

BY-LAWS – GENERAL

All members and management are empowered to advise and remind members and visitors of the Club's By-Laws.

1. DRESS REGULATIONS

Fashion trends make absolute guidelines impracticable, but the unchanging consideration is that Members' and visitors' dress, on the course or in the Clubhouse, should reflect the high standards required at the Club.

On the course

Soft spikes are compulsory.

Clothing should be appropriate for golf. (Denim jeans, football jerseys, track suits, running or beach shorts, shirts with large motifs or slogans, and jandals are not appropriate).

In the Clubhouse

Dress should reflect the high standard expected at the Club.

Course attire, including cleaned shoes, may be worn in Winstone's.

2. MOBILE PHONES / DEVICES

Acceptable on the course, (but only with agreement of your playing partners.)

Turn to silent mode in the clubhouse and retire outside to take or make calls.

3. OTHER

- a. Smoking is not permitted in any of the Club buildings and on the courtyard area between the 19th and Golf Shop
- b. No animal is permitted on the course or in the clubhouse except when such an animal assists the visually and hearing impaired.

4. HOLE IN ONE FEE

- a. The hole in one fee insures a member for a 'hole in one' achieved on any course affiliated to the NZ Golf Association
- b. To be recognised, a 'hole in one' must be achieved during the playing of a stipulated round and the member must be accompanied during the round by a marker. This includes official 9 hole competitions.

"AT HOME"

- c. The Club will meet the full cost of a round of drinks for the morning or afternoon field on the day of the event (or a day agreed with the General Manager) at a time nominated by the member. The member need not be present over the entire duration of the 'shout'. Only one 'shout' per event will be paid by the Club. The member will also receive a memento of the occasion.

"AWAY" (Only at other New Zealand affiliated Clubs)

- d. The Club will meet the actual cost of a 'shout' up to a maximum of \$250 (including GST) on the day of the event at the host club. A receipt signed by the General Manager and/ or Official of the Club at which it was scored is required before reimbursement will be made. Alternatively, the member may elect to have his or her 'shout' at Remuera (as per c. above). (The member will also receive a memento of the occasion).

5. PERSONAL PROPERTY AND INSURANCE

- a. Golf clubs should not be left unattended outside the Clubhouse. Valuables should be locked away
- b. The security of items stored in Club lockers or in the trundler sheds is not the Club's responsibility. The Club will not be liable for any loss or injury, howsoever occasioned, to members' or visitors' property whilst stored or located in the precincts of the Club's property. This also includes cars parked anywhere on the Club's property
- c. Players must report any incident involving damage or likely damage caused by a ball being hit into private property or onto adjacent roads. Players must immediately locate the private property occupier and ascertain the extent of damage or injury caused. A report must then be made to the Start Office or General Manager or Club Official immediately after a round has been completed. The identity of the person who strikes the ball must be reported.

6. NOTICE BOARDS

No notices shall be posted or removed unless authorised by the Club Captain, General Manager, Match Committees or Womens' Committee. Members should consult the various notice boards located in the Club, especially in the lobby areas of each changing room. Members will be deemed to be aware of notices posted on these notice boards.

7. TOWELS

Members and visitors must not remove towels from the locker rooms.

8. GENERAL MANAGER

The General Manager or in his or her absence any other person delegated by the General Manager or any other person appointed by the Board of Management from time to time shall be responsible for the control, direction and instruction of the Club's staff and the administration of the Club's affairs in accordance with the direction from time to time given by the Board of Management or the relevant Committee.

9. COMPLAINTS

Complaints on any matters with the management or service of the Club or the conduct of any employee of the Club must be made in writing to the General Manager and all such complaints shall be referred by the General Manager to the Club Captain, or the Chairman of the Committee concerned, according to the circumstances. In no event shall a member, member's guest or visitor directly reprimand an employee of the Club.

10. BEHAVIOUR IN CLUBHOUSE AND ON THE COURSE

No member or visitor shall behave in a manner prejudicial to the welfare of the Club.

HARASSMENT POLICY

The Employer is committed to providing a safe working environment and eliminating all forms of harassment from its workplace. Harassment is any unwanted comment, conduct or gesture directed towards an individual or group of individuals which that person or persons find insulting, intimidating,

humiliating, malicious, degrading or offensive. The Club regards harassment of any nature, including any of the grounds set out in the Human Rights Act 1993 or the Employment Relations Act 2000 as serious misconduct, and may render the harasser subject to disciplinary action up to and including suspension or expulsion.

11. VISITORS

The following conditions shall apply to visitors.

- a. All visitors utilise the facilities of the Club at the discretion of the Club Captain and/or the General Manager
- b. Visitors shall not be permitted to play the course at times reserved for Members without the specific permission of the Club Captain and/or the General Manager or their nominee
- c. Visitors must abide by the By-Laws of the Club
- d. Where visitors accompany a member, the member is responsible for the conduct of the visitors on the course and in the use of other Club facilities and for the payment of the visitor's green fees
- e. Each member may have up to three (3) visitors per round on days when visitors are permitted
- f. Visitors may play the course a maximum of five (5) times in any calendar year
- g. All overseas residents will be required to produce evidence of their Club Membership
- h. Visitors who are not affiliated or unable to produce appropriate membership cards will be required to declare their golfing background and establish their golfing ability, before being permitted to play the course
- i. Visitors must pay the relevant green fees before commencing play. Failure to pay the relevant green fees fully in advance renders the visitor liable to pay the maximum scheduled green fees for 18 holes and to be banned from future play on the course.

12. GREEN FEES

- a. The amounts payable as green fees are displayed on the Club Website
- b. Green fees for visitors must be paid to the Golf Shop prior to the commencement of play
- c. If the Golf Shop is closed, green fees must be paid and deposited in the green fee box prior to the commencement of play
- d. It is the responsibility of members to ensure that green fees are paid for their visitors.

13. THE STARTING TEE

- a. Starting tee times are under the control of Golf Services. All players must register in the Golf Shop 15 minutes before commencing play and players must be at their Starting Tee 5 minutes before their Tee time
- b. Failure to meet both these requirements may result in either relegating the offenders to the back of the field or instructing the group to hit off as a two or a three-playing group
- c. Golf Services is empowered to make up groups.

14. GOLF SHOP & BOOKING TEE TIMES

- a. Booking sheets will become available in advance via the internet using the "Tee Booking" internet system or by phoning the Golf Shop
- b. A multiple booking made via the internet or through the Golf Shop will be limited to a maximum of 4 players. The individual making such a booking must ensure that the other players are available prior to the booking being made
- c. The Golf Shop will maintain a Wait List for all sessions which are fully booked. Players on the Wait List shall always take precedence when any booked player withdraws
- d. If a booked player subsequently cannot play at the booked time the Golf Shop must be informed as soon as possible so that the player's name can be removed from the Booking Sheet. Substitutions by the playing group cannot be made except with the permission of the Golf Shop; see By-Law 14c
- e. Where a player does not inform the Golf Shop of their unavailability to play, there is discretion to remove that player's name from all open booking sheets. In addition, if a player continues this behaviour their rights to book online may be suspended for a period-of-time
- f. Multiple bookings in excess of four players will not be permitted except at the discretion of the Club Captain and/or General Manager
- g. Playing golf on the course in groups larger than 4 players is prohibited, except as approved by the relevant Match Committee.

15. GENERAL PLAYING RIGHTS

Full Playing/18 hole	7 days/week
Weekday	Monday - Friday
9 Hole	7 days/week in times set aside for 9 holes
Flexi	7 days/week, 12 rounds (excluding Saturday before 3.45pm and competitions) Additional rounds can be purchased
Intermediate - Age 21 - 24	7 days/week
Intermediate - Age 25 - 29	
Intermediate - Age 30 - 40	
Junior's - Under 21 yrs	Open tee times plus other allocated junior times

16. PENNANTS / INTERCLUB

Heritage members (Full, Weekday, 9 Hole, Intermediate and Juniors) are entitled to represent the Club in pennant and interclub matches.

Tournament Pass is required to play pennants and interclub matches for all members without Heritage status.

17. PLAYING RIGHTS OUT OF SEASON

Other than when reserved for specific events and/or membership categories, the tees are open to all members with playing rights; and to visitors.

18. SCHEDULED PLAYING TIMES

- a. Tee times will be optimised depending upon competitions, seasonality and demand

- b. The tee times template will be as determined by the Board from time to time. The intention being to maximise availability for the various membership categories. However, the Club Captain and/or General Manager may approve the adjustment of a daily tee sheet from time to time
- c. Four days prior to the playing day, unused times will be released to other member categories entitled to play on this day
- d. The Golf/Match Committees may vary the nominated tee starts for competition play.

19. CLOSING OF THE COURSE

- a. **The course will be closed if deemed unplayable or unsafe.** The decision to close the course shall be made by the Course Superintendent after discussion with the General Manager. If the course has not opened for play, is temporarily closed or is unplayable then those players with tee times prior to the course opening will be relegated to the back of the field or allocated another start time at the discretion of the golf shop
- b. Changes to competition play; see clause 7 & 8 of General Terms of Competition.

For information re course closure, use of carts and trundlers or delay in play please ring (09) 524 4288, dial 1 for Golf Shop and follow dial instructions.

20. TRUNDLERS AND CARTS

- a. The use of carts shall be in accordance with the Cart Rules as published by the General Manager. No cart may be used unless a set of Cart Rules is clearly displayed on the windscreen of the cart. Cart drivers must have a current driver's license
- b. Carts must not be driven or taken within 10 metres of tees and greens, or between bunkers and greens. Carts must stay on paths where available. During periods of wet weather, it may be necessary to restrict the use of carts to prevent damage to the course, and to ensure personal safety
- c. Members who wish to bring their own carts onto the course must first obtain an annual registration permit from the Board. Each application will be considered on its own merits. Some of the factors that will apply are:
 1. The age and health of the applicant
 2. Details of the proposed cart
 3. Method of access onto the course for the proposed cart
 4. An annual fee fixed by the Board will apply for the issue of any registration permit
 5. A registration permit is personal to the Member to whom it is issued, and is not transferable, nor can it be used by any other person
 6. The Board, at its absolute discretion, may elect not to issue, or not to renew any registration permit at any time, or may waive all or part of the annual fee for any registration permit.
- d. Additional cart storage facilities at the Club are not available
- e. Allocated cart storage spaces are not transferable by the current occupiers
- f. Any approved cart must not be loaned or used by any other member or visitor unless they accompany the cart permit holder, as a player. See clause 20g below
- g. Should a player wish to use a caddie with a cart then that player may hire a cart

- from the Golf Shop. The player will not be permitted to use the caddie's own cart
- h. Visitors' carts are not permitted on the course
 - i. Use of motorised carts in competition – refer clause 6 of General Terms of Competition.

21. GENERAL

Play shall be governed by the following:

- a. The Rules of Golf as prescribed by the Royal and Ancient Golf Club of St Andrews
- b. The Club's Local Rules as printed on score cards
- c. Temporary Local Rules as they are defined by the Match Committee and appear on notice boards
- d. Board of Management by-laws as defined from time to time
- e. NZGA Competition By-Laws as they apply from time to time
- f. Juniors.

On Course:

- Saturday Junior tee times are only open to members whose primary club is Remuera GC
- All children whose ages are from 8 – 11 years must be accompanied by a parent or caregiver at all times within the facility - no exceptions. Juniors whose ages are from 8 – 11 years must be assessed and approved by a Remuera Golf Club PGA Professional to play golf on Saturday morning
- Elite and intermediate members have priority tee bookings at 9 days out – all others 7 days out
- Juniors whose ages are from 7 – 11 years who are in a clinic format and being supervised by a PGA Professional have access to the golf course and academy area
- Any children under the age of 8 who are not supervised within a clinic format with a PGA Professional will not be allowed on golf course for Health & Safety reasons.

Driving Range:

- All children under age of 11 years must always be accompanied by a parent or caregiver - no exceptions, unless they are participating in an organised clinic by a PGA Professional.

22. CARE OF THE COURSE

- a. Divot marks must be repaired and replaced. Pitch marks on greens must be repaired
- b. Bunkers must be raked after disturbing
- c. Players must take care not to damage the putting green by leaning on putters, particularly when removing the ball from the hole
- d. Greens. All players are requested not to step close to the hole circumference when retrieving the ball from the hole and/or walking by the hole, or when attending the flagstick

- e. Playing a round on the course with more than 2 balls by a player is prohibited
- f. Practice play (pitching, chipping, playing multiple balls etc) is not permitted anywhere on the course. Practice golf is restricted to the practice putting greens and the driving range.

23. GREENKEEPING STAFF

Greenkeeping staff have the right of way at all times.

24. TIME GOALS

Remuera can be played by a fourball at a comfortable speed in 4 hours 15 minutes. This must be the aim of all players. If the pace of play is maintained there is no reason why this goal is not achievable. To assist players in achieving this time goal, signs have been positioned around the course.

25. SLOW PLAY AND GENERAL

Slow play and the effects of that on member's enjoyment of their game of golf is regularly discussed. In an endeavour to improve member's enjoyment of their game of golf we make the following suggestions which should improve the pace of play.

The group's position is just behind the group in front, not just in front of the group behind. (Subject to the time goals in clause 24).

Whenever possible, play when ready. Use this time to select a club and assess the shot, and take whatever practice swings are necessary.

If all members get into the habit of playing in this manner, then the pace of play will improve for the benefit and enjoyment of all players.

- a. Be ready on time: Select club and ball while other players are playing their shots
- b. Marking of card: Mark the card while awaiting turn at the next tee
- c. Walking to ball: Players should wait on the tee until all shots have been played then walk briskly and directly or level to their own ball provided that they do not interfere with another player's line
- d. Selection of club and practice swings: The player should select his or her club whilst waiting for others to play their shots. The number of practice swings should be limited
- e. Lost ball: If after a reasonable period it is apparent play is being held up, call the next group through. (See Rule 25f)
- f. Playing through the group ahead: If after having been called through in 25e. above, the group in front immediately finds the lost ball, then signal the group in front to continue. Note, the discretion is with the group called through, not the players who were looking for the lost ball
- g. Marking of balls and putting out: On reaching the green and ball, study the line of the putt and remove debris immediately. When it is the players turn to play, try whenever possible to putt out. It is not always necessary to mark the ball
- h. Assessing putts: Whenever possible a player should assess his or her putt for direction and speed whilst awaiting others to putt out, provided that this does not cause any interference
- i. Holding the flagstick: The player nearest the hole should attend the flagstick and then pass it to the first player to have holed out

- j. Positioning of carts and trundlers: Always place carts or trundlers adjacent to the approach to the next tee. They must never be left in front of the green
- k. Rakes in Bunkers: Players must ensure that all rakes must be left in bunkers.

26. PENALTIES FOR SLOW PLAY

- a. All players in a group (off the white tees for men and off the yellow for women) exceeding the maximum time goal of 4 hours 15 minutes for 18 holes, are liable to receive a written warning. Any repeat by a player in this group, or any other group who has previously been warned, will make the player liable to receive a further warning limiting his/her playing rights at the Club. Any further repeats will be addressed by the Board
- b. Players who have lost ground in the field unreasonably and have not attempted to make up ground will be subject to the penalties noted in paragraph 26a above. In addition, the players may be asked to pick up their balls and walk to the next tee to make up ground. The players may also be liable to a 2 stroke penalty and then disqualification. Any penalties imposed on the course will be made by the Course Marshal and are not subject to appeal.

27. ETIQUETTE

The player on the lowest handicap in any playing group is automatically responsible for the conduct and etiquette of the group. In particular he or she is responsible for:

- a. Ensuring that the Rules and Conditions of Play and Local Rules are observed
- b. Avoiding slow play within the group.

28. HANDICAPS

- a. The Slope Handicap Index and Course Handicap (i.e. playing handicap) charts are in the entry to the Locker Rooms. All Handicap Index changes are processed overnight. Players must ensure they check their Handicap Index and Course Handicap before commencing play in Club events
- b. If a player's handicap has been altered during a match play event, the most recent handicap shall take effect as provided by the conditions of the competition
- c. True and fair handicaps are essential to the game of golf and the wellbeing of the Club and accordingly members must ensure that cards are returned for all stipulated rounds at home or away. The Handicap Committee may arbitrarily adjust a handicap if a player does not return all scores, or otherwise does not observe the spirit of the handicap system. In an extreme case of a player's non co-operation, the Handicap Committee may authorise the withdrawal of the handicap.