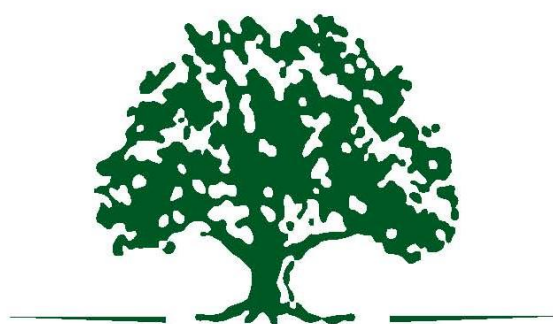


OAKMERE GOLF CLUB

RULES AND CONDITIONS OF MEMBERSHIP



OAKMERE

Last update **1st December 2025**

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1. Definitions

the “ Golf Club ” or the “ Oakmere Golf Club “	Oakmere Park Oxtan Limited and its attendant trading activities.
“ Member ”	A person who has paid all dues and subscriptions to the Golf Club.
the “ Members of the Admirals Club ”	Those Members who hold the following specific categories of membership: - Adult 7 Day, Adult 7 Day pm, Adult 6 Day, Adult 5 Day, Joint 5 Day, Joint 7 Day, Young Adult, Youth, Junior, Senior Citizen, Country, Corporate, Pay & Play and Life.
the “ Members of the Commanders Club ”	Those Members who hold the following specific categories of membership: - Commanders 7 Day and Commanders 5 Day, Junior B, Junior C
“ Premises ”	All that land and premises situated at & known as Oakmere including without prejudice to the generality of this definition the three golf courses and the clubhouse, restaurant and driving range all situated at Oaks Lane, Oxtan, Notts, NG25 0RH.
“ Rules of Golf ”	The rules of golf issued by the Royal and Ancient Golf Club of St Andrews, including any amendments thereto.

2. The Oakmere Golf Club

2.1. Management and Administration

- 2.1.1. The Golf Club is the proprietor of the Premises and agrees to operate a golf club and to provide a clubhouse, equipment and other facilities at the Premises in accordance with these Rules.
- 2.1.2. Members, Members’ guests and fee-paying visitors shall be allowed to use the Premises in accordance with these Rules.
- 2.1.3. The Director of Golf is responsible for the day-to-day management of the facilities.

- 2.1.4. The Golf Club reserves complete authority and control over all income and expenditure in relation to all aspects of the Golf Club and the facilities provided at the Premises.
- 2.1.5. The Golf Club reserves the right to amend these Rules from time to time in order to assist the proper operation of the Golf Club except that Rules 3.2.1; 4.2.1; 3.2.2; 4.2.2; 3.2.3; 4.2.3; 3.2.4; 4.2.4; 3.5.2; 4.3.1 and this Rule shall not be amended or revoked without the prior written consent of England Golf. Furthermore, the Golf Club will not change the Rules governing the composition and appointment of the respective Competition and Handicapping Committees in any way which would result in the majority those committee members in each instance ceasing to be elected members, without the prior written consent of England Golf.
- 2.1.6. Members will be notified in writing of any amendments to these Rules (a "Notice"). The Golf Club will always give at least 28 days notice of any such amendments to Members in this way, and following notice of any material amendments any Member who is affected by the amendment is entitled to terminate their membership by giving 14 days written notice to the Golf Club provided such written notice is received by the Golf Club within 3 calendar months from the date of the Notice. In the event of termination of membership in these circumstances, the relevant Member will be reimbursed a pro rata proportion of any membership fees already paid in respect of the then current membership year and, in the case of a life member, any amounts payable in accordance with the terms and conditions of their membership.
- 2.1.7. Clubhouse bar facilities shall be provided in accordance with licensing laws. The Golf Club reserves the right to amend opening hours, or to temporarily close the clubhouse and/or all or any part of the Premises for safety or security reasons or where required by law. Notice will be given wherever practicable. In addition, the Golf Club reserves the right to close the clubhouse and/or all or any part of the Premises for up to 20 days per year for the purpose of routine maintenance and special events. At least 14 days prior notice will be given of all such closures. Exceptionally, the Golf Club may close part or all of the Premises for longer periods for major refurbishment projects. All such planned closures will be notified to Members prior to the time of membership renewal for the membership year during which the closure is to take place.
- 2.1.8. Neither Members nor visitors may reprimand or give instruction to any employee of the Golf Club except for placing orders with bar and restaurant staff. Any complaints regarding the service provided in the clubhouse should be made in writing to the Director of Golf.
- 2.1.9. The Golf Club reserves the right to refuse to admit non-members who have not paid green fees or guest fees, to the Premises in its absolute discretion, and without stating reasons, but without discrimination on grounds of sex, race or religion.
- 2.1.10 These Rules apply equally to Members and their guests. Members have a duty to ensure that each of their guests is aware of these Rules and should

draw particular attention to the Rules relating to matters of health and safety and the use of facilities at the Premises.

2.2. Membership

- 2.2.1. The Golf Club shall be responsible for admission of new Members. Membership of the golf club shall be limited to such numbers as the Golf Club may from time to time determine.
- 2.2.2. The Golf Club reserves the right to add, vary or delete categories of membership as well as the levels of membership fees, subscriptions, guest fees, green fees, and all other similar charges. The provisions of Rule 2.1.6 shall apply to any such changes.
- 2.2.3. The Golf Club may, subject to annual review, offer complimentary memberships to the Captain and the Ladies Captain of the Admirals Club and the Commanders Club payable in arrears following their Captains year.
- 2.2.4. The Golf Club may, subject to annual review, offer complimentary memberships to the Secretary of the Admirals Club and the Commanders Club.
- 2.2.5. The Golf Club reserves the right to refuse to admit new members or to refuse to renew an existing Member's membership of the golf club upon the expiry of his or her existing membership without stating reasons, but without discrimination on grounds of sex, race or religion. Please see a copy of the Inclusion Policy relating to how the golf club meets the criteria set by England Golf. The Director of Golf reserves the right to refuse admission to or expel from the Premises any person and/or to suspend or terminate the membership of any Member who is convicted of a criminal offence (other than an offence under road traffic legislation for which he or she is not sentenced to any term of imprisonment), who commits a serious breach or repeated minor breaches of these Rules or who conducts himself in a manner which is threatening, offensive or unruly. Any Member who is refused admission to or expelled from the Premises is entitled to appeal by notice in writing to the Director of Golf, who will convene a Disciplinary Panel to consider the matter, comprising the Director of Golf, a representative of the Golf Club, and the captain of Admirals Club (in the case of an Admirals Club Member) or the captain of the Commanders Club (in the case of a Commanders Club Member).
- 2.2.6. A Disciplinary Panel convened under Rule 2.2.5 will consider each disciplinary matter on its own facts when deciding whether to recommend imposing sanctions on the Member concerned and, if so, the nature of those sanctions. Factors to be considered include the nature of breach or conduct concerned, and whether the Member concerned had any previous disciplinary record. The Member concerned will be notified of the decision of the Disciplinary Panel in writing within 7 days of the hearing. Members who are the subject of any disciplinary enquiry are entitled to appear in person in order to give statements in their defence. Such process must comply with the clubs Disciplinary Policy & Procedure documentation.

- 2.2.7 As an affiliated Club to England Golf, NUGC & NCLGA all members must pay the mandatory annual fee to these bodies, which is collected by the golf club, whether or not they have a handicap or play in Club competitions. Any fees not paid will lead to suspension of their membership. If suspended a member can appeal, within 14 days of notice, to the respective disciplinary committee for reinstatement.

2.3 *Green Fees*

- 2.3.1. A copy of the current rates of guest fees and green fees will be displayed in the club shop. Subject to review from time to time, a concessionary green fee rate for visitors playing golf as the guest of a member may be published by the Golf Club.
- 2.3.2 5 Day Members may play at weekends and bank holidays on payment of a full visitors' green fee. 5 Day Members may not play as the guest of a 7 Day Member at a concessionary rate.

2.4. *Conduct on the Golf Courses*

- 2.4.1. All players must observe the Rules of Golf a copy of which is available for inspection at the clubhouse.
- 2.4.2. Members must always display the current membership disc on their golf bag during play. (If still applicable)
- 2.4.3. Every player must have a bag of clubs for his exclusive use. The sharing of clubs is not permitted except where allowed for in the Rules of Golf.
- 2.4.4. In conditions of fog or poor visibility, players must not attempt to play a shot further than they are able to see.
- 2.4.5. Players under 12 years of age must be accompanied by an adult or an accomplished junior golfer recognised as such by the Director of Golf.
- 2.4.6. In order to avoid damage to the golf courses, trolleys with wide wheels are the only approved type for use on the courses. The Golf Club reserves the right to refuse the use of any golf buggy, trolley or other device which it reasonably considers may damage the courses and to further ban the use of any type of golf buggy or trolley during such times of year or weather and ground conditions as it reasonably considers that their use will damage the golf courses.

2.5. *The Clubhouse*

- 2.5.1. No golf clubs or other equipment shall be brought into the clubhouse other than the golf lobby or changing rooms. Hats are not to be worn in the clubhouse other than by ladies.

- 2.5.2. Golf shoes may not be worn in the clubhouse other than between changing rooms and the golf lobby and in the spike bar. Right of admission to the spike bar may be refused to any person wearing golf shoes which have not been reasonably cleaned after play.
- 2.5.3. Credit shall not be allowed for any purchases at the club shop, restaurant or clubhouse bar.
- 2.5.4. Members, their guests and visitors are not permitted behind the bar of the clubhouse nor in the kitchen without permission.
- 2.5.5. Members, their guests and visitors are not permitted to bring food and drink into the clubhouse without the prior approval of the Director of Golf.
- 2.5.6. Children under 14 years must be accompanied by an adult (over 18 years) at all times in the clubhouse.

Liability

2.6.1 Nothing in these Rules shall limit or exclude liability:-

- (a) for death or personal injury caused by the negligence or breach of duty of the Golf Club or its employees or agents; or
- (b) for any losses or damage to the extent that the Club or its employees or agents have acted negligently, failed to take reasonable steps to prevent or minimise any damage, or failed to act with reasonable care and skill.

2.6.2 Any Member or other person who suffers or witnesses an accident on the Premises must report the accident and the circumstances in which it occurred to the Director of Golf or, in his absence, a member of staff as soon as possible following the accident.

2.6.3 The Golf Club, its employees or agents will only be responsible for:

- (a) any injury; or
- (b) loss or damage to money, valuables, equipment, vehicles, transport or other personal property of Members or any other person; or
- (c) for any loss or claim resulting from any activity or function operated, organised, arranged or sponsored by the Golf Club or the Committees or any one or more of the Members;

if the Golf Club or its employees or agents have acted negligently, in breach of duty, failed to take reasonable steps to prevent or minimise any damage, or failed to act with reasonable care and skill.

- 2.6.4 Every Member shall ensure that he has the benefit of a personal golfer's insurance policy covering liability for (i) death and personal injury to third parties resulting from that Member's negligence, and (ii) loss of or damage to property and equipment of third parties resulting from that Member's negligence to a limit of at least £2million in respect of any single claim.

2.7. General

- 2.7.1. Members must carry their current membership card with them on each visit to the Premises and produce it for inspection when requested by a member of staff.
- 2.7.2. No printed or written material may be displayed anywhere on the premises without the prior approval of the Director of Golf. Such notices are to be displayed only on prescribed notice boards. The Golf Club reserves the right to remove all notices which are out of date, or which have not been so approved by the Director of Golf.
- 2.7.3. Dogs and other pets are not to be permitted anywhere on the Premises unless by prior approval of the Director of Golf, unless the dog is a guide dog for use by a visually impaired person.
- 2.7.4. Members, their guests and visitors shall dress appropriate to the occasion and in accordance with notices displayed on the Premises. The Golf Club reserves the right to refuse admission to any person who does not comply with this Rule.
- 2.7.5. Cars and other vehicles may only be parked on designated car parks.
- 2.7.6. The Golf Club has adopted the England Golf Generic Equity Statement and the English Golf Union Ltd/English Womens Golf Association Equity and Equal Opportunities Policy. The Golf Club agrees to;
- Support the principle and practise of equity, equality, and equality of opportunity.
 - Challenge discrimination that is indirect, direct, intentional, or unintentional.
 - Monitor and review practises, procedures and regulations to ensure that equity aims are addressed within the business of the Golf Club.
 - Work with the EGU and the EWGA to ensure that all people, irrespective of age, gender, ability, social status, race, ethnic origin, religious belief, disability or sexual preference have a genuine and equal opportunity to participate in golf. A copy of the Clubs Policy document is available to view on the Digital Notice Board in the Spike Bar.

- 2.7.7 In the activities for which it is constituted the Golf Club recognises its responsibility to safeguard the welfare of children and young people and is committed to ensuring that all children and young people have a safe and positive experience when playing golf. The Golf Club has adopted the CIG Policy Golf Club Safeguarding and Child Protection Policy.
- 2.7.8 The Golf Club is committed to working with the Notts Union of Golf Clubs and England Golf to ensure the sport of golf is one within which children and young people involved can flourish in a safe environment.
- 2.7.9 The Welfare Officer of the Club is Bob McEwen

3. The Admirals Club

3.1. Name and Objectives of the Club

- 3.1.1. The name of the club will be the “Oakmere Admirals Club” and the club’s objective will be to organise golf competitions, maintain the handicaps of its members and promote the game of golf and social activities at Oakmere Golf Club.
- 3.1.2 The Admiral’s Club may levy a charge to participate in these competitions, the fee to be agreed by the Director of Golf. The Admiral’s Club may deduct a percentage of the entry fee (currently 12.5%) to be able to fund the activities of its Club. The remaining 87.5% of the entry fee to be paid back to the competitors with goods or services supplied by the Golf Club.
- 3.1.3. The Admiral’s Club is a non-profit making organisation and all profit and surpluses will be used in pursuit of the objectives described above. No profit or surplus will be distributed other than with the consent of the Golf Club or upon the winding up or dissolution of the club. The club may only be wound up or dissolved with the consent of or at the discretion of the Golf Club.

3.2. National and Regional Associates

- 3.2.1. The Admirals Club recognises the Royal & Ancient Golf Club of St. Andrews as the ruling body of amateur golf and shall abide by the Rules of Golf, a copy of which is available for inspection at the clubhouse.
- 3.2.2. The Admirals Club agrees to comply with the England Golf World Handicap system (and any conditions imposed within the scheme by England Golf). Copies of this document are available for inspection by Members at the clubhouse.
- 3.2.3. The Admirals Club agrees to comply with the constitution and rules of England Golf and of its County Union as laid down from time to time. Copies of these rules are available for inspection by Members at the clubhouse.

3.2.4. The Admirals Club shall affiliate to the following organisations and will pay such dues and charges which are levied from time to time:

- England Golf,
- the Nottinghamshire Union of Golf Clubs,
- Nottinghamshire County Ladies Golf Association,
- Ladies Golf Union

3.3. *The Admirals Club Executive Committee*

3.3.1. The Admirals Club Executive Committee (hereinafter defined as the “**Committee**” in this section 3) is responsible for: -

- the organisation of golf competitions and matches as agreed with the Golf Club,
- ensuring the issue and maintenance of golf handicaps,
- the organisation of social events (in conjunction with the Golf Club if held at the Premises).
- the administration of club funds,
- disciplinary matters as set out in paragraph 3.9,
- liaison with the Golf Club on all relevant matters.

3.3.2. The Committee shall maintain a bank account on behalf of the Admirals Club and the Golf Club may occasionally deposit funds into this account to fund the activities of the club that have been agreed with the Golf Club. The members of the Committee are not authorised to bind the Golf Club in any way or to hold themselves out as representatives of the Golf Club (unless specifically authorised by the Golf Club to do so) and the Golf Club will not be responsible for any liabilities which may be incurred by the Committee.

3.3.3. The Committee will meet at least every quarter and a minimum of four officers of the Committee must be present for any business to be conducted at the meeting. Minutes will be taken and will be posted within 10 working days of the meeting in accordance with these Rules.

3.3.4. The members of the Committee will be: -

- The Captain, who will chair the Committee,
- The Ladies Captain, who will act as Vice Chairman,
- The Secretary,
- The Treasurer,
- The Vice Captain,
- The Ladies Vice Captain,
- The Director of Golf or in his absence another person nominated by the Golf Club.

3.3.5. With the exception of the Director of Golf, only Members of the Admirals Club are eligible to serve on the Committee.

- 3.3.6. The Committee will have the authority to co-opt additional consenting Members for specific short-term projects, but such co-opted Members will not have a vote, and they must stand down from the Committee once the specific project is completed.
- 3.3.7. The term of office for Committee members will be 12 months after which each will retire with the following exceptions: -
- The Vice Captain will automatically become Captain,
 - The Ladies Vice Captain will automatically become Ladies Captain,
 - The Director of Golf is a permanent appointment.
- 3.3.8. A retiring Committee member may stand for election to the same or another post, with the exception that the Captain and Ladies Captain may not stand for election to the post of Vice Captain or Ladies Vice Captain for a period of 8 years. In the case of the Seniors Captain, a period of 4 years will apply. In the event of a suitable candidate for a Vice Captain role not being found, this period may be reduced at the discretion of the Director of Golf and Hon Secretary, enabling a past captain to assume the role to ensure a smooth succession is achieved.
- 3.3.9. A Committee member will be deemed to have retired in the following circumstances:
- if he/she is absent from 3 consecutive Committee meetings without due reason,
 - if he/she ceases to be a member in good standing,
 - if he/she is requested to resign by written resolution signed by all the other Committee members.

3.4. Admirals Club Sub-Committees

- 3.4.1. At its discretion, the Committee will establish and govern the following Sub-Committees:
- Men's Sub-Committee,
 - Ladies Sub-Committee,
 - Juniors Sub-Committee,
 - Seniors Sub-Committee,
 - Handicap Sub-Committee,
 - Rules & Competitions Sub-Committee
 - Social Sub-Committee
- 3.4.2. Only Members of the Admirals Club are eligible to serve on any of the sub-committees of the Admirals Club. In the event that any of the above sub-committees are not constituted, responsibility for the functions of the sub-committee in question will revert to the Committee.

3.4.3. Excluding Committee members, each year the following sub-committee members will retire in order of number of years of duty. If it is not possible to decide due to equal length of service, the members will retire on the basis of drawing lots.

- Men's Sub-Committee -- two members to retire,
- Ladies Sub-Committee -- two members to retire,
- Juniors Sub-Committee -- one member to retire,
- Seniors Sub-Committee -- one member to retire,

A retiring sub-committee member may stand for re-election to the same or any other post.

3.4.4. A sub-committee member will be deemed to have retired in the following circumstances:

- if he/she is absent from 3 consecutive sub-committee meetings without due reason,
- if he/she ceases to be a member in good standing,
- if he/she is requested to resign by written resolution signed by all the members of the Committee.

3.5. Men's Sub-Committee

3.5.1. The Men's Sub-Committee will comprise: -

- The Captain,
- The Vice Captain,
- The Immediate Past Captain,
- The Honorary Secretary (if male),
- The Honorary Treasurer (if male),
- The Handicap Secretary (if male)
- The Competition Secretary (if male)
- The Junior Liaison officer (if male),
- The Seniors Captain (if male) (Irrespective whether the incumbent occupies another role)
- The Club Welfare Officer (Irrespective whether the incumbent occupies another role)
- Up to 4 other adult gentlemen Members of the Admirals Club.

3.5.2. The function of the Men's Sub-Committee will be: -

- implementing instructions from the Committee,
- acting as the Competition and Handicapping Committee which shall have complete control of handicapping matters (in respect of Members of the Admirals Club) under the rules of the Council of National Golf Unions' handicapping system,
- advising the Committee on the administration of men's golf competitions and associated matters,
- commenting on related course matters to the Committee for discussion with the Golf Club.

3.5.3. The Men's Sub-Committee will meet as necessary but at least once every quarter, and a minimum of five members of the Sub-Committee must be present for any business to be conducted at the meeting. Minutes will be taken and will be posted within 10 working days of the meeting in accordance with these Rules.

3.6. *Ladies Sub-Committee*

3.6.1. The Ladies Sub-Committee will comprise: -

- The Ladies Captain,
- The Ladies Vice Captain,
- The Immediate Past Ladies Captain,
- The Honorary Secretary (if female),
- The Honorary Treasurer (if female),
- The Junior Organiser (if female),
- Up to 9 other adult lady Members of the Admirals Club.

3.6.2. The function of the Ladies Sub-Committee will be: -

- implementing instructions from the Committee,
- administration of the Ladies Golf Union handicapping system in respect of Members of the Admirals Club,
- advising the Committee on the administration of ladies golf competitions and associated matters,
- commenting on related course matters to the Committee for discussion with the Golf Club.

3.6.3. The Ladies Sub-Committee will meet as necessary but at least every alternate month, and a minimum of five members of the Sub-Committee must be present for any business to be conducted at the meeting. Minutes will be taken and will be posted within 10 working days of the meeting in accordance with these Rules.

3.7. Juniors Sub-Committee

3.7.1. The Juniors Sub - Committee will comprise: -

- The Junior Organiser, who will act as Chairman,
- The Junior Captain,
- The Junior Liaison Officer (male or female)
- Up to two adult Members of the Admirals Club.

3.7.2. The function of the Juniors Sub-Committee will be: -

- implementing instructions from the Committee,
- the appointment of the Junior Captain,
- liaison with the Committee on junior golf matters,
- encouraging and facilitating participation in activities and schemes of the Golf Foundation.

3.7.3. The Juniors Sub-Committee will meet not less than four times per year and at least three members of the Sub-Committee including the Junior Organiser must be present for any business to be conducted at the meeting.

3.7.4. The Junior Liaison will issue a report to the Mens and Ladies Sub-Committees as appropriate.

3.8 Seniors Sub-Committee

3.8.1 The Seniors Sub-Committee will comprise: -

- The Seniors Chair.
- The Seniors Captain
- The Honorary Secretary
- The Seniors Competition Organiser
- Up to four members of the Admirals Club (Seniors Section)

3.8.2 The function of the Seniors Sub-Committee will be: -

- Implementing policy and practice emanating from the Executive Committee and the Men's/Ladies Sub-Committees.
- To provide feedback about policy implementation as it applies to the Seniors Section.
- To promote Senior activities within the Admirals Golf Club.
- To monitor compliance with the host clubs practice, procedure and policies.

3.9 Handicap Sub-Committee

3.9.1 The Handicap Sub-Committee will comprise: -

- The Handicap Secretary who will act as Chairperson
- The Honorary Secretary
- The Competition Secretary
- Ladies Handicap Secretary
- Up to four members of the Admirals Club.

3.9.2 The function of the Handicap Sub-Committee will be: -

- Conduct the annual review of handicaps as required by England Golf.
- Apply soft/hard caps as and when required.
- To monitor any identifiable issues relating to misuse of the World Handicap System.
- To ensure that the Admirals Club membership comply with the requirements of the World Handicap System.

3.10 The Rules and Competitions Sub-Committee.

3.10.1 The Rules and Competitions Sub-Committee will comprise: -

- The Competition Secretary who will act as Chairperson.
- The Honorary Secretary
- The Match Secretary
- Up to four members of the Admirals Club (at least two ladies)

3.10.2 The function of the Rules and Competitions Sub-Committee will be: -

- To monitor compliance with the Rules of Golf.
- To ensure any alterations to the Rules of Golf are circulated to Admiral Club members.
- To review all Local and Competition Rules every year to make sure they are still relevant.
- To review all competitions, including Open Competitions to make sure they are still viable to remain in the annual fixture list.
- To report to the Men's/Ladies Sub Committees of any suggestions put forward to improve the playing experience of members.

3.11. Social Sub-Committee

3.11.1. The Social Sub-Committee will comprise: -

- The Secretary, who will act as Chairman,
- Up to five Members of the Admirals Club, at least two of which will be lady Members.

3.11.2. The function of the Sub-Committee will be: -

- implementing instructions from the Committee on social activities,
- advising the Committee on social activities,
- liaison with the other sub-committees on social/golf events,
- liaison with the Director of Golf on social events at the Premises,
- seeking approval from the Committee for budget and funding of social events.

3.11.3. The Social Sub-Committee will meet as necessary and at least three members of the Sub-Committee including the Secretary must be present for any business to be conducted at the meeting.

3.12. Disciplinary Procedures

3.12.1. The Admirals Club shall duly exercise the disciplinary powers delegated to it under the constitution of England Golf and follow the policy formulated in accord with England Golf requirements.

3.12.2. Subject to the provisions below, disciplinary matters relating to breaches of competition rules, breaches of the Rules of Golf and breaches of handicapping rules (as referred to in Rule 3.2.2) by Members of the Admirals Club will be dealt with in accordance with the Oakmere Golf Club disciplinary regulations. A copy can be obtained from the Club Secretary

3.12.3 Any appeals to decisions made by the Disciplinary Committee shall be directed to the Director of Golf and will be dealt with under the appeal procedures in the Oakmere Golf Clubs disciplinary regulations. A copy can be obtained from either the Club Secretary or the Director of Golf

3.13. Responsibilities of the Secretary

3.13.1 Subject to the discretion of the Golf Club, the Secretary is responsible for a wide range of administrative duties for the Committee and is the representative for the Club on many official golfing bodies.

- 3.13.2 The Secretary will act as the focus for all communications (which shall have been agreed in advance by the Director of Golf) between the Committee or Sub Committee and the Members of the Admirals Club.
- 3.13.3 The Secretary will liaise with the Golf Club on all matters concerning these Rules and their application to the Members of the Admirals Club.
- 3.13.4 The Secretary will be responsible for organising meetings called by the Committee, the Mens Sub-Committee and Ladies Sub-Committee as appropriate. This will involve ensuring the issue of meeting agenda and recording and issuing the minutes in accordance with these Rules.
- 3.13.5 The Secretary is responsible for publicity for the various relevant golf competitions at the Premises, such as Open Competitions.
- 3.13.6 In the temporary absence of the Treasurer, the Secretary will assume his/her duties and responsibilities.

3.14 Responsibilities of the Treasurer

- 3.14.1 The Treasurer is responsible for the administration of the financial affairs of the Admirals Club.
- 3.14.2 All cheques drawn on the account of the Committee should be issued by the Treasurer on behalf of the Admirals Club. The Treasurer shall ensure that the bank mandate in respect of the account requires that all such cheques are only valid when signed by the Treasurer plus one other nominated member of the Committee or, in the absence of the Treasurer through holiday or illness, any two nominated members of the Committee. This also applies to bank transfers.
- 3.14.3 If any cheques are issued to a member of the Committee for onward transmission, the Treasurer must ensure that the 'Payment Section' is fully completed before signature and release.
- 3.14.4 Any cash payments made by the Treasurer or other member of the Committee must have a receipt or a signature on the invoice to show that payment has been made.
- 3.14.5 In the temporary absence of the Secretary the Treasurer will assume his/her duties and responsibilities.
- 3.14.6 Each year the Treasurer will agree the budget for the forthcoming year with the Director of Golf prior to the AGM and agree the appropriate percentage to deduct from the competition entry fees to fund the activities of its Club.

4. The Commanders Club

4.1 Name and Objectives of the Club

- 4.1.1 The name of the club will be the “Oakmere Commanders Club” and the club’s objective will be to organise golf competitions, maintain the handicaps of its members and promote the game of golf and social activities at Oakmere Golf Club.
- 4.1.2 The Commanders Club may levy a charge to participate in these competitions, the fee to be agreed by the Director of Golf. The Commanders Club may deduct a percentage of the entry fee (currently 26%) to be able to fund the activities of its Club. The remaining 74% of the entry fee to be paid back to the competitors with goods or services supplied by the Golf Club.
- 4.1.3 The Commanders Club is a non-profit making organisation and all profit and surpluses will be used in pursuit of the objectives described above. No profit or surplus will be distributed other than with the consent of the Golf Club or upon the winding up or dissolution of the club. The club may only be wound up or dissolved with the consent of or at the discretion of the Golf Club.

4.2 National and Regional Associates

- 4.2.1 The Commanders Club recognises the Royal & Ancient Golf Club of St. Andrews as the ruling body of amateur golf and shall abide by the Rules of Golf, a copy of which is available for inspection by Members at the clubhouse.
- 4.2.2 The Commanders Club agrees to comply with the Council of National Golf Unions’ Regulations and Rules of the Standard Scratch Score and Handicapping Scheme (and any conditions imposed within the scheme by England Golf) and the Ladies’ Golf Union System of Handicapping 1992 (Revised). Copies of those documents are available for inspection by Members at the clubhouse.
- 4.2.3 The Commanders Club agrees to comply with the constitution and rules of England Golf and of its County Union as laid down from time to time. Copies of these rules are available for inspection by Members at the clubhouse.
- 4.2.4 The Commanders Club shall affiliate to the following organisations and will pay such dues and charges which are levied from time to time:
 - England Golf,
 - the Nottinghamshire Union of Golf Clubs,

4.3. The Commanders Club Executive Committee

4.3.1. The Commanders Club Executive Committee (hereinafter defined as the “**Committee**” in this section 4) is responsible for: -

- the organisation of golf competitions and matches as agreed with the Golf Club,
- acting as the Competition and Handicapping Committee which shall have complete control of handicapping matters (in respect of Members of the Commanders Club) under the rules of the Council of National Golf Unions’ handicapping system,
- the administration of club funds,
- disciplinary matters as set out in paragraph 4.7,
- liaison with the Golf Club on all relevant matters.

4.3.2. The Committee shall maintain a bank account on behalf of the Commanders Club and the Golf Club may occasionally deposit funds into this account to fund the activities of the club that have been agreed with the Golf Club. The members of the Committee are not authorised to bind the Golf Club in any way or to hold themselves out as representatives of the Golf Club (unless specifically authorised by the Golf Club to do so) and the Golf Club will not be responsible for any liabilities which may be incurred by the Committee.

4.3.3. The Committee will meet every month and at least four officers of the Committee must be present for any business to be conducted at the meeting. Minutes will be taken and will be posted within 10 working days of the meeting in accordance with these Rules.

4.3.4. The members of the Committee will be: -

- The Chairman, who will chair the Committee,
- The Captain,
- The Ladies Captain,
- The Seniors Captain,
- The Secretary,
- The Treasurer,
- The Vice Captain,
- The Ladies Vice Captain,
- The Seniors Vice Captain,
- Past Mens, Ladies & Seniors Captain
- The Director of Golf or in his absence another person nominated by the Golf Club,
- Up to 6 other adult Members of the Commanders Club.

4.3.5. With the exception of the Director of Golf only Members of the Commanders Club are eligible to serve on the Committee.

- 4.3.6. The Committee may co-opt additional consenting Members to serve in an advisory capacity. These co-opted Members will not have a vote, and they must stand down when their advice is no longer needed.
- 4.3.7. A President and Vice President may be appointed by the Committee, and they may attend Committee meetings in a non-voting capacity.
- 4.3.8. The term of office for the Committee members will be 12 months after which each will retire with the following exceptions: -
- The Vice Captain will automatically become Captain,
 - The Ladies Vice Captain will automatically become Ladies Captain,
 - The Seniors Vice Captain will automatically become Seniors Captain,
 - The Director of Golf is a permanent appointment.
- 4.3.9. A retiring Committee member may stand for election to the same or another post except that the Captain and Ladies Captain may not stand for election to the post of Vice Captain or Ladies Vice Captain for a period of 3 years.

4.4. Commanders Club Sub-Committees

- 4.4.1. At its discretion, the Committee will establish and govern the following Sub-Committees:
- Ladies Sub-Committee,
 - Seniors Sub-Committee.
- 4.4.2. Only Members of the Commanders Club are eligible to serve on any of the sub-committees of the Commanders Club. In the event that any of the sub-committees are not constituted, responsibility for the functions of the sub-committee in question will revert to the Committee.
- 4.4.3. Excluding Committee members, the term of office for sub-committee members will be 24 months after which each will retire. All sub-committee members are eligible for re-election to the same or any other post.

4.5. Ladies Sub-Committee

- 4.5.1. The Ladies Sub-Committee will comprise: -
- The Ladies Captain,
 - The Ladies Vice Captain,
 - Up to 5 other adult lady Members of the Commanders Club.
- 4.5.2. Minutes will be taken at all meetings and will be posted within 10 working days of the meeting in accordance with these Rules.
- 4.5.3. All competitions shall be organised and conducted under the rules of the English Ladies Golf Association.

4.6. Seniors Sub-Committee

- 4.6.1. The Seniors Sub-Committee will comprise: -
- The Seniors Captain,
 - The Seniors Vice Captain,
 - Up to 4 other senior adult Members of the Commanders Club.
- 4.6.2. Minutes will be taken at all meetings and will be posted within 10 working days of the meeting in accordance with these Rules.
- 4.6.3. All Members of the Commanders Club who are 50 years of age or over are deemed to be senior Members of the Commanders Club.
- 4.6.4. The Seniors Sub-Committee will promote the game of golf between the senior Members of the Commanders Club and other clubs or societies.
- 4.6.5. The Seniors Sub-Committee may fix handicaps within the Seniors Section through an official handicapper or system. Such handicaps will be used for internal seniors matches only.

4.7. Disciplinary Procedures

- 4.7.1. The Commanders Club shall duly exercise the disciplinary powers delegated to it under the constitution of England Golf
- 4.7.2. Subject to the provisions below, disciplinary matters relating to breaches of competition rules, breaches of the Rules of Golf and breaches of handicapping rules (as referred to in Rule 3.2.2) by Members of the Commanders Club will be dealt with in accordance with the Oakmere Golf Club disciplinary regulations. A copy can be obtained from the Club Secretary
- 4.7.3. Any appeals to decisions made by the Disciplinary Committee shall be directed to the Director of Golf and will dealt with under the appeal procedures in the Oakmere Golf Clubs disciplinary regulations. A copy can be obtained from either the Club Secretary or the Director of Golf

4.8 Responsibilities of the Chairman

- 4.8.1 The Chairman shall head the Committee and take charge of all meetings of the Committee (unless he allows the President the chair when he is in attendance).

- 4.8.2 He will oversee that Committee meetings are carried out in a correct and orderly manner.
- 4.8.3 On behalf of the Committee he may summon any Member to appear before the Committee.
- 4.8.4 He shall work closely with the Secretary on all aspects relating to the everyday running of the club.

4.9 *Responsibilities of the Captain*

- 4.9.1 He shall be responsible for all course discipline among Members of the Commanders Club.
- 4.9.2 He shall work closely with the Secretary in the organisation and running of all competitions for the Members of the Commanders Club.
- 4.9.3 He shall keep records of both the entries and results of such competitions.
- 4.9.4 He shall work with the handicappers in an effort to make sure that all Members of the Commanders Club are given the opportunity to compete on an equal basis.
- 4.9.5 At the end of his year in office, he shall hand over to the incoming Captain all books, receipts and records in good order.

4.10 *Responsibilities of the Secretary*

- 4.10.1 He shall co-ordinate the activities and administer the decisions of the Committee.
- 4.10.2 He shall keep minutes of all Committee proceedings.
- 4.10.3 He shall administer all communications (which shall be agreed in advance by the Director of Golf) between the Committee or Sub Committee and the Members of the Commanders Club.
- 4.10.4 He shall liaise with the Golf Club on all matters concerning these Rules and their application to the Members of the Commanders Club.
- 4.10.5 He shall work with the Treasurer to produce a monthly accounts sheet.

4.11 *Responsibilities of the Treasurer*

- 4.11.1 He shall keep up to date records of all monies flowing both in and out of the Committee's bank account.
- 4.11.2 He shall arrange with the accountant for the accounts of the Commanders Club to be audited.

- 4.11.3 He shall be responsible to the Committee for producing financial statements when required.
- 4.11.4 He shall work closely with the Secretary.
- 4.11.5 All cheques drawn on the account of the Committee should be issued by the Treasurer on behalf of the Commanders Club. The Treasurer shall ensure that the bank mandate in respect of the account requires that all such cheques are only valid when signed by the Treasurer plus one other nominated member of the Committee or, in the absence of the Treasurer through holiday or illness, any two nominated members of the Committee.
- 4.11.6 Each year the Treasurer will agree the budget for the forthcoming year with the Director of Golf prior to the AGM and agree the appropriate percentage to deduct from the competition entry to fund the activities of its Club.

5. General Meetings

5.1 General

- 5.1.1. The following rules shall apply to all general meetings of the Admirals Club and the Commanders Club.
- 5.1.2. The Members of the Admirals Club and the Members of the Commanders Club shall have their own separate Annual General Meetings and separate Extraordinary General Meetings if appropriate. Each adult Member shall have one vote and only Members of the Admirals Club shall be eligible to participate and vote at general meetings of the Admirals Club and only Members of the Commanders Club shall be eligible to participate and vote at general meetings of the Commanders Club.
- 5.1.3. All general meetings will be chaired by the Director of Golf or another person nominated by the Golf Club.
- 5.1.4. At least five Members eligible to vote at a meeting must be present in order for any business to be conducted at the meeting. If less than five such Members are present within one hour of the appointed time for the meeting, the meeting shall be adjourned to such time and place as the Chairman shall specify. If at any meeting so adjourned there are still less than five such Members present within one hour of the appointed time, then the Members present and eligible to vote shall nevertheless be entitled to conduct business at the meeting.
- 5.1.5. Votes at general meetings will be determined by a simple majority obtained by a ballot of eligible adult Members present or who shall have sent or delivered their vote to the Chairman of the meeting no later than one hour before the appointed time for the meeting in question. Only eligible adult male Members may vote for the Vice Captain and Mens Sub-Committee posts and only eligible adult lady Members may vote for the Ladies Vice Captain and Ladies Sub-Committee posts.
- 5.1.6. In the case of equal votes, the retiring Captain will have the casting vote in all cases other than the election of the Ladies Vice Captain and the Ladies Sub-Committee posts in which case the retiring Lady Captain will have the casting vote.
- 5.1.7. The Chairman of the general meetings shall be responsible for the appointment of tellers and the conduct of the votes.
- 5.1.8. No business may be conducted at any general meeting which is not included in the notice of meeting.
- 5.1.9. The accidental omission to give notice to or the non receipt of notice of a general meeting by any Member will not invalidate the proceedings of the meeting in question.

- 5.1.10 The Golf Club will post ballot papers to all relevant Members in respect of votes to be taken at general meetings not less than 14 days prior to the date of the meeting in question.
- 5.1.11 Minutes of all general meetings will be taken by the relevant Secretary or as he shall direct and will be posted in the clubhouse within 28 days of the date of the meeting in question in accordance with these Rules.
- 5.1.12 The results of all elections and votes shall be posted on the notice board in the clubhouse by the Chairman of the meeting immediately following the meeting in question.
- 5.1.13 Members who are unable to attend meetings may vote by proxy in accordance with this rule. All proxies will be given to the Chairman of the meeting. The proxy will appoint the Chairman of the meeting to vote generally in favour of duly notified resolutions. A Member may direct how the proxy vote is to be cast in connection with any amendment to or clarification of a resolution although nothing shall prevent the Chairman casting the proxy vote either generally in favour of a resolution or with the majority of Members present at the meeting.

5.2. *Annual General Meetings*

- 5.2.1. Annual General Meetings will be held during the month of December in each year at either the Premises or another convenient local location.
- 5.2.2. Annual General Meetings will transact the following business:
- election of Committee positions and sub-committee positions which have fallen vacant subject to the receipt of valid nominations,
 - any other business agreed in advance with the Golf Club.
- 5.2.3. At least 28 days before the date of a meeting, the Golf Club will post a notice on the notice board stating the date and time of the meeting, the offices and posts falling vacant and inviting nominations.
- 5.2.4. Nominations should be sent in writing to the Director of Golf, proposed and seconded by two adult Members of the relevant members' club and accompanied by a letter of consent from the nominee. The Golf Club may also nominate candidates with the candidate's consent. Nominations will be accepted up to 16 days before the date of the relevant meeting. In the event that no valid nominations are received then the position in question will remain vacant until the next Annual General Meeting.
- 5.2.5. A formal notice convening an Annual General Meeting shall be posted by the Golf Club on the notice board not less than 14 days prior to the date of the meeting in question. This notice will also state the proposed business of the meeting.

- 5.2.6. In the event of circumstances preventing the use of the Clubhouse or an alternative venue it can be agreed between the Secretary & Director of Golf to make all arrangements by email and hold a virtual AGM following the guidelines and order of 5.2.1 – 5.2.5

5.3. *Extraordinary General Meetings*

- 5.3.1. Extraordinary General Meetings may only be convened with the consent of the Golf Club and with either a motion supported by six Committee members of the members club in question or alternatively upon written request by 50 adult members of the members' club in question.
- 5.3.2. A formal notice convening an Extraordinary General Meeting shall be posted by the Golf Club on the notice board not less than 21 days prior to the date of the meeting in question. This notice will also state the proposed business of the meeting.