brook Enterprises Ltd which also owns the Bell Inn at the same site and has a business relationship with Paultons Golf Club.

Brook Enterprises Ltd – Responsible for the governance of Bramshaw Golf Club through the management team.

Members – Customer of the Golf Club, the golf club invites individuals, couples and corporate entities to join as members in various categories, providing them use of the facilities.

Sectional Annual Meeting – The Annual Meeting of each section shall take place within 1 week of each other.

Steering Group – The Steering Group is the governing body of the golf club and includes management, sectional Captains and sectional Vice Captains and is chaired by the General Manager. They direct each sectional committee and support the overall goals of the Club. The Steering Group will hold monthly or bi-monthly at their choice. The Steering group aims to focus on strategic activity, evolution and improvement of the club.

Men's Section – The men's section includes all male members from all grades of active playing and social membership defined by the Club.

Ladies Section – The ladies section includes all female members from all grades of active playing and social membership defined by the Club.

Seniors Section – The Bramshaw Seniors section includes all male golfers aged 60 and over.

Junior Section – The Junior section includes any member under the age of 18, Juniors can also play in mens and ladies sectional events.

Committees – The composition of committees for each section will be set out by the incoming Captain in consultation and agreement with the management. Section committees will meet monthly or bi-monthly at their choice.

Captain – Sectional captains are an appointed individual by the committee in consultation with management on an annual basis and will chair their sectional committee meetings.

Vice-Captain – Sectional Vice Captains are an appointed individual by the committee in consultation with the management. A Vice-Captain is to act as a support function to the current sectional Captain and management.

Vice President – The Vice President title is bestowed by ownership on Sectional Captains on completion of their tenure.

Competitions – The club provides competitions for all members and visitors throughout the year. Each competition has its own eligibility which can be found upon entry to competitions.

Matches – Competitive and friendly matches will take place between Bramshaw Golf Club and other Golf Clubs which are open to all members to participate.

Social Activity – Social events are planned and ran in conjunction with management and the social secretary.

Charity/Community – Charity activity will be handled by the sections along with all credit card and cash transactions.

Club Welfare/Safeguarding Officer – Appointed person by the management team, follows processes, policies and procedures in line with England Golf.

Appendix 1, CAPTAINCY Section-Captains and Club Captain and Vice-Captain.

1. It is the duty of each section to appoint an individual to captain that section on an annual basis.
2. It is the duty of the club in consultation with Management to appoint a Club Captain on an annual basis.
3. The current Vice-Captain will nominate the next vice-Captain and hence future Captain of a section after discussion and agreement with the current section Captain and the club management.
4. Each section committee should ratify and provide full support for the nominated individual prior to their election as Vice-Captain at the next sectional Annual Meeting (AM)
5. The exception is the Junior Section where the Junior Organiser will choose the next individual to serve as Vice-Captain and then Captain, in consultation with the Management.
6. Under normal circumstances, the section Vice-Captain will progress unopposed to the section Captaincy. In exceptional circumstances an alternative may be proposed from within the section and an election would take place at the section's annual meeting prior to the start of the captaincy, provided this is 30 days in advance of the annual meeting to allow time for the equivalent procedures set out in note 3 above to be confirmed.
7. Each section Captain is expected to provide leadership of the section at golf events, act as the interface for their section with the management of the Club, chair committee meetings, and provide final decisions if disputes arise. They also ensure that member social and welfare matters are covered in terms of well-being and friendship, contact, helping and showing care for members whereas the management take care of discipline, child protection and other such legal matters.
8. The Club Captain and Vice-Captain will be selected from the Men's, Ladies or Seniors Section Captains, by agreement between them. The two who do not become Club Captain will both undertake the role of Deputy Club Captain. If no agreement is made between the three candidates, then after ratification by the club president and vice-presidents group,

and in consultation with the Club Management, the selection will be made by election by all eligible club members from the three candidates.

9. The Club Vice Presidents will ratify the Club and Club Vice-Captains at their Spring Meeting.
10. The Captains may, from time to time, elect to share the responsibilities of Club Captaincy, in which case this decision will be ratified by the Vice-Presidents in the normal manner.
11. In the event of a Captain being unable to fulfil the demands of the role, e.g., sickness, work commitments, change of personal circumstances, the captain should discuss the situation with his/her Vice-Captain and the Section committee. If such action is not forthcoming, the Vice-Captain/Section Committee should take whatever action is in the best interest of the section and the club. Should the Captain step down his/her Vice-Captain (in the case of a Club Captain, his/her Deputy) will assume the role of Captain of that section, all in consultation with the Management.
12. The Club President and through them the Vice-Presidents, with management involvement, may be requested to help should the section be unable to resolve the matter and/or take remedial action.
13. If a club member wishes to raise concerns about the Captain, then the matter should be raised in writing to the Club management.