



# BARNARD CASTLE GOLF CLUB

## 1. RULES OF THE CLUB

### 1.1 The name of the Club shall be Barnard Castle Golf Club.

The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve the Club's facilities. No profit or surplus will be distributed. The property and funds of the Club cannot be used for the direct or indirect private benefit of its members other than as reasonably allowed by the rules.

### 1.2 Purpose

The purposes of the Club are to promote the amateur sport of golf in Barnard Castle and community participation in the same.

### 1.3 Membership

Membership of the Club shall be open to anyone interested in the sport, on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Club committee may refuse membership or remove it only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

### 1.4 Property and Funds

The property and funds of the Club cannot be used for the direct or indirect benefit of members other than as reasonable allowed by the rules and all surplus income or profits are reinvested in the Club.

The Club may provide sporting and related social facilities, sporting equipment, coaching courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Club as provided for in the Finance Act 2002.

The Club may also in connection with the sports purposes of the Club:

- Sell and supply food, drink and related sports clothing and equipment.
- Employ members (though not for playing) and remunerate them for providing goods and services on fair terms set by the committee without the person concerned being present.
- Pay for reasonable hospitality for visiting teams and guests.
- Indemnify the committee and members are acting properly during the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- The Committee will have due regard to the law on Equality and child protection.

### 1.5 Priority



# BARNARD CASTLE GOLF CLUB

Where there is any conflict between and of the above rules (key rules) and any other rule or rules, the key rule(s) will take priority. Interpretation of all the rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs, as first provided for by the Finance Act 2002).

## 2. ELECTION OF OFFICERS AND COMMITTEES

### 2.1 Officers of the Club

The officers of the Club shall be Chairperson, Captain, Vice-Captain, Lady Captain, Treasurer, and Competition Secretary. President, Auditors and Trustees will not be Officers of the Club.

### 2.2 Committees

#### 2.2.1 Membership

All committee members will be elected at the A.G.M and shall serve for a term of three years. All retiring members are eligible for re-election for three years (subject to nomination).

#### 2.2.2 Termination of Membership or office

The Management Committee shall have the power to remove any Officer or elected Member or Trustee from Office or Committee by a ballot of the members in General Meeting and any such resolution will require a simple majority to succeed.

#### 2.2.3 Vacancies

Any vacancy(s) occurring shall immediately be filled by the Management Committee. The procedure described in Paragraph 5.2 will apply.

### 2.3 Method of Election

Thirty-Five days before the Annual General Meeting, the Chairperson will post a notice on the Clubhouse Notice Board calling for nominations for the following as required: Treasurer, Competition Secretary, Greens Convener, Golf Committee (2), Auditors and Trustees.

Nomination lists will close twenty-one days before the day of the Annual General Meeting. Lists of nominees will be exhibited on the Clubhouse notice board seven days before the day of the Annual General Meeting. The Lady Captain, Lady Officers and Committees will be elected by the Lady Members. The Seniors' Captain, Seniors' Officers and Committees will be elected by the Seniors Members.

### 2.4 Nominees

Nominees must be full members of the Club with at least three years standing and have paid in full their joining fee. Proposers and Seconders must be full members of the Club with at least three years standing. This rule does not apply to the Office of President, or Chairperson whom are nominated / appointed by the Management Committee.

### 2.5 Procedure



# BARNARD CASTLE GOLF CLUB

In the event of insufficient nominations, the vacancy(s) will be filled at the Annual General Meeting. In the event of more nominations than required a ballot will be taken at the Annual General Meeting to fill the vacancies. If two or more nominees receive the same number of votes, the Club Chairperson shall select by lot, from such nominees, the nominee who shall be elected.

## 3. Trustees and Bank Accounts

### 3.1 Election

Three trustees shall hold the assets and funds of the Club and shall be elected at the Annual General Meeting or Special General Meeting. They shall serve for three years and on expiry of this term may stand for re-election. Proposers and seconders must be full members of the Club with at least five years standing.

### 3.2 Vacancies

If at any time the number of trustees falls below three, the vacancy shall be filled using the procedure defined in Paragraph 5.2.

### 3.3 Duties

Bank accounts will be in the name of 'The Trustees of Barnard Castle Golf Club' for the time being into which all Golf Club funds shall be paid. Cheques and withdrawals on such accounts under £500 shall be signed by any of the following

- The Trustees.
- The Captain, Chairperson, Treasurer, or Vice-Captain.

Each Trustee or Officer shall be indemnified by the Club against any personal liability whilst acting for the Club and the Club shall be able to offer and execute general indemnities. Cheques and withdrawals over £500 shall require two signatures from the authorised signatories mentioned above. The bank accounts of the Golf, Ladies and Seniors Sections may have their mandates varied by the Trustees.

## 4. Management of the Club

This will be vested in the Management Committee elected at the Annual General Meeting of the Club as provided for in the Rules of the Club.

## 5. Management Committee Membership

### 5.1 Structure

The Management Committee will comprise of five Ex-Officio members, namely Chairperson, Captain, Vice-Captain, Treasurer and Competition Secretary. In addition, the Greens Convener, Lady Captain, Lady Vice-Captain, Seniors Captain and Welfare Officer. No individual may hold more than one office.

### 5.2 Management Committee Terms of Reference

- To manage and administer all business of the Club.
- To authorise such expenditure as will ensure the efficient running of the Club.



# BARNARD CASTLE GOLF CLUB

- To ensure that all Club Officers and elected members of all committees always act in the best interest of the Club and keep the Chairperson fully informed.
- To appoint such committees as are deemed necessary for the efficient administration of the Club, all of which are responsible to the Management Committee.
- To determine the terms of reference for all Committees.
- To fill vacancies for Management Committee, Golf Committee and Trustees. The vacancies will be filled in the first instance from those nominees unsuccessful at the last Annual General Meeting. The co-opted member shall then serve until the next Annual General Meeting. The vacant position shall then be filled by formal election from those members formally proposed and seconded at the Annual General Meeting. The person so elected will then serve out the original term of office.
- The committee shall have the powers to make all necessary local rules concerning play and preservation on the course and for the general wellbeing of the Club. The committee may decide any question which may arise which is not covered by the rules. Copies of such local rules will be prominently displayed in the Clubhouse.

## 5.3 Golf Committee Membership

This will comprise the following:

- The Competition Secretary who will act as Chairperson.
- Two elected full members of the Club.
- Four ex-officio members, namely the Captain, Vice-captain, Chairperson and Treasurer.

## 6. Standing Orders for Proceeding in Committee

### 6.1 Quorum

A quorum shall consist of a minimum of 50% of elected Members on all Committees.

### 6.2 Ex-officio Members

The Captain, Vice-captain, Chairperson, Treasurer and Competition Secretary shall be ex-officio members of all Committees and Sub-Committees.

### 6.3 Chairmanship of Management Committee

At the first meeting of the new Management Committee the Chairperson will assume his duties and will preside over all Management Committee meetings. In the absence of the Chairperson, the Captain or Management Committee member elected by the Management Committee may preside.

### 6.4 Chairmanship of Annual or Special General Meetings

The Chairperson will preside at all Annual or Special General meetings. In his absence the provisions of paragraph 6(3) will apply.

### 6.5 Meetings

- The Management Committee will meet at least every other month starting in April and at such times as are deemed necessary.



# BARNARD CASTLE GOLF CLUB

- The Annual General Meeting of the Club shall be held on a date fixed by the Management Committee no later than 31st May and after the end of the financial year of the Club on 31st March.
- Sub-committees will meet as required by circumstance and the ruling of the Sub-committee Chairman.

## 7. Sub-committees

### 7.1 Terms of Reference for Sub-Committees

The Management Committee may appoint, sub-committees from within the Management Committee. Any sub-committee so formed will work under the terms of reference given to it by the Management Committee.

### 7.2 Co-option

The Management Committee may co-opt on to any committee or sub-committee of the Golf Club, members who are not elected members of any committee. Such co-opted members will not have voting rights of any kind and will return to normal Club membership when requested to do so by the Management Committee.

### 7.3 General

Each sub-committee will deal with all matters referred to it by the Management Committee. The Chairperson of the Management Committee or the Chairperson of each sub-committee shall have a casting vote when there is an equality of votes at any meeting.

## 8. Management Committee Role Descriptions

### 8.1 President

The President shall be responsible for the following:

Acts as an Ambassador for Barnard Castle Golf Club.

Monitors the implementation of the Barnard Castle Golf Club Management Committee decisions and fulfils the responsibilities which may be allocated to them during their term.

Acts as the principal spokesperson for Barnard Castle Golf Club.

### 8.2 Honorary Chairperson

The Chairperson shall be responsible for the following:

- Conduct the correspondence of the Club and be responsible for all title deeds and other documents of the Club.
- Keep correct minutes of all Annual General, Extraordinary, Special and Management Committee meetings.
- Call all Annual General, Special, and other meetings.
- Prepare a Chairperson's report and post this on the notice board at least seven days prior to the Annual or Special General meeting.



# BARNARD CASTLE GOLF CLUB

- Post on the noticeboard in the Clubhouse a copy of the Treasurer's statement of accounts together with any desired changes of Rules at least seven days before any Annual or Special General Meeting.
- Be responsible for all Health and Safety, legal, safeguarding, national & local legislation, and licensing, through the utilisation of the club's employed administrative resource.
- Be ultimately responsible to the Management Committee. Should the Chairperson be unable to attend any function or event, the Captain will represent the Club.
- Preside over the Management Committee and co-ordinate the activities of all other committees, sub-committees and all other facets of the Club other than those for which the Captain is responsible.
- Endeavour to ensure continuity, smooth running and that the decisions of the Management Committee are implemented.
- Preside at the Annual General, Special or any Extraordinary meeting.

## 8.3 Captain

The Captain will be responsible for the following:

- The control of all matters relating to golf and all social activities.
- Represent the Club at all social functions, golf competitions, friendly matches and will always ensure that the welfare and playing standards of membership are maintained and enhanced.
- In conjunction with the Chairperson and Treasurer, will ensure that the affairs of the Club are properly delegated, leaving management to run the Club in the most efficient way.

### 8.3.1 Succession

In the event of the captain being unable to nominate his successor, a 'captains committee' consisting of past Captains of the Club, of whom five will be a quorum, shall meet as necessary to draw up a list of the names of members who will have been approached by members of the 'captains committee' to see whether they are willing to be Captain of the Club

## 8.4 Vice-Captain

The Vice-Captain will be responsible for the following:

- Assist the Captain with direction, in the performance of his duties and act in the Captain position when he's absent.
- Assist the Captain when requested.
- Whenever requested, be prepared to take on special roles (duties).

## 8.5 Honorary Treasurer

The Treasurer shall be responsible for the following:

- Keep the accounts of the Club and shall receive and pay all monies payable to or on behalf of the Club.
- Prepare a Treasurer's report and an Annual Statement of Accounts up to 31<sup>st</sup> March.
- Post a copy on the noticeboard of the balance sheet and Income and Expenditure account together with such reports as are considered necessary to all Full Members at least seven days before the Annual General Meeting.



# BARNARD CASTLE GOLF CLUB

- Prepare reports as required for Management Meetings.

## 8.6 Competition Secretary

The Competition Secretary along with the Golf Committee, shall be responsible for the following:

- Co-ordinate and publish the complete fixture lists for all competitions for all sections of the Club. This will be prepared in collaboration with all sections.
- Run the men's competitions in accordance with guidelines and local rules which may from time to time be established.
- Assist other sections to run their own fixtures if requested to do so.
- Operate the men's handicap system in accordance with the English Golf Union rules and guidelines.
- Advise the Management Committee on proposals for the introduction of changes to Local Rules.
- Advise and assist the Captain in the supervision and direction of all matters relating to golf for which the Captain has ultimate responsibility.
- Make simple annual income and expenditure returns to the Treasurer.
- Advise when required on all matters of etiquette. The foregoing excludes matters normally dealt with by the Ladies section.

## 8.7 Greens Convener

The Greens Convener shall be responsible for the following:

- To administer all matters regarding the course, car parks, Clubhouse surrounds, roads, machinery, materials, and equipment used in the maintenance and improvement of the course.
- To advise the Management Committee on all proposals for course change and/or improvement.

## 8.8 Lady Captain

The Lady Captain will represent the Ladies Section Members, chair all Ladies Section meetings and be the ambassador of the Ladies Section for all Ladies Section golf and social activities. The Lady Captain will represent the Ladies Section Members on the Club Management Committee.

## 8.9 Lady Vice Captain

The Lady Vice Captain will assist the Lady Captain with direction in the performance of her duties, act in the Lady Captain position when the Lady Captain is absent, and assist the Lady Captain when requested.

Along with the Lady Captain, the Lady Vice Captain will represent the Ladies Section Members on the Club Management Committee.

## 8.10 Seniors Captain

The Seniors Captain will represent the Seniors Section Members, chair all Seniors Section meetings and be the ambassador of the Seniors Section for all Seniors Section golf and social activities. The Seniors Captain will represent the Seniors Section Members on the Club Management Committee.

## 8.11 Welfare Officer





# BARNARD CASTLE GOLF CLUB

The Welfare Officer will have primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in Barnard Castle Golf Club.

## Duties and responsibilities

- Work with others in the club to ensure a positive child-centred environment
- Assist the organisation to fulfil its responsibilities to safeguard children at club level
- Assist the organisation to implement its safeguarding children plan at club level
- Act as the first point of contact for staff, volunteers, parents, children and young people where concerns about children's welfare, poor practice or abuse are identified
- Implement the organisation's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and Local Safeguarding Children Board
- Promote the organisation's best-practice guidance and/or code of conduct within the club
- Ensure adherence to the organisation's safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice

## 9. Membership

- Full members are playing members who pay full subscription.
- Senior members are full members over fifty-five years of age.
- Student members are playing members between the ages of eighteen to twenty-one inclusive who are in full time education. At the discretion of the Management Committee the upper age limit may be increased to twenty-five.
- Junior members are playing members under eighteen years of age.
- Country members are playing members residing outside a radius of twenty miles from the Clubhouse who are already members of a recognised golf Club in the UK.
- Social members are non-playing members. They are not eligible to sit on any committees of the Club or attend the Annual General Meeting or Extraordinary General Meetings.
- Staff members while employed by the Club may, at the discretion of the Management Committee, be afforded courtesy of the course.
- Playing members and country members over the age of eighty and who have been at the Club for a minimum of twenty years will have concessionary rights to be decided by the Management Committee.
- Honorary Membership may be granted at the discretion of the Management Committee.

## 10. Administrative Assistant and Finance Assistant

An Administrative Assistant and Finance Assistant shall be employed by the golf club. Each will act under the jurisdiction of the Chairperson and / or Treasurer as appropriate and will be the authorised deputies of the Chairperson or Treasurer, where appropriate.

## 11. Borrowing Powers

The Club shall have the power to borrow money for the purposes of the Club and to issue loan stock and to secure the repayment of any money borrowed by mortgaging or charging on any of its property.





# BARNARD CASTLE GOLF CLUB

The Management Committee may, with the consent of the trustees, borrow monies for the purpose of the Club to a maximum limit of £35,000. For any sums over £35,000, consent to borrow must be obtained through an Annual General Meeting or Special General Meeting. The Club indemnifies the bank to the extent of subscriptions collected by direct debit.

## 12. Auditors

A professional firm of Auditors shall be selected at the Annual General Meeting. They will examine and audit the Annual Statement of Accounts prepared by the Treasurer.

## 13. New Members

### 13.1 Application

Applications for memberships shall be made on the approved application form.

### 13.2 Election

New members will be elected forty-eight hours after the completed of the approved form, without reference to Committee in accordance with the CASC and Licensing rules. Upon election the applicant will be notified, furnished with a copy of the Club Rules, and requested to pay the appropriate subscription and joining fee. New members who have not held a previous golf handicap must take three lessons from the Professional.

### 13.3 Subscriptions

New members shall pay a full year's or pro-rata'd subscription on the date of joining and will be required to renew their subscription on the 1<sup>st</sup> of April annually thereafter.

## 14. Conduct of Members

- All members must obey the Barnard Castle Gold Club Rules and their personal conduct must not infringe on the enjoyment of the Club facilities by other members.
- Any member who wishes to complain about the conduct of another member must do so by writing to the Chairperson who will endeavour to obtain a solution acceptable to all parties. At this stage all communications are privileged to the Chairperson. If an acceptable solution cannot be reached the Chairperson will place the matter before the Management Committee.
- If the conduct of any member is considered by another member or members to be injurious to the Club and any member or members, a written complaint signed or supported in writing by at least three members shall be lodged with the Chairperson. The Chairperson will communicate with the member complained against so that he/she may explain his/her alleged conduct and will endeavour to obtain a solution to all parties. If an acceptable solution cannot be reached the Chairperson will place the matter before the Management Committee.
- All members involved in complaints have the right to appear before the Management Committee should they wish to do so.
- A full investigation will be carried out throughout which at least ninety percent of the Management Committee must be present. The Management Committee have full power to suspend or cancel membership and the decision of three quarters of the Management Committee present will be final. The vote will be by ballot.



# BARNARD CASTLE GOLF CLUB

- Member or members have the right to request an appeal from an independent committee against any disciplinary sanction by the Management Committee.
- Matters requiring Management Committee attention should be raised in writing to the Chairperson. Verbal complaints will not be considered.
- Club members who wish to approach a member or members of the Management Committee on Club business or management decisions must behave in an acceptable manner.

## 15. Resignation

Any member wishing to resign shall notify the Chairperson in writing. Any person re-joining the Club will be subject to joining procedures.

## 16. Subscriptions

### 16.1 Rates

The subscription rates for all categories of members shall be determined at the Annual General Meeting on the recommendation of the Management Committee. Full members over the ages of eighty who have been full members of the Club for a complete fifteen years may pay a reduced subscription. This fifteen-year rule applies only to those seeking membership after the Special General Meeting of 1998.

### 16.2 Payment

All subscriptions for every category of member are due on April 1<sup>st</sup>. Any member resigning or intending to resign after that date may not enter Club competitions. He/she may play non-competitive golf but only on payment of the appropriate green fee. A surcharge of ten percent shall be payable on all subscriptions not paid within one month of the due date. After one month or immediately after, the Treasurer will communicate with all members who have not paid their subscriptions. They will be informed of the surcharge now due and that their membership will cease if subscription and surcharge is not paid by the end of the following month. Each member will communicate his/her permanent address to the Chairperson and any communication sent to that address shall be considered duly delivered. The Treasurer is empowered to collect subscriptions by direct debit in agreement with individual members.

## 17. Visitors

Fees for visitors shall be determined annually at every Annual General Meeting on the recommendation of the Management Committee. Visitors shall pay green fees in advance and have their names duly entered into the club's booking system. Visitors paying green fees shall be deemed temporary day members of the Club for that period. Green fees are not refundable. Concessionary green fees which are payable by visitors playing at the invitation of and with members shall be limited to up to three visitors per member on any one occasion (not applicable to party bookings).

## 18. Competitions

Only full members shall have the right to compete for any Club prize or in any Club competition but at the discretion of the Management Committee, Country Members, Junior Members and Students may be permitted to compete.



# BARNARD CASTLE GOLF CLUB

## 19. Special General Meeting

The Management Committee may call a Special General Meeting at any time giving seven days' notice of the meeting. The Management Committee may also call a Special General Meeting in response to a written request signed by twelve full members subject to:

- The request being forwarded to the Chairperson of the Club and including the proposition to be put to the Special General Meeting.
- At least six of the signatories meeting with three officials of the Club (Captain, Vice-captain and Chairperson or their nominees) within fourteen days of the request being received.
- Any notice calling a Special General Meeting must state the proposition to be put to the meeting at which no other business will be discussed.

## 20. Domestic Pets

Domestic pets are not allowed on the course or in the Clubhouse and the Chairperson shall bring this rule to the notice of offending owners.

## 21. Licensing

The permitted hours shall be such as from time to time are determined by the Management Committee in accordance with the provisions of the current Licensing Act and as notified to the Licensing Authority. The Management Committee is empowered to allow the Club premises to be used by a Club member and or guests on pre-arranged functions. Intoxicating liquor may be sold or supplied to such persons on the occasions of the function during the permitted hours of the Club or during such hours as have been specified in a special order of exemption granted by the Licensing Authority. This rule does not authorise the sale or supply of intoxicating liquor to persons under eighteen years of age nor does it authorise the consumption of intoxicating liquor by persons under that age.

## 22. The Rules of Golf

The Rules of Play shall be as drawn up by the Royal and Ancient Golf Club of St. Andrews for the time being and shall be subject to any local rules.

## 23. Local Rules

The Management Committee is empowered to make Local Rules and a copy of Local Rules shall be prominently displayed in the Clubhouse.

## 24. Alteration to the Constitution

This constitution may only be amended at the Annual General Meeting or a General Meeting called for that purpose.

A notice of any proposed amendment will be posted in the Club for at least 10 days previous to the Meeting to which the amendment is to be submitted and any amendment will require a simple majority of the Members present.



# BARNARD CASTLE GOLF CLUB

## 25. Dissolution

If an Extraordinary General Meeting (of which not less than four weeks written notice had been given to each member) and at which not less than one half of the members eligible to vote are present a resolution for the dissolution of the Club is passed by a majority of two-thirds of the Members present. The committee must immediately or at such future date as is specified in the resolution, proceed to release the property of the Club. The members will decide whether any proceeds which remain after the settlement of all debts will be donated to the Sports Governing Body or another CASC Club.

## 26. Acceptance of Constitution

Approved by members in attendance at Special General Meeting, 8<sup>th</sup> April 2022 and

Signed on behalf of Barnard Castle Golf Club Management Committee,

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Club Captain

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Date

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Honorary Treasurer

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Date