



CHALAMBAR
Golf Club

Club Policies

Approved 21 February 2011

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1. ADMINISTRATION

1.01 GENERAL

- a. The Club Manager is responsible for all matters pertaining to the operation of the golfing facilities, the Clubhouse and related activities in accordance with the Position Description agreed by the General Committee (GC), as may be amended from time to time.
- b. The Organisation Chart (Appendix 1) shall be that published in the Club's Annual Report and on the Club website, or as amended during the year by the GC.
- c. All official correspondence shall appear under the official Club letterhead (bowls or golf) and must be recorded in the official relevant minutes.
 - the Secretary or President shall sign all letters relating to General Committee (GC) matters
 - the Club Manager, or such employee as is delegated by the Club Manager, shall sign all correspondence relating to the general administration of the Club.
 - The Men's Captain or Vice-Captain shall sign all correspondence relating to men's golfing matters.
 - The Lady President, Lady Captain or Lady Secretary shall sign correspondence relating to their delegated areas of responsibility
 - The Men's & ladies Bowls President or Secretary shall sign correspondence related to their delegated areas of responsibility
 - All correspondence, both inwards or outwards, shall be appropriately recorded and retained by the Club for at least three years.
- d. The Secretary shall ensure that
 - Minutes of GC Meetings are appropriately recorded and retained indefinitely and are available to members, on request.
 - Minutes of all meetings of Sub Committees established by the GC are made available for consideration at the subsequent GC Meeting and retained for at least three years.
- e. The GC shall ensure that all legal issues, that could cause reputational or financial imposts on the Club, shall be referred to the Club's external legal advisors.
- f. The Club's Annual General Meeting shall be held on the third Thursday in September of each year. All candidates for vacant positions shall be issued with documentation by the Manager outlining the regulatory requirements which may be required of successful candidates.
- g. No apparel may be imprinted with the Club logo without the approval of the Club Manager.
- h. Effective decision making is an essential duty of the GC and Sub Committees and a process is required to ensure that all aspects of proposals are considered, consulted on, researched and presented. The club has an endorsed Decision Making Fact Sheet and Flow Chart (Appendix 2) to assist with the process and is recommended that the fact sheet be referred to when determining the next step in a proposal.

1.02 FINANCE

- a. All bank accounts relating to Club's activities are to be held in the Club's name and consolidated in the Annual Report.
- b. All cheques drawn against Club accounts must be signed by two of the persons so authorised by the General Committee (GC).
- c. All new capital items exceeding \$1,000 in value are to be recorded in the Assets Register (to be developed) and depreciated at the relevant rate.
- d. The Finance Committee may approve unbudgeted expenditure not exceeding \$5,000 per item.
- e. The Club Manager may approve unbudgeted expenditure not exceeding \$2000 per item.
- f. The Duty Supervisor may approve expenditure up \$150 per shift without the approval of the Club Manager in order to maintain sufficient stock levels or authorise essential repairs of club equipment.
- g. All expenditure considered to exceed \$2000 shall have a minimum of 2 quotes if practical. (ie limited professional expertise in the immediate region available) A verbal estimate is desirable for all non standard expenditure.
- h. Third party cheques (ie not payable to Chalambar Golf Club) will not be accepted by the club.

1.03 SUNDRY

- a. Messages of condolence shall be sent to the appropriate relative following the death of a member. A newspaper notice may be placed at the discretion of the Club Manager or President.
- b. No memorials are to be attached to trees or located in garden areas.
- c. Dogs are only permitted on the course provided they are restrained with a leash.
- d. Children's prams and pushers are not permitted on the golf course.

Developed and Reviewed by Finance Sub Committee & Club Manager

2. CLUBHOUSE

2.01 GENERAL

- a. Access to the Clubhouse is available to all members and bona-fide visitors, except when access may be restricted to certain areas, due to such activities as the Annual General Meeting or Private Functions.
- b. Visitors to the Club are required to comply with the provisions of the relevant Liquor Licensing and/or Gaming legislation, which includes the following:
 - Visitors must be registered in the Visitors Book and be signed in by a member.
 - Persons residing within 10 kilometres of the Club are not permitted to enter the Clubhouse unless they become a member of the Club.
 - No person under the age of 18 years may enter the Gaming Room.
- c. Members or Visitors shall be denied access to the Clubhouse if they do not meet the Club's dress requirements, as displayed at the entrances.
- d. Members shall be asked to leave the Club if their behaviour is offensive to other members, visitors or staff. The Club Code of Conduct is contained in the Club Rules 1999.
- e. Access to the kitchen facilities (excluding the kitchenette adjoining the members bar), or behind the Bar, is restricted to staff unless approval is specifically granted by the Club Manager or Supervisor on duty.
- f. Meals and snacks are available in the Clubhouse at the times advertised by notice within the Clubhouse and no food may be brought into the Clubhouse by members or visitors unless prior approval is sought from Catering Contractor and Club Manager.
- g. Only persons authorised by the Club Manager are permitted to operate the Club's BBQ's.
- h. Only alcohol purchased from the Club may be consumed in the Clubhouse. Packaged alcohol purchased as take-away or won in club raffles may not be opened and consumed in the clubhouse.
- i. No alcohol is permitted to be brought onto the club property including the golf course and bowls greens

2.02 HOURS OF OPERATION

- a. The hours during which the Bar and Gaming Room will be open will be such hours as shall be determined by the GC.
- b. The Club Manager, or Duty Supervisor, has the discretion to reduce the hours at any time when lack of utilisation of the facilities warrants such action.

2.03 HIRE OF CLUBHOUSE

- a. Hire of the Clubhouse shall be made with the approval of the Catering Contractor, Club Manager or Duty Supervisor. The Club Manager and Finance Committee will determine the hire charges and adjust the amount annually if required.

2.04 SMOKING AREAS

- a. Smoking areas are situated adjacent to the Gaming Room on the veranda and at the south end of the function room as indicated with smoking signage.
- b. All other areas including the outdoor decking are non smoking areas.

Developed and Reviewed by Executive & Club Manager

3. CONDITIONS OF PLAY

3.01 GENERAL

- a. The Match Committees have complete control over all events played on the course.
- b. Competitors in major events, pennant matches, and club competitions have precedence over casual players on the course.
- c. A competitor should read the noticeboard before beginning play as Local Rules are varied from time to time.
- d. In any group the lowest handicap player is captain and is responsible for the observance of the rules, etiquette and speed of the game.
- e. Slow Play – any group falling a clear fairway behind the group in front, must call through any players waiting.
- f. Every player must carry and use a sand bucket to fill all divots. All plug marks must be repaired.
- g. No hand held buggy shall be parked on any green.
- h. Any hand held buggy used on the course must be fitted with slicks.
- i. The practice fairway is available to members only.
- j. Children under the age of 16 years are strictly prohibited from driving motorised carts and must at all times travel only in the designated passenger seat. Refer to Cart Hire Agreement - Conditions of Hire.
- k. Practice rounds should be limited to a maximum of 2 balls and precedence must be given to all other players.
- l. Soft spikes are compulsory on the golf course
- m. Use of carts in competition / championships is permissible.
- n. Groups – the preferable number in a playing group is 4.
- o. Measuring devices – the use of legal measuring devices is acceptable on the course.

3.02 COMPETITIONS

- a. The Match Committees have complete control over all events played on the course including variations to entry fees and competition trophies..
- b. The number of grades in each competition is based on playing numbers. For a field of 50 players or less, two grades and more than 50, three grades. The Match Committees shall determine the handicap ranges for each grade. Playing times for competitions shall be set by the Match Committees.
- c. Saturday Morning Competition Play. Players are required to contact the Club Captain or Vice Captain in his absence, to advise of the intention to play in the Saturday Competition prior to the nominated timeslots. This is to enable players to be made aware of any changes to the course or playing conditions. Players will also be instructed as to the limitations on playing times to ensure that the afternoon field is not disrupted.
- d. No junior member, having attained the age of 21 years or holding a senior handicap prior to the first day of a Club Junior Championship, or other event restricted to juniors, shall be eligible to compete in such event. Any Junior holding a senior handicap is ineligible to compete in the Club Junior Championships.
- e. For Juniors to participate in senior competitions they must seek the approval of the Captain, be familiar with the etiquette of play and hold a senior handicap. No more than 2 Juniors are permitted in a group.

3.03 COMPETITION PRIZES AND TROPHIES

- a. Where vouchers are awarded these may be redeemed at the Pro Shop, Bar or Bistro. Vouchers cannot be issued for the Gaming Area.
- b. Memorial trophies may only be awarded with the approval of the GC who shall consider all aspects relating to the trophy including, but not restricted to:
 - The relationship of the donor to the Club
 - The Family connection to the Club.
 - If a member of the Club, the length of membership (20 year minimum) and the contribution to the Club's activities eg. Committee Service, Volunteer work etc
 - The on-going financial support for the trophy
 - The relevance of the competition for which the trophy will be awarded.
 - The cost to the club of supporting the sponsor
 - Level of patronage by the sponsor (eg attending presentations)
 - Memorial events will continue at GC's discretion.

3.04 HOLE IN ONE EVENTS

- a. If scored by a member in any official Club competition at Chalambar, the score shall be recognised by:
 - recording the event on the appropriate Honour GC
 - having the ball mounted
 - providing the appropriate prize from the "Eagles Nest" (Saturday only)
- b. If scored by a member during a pennant event at another course, the score shall be recognized only by having the ball mounted.
- c. If scored by a non member, the score shall be recognised by having the ball mounted but not recognised on the Hole in One GC
- d. All Holes in One in official competitions are eligible for recognition by mounting of the ball and having the name recorded on the honour board
- e. All competitors are eligible for prizes from the "Eagles Nest" - the contents of the "Eagles Nest" shall be shared if there is more than one winner in the particular competition. The Eagles Nest applies to Saturday competitions only. The contents of the "Eagles Nest" comprise golf balls provided by the sponsor and jackpot weekly. (Saturday only)

Developed and Reviewed by Match Committee

3.05 GREEN FEES

- a. Green fees shall be set by the GC and reviewed annually in line with budget calculations.
- b. A guest of a member or visitor, playing in a Saturday (Men's) or Wednesday (Ladies) Competition, shall pay 50% of the applicable green fee plus normal competition fees.
- c. Members of Reciprocal Clubs shall pay 50% of the applicable green fee along with any other conditions as stipulated in the individual agreement with the Reciprocal Club.
- d. Social Clubs, Trade and Promotional Groups shall be charged a fee per player, dependent on the number of players participating in the event, as agreed with the Club Manager.
- e. Charity Days shall incur fees, depending on the range of Clubhouse services that may be provided, as agreed between the Club Manager and Match Committee.
- f. Green fee players on a Saturday or Wednesday may only be permitted to play following the last group in the competition.

Developed and Reviewed by Executive, Finance Committee & Club Manager

4. GROUNDS

4.01 VOLUNTEER MANAGEMENT

- a. The club values the contribution made by member volunteer work. This work also needs to be managed in the same manner as employees of the club in that volunteers must adhere to all safety laws and procedures. The management of volunteers is the responsibility of the Club Manager and Grounds Superintendent based on the location of such volunteer works. Volunteers will adhere to the conditions of the 'Volunteer Workers Policy' (Appendix 3) as adopted by the GC on 21/2/2011.

5. SUBSCRIPTIONS AND MEMBERSHIP CATEGORIES

5.01 MONTHLY PAYMENTS

A Member who pays by monthly Direct Debit must ensure that the payment is received on the agreed day of each month, unless special payment terms have been agreed with the Club Manager. Should a payment be dishonoured for any reason the Manager will contact the member to make arrangement for immediate payment or agreement that a double payment will occur in the following monthly debit run. Should the subsequent payment be dishonoured again and full arrears not paid within 7 days following, the Member will be considered to be unfinancial and subsequently resigned from membership.

5.02 NOMINATION

The philosophy behind the nomination fee is a charge designed to purchase equity in the club not previously contributed to as with standing members. New members upon lodgement of the nomination form and applicable fee shall be entitled to non payment of green fees for casual use of the facilities and half green fees for all competition play until the GC considers the nomination for membership. The Club Manager will endeavour to screen all nominations by way of reference checking with previous club to ascertain suitability.

5.03 ABSENTEE MEMBERS

- a. Any member who will be absent from their principal place of residence for no less than twelve months and no more than three years may apply to the Secretary, on the application form provided (Appendix 4), to become an Absentee Member for the period the member will be absent.
- b. The application to become an Absentee Member shall set out the reasons for the application and the period that the member will be absent from their principal place of residence.
- c. The GC shall have the power to determine the validity of each application.
- d. Upon approval of the application, the Absentee Member's entitlements shall be suspended completely during the period of Absentee membership.
- e. The club shall hold a 'membership credit' for the period of absence which has been prepaid. Should the member not reinstate their membership such credit will be forfeited.
- f. An Absentee Member, on returning to their principal place of residence, shall advise the Secretary of their return and upon payment of such fees and levies as determined by the GC, shall become entitled to the privileges of their previous membership category without loss of membership continuity.

5.04 TRANSFERS TO NON PLAYING MEMBERSHIP DUE TO ILLNESS OR INCAPACITATION

- a. Members may, in writing to the Secretary, request that the GC give consideration to their request that they be transferred to Non Playing Membership (Social Member) for the balance of the financial year due to illness or incapacitation that prevents them playing golf.
- b. If approved by the GC such a request will be effective from the first day of the month following the date of GC approval ("effective date").
- c. No request will be approved that is retrospective - that is, that has an effective date prior to approval.
- d. Members will be entitled to a pro rata refund of their playing membership fee, excluding any adjustment to levies from the effective date to the end of the membership year being 30 September.
- a. No request for transfer to Non Playing Membership under this policy shall be accepted after 1 July in each year.

6. AWARDS

6.01 Service Awards

- a. Persons eligible to be nominated for a Service Award shall have complied with the prescribed guidelines
- b. Nominations on the prescribed form (Appendix 5) shall be submitted to the Secretary
- c. The General Committee (GC) shall consider the nomination and may grant the award. If the GC does not approve the nomination, then the reasons shall be conveyed to the proposer.
- d. Award recipients will receive a Service award Certificate

Service Award Guidelines

The standard or level of service required is the routine performance of the function or office(s) over the prescribed period. eg service on a committee requires regular attendance. Irregular or spasmodic attendance would not qualify the nominee.

For the GC to grant an award the nominee shall have served golf and / or bowls for the period of not less than 7 years as:

- a. Office Bearer of Golf and / or Bowls
- b. Committee member / selector/ tournament organiser
- c. Match / Grounds / House or like sub committee
- d. District Official or Administrator
- e. Or have any other service the GC may deem comparable

Full details of service to the club should be included on the nomination form.

Nominations may be made by:

- a. A club member - the form must be signed by two members of the committee
OR
- b. An office bearer or a club member or General Committee Member
OR
- c. Two (2) registered members of Chalambar

6.02 Life Members

- a. Persons eligible to be nominated for Life Membership shall have complied with the prescribed guidelines.
- b. Nominations on the prescribed form (Appendix 6) shall be submitted to the Club Secretary not later than 30th June
- c. The GC shall consider the nomination and confer the award at the Annual General Meeting. If the GC does not approve of the nomination then the reasons shall be conveyed to the proposer.
- d. Any member so appointed shall be issued with a Chalambar Life Members medallion and certificate; a photo will also be taken and installed in the clubhouse and name recognised on the honour board.

Life Member Guidelines

For Life Membership the emphasis is on an outstanding service or contribution to Chalambar and the sports of golf and / or bowls, which requires more than the holding of office (s) and the routine performance of that office (s).

The nominee should already hold a Service Award. In considering the service to Chalambar Golf and / or bowls, the General Committee shall consider the following factors - quality, length and level of service.

For the General Committee to approve a nomination, the nominee should have met one or more of the following guidelines:

- a. Served at least fifteen (15) years consecutively as a member of the General Committee or its antecedent (associated) bodies, including at least 2 years as an Office Bearer (Executive member)
- b. As above , but if service is broken, then at least twenty (20) years becomes the period of service
- c. Other service to Chalambar over a period of time and involvement considered comparable to the above

7 STAFF

7.01 GENERAL

- a. All matters relating to Staff employment conditions and principles, including personal conduct and adherence to policies covering such matters as e-mail and internet usage, drug and alcohol abuse, anti-discrimination and general code of conduct shall be approved by the Club Manager and included in the Induction Information (to be developed) which is handed to and reviewed with each new employee.
- b. All existing staff will be advised of any changes to the Handbook, as and when they are implemented.

7.02 STAFF & COMMITTEE ENTITLEMENTS POLICY

The following sets out the entitlements that are available to club staff and the Committee of the club.

Whilst staff are on duty the following beverages are available at no cost:

- All post mix beverages
- Bottled water
- Coffee / Tea / Hot Chocolate either instant or brewed

At the conclusion of each shift staff are entitled to one alcoholic or soft drink beverage either packaged or by the glass. This is not cumulative.

The Club may provide some level of discount at Staff Social Functions at the discretion of the Club Manager.

All other goods from the bar and other areas are to be purchased at shelf price. The Catering Contractors may also provide meals at reduced prices.

The General Committee following the monthly meetings are entitled to complimentary drinks at the conclusion of the meeting.

The General Committee may also hold one Social Function per year with some discounts at the discretion of the Club President.

7.03 **ALL STAFF MUST COMPLY WITH THIS HOUSE POLICY
ON RESPONSIBLE SERVICE OF ALCOHOL.**

1. ***It is illegal to serve a person who is drunk.***

We rely on you in this regard. If you consider a member/guest to be drunk, you should advise the manager / supervisor immediately and take appropriate action. Remember, our members/guests are our business. We do not wish to offend them. Always remain courteous even when enforcing this law.

2. ***It is illegal to allow a drunken person to remain on the premises.***

Again, the manager / supervisor would be consulted before any action is taken in this regard. Discretion is paramount. Removing members/guests from licensed premises is potentially dangerous and is best handled by management.

3. ***It is illegal to allow a quarrelsome person to remain on the premises.***

Other members/guests have a right to enjoy themselves without fear for their safety or comfort. As always, consult the manager / supervisor prior to taking action and do nothing to further aggravate the situation. Remember, aggression breeds aggression. If you are required to remove a member/guest, be sure you fill in the incident book.

4. ***It is illegal to serve alcohol outside the hours permitted on the licence.***

Members/Guests are allowed thirty minutes to finish their drinks following the close of trade. No service is to take place during this period.

5. ***It is illegal to serve persons who are under 18 years old.***

There are only four acceptable proof of age documents.

- Drivers licence
- Passport
- Proof of age card
- Commonwealth Keypass Card
-

6. ***You should always discourage drunkenness.***

Suggest members/guests eat as they drink. Monitor members/guests drinking and take action early.

7. ***Be aware of how much each person is consuming and how quickly.***

Watch for signs of drunkenness. Drinkers have differing levels of tolerance. If you have a concern, refer to the manager / supervisor.

8. ***Advise other staff members of any person whose consumption you believe may lead to problems.***

When you start your shift, ask other workers if any member/guest is a potential problem. At the end of your shift, advise the manager / supervisor and other staff of any potential problem.

9. *Members or guests who have been drinking should be discouraged from driving home.*

If you think someone is over 0.05, always discourage the person from driving. Offer to call a cab. The house phone may be used. If you think a member/guest is drunk, you should do all you can to dissuade him/her from driving. If you believe a drunken person intends to drive, you should immediately inform the manager / supervisor and take whatever action is reasonable to prevent him/her from driving.

10. *Ensure all incidents are recorded in the Incident Book.*

This includes all evictions and refusal of service (even if the person has not been served at this club, all altercations and any injuries. Entries in this incident book should record the date time, details of what happened and who was involved.

11. *Members and their guests are our livelihood and we should take reasonable care to ensure they arrive home safely.*

Action should be taken to prevent of member/guest reaching an unacceptable level of intoxication. If a member/guest does become so drunk as to be a danger to him/herself or others, reasonable care should be taken to ensure no harm is caused.

7.04 **OCCUPATIONAL HEALTH AND SAFETY POLICY**

The Chalambar Golf Club Ararat Inc. is committed to providing a safe working and recreational environment for its staff, volunteers, members, guests and visitors to the club's facilities and property. The club is committed to indentifying safe work practices and reducing risk to all persons on club premises and property at all times through development and review of policies and procedures.

It is the duty of club employees and volunteers to ensure that they adopt safe work practices at all times and assist the club in the identification and where practical, the elimination or control of hazards which may present a risk to themselves, players and other users of the club's amenities and facilities.

It is the duty of the club to provide a safe workplace for all and to provide the appropriate resources and training to achieve this objective.

It is the duty of all Members to ensure the safety of others and to minimize risk to themselves and others by observing all Club Policies, Safety Rules, House Rules and adopt appropriate codes of conduct and behavioural requirements made by the club from time to time or as specified in the Rules of Golf.

Adopted by Management Committee on 19/4/2010

7.05 Anti-Discrimination & Equal Opportunity Policy

Chalambar Golf Club has a moral and legal responsibility to provide a work environment that is free from discrimination and harassment in all of its forms. We aim to create a workplace free of discrimination and harassment which enables all staff to work positively and productively, providing efficient and effective service for our members, guests and visitors.

Chalambar Golf Club will meet its obligations under the legislation through the implementation of this policy and associated procedures and is committed to the principle of equal employment opportunity.

The chief aims of this policy are to ensure:

- that discrimination and harassment do not occur
- there are no reprisals for making a complaint
- where disadvantage has occurred, it is redressed
- there is an increased awareness of what discrimination and harassment are and their consequences

Discrimination means to treat someone with an attribute less favourable than a person without the attribute in the same or similar circumstances.

The attributes covered under legislation are:

Age	Parental Status
Breastfeeding	Physical features
Carer Status	Political Belief or Activity
Disability / Impairment	Pregnancy
Employment / Activity	Race
Gender Identity	Religious Belief or Activity
Industrial Activity	Sex
Lawful Sexual Activity	Sexual Orientation
Marital Status	Personal Association with someone with one or more of these attributes

Adopted by Management Committee on 19/4/ 2010

Organisational Chart (Under Construction)

Decision Making Fact Sheet

Making decisions is essentially the most challenging role Committees are charged with. They are measured on their performance in making sound decisions and representing the interests of members in their assessments and deliberations. The following is an outline of the steps taken to make effective decisions and ensure as much as possible well founded and proper assessments are undertaken. In most cases these steps will be documented and presented to the General Committee with the final recommendation.

Identify the Issue or Opportunity. This step clearly sets out the issue and the reasons for change or improvement. Also requires a decision at this point as to the requirement to seek General Committee approval.

Formulate Goals and Objectives. Once an issue or opportunity has been identified, the subcommittee must clearly identify the goals and objectives that they seek to achieve.

Produce Alternatives. Once goals and objectives have been set, the subcommittee then generates alternative courses of action that might result in goal attainment. This is the stage in the decision-making process that requires the greatest component of creativity and imagination. Ideally, the subcommittee should seek to generate as many alternatives as possible and should try to ensure that the set of alternatives is relatively diverse.

Collect Information. The alternatives that have been gathered must be systematically evaluated. However, before evaluation can proceed, information must be gathered regarding each of the alternatives and their likely consequences. More specifically, the subcommittee must seek to learn as much as possible regarding the likelihood that each alternative will result in the achievement of the goals and objectives being sought. The evaluation and collection of information must include but not limited to the following:

- Complete costings and when possible at least two comparable quotations
- Consultation with Finance Committee and recommendation to include impact on current budget
- Impact on recurrent funding requirements
- Consideration of short, medium and long term outcomes
- Consultation with other relevant stakeholders
- Risk assessment to be conducted covering health & safety, environmental and impact on amenity
- Timeframe for implementation

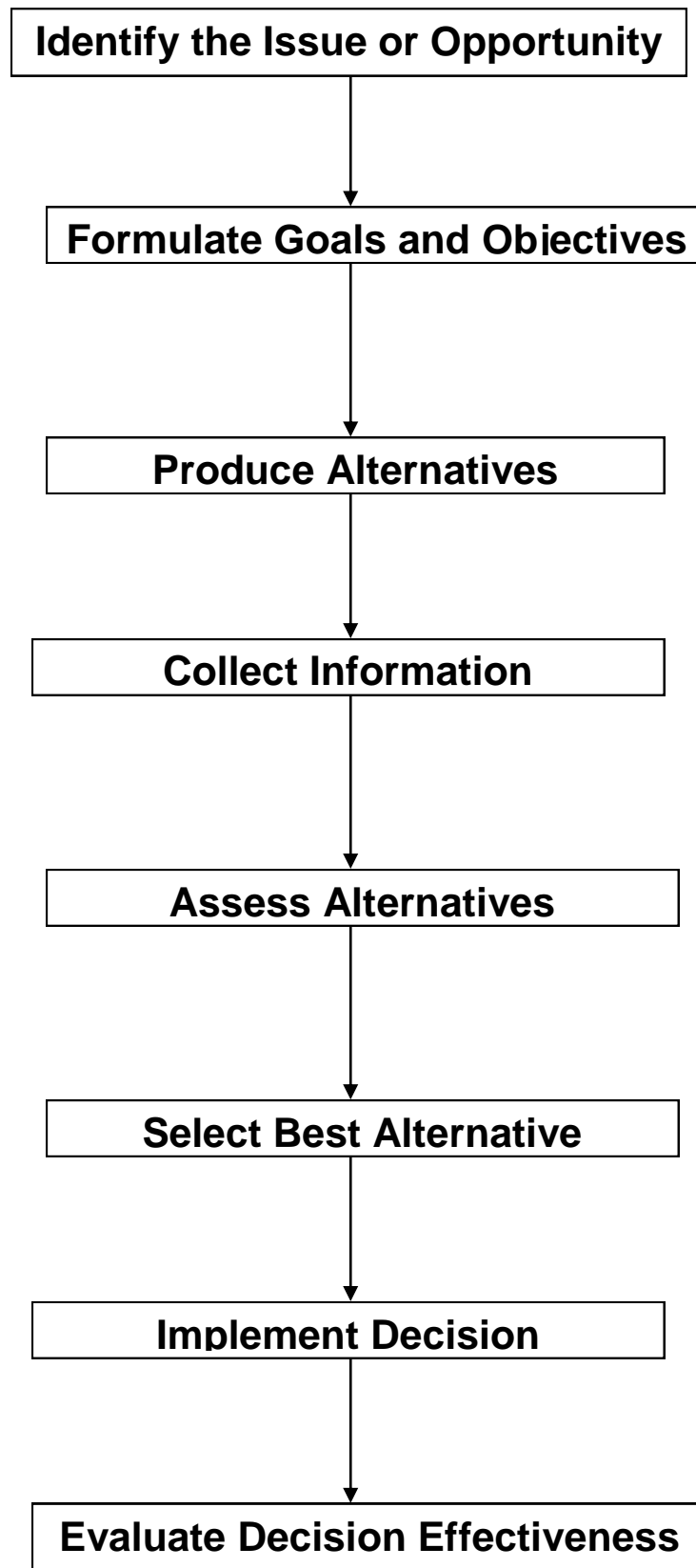
Assess the Alternatives. Once all available information has been collected regarding all of the alternatives under consideration, the subcommittee must use that information to evaluate the alternatives in a systematic fashion. This requires the subcommittee to employ some technique that permits all of the information collected regarding each of the alternatives to be analysed and compared. The outcome of this evaluation process should then be a rank ordering of the alternatives from best to worst according to their likelihood of leading to the attainment of the goals and objectives of the subcommittee.

Select the Best Alternative. This step should be quite straightforward if the evaluation of alternatives has been conducted comprehensively and systematically. The subcommittee simply chooses the alternative that the evaluation process has indicated to be most desirable. Problems may arise at this stage, however, if the evaluation process leads to the conclusion that two or more alternatives appear equally likely to be best

Implement the Decision. Although, strictly speaking, the decision-making process has ended once a decision regarding the best alternative has been reached, it is also true that the decision-making process is no more than a mental exercise if the chosen course of action is not implemented. Further, issues of implementation are frequently important factors in the choice of an alternative in the previous stages.

Evaluate Decision Effectiveness. The decision-making cycle should not end until the subcommittee judges the extent to which the chosen alternative has succeeded in solving the initial problem and achieving the goals identified at the outset of the process. If such evaluation indicates success, then the decision-making cycle is concluded. However, if the chosen alternative has not solved the problem or achieved stated objectives, then the subcommittee must recycle through the decision-making process to generate a new alternative.

Decision Making Flow Chart



VOLUNTEER WORKERS POLICY

Basic Belief:

Chalambar Golf Club recognises the valuable contribution made by the many volunteers associated with the Club. The use of volunteers compliments the skilled work carried out by the employees of the organisation. The use of volunteers releases the staff to carry out other duties and saves the Club considerable expense associated with the daily operations of the Club.

Guidelines:

- Any volunteer work undertaken **must** have the prior approval of the Grounds Superintendent.
- Volunteers may offer to supply and use their own personal equipment when undertaking work at the Club; however it **must** be inspected by the Grounds Superintendent prior to use.
- Where Club equipment is used it **must** be done in accordance with the direction of the Grounds Superintendent.
- The Grounds Superintendent has the authority to intervene in any volunteer work activities and challenge unsafe or improper practices. Work must stop immediately if requested to do so.
- The Grounds Superintendent has the authority to direct volunteer workers to adopt safe work methods and issue Personal Protective Equipment (PPE) which must be worn.
- Only volunteers listed on the 'Approved Volunteers Register' are permitted to operate the nominated machinery. The register endorses that the volunteer has been screened and trained appropriately by the Grounds Superintendent for the specified machinery only.
- Volunteers with pre-existing medical conditions must present a doctor's certificate indicating their suitability to operate any club equipment. The certificate needs to be specific in the use of certain machinery.
- The Grounds Superintendent has the right to decline any offer of volunteer work without question.

I have read and agree to the above policy.

Name..... Signature.....

Date...../...../.....

Policy endorsed for implementation by the General Committee on 21 /2 /2011.



Application for Leave of Absence

I, of

hereby apply for a leave of absence from my.....

membership at Chalambar Golf Club. The period of my absence is

anticipated to be from/...../..... until/...../..... (minimum 12 months).

The reasons for my application are (refer to club policy on reverse of form)

.....
.....
.....
.....
.....
.....
.....

Signed.....

Date...../...../.....

Office Use:	
Granted by Committee Y/N	Date Approved / Declined/...../.....
Response Sent/...../.....	

Extract from Club Policies December 2010

4.03 ABSENTEE MEMBERS

- g. Any member who will be absent from their principal place of residence for no less than twelve months and no more than three years may apply to the Secretary, on the application form provided, to become an Absentee Member for the period the member will be absent.
- h. The application to become an Absentee Member shall set out the reasons for the application and the period that the member will be absent from their principal place of residence.
- i. The Board shall have the power to determine the validity of each application.
- j. Upon approval of the application, the Absentee Member's entitlements shall be suspended completely during the period of Absentee membership.
- k. The club shall hold a 'membership credit' for the period of absence which has been prepaid. Should the member not reinstate their membership such credit will be forfeited.
- l. An Absentee Member, on returning to their principal place of residence, shall advise the Secretary of their return and upon payment of such fees and levies as determined by the GC, shall become entitled to the privileges of their previous membership category without loss of membership continuity.



NOMINATION FOR LIFE MEMBERSHIP

Nominee:		Date: / /
Proposed By:	Seconded by:	
Name:	Name:	
Signature:	Signature:	

Life Member Guidelines

For Life Membership the emphasis is on an outstanding service or contribution to Chalambar and the sports of golf and / or bowls, which requires more than the holding of office (s) and the routine performance of that office (s).

The nominee should already hold a Service Award. In considering the service to Chalambar Golf and / or Bowls, the General Committee shall consider the following factors - quality, length and level of service.

For the General Committee to approve a nomination, the nominee should have met one or more of the following guidelines:

- a. Served at least fifteen (15) years consecutively as a member of the General Committee or its antecedent (associated) bodies, including at least 2 years as an Office Bearer (Executive member)
- b. As above, but if service is broken, then at least twenty (20) years becomes the period of service
- c. Other service to Chalambar over a period of time and involvement considered comparable to the above

