

Members Club Constitution

1.0 Purpose

The purpose of this constitution is to define the operations and management of the Members Section of Clays Golf Club. It is intended to supplement the constitution of Clays Golf Club produced by Management. It is the overall members constitution and any sub-section constitutions are supplementary to it.

2.0 Objectives

The objective of the Section is to work closely with Management to promote a friendly environment in which members can enjoy a programme of social and competitive golf within the Club and also in competition with other approved Golf Clubs, both at home and away, as well as social events at the Club.

3.0 General Administration and Rules of the Section

3.1 Council

The Members Section shall be administered by a Council whose membership (Councillors) (other than the Seniors Captain who is elected at the Seniors AGM and Management Representative who is nominated by Management) shall be proposed, seconded and voted for at the Club Annual General Meetings (AGM). In the event of a Councillor (for whatever reason) leaving mid-year, Council may make an interim appointment to fill the vacancy until the next AGM. The Council shall consist of up to 12 Councillors occupying at least one of the following 12 designated posts: Club President, Club Captain, Club Vice-Captain, Ladies (or Men's if Club Captain is a lady) Captain, Ladies (or Men's if Club Vice-Captain is a lady) Vice-Captain, Seniors Captain, Hon Treasurer, Hon Secretary, Handicap Secretary, Competition Secretary, Junior Organiser and Management Representative. Although unusual, one person (other than the Management Representative) may occupy up to 2 of the designated posts.

To make decisions a Council meeting must have a quorum of 7 members. If a quorum is not present then Council can still meet but is not empowered to make decisions, only recommendations that have to be endorsed at the next Council meeting.

3.1.1 Term of Office

Captains and Vice-Captains shall have a term of office of 1 year once elected at the Club AGM. All other Councillors elected at the Club AGM shall have a term of office of 2 years and may stand for re-election thereafter.

Apart from Captains, who would be unopposed if Vice-Captain the previous year, all elected Council posts are open to any Club member with a proposer and seconder with the AGM deciding by secret ballot the outcome in the event of multiple candidates.

In the event of there being no candidate for Club, Ladies or Men's Captain at an AGM then a former Club, Ladies or Men's Captain (as appropriate) may offer themselves for election to serve a further term.

Council would normally nominate a candidate for Club Vice-Captain and (bi-annually) President, although this does not preclude a nomination from other members. The Council nominee for Vice-

Captain would normally be someone who has previously demonstrated their commitment to the Club and its members (e.g. by holding a post on Council or other Clays Committee). The Council nominee for President would normally be a Past Captain of the Club or any of its adult sub-sections (i.e. Ladies or Seniors).

These two Council nominees are selected by Past and current Men's and Ladies Captains through a voting process organised by the Denbighshire Past Captains representative (or their nominee). This process should take place by the end of May and is documented separately for that group.

3.1.2 Duties of Office

Club President:

Chairs the Club AGM; chairs the Social Sub-Committee or ensures that another Councillor performs this role; wherever possible attends internal functions and externally run competitions held at Clays as the Clubs representative; hosts a Presidents Day with prizes paid from Members Section funds up to the budgetary limit agreed by Council.

Club Captain:

Is the figurehead and lead of the members of the Club; undertakes long-term co-ordination within the Club and it's various sub-sections, on behalf of the members; positively promotes the image of the Club externally; chairs all meetings of the Council attempting to reach a consensus amongst the other Councillors; ensures the smooth organisation and co-ordination of the Club by the Council; liaises (together with the relevant Councillors) with Management in matters directly affecting Club members; also acts as Men's Captain (if a man) or Ladies Captain (if a lady); chair any disciplinary meetings involving a member (unless there is a conflict of interest in which case Council will appoint another Councillor as Chair).

Ladies Captain (is Club Captain if Club Captain is a lady):

Represent the ladies section within the Club; organises any ladies section meetings deemed necessary; organise Ladies Challenge Shield and Border Challenge matches; wherever possible attends internal functions and externally run ladies competitions held at Clays and AGM's of Denbighshire and Flintshire (D&F) Ladies, WNC and Challenge Shield Organisations as the Clubs representative. Hosts (with the Men's Captain) a Captains Day with prizes and food paid from Members Section funds up to the budgetary limit agreed by Council.

Men's Captain (is Club Captain if Club Captain is a man):

Represent the male members within the Club; wherever possible attend internal functions, DGU meetings and events and externally run competitions held at Clays as the Clubs representative. Hosts (with the Ladies Captain) a Captains Day with prizes and food paid from Members Section funds up to the budgetary limit agreed by Council.

Club Vice-Captain (or Men's Vice-Captain if Club Vice-Captain is a lady):

supports Club (or Men's) Captain, deputising if necessary; helps organise the Captains drive-in with the other Vice-Captain; arranges quarterly medal invites from Club Captain; captains Clays DGU team in either a playing or non-playing capacity; arranges DGU league matches and team selection; acts as main point of contact for DGU events and promote entries from Clays.

Ladies Vice-Captain (or Club Vice-Captain if a lady occupies that position):

Supports Ladies Captain, deputising if necessary; helps organise the Captains drive-in with the other Vice-Captain; if Club Vice-Captain supports Club Captain, deputising if necessary.

Hon Treasurer:

Manages the Members Section Funds and Bank Accounts; advises the Council on any issue involving expenditure of Funds, or the need for increased income; and produces year-end accounts and draft budget to the AGM and interim reports to respective Council meetings; only permits expenditure authorised by Council; liaises with Management to ensure the relevant amount of Members levies is received and external levies such as Denbighshire Golfing Union (DGU) and Golf Union of Wales (GUW) are paid in a timely fashion; ensures fees from competitions administered by Council are received and the appropriate prize monies paid as proposed by the Hon Treasurer and agreed at Council; ensures entry fees for externally run competitions are submitted to the organiser.

Hon Secretary:

Assists the Captain in his duties; organises, invites agenda items, creates an agenda and writes minutes for, both the AGM and the regular Council meetings and any additional meetings arranged other than those organised by Sub-Committee's; drafts any letters, notices or any other communications pertinent to Club members ensuring the appropriate Council agreement before publishing; post AGM notice asking for agenda items and invite nominations for open Council positions at least 28 days before the AGM; administer the Council's Yahoo Groups website whose membership shall comprise all current Council members elected at the Club (or Seniors) AGM; produces a draft calendar of competitions and events for the following year, liaising with Management, all sections within the Club and DGU to ensure there are no avoidable clashes.

Handicap Secretary:

Maintains all CONGU handicaps within the Club through the timely closing of all competitions entered on to the handicap system; undertakes, with the Handicap Sub-Committee, an annual review of handicaps; allocates handicaps to new members, either by transfer from their previous Golf Club or through submission of 3 cards played on a qualifying Clays course validated by a Clays member holding a CONGU handicap - any handicap allocated via card submission is invalid (resulting in retrospective disqualification from any competition) if that person fails to provide details of any previously held CONGU handicap lower than that allocated; undertakes any necessary clause 23 adjustments suggested by exceptional scores or other situations after reviewing them with the Handicap Committee; ensures competitions are set-up on the computer in line with the published calendar of events.

Competition Secretary:

Organises all Honours Board and Monthly Medal Competitions, ensuring tees reserved as appropriate - provides an entry sheet to members for Knock-Out (KO) events and organises the draw and dates matches to be played communicating these to entrants: ensure all KO matches are completed in good time to allow the finals to be played on the designated Finals weekend; organise KO Finals weekend tee times, starter, reception and presentation for all finalists as agreed with Council; ensure entry forms for external competitions such as DGU events are posted on the appropriate notice boards and then sent to the organiser and that the designated fee is collected from all entrants and passed to the Hon Treasurer; maintains a record of the winners of all Honours Board competitions organised by the Council; ensures entries for scratch teams, Mail on Sunday, Daily Mail. Ping, GUW Team Handicap County Qualifier, etc competitions submitted on time with relevant fee.

Seniors Captain:

Represents the Seniors Section at Council meetings.

Junior Organiser:

Represents the Juniors at Council meetings; ensure smooth running of Junior section, including coaching and competitions; organise entries to, and adequate supervision at, Junior events organised by external bodies such as the DGU; ensure the Club adheres to all regulations relating to Juniors and being CRB checked.

All of the above (except the Club Captain who only exercise their vote in the event of the other Councillors being unable to reach a decision) have equal voting rights for any motion debated and voted upon at Council meetings.

Management Representative:

Represents Management at Council meetings; informs Council about any planned course or clubhouse work affecting members; can express an opinion on any matter discussed at Council and bring forward items for discussion at Council, but cannot vote except on items that directly involve Management as agreed at the time.

3.2 Council Sub-Committees

There are two sub-committees that report into Council:

The Handicap & Competition Sub-Committee is chaired by the Handicap Secretary and comprises Club Captain, Ladies (or Men's) Captain, Seniors Captain, Junior Organiser, Competition Secretary and Hon Secretary. Its main meeting will be the annual handicap review but it will also review clause 23 handicap adjustments (normally via email) and consider other handicap related issues as necessary; consider KO competition schedule and resolve any disputes relating to KO deadlines and results; recommend new or replacement competitions; consider revision of local rules. Quorum for this sub-committee is 4.

The Social Sub-Committee is chaired by the President (or his nominee as approved by Council) and comprises Club Captain and/or Vice Captain, Ladies (or Men's) Captain and/or Vice-Captain, Competition Secretary, Management Representative and up to two co-opted members approved at Council. Its purpose is to organise and promote social and charity events organised by the members and to assist, if requested, Management in their social and charity events; agree in advance with Council, the financial arrangements relating to any such events whether organised alone or jointly with Management; recommend for Council approval arrangements for major social events on the calendar (Captains' Day, Presidents Day, Presentation Night). Quorum for this sub-committee is 4 of whom at least 3 have to be Councillors.

3.3 Members Levy

All full members pay an annual levy of £15 which is collected by Management as part of their Club subscription and passed onto the Hon Treasurer for depositing in the Members Section Bank Account. Points and Corporate Club members wishing to receive and maintain a handicap must pay this annual levy separately to Management who will pass onto the Hon Treasurer.

3.4 Councillors Allowances

President, Club Captain and Ladies (or Men's if Club Captain a lady) Captain receive a suitably embroidered jumper and polo-top as close as possible to the commencement of their term of office. President and Club Captain also receive a jacket with relevant Club badge which would normally be worn when acting as the Clubs representative as designated in their 'duties of office'. Club Captain (if a man) receives a past captains tie and Ladies Captain receives a past captains brooch at the end of their term of office.

Club Captain and Ladies (or Men's) Captain receive free entry (not ball sweep) to all competitions except knock-outs.

Hon Treasurer, Hon Secretary and Handicap Secretary receive an annual honorarium of £200 - amount and recipients to be reviewed annually. Councillors not in receipt of an honorarium are entitled to reasonable expenses up to an annual limit of £200 through submission of the appropriate expense form.

3.5 Competitions

3.5.1 Competition Eligibility

All competitions are open to any member who has paid the relevant 'Club Fees' (incorporating the Members Club Levy, Golf Union of Wales and Denbighshire Golfing Union fees, etc.). To win any prize a member must have a 'competition' CONGU handicap.

The only exception to this is Honours Board, DGU or GUW competitions which are currently restricted to members of a particular sex as listed in section 4. Wherever possible these competitions will be arranged to coincide but, if this is not possible, an alternative competition will be hosted for members of the opposite sex.

In order to play in any Honours Board or Club Medal Competition, a member must have, in the previous 12 months, entered at least three qualifying competitions at Clays. The only exceptions to this are for a new member, who must have played 3 qualifying competitions in the previous 12 months at their former Club or for any member who has been granted their first CONGU handicap at Clays in the previous 12 months.

Junior members are allowed entry to all competitions, unless they clash with a junior competition, provided that an adult member is playing with them and marking their card. Junior members may also enter competitions if accompanied by an adult non-member provided this is ratified, prior to entry, by either the Competition or Handicap Secretary who should communicate this approval via email to other Council members and the Golf Reception Desk.

3.5.2 Club Monthly Medals

Each month there is a Club Monthly Medal (normally on the first Saturday) and a Seniors Monthly Medal (normally on the first Thursday). In season there are Monthly Midweek Medals (normally on the third Wednesday) and Junior Monthly Medals (on selected Sundays).

3.5.3 Winners & Prizes

Winners (and if sufficient entries), Runners-Up of each division in all the above Medals are invited by the Captain to play in a special Quarterly Medal. These are incorporated into the March, June, September & December Club Monthly Medals, when prize money is allocated to relevant Clays Golf accounts

3.5.4 Administration

Honours Board events, Knockout and Monthly Medals are managed by the Council, who look after competition rules, entry fees and prize distribution.

Clays Golf Management team manage all other competitions (except the winter league which is jointly managed) with the view of providing variety and fun formats mixed with traditional events that all members can play in.

3.5.5 Entry and Prize Money

All competition fees are collected at the Golf Reception Desk by Clays Golf Management (unless otherwise stated), where players are given the option of entering a ballsweep the proceeds of which is distributed amongst those entering as defined in section 5.1.

Prize money is based in all events on the number of entries. As a general rule approximately 60% of all entry money is distributed back amongst competitors, plus 100% of any ballsweep.

3.6 Bank Accounts

The Members Section may hold funds in two accounts: current and deposit. The funds and accounts will be managed by the Hon Treasurer.

There will be at least two signatories for the accounts - the incumbent Hon Treasurer and Hon Secretary but other previous or current Council member may be appointed by the Council. Any changes to these signatory names can only be made by a quorate Council meeting.

Cheques require 2 signatories but online payments up to £250 a day can be made by the Hon Treasurer via internet banking.

Operational funds and bank documents are held by the Hon Treasurer whose address is the bank account address. Outgoing Hon Treasurer must change account owner details to refer to the incoming Hon Treasurer.

3.7 Meetings

A Club AGM will be held for all members of the Club in December of each year. When necessary to replace retiring members of the Council, or those whose term of office has expired, there will be an election for Councillors at this meeting together with Officers annual reports and other submitted agenda items for discussion. There will be no Any Other Business (AOB) at the AGM, only agenda items submitted to the Hon Secretary at least 7 days prior to the AGM.

Between AGM's, the Council will meet formally every month except December, or more frequently when deemed necessary. Council may authorise additional meetings involving a subset of the Council, with a nominated chairperson, to progress specific items (e.g. finance) but these should report back to Council and be minuted (by the Hon Secretary if present but otherwise another attendee nominated by the chairperson).

3.8 Changes to the Constitution

Changes to this constitution which involve only either the deletion of obsolete competitions and their associated rules, or the addition of new competitions or their associated formats or rules, when those competitions have been authorised by the previous AGM, may be made at any relevant time by agreement the Council. Likewise any changes to bring this constitution into line with amendments to CONGU handicap rules or the course (e.g. Standard Scratch Score (SSS) or par). Any such changes agreed at Council shall be publicised to members at the time and brought to the next AGM as the revised constitution for information only and not require a vote of acceptance.

All other changes may only be made in accordance with a formal vote at the Club AGM when the proposed change has been submitted to the Hon Secretary in advance, either by an individual proposing member and a seconder, or by the Council, and the proposed change has then been notified to the membership in advance of the AGM along with the published agenda.

4.0 Competition Specifications

	Competition Title	Tees	Handicap Allowance	Format	Comments / Description
4.1 Men Only Competitions					
4.1.1	DGU Jubilee Plate Qualifier	White	90% - Max 18 (before 90% applied)	Pairs Betterball Strokeplay	Entries £6 per pair. Top 16 pairs qualify to represent Clays in next year's DGU Jubilee Plate
4.1.2	G UW Team Handicap Qualifier	White	Full	Individual Stableford	Entry £3. Top 4 players qualify as a team for the Denbighshire Team Handicap Qualifier where the first 2 teams qualify for the G UW Team Handicap Qualifier. If at least 40 entries the next 4 players qualify as a second Clays team in the Denbighshire competition. In the event of a player qualifying, but being unable to play in the next round, a substitute is determined by position in this competition.
4.1.3	JCB Qualifier	White	Full	Individual Strokeplay	Entry £3 per player. Top 7 nett and best gross qualify for a knock-out competition to determine winner of the Honours Board JCB Knock-out Shield.
4.1.4	Karen Griffiths Trophy	White	Full - Max 24	Individual Stableford	Honours Board Comp. Entry £3.
4.1.5	Neil Harden Memorial Trophy	White	Full - Max 24	Individual Stableford	Honours Board Comp. Entry £3.
4.1.6	Tom & Kathleen Jones Cup	White	Full - Max 24	Individual Stableford	Honours Board Comp. Entry £3.
4.1.7	Captains Day	White	Full	Individual Stableford Normally shotgun start at discretion of Captains. Run in conjunction with equivalent ladies competition.	Honours Board Comp. Entry £5 including ball sweep. Prizes presented at joint Captains Day evening event to which all players and their partners are invited.
4.1.8	Club Championship (gross) Rowland Cup (nett)	White	Full	Individual 2-day Strokeplay - rounds played on Saturday and Sunday of same weekend, with the 2 scores combined to produce a 36-hole total. Runs alongside equivalent ladies competition.	Honours Board Comp - entry £3 per day. Gross and nett trophies plus individual day prizes. Note: handicaps at start of 1 st round will remain unchanged until completion of both rounds, after which any adjustments due from either of the individual rounds will be made.
4.1.9	Aber Shield	White	Full difference	Individual Matchplay KO. Restricted to handicaps 18-28	Entry £3 in advance to be received by March 31 st .
4.1.10	Clays Challenge	White	Full difference	Individual Matchplay KO. Restricted to handicaps <18	Entry £3 in advance to be received by March 31 st .
4.1.11	Flick Cup	White	90% difference	Pairs Betterball Matchplay KO	Entry £6 per pair in advance to be received by March 31 st .
4.1.12	Gem Trophy	White	Half combined difference	Pairs Foursomes Matchplay KO	Entry £6 per pair in advance to be received by March 31 st .
4.1.13	Scratch Cup	White	Scratch	Individual Matchplay KO	Entry £3 in advance to be received by March 31 st .

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This version, dated Oct 2016, is the final draft arising from an action agreed at the Jan 2016 Council meeting.

4.2

Ladies Only Competitions

4.2.1	Captains Day	Red	Full	Individual Stableford. Normally shotgun start at discretion of Captains. Run in conjunction with equivalent men's competition.	Honours Board Comp. Entry £5 including ball sweep. Prizes presented at joint Captains Day evening event to which all players and their partners are invited.
4.2.2	Ladies Championship Challenge Bowl (gross) Harcombe Trophy (nett)	Red	Full	Individual 2-day Strokeplay - rounds played on Saturday and Sunday of same weekend, with the 2 scores combined to produce a 36-hole total. Runs alongside equivalent men's competition.	Honours Board Comp - entry £3 per day. Gross and nett trophies plus individual day prizes. Note: handicaps at start of 1 st round will remain unchanged until completion of both rounds, after which any adjustments due from either of the individual rounds will be made.
4.2.3	Challenge Bowl	Red	Full	Individual Stableford	Honours Board Comp. Entry £3. Alternate Wednesday available but entry to only 1 day allowed with winner best score over both days.
4.2.4	Australian Spoons	Red	Full	Individual Stableford	Entry £3. Alternate Wednesday available but entry to only 1 day allowed with winner best score over both days. Winner qualifies for Welsh final administered by GUW.
4.2.5	Coronation Foursomes	Red	Half combined full	Foursomes Stableford Pairs	Entry £6 per pair. Alternate Wednesday available but entry to only 1 day allowed with winner best score over both days. Winner qualifies for Welsh final administered by GUW.
4.2.6	Powells Jewellers Trophy	Red	Full	Individual Strokeplay	Honours Board Comp. Entry £3. Alternate Wednesday available but entry to only 1 day allowed with winner best score over both days.
4.2.7	Centenary Greensomes	Red	Half combined full	Greensomes Stableford Pairs	Honours Board Comp Entry £6 per pair. Alternate Wednesday available but entry to only 1 day allowed with winner best score over both days.
4.2.8	Fan Jones Trophy	Red	Full but for handicaps > 30 only	Individual Stableford	Entry £3. Alternate Wednesday available but entry to only 1 day allowed with winner best score over both days. Winner qualifies for Welsh final administered by GUW.
4.2.9	Welsh Dragons Brooch	Red	Full	Individual Strokeplay	Entry £3. Alternate Wednesday available but entry to only 1 day allowed with winner best score over both days.
4.2.10	Allington Hughes Salver	Red	Full	Individual Strokeplay	Entry £3. Alternate Wednesday available but entry to only 1 day allowed with winner best score over both days.
4.2.11	Aber Rose Bowl	Red	Full difference	Individual Matchplay KO	Entry £3 in advance to be received by March 31 st .
4.2.12	Ladies Betterball	Red	90% difference	Pairs Betterball Matchplay KO.	Entry £6 per pair in advance to be received by March 31 st .

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4.3

Mixed Honours Board Competitions

4.3.1	Tommy Davies Cup	White (men) Red (ladies)	Full - Max 24	Individual Stableford	Entry £3
4.3.2	Presidents Day	White Red (ladies)	Full handicap	Individual Stableford	Entry £5 including ball sweep
4.3.3	Pam Brough	White Red (ladies)	90% handicap	Pairs Competition - Betterball strokeplay competition with each pair comprising 1 junior and 1 adult	Entries in advance, cost £6 per pair
4.3.4	Captains Drive-in Shield	Yellow Red (ladies)	Full handicap	Individual Stableford	Entry £3
4.3.5	Mixed Foursomes	White Red (ladies)	Half combined difference	Foursomes Pairs Matchplay KO Competition with each pair comprising 1 lady and 1 man - played off ladies card.	Entries in advance, cost £6 per pair. Alternate Wednesday available but entry to only 1 day allowed with winner best score over both days.
4.3.6	Mixed Jubilee Plate	White Red (ladies)	90% handicap	Betterball Stableford Pairs Competition with each pair comprising 1 lady and 1 man - played off ladies card.	Entries in advance, cost £6 per pair. Alternate Wednesday available but entry to only 1 day allowed with winner best score over both days.

5.0 Miscellaneous Rules for Competitions

5.1 Ball Sweep

When ball sweeps are arranged any entrant scoring a gross score of '2' on any hole shall win or share the proceeds of the ball sweep income. Any entrant scoring two or more '2's' will receive two or more appropriate shares. Additionally, any entrant with a gross score of '1' on any hole will receive 2 shares in the sharing process. Ball sweep entry is optional apart from Captains Day.

If no player achieves a '1' or a '2', the proceeds shall be carried forward to the next Club competition for which a ball sweep is arranged.

5.2 Competition Count Back

For all strokeplay competitions, irrespective of the order the course is played, count back shall be applied as follows:

1. Last 9 holes of the course, gross score less 1/2 of playing handicap. If still a tie, then
2. Last 6 holes of the course gross score less 1/3rd of playing handicap, then
3. Last 3 holes of the course gross score less 1/6th of playing handicap, then
4. 18th hole gross score less 1/18 of playing handicap, then a play-off if necessary.

For stableford competitions, count back shall be similarly applied over the last 9, then 6, then 3, then last hole, based on points scored.