

30/01/20

BUSH HILL PARK GOLF CLUB (1895) LIMITED

CLUB RULES, BY-LAWS, ETIQUETTE AND STATEMENT OF POLICY

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RULES

Chapter 1 – Constitution

Rule 1 – Name

The name of the Club will be Bush Hill Park Golf Club 1895 Ltd (referred to as the Club). It is a company limited by guarantee.

Rule 2 – Objectives

2.1 To promote the game by adopting the rules of golf approved by the Royal and Ancient Golf Club of St Andrews (R & A).

2.2 To provide for the members of the Club facilities for golf, social activities and amenities associated therewith, together with all the privileges, advantages and conveniences consistent with a private members' golf club.

2.3 The Club will be a not for profit golf and social club and any surpluses of income will be used only for the benefit of its members to maintain or improve the related facilities. The Club will be affiliated to England Golf.

2.4 All decision making should be guided by Rules 5 to 7 below.

Rule 3 – Financial Year

The Club's financial year shall run from 1st April until 31st March.

Rule 4 – Alteration of Rules, Byelaws and Statement of Policy

4.1 These rules or any variation thereof may be altered at the annual general meeting or at a general meeting upon notice of a motion specifying such proposed alterations being given to the General Manager or the Club office 21 days before the meeting and posted in the clubhouse 7 days before the meeting, but no such motion shall be declared carried unless receiving the assent of two thirds of those voting.

4.2 In the event that a poll of voting members has been requested and has received sufficient support from voting members, then the relevant motion shall be passed by a simple majority.

4.3 The Board of Directors may revoke, change or vary rules as set out in Chapter 11.

4.4 The Board of Directors may change or vary any one or more of the by-laws.

4.5 The Board of Directors may change the Statement of Policy.

Chapter 2 – Values

Rule 5 – Vision

To provide a high quality, all-inclusive friendly Club with happy members, returning visitors and professional staff. To be the best members' club in North London.

Rule 6 – Mission

- Efficiently managed on a sound financial basis
- Course kept to a very high standard with regular planned improvements
- First class hospitality and a variety of social activities
- Welcoming, comfortable, contemporary clubhouse
- Provision of on-going training for all staff to ensure continuous improvement

Rule 7 – Core Values

- Members first in everything we do
- Open, transparent and accountable decision making
- Welcoming, related and inclusive
- Honesty, integrity, respect and fair dealings with members, visitors and staff
- Friendly and efficient staff
- Commitment to a safe and healthy environment
- Commitment to reducing our carbon footprint and single use plastic
- Pride in Club's heritage and history

Chapter 3 – Authorities, Controls and Management

Rule 8 – Authorities

8.1 The Club recognises the R & A as the ruling body of amateur golf.

8.2 The Club agrees to comply totally with the CONGU Unified Handicapping System and any conditions imposed with the scheme by England Golf and any subsequent changes made and including the transition to the World Handicap System effective from 2020.

Rule 9 – Controls

9.1 The Club will occupy the land and buildings as referred to in the lease, in whole or in part, on terms agreed between the owner, Bush Hill Park Golf Club Ltd and the Club (Bush Hill Park Golf Club 1895 Ltd).

9.2 All the property of the Club including land and investments (if any), and particularly bank accounts in the name of the Club itself, shall be managed by the Board of Directors for the time being, for the use and benefit of the Club.

9.3 The Board of Directors, subject to the provisions contained in these rules, shall manage and control funds, finances and affairs of the Club, the course and those premises all as defined in and in accordance with the terms of the lease between the Club and Bush Hill Park Golf Club Ltd dated xx/xx/xxxx and any extension thereof. The Board of Directors shall not be prevented by virtue of the said lease from independent activities not associated with the course

9.4 Financial control will be governed by the Finance Constitution as set out in Chapter 12.

9.5 The General Manager will have overall responsibility for all staff, subject to the ultimate control of the Board of Directors.

Rule 10 – Directors

The directors will number 6-10 and consist of:

- Treasurer (who must have a suitable accountancy qualification)
- Chair
- 4-7 other members of the Club
- General Manager if appointed by the Board of Directors

Rule 11 – Directors’ Roles and Terms of Office

11.1 The roles of the directors of the Club will be Chair, Finance, Course, In-house, Membership & Marketing, Social, Property, and Golf, whose terms of office will start at an Annual General Meeting of the Club. All roles will have job descriptions, or voluntary role outlines, as applicable, which will be regularly updated as they continually evolve.

11.2 Excluding the Captains, who will only be directors during their year in office and excluding the General Manager who will continue to be a director until his contract of employment is terminated, members elected to the Board may each serve for three years. After this they will be eligible for a further 3-year period after which they must stand down for at least one year before they can offer themselves for re-election.

11.3 A Director may be asked to resign if requested to do so by 75% of the Board of Directors.

Rule 12 – Directors’ Responsibilities

The overall management of the Club will be vested in its Directors

Chapter 4 – Club Management

Rule 13 – Management Responsibilities

13.1 The Board of Directors will have full and ultimate responsibility for the management of the Club’s affairs including:

- Establishing policies for the management, operation and development of the Club including the golf course, club house, buildings, land, boundaries and ancillary services
- Ensuring the efficient and effective implementation of these policies
- Financial strategy and financial governance
- Producing a 5-year plan
- Staffing and staff matters
- Compliance with the terms of the lease for the occupation and use of the land and buildings owned by Bush Hill Park Golf Club Limited
- Club Rules
- Membership policy
- Playing restrictions
- Subscriptions, levies, social supplements and green fees

- Health and Safety
- Legal compliance
- Catering

13.2 All contracts by and on behalf of the Club shall be entered into in accordance with instructions from the Board of Directors subject to any restrictions as set out in chapter 12.

13.3 The Board of Directors shall have powers to sell, lease, mortgage or pledge any property of the Club (subject to any restrictions as set out in Chapter 12) for the purpose of raising or borrowing money for the benefit of the Club, which shall provide a full indemnity by insurance to said Directors in respect of all and any consequential liabilities.

Chapter 5 – Meetings

Rule 14 - Election of Directors, Captains, Vice-captains, Club Captain and President

14.1 The Directors of the Club must be voting members of the Club, except for the General Manager.

14.2 The President, the men’s captain and vice-captain, and the women’s captain and vice-captain shall be proposed and seconded and elected at the annual general meeting and shall hold office until the next annual general meeting.

14.3 The Club Captain, who will be either the men’s captain or the women’s captain, shall be elected at the annual general meeting.

14.4 Nominations for the Chair, Treasurer, Directors, President and vice-captains shall, in the first instance, be proposed by members of the Nominations Committee. The Board shall establish a Nominations Committee, made up of such directors and other persons as it shall in its discretion decide, to recruit nominees based on a skills matrix and any other criteria that the Board shall specify and such nominations shall be posted on the Club notice board at least 28 days before the annual general meeting.

14.5 Any casual vacancy occurring in the Board of Directors during any one year may be filled by the Board of Directors and any person so chosen shall retire at the next following annual general meeting and shall be eligible for re-election.

14.6 The vice-chair of the Board shall be selected annually by and from within the elected members of the Board (as soon as possible after the annual general meeting).

Rule 15 – Annual General Meetings

15.1 The election of the Chair, Treasurer, Directors, President, Men’s and Women’s Captains, vice-captains and Club Captain shall take place at the Annual General Meeting, which shall be held near to the end of September every year at such time and place as the Board of Directors may determine.

15.2 28 days’ notice of the nominations of Chair, Treasurer, Directors, President, Captains and vice-captains shall be given on the Club notice board. Such notice shall state the number of vacancies and any nominations of the Nominations Committee. The Club Captain will be either the men’s or women’s captain and if both wish to offer themselves for the position a vote will be taken.

15.3 Any voting member of the Club may propose a voting member to be a Director. Any proposal must be made on a form prescribed by the Board of Directors, must be seconded by another voting member and must be signed by the nominee.

15.4 Nominations in writing must be delivered to the Club Office not less than 21 days before the Annual General Meeting.

15.5 An alphabetical list of the names of those nominated together with the names of their proposers and seconders will be sent to voting members and posted on the Club noticeboard not less than 14 days before the Annual General Meeting.

15.6 If there are the same number of candidates as there are vacancies, those candidates shall be elected unopposed. If the number of nominations exceeds the vacancies to be filled a ballot will be held. The General Manager will appoint two returning officers, neither of whom will be candidates for election. The members securing the most votes will be deemed to be elected; any ties being resolved by lot drawn by the returning officers.

15.7 All members are eligible to attend but only voting members will have the right to vote.

15.8 Proxy votes from voting members will be allowed.

15.8.1 Proxy notices will be available from the club's office and will be on the form relevant to that particular meeting and prescribed by the Board of Directors.

15.8.2 The Board of Directors will set out the necessary conditions for the proxy vote to be valid.

15.9 Notice of resolutions proposed shall be proposed and seconded by voting members and given to the Club Manager at least 21 days before the date of such meeting.

15.10 At least 14 days' notice of the annual general meeting shall be sent to members.

15.11 At least 14 days prior to the AGM a copy of the financial statement shall be sent to members.

15.12 The treasurer shall present a financial statement audited by suitable qualified accountants for the past Club year at the annual general meeting (or any adjournment thereof).

15.13 The Club's auditors shall be appointed at each annual general meeting.

Rule 16 – General Meetings

16.1 The Board of Directors may call a general meeting when any matter of urgent importance shall occur and shall be bound to do so on receiving a requisition signed by at least 30 of the voting members, and stating the object of such meeting. No business other than that for which such meeting is called shall be discussed.

16.2 At least 14 days' notice of every general meeting shall be sent to members.

16.3 All members are eligible to attend but only voting members will have the right to vote.

16.4 Proxy votes from voting members will be allowed. See 15.8.1 and 15.8.2

16.5 A resolution put to the vote at a general meeting shall be decided on a show of hands unless a poll is demanded by a director or two or more voting members

16.6 Postal vote

16.6.1 The Board of Directors may decide, in advance of a general meeting, to call a postal ballot in respect of a resolution which would otherwise be put to the vote at the general meeting.

16.6.2 Two or more voting members may request the Board of Directors to call a postal ballot in respect of a resolution which would otherwise be put to the vote at the general meeting.

16.6.3 The details of the resolution and voting papers shall be sent at such time as the Board of Directors shall prescribe to the voting members.

16.6.4 Voting papers must be returned to the Club Manager in a sealed envelope by such time as the Board of Directors shall prescribe and shall be opened and counted by such person or persons as the Board of Directors decide.

16.6.5 The result of the postal ballot will be declared at the general meeting.

16.7 Except if required to comply with legislation or Local Authority requirements it shall not be possible to revoke or amend any resolutions properly passed at any general meeting until the expiration of one year from the passing of such resolution.

16.8 It shall be the duty of the General Manager, Director or such other person as the Board of Directors may appoint to keep a record of all the proceedings of the Club and to give notices of meetings and of any special business to be transacted thereat. They shall also maintain a register of members which shall include their names, addresses and details of subscriptions.

Rule 17 – Board Meetings

17.1 The Board will meet as and when decided by the Chair but at least 4 times a year. A minimum of five members will be a quorum. Minutes of the meeting will be visible on the Club's website within 21 days and kept for a minimum of 10 years.

17.2 Notice of any meeting must indicate the date, time and place of the meeting and must be given to each director.

17.3 The Board of Directors will have the power to fill any vacancy arising in its number at any time by co-option.

17.4 The Chair of the Board or in the event of absence the vice chair or a captain shall act as chairman at meetings of the Club and will have a second and casting vote. In their joint absences the meeting shall elect a chairman.

Chapter 6 – Sub-Committees

Rule 18 – Sub-Committee Meetings

The Board of Directors will operate through sub-committees headed by each of the directors. These will make recommendations relating to their areas of responsibility, but the Board will be the ultimate decision-making body. Sub committees will meet when necessary but after such a meeting minutes of the same will be circulated to the Board of Directors.

Rule 19 – Sub-Committee Composition

Sub-committees will be chaired by a Director of the Club. Any current member of the Club may be invited to sit on a sub-committee.

Rule 20 – Club Captain

20.1 All golfing sections of the Club are affiliated to England Golf and shall fall under the responsibility of the Captain's sub-committee who may delegate duties to various sections in running of their respective competitions and matches. No expenditure shall be made by them other than prizes, honours boards or external team entry charges funded from entry fees or debt incurred on behalf of the Club without previous sanction of the Board of Directors. The sections may arrange without occasional fundraising functions and retain the profits from these functions within their own section.

20.2 The Club Captain's sub-committee shall consist of the president, the men's and women's captains, the vice-captains and other members as he/she think fit and will be responsible for arranging golf competitions, handicapping and relevant social events

20.3 The Club Captain should follow procedures and duties as outlined in the Club Captain's protocol.

Chapter 7 – Membership

Rule 21 – Membership Inclusivity

For the avoidance of doubt, where the context allows:

- All references to members of any category shall be construed so as to be inclusive of all genders.
- The singular includes the plural and vice versa.

Membership of the Club shall be open to anyone on application regardless of sex, age, ethnicity, nationality, sexual orientation, religious beliefs or disability.

Rule 22 - Categories and Rights of Membership

22.1 A member of Bush Hill Park Golf Club 1895 Ltd is anyone who has been accepted and paid any necessary subscriptions/entrance fee by the start of the Club's financial year (1st April), subject to Rule 26.2 for members joining after this date. All members are entitled to use the clubhouse within the advertised opening hours. All members are entitled to use the bar and catering facilities within the restrictions imposed by the licensing laws for the time being in force. All paid up voting members over the age of 18 are members of Bush Hill Park Golf Club Limited, a company limited by guarantee.

22.2 Full members are those over 18 who are entitled to play golf on any day that the course is open subject to any restrictions of starting times and other conditions as determined by the Board of Directors.

22.3 Five (Six) day members are those over 18 who are who are entitled to play Monday to Friday (Sunday to Friday) inclusive except when restrictions are imposed. Six day category now closed.

22.4 Lifestyle members are those over 18 who are entitled to play golf on any day that the course is open except when restrictions are imposed, subject to submitting their intention to play and agreeing to have the appropriate "credits" deducted from their account.

22.5 Junior members are those under 18 by the start of the Club's financial year who are entitled to play Monday to Friday except when restrictions are imposed. They may play on

Saturdays, Sundays and public holidays subject to any restrictions or other conditions determined by the Board of Directors.

22.6 Country members are those residing more than 50 miles from the Club who are entitled to play on any day 6 times a year without paying a green fee and under such conditions as determined by the Board of Directors.

22.7 Social members are entitled to use the clubhouse whenever it is open. They are not allowed to use the putting green nor any of the practice areas. They are not allowed to play golf except on payment of the appropriate green fee.

22.8 Voting members are those full, 5-day, 6-day, lifestyle or other category of playing member aged 18 or over at the time of the AGM, provided their subscription is not in arrears.

22.9 The Board of Directors will decide on the maximum number of members permitted in each membership category.

22.10 The Board of Directors will set the policy and entrance requirements for those who wish to become members of the Club.

Rule 23 – Discretionary Membership Categories

23.1 The Board of Directors shall be empowered to elect life members of the Club in recognition of exceptional and meritorious service by a full member of long standing, who shall enjoy all the rights of a full member without paying the annual subscription.

23.2 The Board of Directors may nominate Club staff as playing members with such restricted rights as are from time to time prescribed in writing. A subscription, as decided by the Board of Directors may be payable and membership will terminate when the employment ceases.

Rule 24 – Members’ Responsibilities

24.1 The members of the Club shall be collectively responsible for the proper conduct of the affairs and liabilities of the Club, for liabilities properly incurred on the Club’s behalf, and for the management of the Club by the Board of Directors.

24.2 Every member binds themselves to abide by these rules, bye-laws, Club policies as agreed by the Board of Directors, and annexed statement of policy, and etiquette of the club and also by any modification thereof in conformity with such rules.

24.3 Every playing member, while on the course, shall carry proof of their membership as provided by the Club

24.4 During the first six months membership shall be on a provisional basis only. If any objection to the membership is received during this period or if the member’s behaviour or conduct is deemed inappropriate by the Board of Directors membership may be cancelled, the reasons for cancellation having first been explained to the member. In these circumstances the member will have rights to appeal as detailed in Chapter 9 below.

24.5 Except at the discretion of the Board of Directors no prospective new member shall engage in play or use any of the Club’s facilities until the subscription, and entrance fee if applicable, have been paid.

24.6 Any member may resign membership of the Club by giving notice in writing to the General Manager at any time in the year but no refund of subscription shall be payable and

the member shall be liable to the Club for any refund of monies paid to any entity that provides a facility to members to enable them to meet subscriptions on a periodic basis.

24.7 Any member may elect to receive postal correspondence from the Club rather than by email. Requests for postal correspondence must be in writing from the member and delivered to the Club office.

24.8 Members may invite guests to use the clubhouse, provided that the guest has not been previously asked to resign or been expelled as a club member or been refused membership of the club in any category and the member must accompany their guest and be responsible for ensuring they adhere to the Club rules, statement of policy, golf etiquette and by-laws.

24.9 Playing members may invite guests to play, within times stipulated by the Board of Directors and provided that the guest has not been previously asked to resign or been expelled as a Club member or been refused membership of the Club in any category. The member shall personally complete the green fees booking and pay the appropriate charges and the member must accompany and play with their guest(s) and be responsible for ensuring they adhere to the club rules, statement of policy, golf etiquette and by-laws. The Board of Directors may from time to time apply a limit as to how many times a member's guest may pay a green fee each club financial year.

Chapter 8 – Entrance Fees and Subscriptions

Rule 25 – Setting of Entrance Fees and Subscriptions

25.1 The Board of Directors shall decide on the level of entrance fee and subscriptions to be paid by members in each membership category annually and is also empowered to charge an additional subscription or levy if required at any time during a Club year or apply a discount to a specific group in order to fulfil a stated aim of the Club.

25.2 Members joining after 1st April in any one year shall pay such entrance fee and pro-rata subscription as may be determined by the Board of Directors.

Rule 26 – Waiving of Subscriptions

26.1 The Board of Directors shall have the power to consider special cases in which members have been prevented for a prolonged period in any financial year from playing golf owing to ill-health, or any other cause, and may apply a discount of future subscriptions payable to such member on a pro-rata basis.

26.2 The Captains shall during their term of office, have their annual subscriptions waived. Also during the year of the club captain's office the Club will pay necessary expenses for entertainment, prizes, etc. directly incurred by the Club on behalf of the Club Captain so that the Club Captain's duties may be fulfilled.

26.3 Members absent abroad for a period of not less than one year may transfer to country or social membership. The Board of Directors, at its discretion, may decide on the amounts of additional subscriptions or refunds of subscriptions arising on a transfer of a member from one category of membership to another.

Rule 27 – Payment of Subscriptions

27.1 Annual subscriptions are due and payable by 1st April. Members shall be deemed in arrears if their subscription and/or entrance fee is outstanding at 2nd April in any year or one month after election into the Club. Members in arrears shall cease to enjoy all privileges of the Club.

27.2 Where any member is paying their annual subscription on an agreed monthly payment plan it is on the proviso that these payments are part payments of the annual subscription and that should a member decide to resign their membership before the full payment of the 12 monthly part payments or if the monthly part payments cease for any reason then the balance of any amount of the annual subscription unpaid will be due and payable immediately.

Chapter 9 – Suspension or Expulsion of Members

Rule 28 – Power of Suspension or Expulsion

28.1 The Board of Directors is empowered to expel or to suspend from membership any member who in their opinion has wilfully violated or caused to be violated any rule or policy of the Club or has been guilty of conduct injurious to the welfare or interest of the Club, or has committed any act or series of acts which have caused him or her to become obnoxious, vexatious or offensive to members or others from time to time present on the Club premises.

28.2 In the case of expulsion or suspension, a written statement signed by a member or a member of staff (if possible supported by other members conversant with the cause of complaint) and setting out the reasons allegedly justifying expulsion or suspension (of such member) shall have been submitted either to the Club Captain or the chair of the Board of Directors. Such member will be informed of the allegations made so that he or she may either dispute or explain the circumstances or voluntarily withdraw from membership.

Rule 29 – Procedure for Suspension or Expulsion

Should such member not voluntarily withdraw from membership, a quorum of the Board of Directors shall be convened which, first having interviewed such member and the complainant, shall then be empowered to decide by a simple majority upon expulsion or otherwise. The member shall have the right to representation at any hearing and to appeal any disciplinary decision made by the quorum.

Rule 30 – Appeal against Suspension or Expulsion

30.1 Any such appeal must be made in writing no later than 7 working days after receiving the termination notice to the chair of the Board of Directors, setting out the reasons for such an appeal. In the event that an appeal is made, the appeal will be heard by a committee ("the Disciplinary Appeals Committee") to be appointed by the Board of Directors.

30.2 The Disciplinary Appeals Committee will comprise five members of the Club to be drawn from full playing members who have been members for over 5 years. The appeals

committee shall be empowered to review the evidence, to investigate the circumstances relating to the disciplinary hearing and to either confirm the termination or reinstate the member.

30.3 In conducting the appeals review, the disciplinary appeals committee may require any member of the Club who can provide relevant information to appear before it.

Rule 31 – Confirmation of Expulsion

31.1 In all cases where the expulsion of a member is confirmed, following an appeal, such expulsion shall be final and the member concerned shall have no claim or remedy against the Club or the Board of Directors and have no further right of appeal.

31.2 The member shall not be accepted as a visitor or guest of another member of the Club nor apply for membership until 5 years have passed.

Chapter 10 – Suggestions and Complaints

Rule 32 – Suggestions

Suggestions should be directed to the General Manager in writing. The matter will be dealt with by the General Manager or submitted to the appropriate sub-committee or Board of Directors and the decision relayed to the originator.

Rule 33 – Complaints relating to the Club

Complaints relating to any aspects of the Club shall be made in writing or by email to the General Manager who, if unable to deal with the complaint, shall refer complaints to the Board of Directors whose decision, subject to rights of appeal as detailed above, shall be final.

Rule 34 – Complaints relating to individuals

In no instance shall a member reprimand anyone employed by or for the Club. All complaints by a member shall, in the first instance, be made to the General Manager who may deal with them, but members shall be entitled to have their complaints submitted for adjudication by the relevant committee whose decision shall be final.

Chapter 11 – Alteration of Rules by the Board of Directors

Rule 35 -The Board may from time to time make, vary or revoke Rules including (without limitation)

35.1 Rules setting out different categories of membership of the Club, membership fees and conditions of membership.

35.2 Rules setting out rights, privileges and obligations of the different categories of member.

35.3 Rules as to the function, role, composition and operation of committees to assist the Board.

35.4 Mandatory rules for members.

35.5 Rules setting out disciplinary procedures for members

35.6 such other rules as the Board thinks fit

Chapter 12 – Finance Constitution

Our vision is to have a financially sound, stable and forward thinking Club.

Our mission is to put in place policies, procedures, documents and processes to enable the club to run effectively.

Core principles – integrity, clarity, delivery, objectivity, standards, controls, accountability and transparency.

1. Integrity – the Board act as guardians of the game of golf and the Club. They will uphold the highest standards of integrity in the Board room but also throughout the environment of sport. This may include –
 - a. Safeguarding Policy
 - b. Equality, Diversity and Inclusion Policy
 - c. Hospitality Policy
 - d. Conflict of Interest Policy
 - e. Discipline and Grievances Policy
2. Clarity – each Board member should have a clear understanding of their role and their individual contribution required to achieving the objectives of the Club.
3. Delivery – the Board by devising a strategic and operational plan, budget and five year forecast provide vision, mission and purpose of the Club.
4. Objectivity – the Board should be made up of the right balance of skills and expertise to meet the needs of the Club.
5. Standards and controls – the Board needs to ensure there are standard operating procedures and there are appropriate and effective controls over the organisation.
6. Accountability and transparency – the Board is required to be open and accountable to members to create an environment that can stand up to scrutiny when reasonably questioned. This should include –
 - a. A communication Policy
 - b. Strategy for managing and communicating minutes of meetings appropriately.

The Memorandum and Articles of Association will state only the basic purpose of the club and not include the rules and financial governance of the Club.

Meetings

The Memorandum and Articles of Association state a minimum of 4 Board meetings per year. There should however be ten planned meetings missing out December and September. Extra meetings may be called as and when required.

From time to time senior staff should be invited to attend board meetings to provide insight or proposals on specific projects or areas of operation.

Financial Reporting

Annual accounts – to be completed by the end of May, Audit in July, accounts published in August, AGM by the end of September.

Management accounts – An Income & Expenditure Statement, Balance Sheet and Cash Flow Statement should be delivered monthly by the end of the third working week after the monthly close-off. (Exception - no reports for April). Budgets – to be completed by the end of February. Five Year Plan – completed by end of February but presented to the Membership by the end of June.

General reporting

The following Directors would be expected to produce a financial report for each quarter on the financial performance under their jurisdiction - General Manager, Finance, Course and Fabric, others if requested.

General Management Financial Guidelines

Purchasing – the General Manager should have the authority to purchase and authorise all operational expenditure falling within the operational budget. Department heads should countersign invoices relating to their function over a £100 limit. This is to improve awareness and costing.

Any single item over £1,000 should be signed by the relevant Board Director.

Banking – Cheques under £1,000 must be signed by one A signature and one B signature. Any cheque over £1,000 must be signed by two A signatures. Bacs payment lists must be countersigned by two A signatures and maybe authorised by payment by a B signature. Transfers and direct debit mandates must be two A signatures.

- A Signature – Board Directors including the General Manager.
- B Signature – nominated office staff (there should be two).

Petty Cash – The petty cash should be reconciled and signed off by the Finance Director twice each financial year.

Membership – a schedule of concessions against Membership Subscriptions will be presented to the Board for ratification each year prior to audit. The Finance Director will present to the Board each January a recommended list of subscriptions by category. This should also include the pricing structure for green fees and societies.

Budgeting – The relevant Director, General Manager and Department head of each Cost Centre will be responsible for producing an annual budget for presentation to the Board each February. It is the

General Manager's responsibility to manage and instigate the Budget. Quarterly the Director responsible for the Budget will be asked to comment on significant variances from Budget. Cost Centres are – Course, Fabric, Bar & Catering, Administration. Separate reports may be requested in other areas such as Membership, Marketing and Social.

Capital Assets - as part of the annual budget the Finance Director and the General Manager will present annually an up to date Asset Register alongside a replacement programme.

Contracts – any contract over £1,000 must be ratified by the Board and over £3,000 should be submitted to the appropriate tendering process unless the board agrees otherwise.

All Capital Projects must be presented and agreed by the board. This may be after a presentation of the relevant sub-committee.

Staffing – the General Manager is empowered to recruit and dismiss staff within his budget. However any action regarding Departmental heads must receive approval from the Board.

Club Captains expenses – each year in October the outgoing Club Captains' expenditure should be reviewed and the incoming Club Captains' expenses budget set for the coming year.

Rents – All property contracts and rental agreements require authorisation by the Board.

Hire of Club – while the General Manager should have a degree of flexibility in pricing any part of the Club a tariff should be presented to the Board each year as a guideline.

Loans – whilst the Limited Company has the authority to obtain commercial loans we expect the main source of loans for capital projects to be from Bush Hill Park Golf Club Limited. The protocol for obtaining a loan from the Bush Hill Park Golf Club Limited shall be to present a proposed resolution and specification for the project from Bush Hill Park Golf Club 1895 Limited stating the required amount and repayment period (maximum – the life of the project). This will be repaid annually by equal instalments on 1st April each year over the life of the project.

Update – the financial protocols shall be updated on a regular basis as deemed by the Financial Director and Board with special reference to the appointed Auditors Management letter.

Chapter 13 – Dissolution

If upon the winding up or dissolution of the Company there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall be paid to Bush Hill Park Golf Club Ltd.

BY LAWS

LICENSING LAWS

1. Alcohol may only be supplied or sold to members and guests as permitted by the Licensing Laws in accordance with the Licensing Legislation from time to time in force.
2. The Clubhouse and the Club bar shall open and close at such times as the Board of Directors shall from time to time decide subject always to the proviso that the opening times of the Club bar will always be within permitted hours for the supply of alcohol as detailed in the "Premises Licence" provided to the Licensing Authorities in accordance with the laws from time to time in force.
3. Alcohol must not be supplied to anyone under the age of 18.
4. No arrangements are, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the Club to members or guests, apart from any benefit accruing to the Club as a whole, or any benefit which a person derives indirectly by reason of the supply giving rise or contributing to general gain from the carrying on of the Club.

CLUBHOUSE

5. Children under the age of 12 are not allowed within the precincts of the clubhouse unless accompanied by a responsible adult.
6. Dress regulations will be specified from time to time by the Board of Directors.
7. The taking of bets and games of gambling not in accordance with the Law are prohibited within the precincts of the clubhouse.
8. Other than assistance dogs, dogs are not permitted in or around the clubhouse or on the patios or decked areas.

COURSE

9. The course shall open and close at such times as the Board of Directors shall from time to time decide.
10. The Course Manager is responsible for all course restrictions and closures and these will be discussed with the General Manager/Head Professional who will be responsible for communicating restrictions via the club's website and general communication channels.
11. When a time sheet is in operation this shall take priority over all other arrangements.

12. Club staff with a recognised handicap may be granted the courtesy of the course subject to its availability and the requirements of their duties.
13. Children under the age of 12 are permitted on the course, but only under the supervision of a responsible adult and not on the course at all at peak times, except with the permission of the captain.
14. No members' or guests' dogs shall be allowed on the course unless kept on a lead.
15. Appropriate golf attire must be worn at all times when playing on the course, as displayed on the Club website.
16. Members, their guests and visitors must use the appropriate changing rooms and shall not change in the car park or elsewhere.
17. All golfing members and guests must report to the pro shop before commencing play. Whilst the online time sheet is in operation, they may only commence play with a specifically booked time.

ETIQUETTE

COURTESY ON THE COURSE AND CONSIDERATION FOR OTHER PLAYERS

1. Players should familiarise themselves with the current R&A Rules of Golf and Etiquette and observe them at all times.
2. Players must be mindful of others on the course and not delay them unreasonably.
3. On completion of a hole, players should immediately clear the green.
4. Players losing one clear hole must allow the following game through.

CONDITION OF THE COURSE

5. After play in a bunker, surfaces and footmarks must be smoothed out.
6. Divots on fairways must be replaced and firmed down
7. Pitch marks and spike marks on greens must be repaired in accordance with the rules of golf.
8. Clubs other than putters should not be used on the greens.
9. A ball holed out is not to be removed from the hole in a manner which could damage the hole, e.g. with a putter.

10. Trolleys and buggies are not to be taken across greens and tees. Greens and tees are not to be walked across except to play a shot. In addition, trolleys and buggies should not be taken between greens and bunkers.

11. During practise swings, care must be taken to avoid damage. Divots taken on tees should not be replaced.

12. The golf course should be kept tidy by using the waste baskets and not dropping litter.

GENERAL PRACTICE

13. Practice is only permitted in prescribed areas. Practising on fairways, out of bunkers or onto greens is not permitted. Players playing on their own on the course may not use more than two balls.

14. On the practice range, play must be from the nets or bays. It is not permitted to play any club from the grass, except in the designated short game area. Whilst using the practice bays, players must ensure that they take a club that will not reach the end of the practice ground and most importantly, the gardens to the right of the practice ground.

STATEMENT OF POLICY

Statement of Intent

Bush Hill Park Golf Club 1895 Limited (The Club) is committed to the equitable and fair treatment of all members, potential members, guests, visitors, volunteers and present and potential employees, service agents and service providers associated with the Club. We are determined to ensure that every person regardless of age, disability, gender reassignment, marriage and civil partnership, sex, sexual orientation, pregnancy and maternity, race, (including colour, nationality, ethnic origin, national origin) or religious conviction has a genuine opportunity to participate to their full potential at all levels and in all roles within the Club.

Legislative Framework

The Club will comply with its statutory obligations under the terms of all relevant UK legislation.

Objectives

The Club's equality policy aims to ensure that:

The Club's content and format of policies, procedures, competitions, regulations (where applicable) and assessments provide equality for all except where specific situations or conditions properly or reasonably prevent this. (See exemptions)

All material prepared, produced and distributed by, or on behalf of the Club promotes a clear image of diversity within the activities of the Club.

Clear guidance and communication are given to all individuals either governing or working for the Club on its commitment to equality.

The Club will consider the use of appropriate action to tackle under-representation where it has been identified.

Responsibilities and Implementation

The Club is responsible for ensuring the policy is adhered to.

The Board of Directors of the Club is responsible for the implementation of the equality policy and for dealing with any allegation of breaches in the policy.

Day to day responsibility will rest with the Club's manager (if one is appointed) or the Board of Directors.

All paid staff and volunteers have a responsibility to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.

All members of staff will be appropriately trained to foster and ensure a greater understanding of equality issues.

No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute discrimination.

A copy of this document is available to all members, all paid staff and volunteers of the Club and it will be covered in staff and volunteer inductions.

The policy will also be available on the Club's website, displayed on the Club's main notice board and available, on request, from the manager or the Club office.

Monitoring and Evaluation

This policy will be implemented with immediate effect and will be the subject of an annual review by the Board of Directors to whom a written report will be submitted by the manager (if one is appointed) or the chairman of the Board. The Board of Directors will review the equality policy on an annual basis to establish and assess progress towards its aims and objectives, and to ensure the Club's processes, systems and actions are continually improving.

Compliance

In accordance with the Club's rules and bylaws and company procedures for our employees any reports of alleged breaches of our equality policy will be investigated and the

appropriate disciplinary action taken based on the outcome of the investigation. Any alleged breach will be dealt with via the appropriate policy and procedures.

Allegations of inequitable behaviour emanating from the actions of an employee of the Club will be investigated in accordance with their terms and conditions of employment.

Allegations of inequitable behaviour emanating from the actions of the Club professional or any of his staff who are members of the Professional Golfers Association (PGA) will be investigated in accordance with their agreed contract with the Club, or if none, within the Club complaints procedure. All incidents will be notified to the PGA.

Allegations of inequitable behaviour emanating from the actions of a casual visitor to the Club who is a member of another affiliated golf club towards a member, employee, visitor, or guest will be investigated and if proven will be passed to the home club of the alleged offender for their consideration and action.

Allegations of inequitable behaviour emanating from the actions of a casual visitor to the Club who is not a member of another golf club towards a member, employee, visitor or guest will be investigated and if proven the evidence will be passed to the appropriate authorities for action under equality legislation.

Any action taken by the alleged offender's home golf club or appropriate authority in respect of a casual visitor does not preclude Bush Hill Park Golf Club from initiating its own sanction or action against the offender. The nature of such action shall be decided by the Board of Directors.

In all cases the alleged offender will be invited to attend a disciplinary hearing. If the invitation is declined the hearing shall proceed in their absence.

Exemptions

The Club reserves the right to limit competition to specific age, gender or disability groups where this is necessary to ensure equitable, safe and fair competition. It may also be necessary on occasion to apply specific conditions to potential or actual staff and volunteers which are necessary for the proper performance of any work or tasks involved.

The Club will continue to apply a reduction to the annual subscription of existing and potential members who fall within certain underrepresented age groups and students under "positive action" as permitted under the Equality Act 2010. This action is aimed at increasing the disproportionately low number of member participation at the Club from these groups and to assist with the retention of members during the early transitional years after junior membership.

Course Access

All members shall enjoy equal access to the golf course and its associated facilities at all times in accordance with their respective category of membership save only where this is superseded by the limitations identified in the exemptions above.

**Board of Directors
February 2020**