

## **CHERRY LODGE GOLF CLUB LIMITED**

### **CONSTITUTION, MANAGEMENT and GOLF CLUB RULES**

#### **CONSTITUTION AND MANAGEMENT**

**1.1.** Cherry Lodge Golf Club Limited (the Company) is the owner of Cherry Lodge 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 Company Secretary's office.

#### **RULES**

**2.1** These are the rules of the Cherry Lodge Golf Club and were adopted by the Directors of the Company in February 2005, and shall remain in force until they 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, the terms of the latter shall prevail.

**2.3.** All members of Cherry Lodge 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.

#### **PLAYING COMMITTEE**

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

**3.2.** The Playing Committee shall be responsible for 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 the Cherry Lodge Golf Club.

**3.3.** The number of members on the Playing Committee shall be determined by the Directors, or the Captain, from time to time.

**3.4.** The President, Captain, Vice Captain, Immediate Past Captain and the Ladies' Captain shall serve on the committee by virtue of their office. The Golf Club Professional, Course Manager and the Company Secretary or his/her assistant are generally invited to attend all meetings. The Captain or a Director will be the Chairman of the Playing Committee.

Nominations are sought annually for the post of Treasurer, Handicap Secretary, Competition Secretary and one other member.

**3.5.** Nominations of members for seats on the Playing Committee shall be submitted in writing to the Company Secretary not less than 35 and not more than 56 days before the date appointed for the Company's A.G.M. The form of nomination must be signed by three members qualified to attend and vote at the Company's A.G.M. and countersigned by the nominee so as to evidence that person's willingness to act. If there are more nominations for any particular committee than there are seats upon it, then a vote shall be held at the Company's A.G.M. If there are insufficient nominees for the vacancies of the committee the Directors, or the Chairman of the Playing Committee shall have the power to co-opt a member or members to the Playing Committee to fill such vacancies.

## **PRESIDENT AND CAPTAINS**

**4.1.** The appointment of a President of the Golf Club, who shall be a past Captain, shall be on the recommendation of the retiring President after consultation with the Directors, and shall usually be for a period of three years.

**4.2** 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 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. It is expected, at all times for all members to afford the Captain priority on the course and in the Clubhouse.

**4.3.** The Ladies' Captain elect shall nominate a person considered by her to be fit for appointment as Ladies' Vice Captain. The appointment of the Ladies' Vice Captain shall be made by the Ladies' Committee. Ladies' Vice-Captains will usually (but shall not automatically) be appointed Ladies' Captain in the ensuing year. It is expected, at all times, members to afford the Ladies' Captain priority on the course and in the Clubhouse.

**4.4.** The Veterans' Section shall be open to members aged 60 or over. The Captain of the section shall hold office for one year, and shall be appointed by a Veterans' Playing Committee. 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' Playing Committee. Vice-Captains will usually (but shall not automatically) be appointed Veterans' Captain next year. The Veterans' Section shall have no implied power to bind the Company or its credit.

## **DISCIPLINARY POWERS**

**5.1.** Disciplinary matters shall be the responsibility of a committee consisting of the Captain, Vice-Captain, Immediate Past Captain, Ladies' Captain and either the Company Secretary, his deputy, or an officer of the Company. Such committee is authorised to take all action which it considers necessary or appropriate to discipline the member(s) concerned; and in serious cases of discipline recommend to the Board they exercise their discretion to suspend or expel any member given to them under the Company's Article 38.

**5.2.** In the event of a member feeling that a decision of the Disciplinary Committee or the Directors is unfair they shall have the right of appeal to a committee comprising the President and three Past Captains of Cherry Lodge Golf Club whose decision on the matter shall be final. An aggrieved member if he/she wishes may ask another member to attend any disciplinary meeting with him/her as an observer (but not as a representative) of the proceedings.

## **COMPLAINTS**

**6.** All complaints shall be made in writing to the Company Secretary who, if unable to deal with them, shall refer them to the Board or the Playing Committee. Any decision made by the Board or by the Playing Committee in relation to any complaint shall be conclusive.

## **LADIES' SECTION**

**7.1.** Wednesday is Ladies' Day. The first tee will be closed on Wednesdays to all except lady members from 8.30 - 11.00 am and the ninth tee from 9.45 am until 1.00 pm.

**7.2.** It is expected, at all times for all members to afford the Ladies' Captain priority on the course and in the Clubhouse.

**7.3.** The lady members of the club may amongst themselves elect a committee to regulate the competitions of the lady members, to administer the handicapping of lady members and subject to the approval of the Directors, to make by-laws or regulations for such committee, ladies play and to arrange ladies' matches and competitions. The committee shall comprise the Ladies' President, Ladies' Captain, Ladies' Vice-Captain, Secretary, Assistant Secretary, Treasurer, Competition Secretary and three lady members of the Golf Club. The committee may co-opt such further lady members as it in its discretion considers appropriate. The Committee shall be chaired by the Ladies' Captain or a Director of the Company.

**7.4.** Any such committee shall have no implied power to bind the Company or its credit.

**7.5.** Once a draw has been made for a competition involving or comprising lady members or a class thereof and a list has been posted on the ladies' notice board no further names shall be added. Should a player(s) withdraw prior to the commencement of the relevant competition, any substitution shall be at the invitation of the Ladies' Captain and the substitute shall have all the rights of an original entrant.

## **JUNIOR SECTION**

**8.1.** Boys and girls aged up to 17 may, subject to a satisfactory interview and playing test with the Junior Organiser, be admitted to the Junior Section of the Club. There shall be two principal categories within such section - Full Juniors (boys and girls who play to a handicap of 18 or better), and Juniors (boys and girls who, whilst they do not have the above ability, can play to a handicap of 54 or better).

Juniors with a handicap of 5 or under, although not entitled to full membership of the Golf Club, can be granted the same playing rights as a 7 day member.

**8.2.** The Junior Organiser shall be responsible for administering the allocation of Juniors between categories and, in doing so, will take into account the conduct of the Junior on and off the course and the Juniors knowledge of the rules of golf.

**8.3.** Within the Juniors category there are two sub-categories:

**(a)** Category A - boys with a handicap of 0 to 28 and girls with a handicap of 0 to 36. Those Juniors within this sub-category come within the formal handicapping system.

**(b)** Category B - boys with a handicap of 29 or more and girls with a handicap of 37 or more. Those Juniors within this sub-category are handicapped by the Junior Organiser. All Juniors can play in Junior Competitions at the discretion of the Junior Organiser.

**8.4.** A full Junior Boy who plays to a handicap of 12 or less may (if the Captain has approved a written request of the Junior Organiser) enter monthly medals organised for the gentlemen members of the club and other club competitions unless the entry conditions for a particular competition disqualifies him. He may not enter any sweepstakes organised for any such competition and his card for any such competition shall be marked by a gentleman member who is not a relation or guardian.

**8.5.** If the organiser or captain of a seniors' inter-club match or competition wishes a Junior to play in a seniors' event they must obtain permission from the Junior Organiser (subject to the Junior Organiser obtaining the Captain's approval) before a Junior is permitted to play in such event.

**8.6.** Members must have written authority from a Junior's parent before they request a Junior to act as his/her caddie if it requires the Junior to leave the Club's premises.

**8.7.** The Junior organiser shall obtain written authority from a Junior's parent before him/her can play in away matches.

**8.8.** A full Junior Girl or Category A Junior Girl holding an official handicap may play in all ladies' section events and, on all other occasions, at the approved starting times.

**8.9.** At weekends or on Bank Holidays full Juniors (that is those with a handicap of 18 or less) may play after 11.30 am when accompanied by and playing with a full member, otherwise no Junior member may commence play before 1.30 pm on any such day from 1st April to 31st October or noon from 1st November to 31st March.

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

**8.11.** The transition from the Junior Section to another grade of membership shall take effect at 1st January in each year for all juniors who have attained the age of 18 during the past twelve months. Such Juniors may be considered for the next grade of membership, subject to approval of the Directors.

**8.12.** 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.

**8.13.** Juniors shall observe the dress codes applicable to all members.

## **CONDUCT and COURTESY**

**9.1.** 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 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 visitors introduced by them.

**9.2.** It is expected that members and their guests will show due respect and courtesy to all officers of the Club, staff, and contractors employed by the Company.

## **DRESS**

### **10.1. In the Clubhouse main bar and restaurant:**

It is expected that members and their guests wear acceptable and respectable shoes, casual clothing or recognised golf wear. Golf shoes, hats, blue denim jeans, trainers, T-shirts, beach clothes and non-tailored shorts are not acceptable. Gentlemen should wear jacket, shirt and tie in the dining room after 5.30 pm. This rule may be overridden for social or club functions as appropriate and as specifically sanctioned and notified by the relevant Organising Committee, President, Club Captain or Ladies' Captain, or in their absence the Company Secretary his deputy or an officer of the club.

### **10.2. On the Patio Area outside the main bar:**

It is expected that members and their guests wear acceptable and respectable shoes or golf shoes, casual clothing or recognised golf wear. Blue denim jeans, trainers, T-shirts, beach clothes and non-tailored shorts are not acceptable.

### **10.3. In the Causal Bar:**

It is expected that members and their guests wear acceptable and respectable shoes or **clean** golf shoes with **soft spikes**, casual clothing or recognised golf wear. Metal spiked golf shoes, wet clothing, hats, blue denim jeans, trainers, T-shirts, beach clothes and non-tailored shorts are **not** acceptable.

#### **10.4. On the golf course or the practice ground:**

It is expected that members and their guests wear acceptable and respectable recognised golf wear. Ladies may wear collarless short-sleeved shirts (regular round necked types, **not** scooped neck), sleeveless shirts can be turtle-necks or have a collar (but not collared halter necks), either can be worn outside trousers/shorts providing they have slits at the sides or welts at the bottom. Ladies may wear ankle socks, colour non-specific. If shorts are worn by gentlemen the appropriate three quarter length hosiery or ankle length sports socks may be worn with them. If sports socks are worn they **must** be predominantly white. Blue denim jeans, T-shirt, beach clothes or non tailored shorts are **not** acceptable.

#### **10.5. Playing in Representative Club Matches and Competitions:**

It is expected that all players, either ladies or gentlemen, when representing the Club when playing in matches or competitions the following dress should be worn:

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

#### **USE OF THE GOLF COURSE**

**11.1.** 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 professionals shop and/or notice boards in or outside the locker room.

**11.2.** Players must at all times 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.

**11.3.** Players must observe the instructions or requests of the course marshals, starters, Company Secretary, Professional and/or his assistant(s) without demur. Both the Marshals and any Starter are authorised to report members to the Company Secretary and/or the Organiser of any relevant competition to enable the appropriate disciplinary or other action to be taken

**11.4.** In certain conditions, the Directors or any member of the Company's staff authorised by them, 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.

**11.5.** At times when the use of trolleys and/or caddy carts is prohibited, the Directors may, on application and in exceptional circumstances, grant rights to members unable to carry their clubs to use a trolley or electrical caddy cart.

**11.6.** Rakes should be left in the bunkers.

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

**11.8.** The first and ninth tees are the only recognised starting places for normal play.

**11.9.** Matches on the first tee and the ninth tee shall alternate with matches playing through from and on the eighteenth green and the eighth green respectively.

**11.10.** If a match is finishing on the eighth or eighteenth green, players should indicate to players on the ninth or first (as the case may be) tee that it is in order for them to play.

**11.11.** Any competition match has precedence over a friendly match.

## **STARTING TIMES**

**12.1.** No play shall be permitted on the course before 7.30am without written approval from the Company Secretary, his/her assistant or the Club Professional.

## **MEN'S COMPETITIONS**

**13.1.** Notices of competitions will advise members that entries are being taken in the professional's shop, and will normally be posted on the notice board five weeks before the competition. Competition entry fees must be paid to the professional or his assistant at the time of entering the competition.

**13.2.** Members whose names appear on the entry sheet in the places provided will (subject to any limitation of handicap or other disqualification to entry) be included in the draw for the relevant competition and shall be liable to pay any entry fee whether they actually play or not.

**13.3.** The draw for competitions shall be made not less than ten days before the relevant competition.

**13.4.** Where a competition comprises 18 or 36 holes, 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.

**13.5.** Any change to date for medals and competitions from those published in the club diary shall be posted on the notice board.

**13.6.** Matches in knockout competitions must be completed by the due date. Both competitors in a singles match, or, both pairs in a foursome or a four-ball match, are responsible for arranging their match before the expiry of the due date. If there are exceptional circumstances which prevent competitors from playing their match by the due date, the Competition Secretary should be contacted for his 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 the competitors concerned.

**13.7.** Members participating in knock out competitions should be given priority and called through by members not participating in knock out competitions.

**13.8.** For new members to qualify for entry in major Club Competitions they must have a playing handicap of 12 or under. If their playing handicap is 13 and over they must play one qualifying medal round to be eligible for entry to the major Club Competitions.

**13.9.** Members without handicaps shall submit 3 score cards to the Handicap Secretary for a handicap to be given and once this is allocated play one qualifying medal round before being entitled to enter a major Club Competition.

## **USE OF THE CLUBHOUSE**

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

**14.2.** No food from outside sources should be brought in and consumed in the Clubhouse without written authority from the Company Secretary or his/her assistant.

**14.3.** Access behind the bar and in the kitchen is restricted to staff, officers of the Company and members providing professional services organised by the Company Secretary, his deputy or an officer of the club.

## **INTRODUCTION OF GUESTS**

**15.1.** Members are entitled to introduce visitors as guests upon payment of the appropriate green fee prior to the commencement of play and entry into the appropriate visitor's book but subject to the restrictions set out in the following sub paragraphs.

**15.2.** At weekends and Bank Holidays no visitors shall be introduced on medal or competition days or whilst the course is closed for any other reason - two visitors may be introduced on non medal or non competition days.

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

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

**15.5.** It is the responsibility of the introducing member to be present and ensure that the visitor is signed in and made aware that the introducing member is responsible for their conduct while at the club. At weekends and Bank Holidays an introducing member must accompany any visitors so introduced upon the course.

## **MISCELLANEOUS**

**16.1.** Private cars of members may be parked, at the owner's risk, in the members' car park or in the visitors' car park. Commercial vehicles must use the visitors' car park. Members may not use the spaces that have been allocated to club officials and staff. Members shall observe the markings of the parking spaces and use the visitors' car park if insufficient members' car park spaces are available.

**16.2.** Visitors' cars should be parked in the visitor's car park. The Directors reserve the right to issue a means of identifying the vehicle of a member, for example a sticker, for the purposes of ensuring compliance with parking restrictions.

**16.3.** Members should use the locker rooms and not the car park to change his or her clothing or shoes.

**16.4.** Members leaving the club premises especially in the evening are asked to show consideration to the club's neighbours and to persons playing the course.

**16.5.** Members are reminded that it is advisable to take out insurance against risks associated with golf, in particular personal liabilities for accidents and loss of equipment. The 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 club. Any such property is brought to the club entirely at the risk of the owner.

**16.6.** Each member shall communicate his or her address and telephone number or that of an agent, to the Company Secretary and all notices, letters or other communications despatched to that address shall be deemed to have been duly delivered or served.

**16.7.** The use of mobile telephones is only permitted in the car park area. In exceptional cases the Directors will grant written permission to a member to use his/her mobile phone, at all times, if the member is in the medical profession.

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