

**MANUKAU GOLF CLUB (Inc.)
WINDROSS FARM GOLF COURSE**

STANDING ORDERS

December 2021

Amended November 2016 – Approved December 2016 – Amended April 2019

Amended September 2019 – Amended October 2020 - Amended December 2021 -

Amended May 2022

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DO NOT COPY

A. GENERAL

i) Conduct

Members of the Windross Farm Golf Course are expected to maintain a standard of behaviour that reflects the basic requirements of integrity, courtesy and respect, while adhering to the Club's Code of Conduct:

- Maintain courteous relations with all members, competitors, officials, club employees and the public.
- Not engage in any conduct which defames the Club, or any officers or employees.
- Be familiar with and abide by the rules of the Club.

Any breach of The Code of Conduct may be subject to the disciplinary measures in Rule 16 of the Constitution. Concerns should be forwarded in writing to the attention of the General Manager or Board of Management.

ii) Judicial Committee

The Judicial Committee will comprise of:

- The General Manager
- The Club Chairperson or alternate
- One Member from the Board of Management

- The Judicial Committee will come into existence at the time its members are approved or appointed by the Board and are bound by Section 16 of the Constitution.
- The Judicial Committee's duties will be to hear, adjudicate and act upon complaints of members and others about other members referred to it by any Board member or the General Manager.
- At least two members must be present for a hearing to take place.
- Meetings should be held at the Club in the first instance, otherwise a private venue
- The Judicial Committee shall determine when it meets, and the General Manager will ensure the members receive reasonable notice of the time and place of the meeting.

iii) Dress Standards

We expect that Members' dress both on the course and in the Clubhouse will reflect the high standards required at the Club.

On course

Neat, tidy sportswear and golf shoes or soft soled sports shoes. This includes but is not limited to tailored shorts, sports trousers or skirts and a golf or collared shirt or blouse.

Clubhouse

Neat, tidy casual wear. Dress denim jeans are acceptable. Clean golf shoes, soft soled sport shoes and, open-toed sandals permitted.

Open Days

- ### **iv)**
- All events to be co-ordinated by the General Manager and the employees in the golf shop.

v) Charity Days

- Club Charity Days will require the approval of the General Manager

B. COURSE

i) Suspension of Play

- If the course is deemed unfit for play, or it is considered that play may result in significant damage to the course, then the General Manger or the Course Manager, in his/her absence, is authorised to suspend play for up to one hour before re-evaluating course playing conditions (greens primarily) with a view to the resumption of play. Should neither of the two be contactable, then the Club Captain must be contacted for a decision.

ii) Course Closure

- If the course is deemed unfit for play, or it is considered that play may result in significant damage to the course after a suspension of play period, then the General Manager, or the Course Manager in his/her absence, is authorised to close the course. Should neither of the two be contactable, then the Club Captain must be contacted for a decision.

iii) Use of Course Facilities

- The course is available for use by members, their guests, and visitors on any day the course and/or the practice facilities and/or the clubhouse facilities are open and available for use and/or times specific to their membership category or as may be otherwise determined, from time to time by the General Manager.
- It is the direction of the Board that the course remains open for the use of the membership to the maximum extent possible, without prejudicing the agronomic, operational, and financial needs of the business.
- The course and facilities may be closed one Monday per month for maintenance as required.

Pre-approved access may be granted by the General Manager to allow entry to the course outside of normal operating hours.

The main entry gate will be secured each evening.

iv) Use of Motorised Carts (see attached waiver)

- The General Manager or Course Manager may limit the use of motorised carts on any day due to the prevailing weather and/or ground conditions.

The use of privately-owned motorised carts is not permitted.

v) Course Maintenance

- The required standard for maintenance of the course shall be as set down by the General Manager in conjunction with the Course Manager.

C. GOLF

i) Green Fees

- Standard green fees for casual play are to be set by the Board.
- All group bookings and events run at the Windross Farm Golf Course may require visitors to pay an entry fee that will include a green fee. This rate is to be agreed and approved by the General Manager.

ii) Reservations and Online Bookings

- Online bookings will be available to all categories of membership except Flexi-Lite @ 06h30 on the 8th day before date of play.
- All players need to be booked an allocated time on the tee sheet or phone the golf shop to check for availability.
- Members may reserve a time by entering their name electronically and up to three other players
- Each member is allowed a maximum of 4 "live" pre-bookings in the system at any given time. Extra rounds can be booked 4 days before the date of play via the golf shop.
- Cancellations should be made as soon as possible. It is the responsibility of each member to withdraw their name from the start sheet in advance if they are not able to play.
- Members may not reserve a complete time slot and play as a two-ball or three-ball unless it is a specific competition, and the times are designated for that purpose.
- The golf committee will monitor all bookings and may take action against those who abuse the system.
- The start sheet will open to Flexi-Lite members and the public from noon on the 8th day before date of play.

iii) Reporting

- Members must report to the starter no later than fifteen (15) minutes prior to their reserved time. Failure to do so may result in their reservation being withdrawn.

iv) Play on the Course

- No play is permitted on the course outside of the specified tee times as decided and regularly revised by management.
- Except with the permission of or instruction from the starter, play may only begin on the 1st tee or designated tee of the day.
- A player on his/her own may be paired with others as instructed by the employees in the golf shop.
- If any group of players have lost a clear hole during a round, they are encouraged to allow the following group to play through.
- The designated Course Marshal may penalise players if they unreasonably delay play.

- Playing groups must not exceed four players unless authorised by the Golf Committee.
- Only formalised play of either 9 or 18 holes is allowed on course unless prior approval has been granted by the General Manager.

v) Practice

- Range tokens are available from the shop for use on the ball dispensing machine at the driving range. Players may not use their own practice balls on the driving range.
- Players may practice on the course during their round, however at other times, only the official practice areas may be used.

vi) Hole in One

- A member scoring a hole in one on their home course shall be entitled to provide drinks to each person playing on their course, or present in the Clubhouse thereof, on that same day at the Club's expense to the value not exceeding \$200.
- A member scoring a hole in one at another course shall be entitled to provide drinks to each person playing on that course, or present in that Clubhouse, on that same day at the Club's expense to a value not exceeding \$200. The member will be reimbursed on production of a receipt from the club concerned.
- Any compensation for a visiting player scoring a hole in one at Windross Farm Golf Course will be between that player and his/her respective club.

vii) Golf Committee

- The Golf Committee has been established by the Board, and is to be overseen by the Club Captain who is Chair.
- The Golf Committee is appointed by the Club Captain and will consist of a minimum of 5 and maximum of 7 members including the Golf Operations Manager.
- Each appointed Golf Committee member (excluding the Golf Operations Manager) will be selected for a maximum term of 3 years, after which they must stand down for a 12-month period before being eligible for re-selection.
- The Golf Committee will operate with the assistance of the employees in the Golf Shop.
- The Golf Committee shall fulfil their responsibilities under the Rules of Golf as the "Committee in Charge" of the competition for organising all golf events, matches and tournaments. Refer to Appendix.
- They shall fulfil their responsibilities for overseeing the World Handicapping System. Refer to Appendix.

viii) Mixed Golf Events

- The Golf Committee (or their appointees) shall be jointly responsible for organising and running mixed events in accordance with the approved Terms of the Competition that may apply at that time.
- Mixed events are open to all Golfing Members as may be determined by the General Manager from time to time.

ix) Regulations for the Control of Play and Club Competitions

Where competitions are split between Saturday and Weekday players, the course set up must remain the same.

- The golf programmes are subject to change, at any time, by the Golf Committee.
- Dates for the various rounds shall be notified before the competition begins via either one or more of the following:
 - Club Programme
 - Club Event Card
 - Club website: www.windrossfarm.co.nz
 - Draw Sheet
 - Club Notice Board

New Members

- New Members who do not have an official handicap must complete 5 (five) cards before they are eligible to compete in Club Competitions. Players using a false handicap are automatically disqualified.

Scorecards and Handicapping

- All players must return a scorecard as soon as possible for handicapping purposes, whether a round has been completed or not.
- The scorecard must have been exchanged at the start of play and marked hole-by-hole by an independent marker with the same group. Failure to do so may result in the player's handicap being withdrawn.
- After play, hole-by-hole scores (including on digital scorecards) must be verified by the player and the independent marker before being signed (input membership number) and returned.
- An unsigned card will be entered for handicap purposes.

Scrambles

- If only three players, one can be nominated as anchor.
- The Club may run scrambles on any designated club day with all financial matters to be determined by the General Manager.
- Allocation of winnings of various aspects of the scramble are the responsibility of the employees in the Golf Shop, in conjunction with General Manager.
- The following count-back rules will be applied to all club scramble competitions: -
Gross/Nett – in the event of a tie the higher handicap will be declared the winner
Stableford – in the event of a tie the lower handicap will be declared the winner

Handicap Match Play Events

- Each player must play off their published course handicap as displayed on the digital or paper scorecard for the round.

x) Junior Golf

- **Appointment of Junior Golf Director**

The Club may appoint a Junior Golf Director for such term as they deem appropriate. The Junior Golf Director may seek help from members to assist in the management and co-ordination of Junior golf. The Junior Golf Director will be responsible for the operation of Junior golf.

- **Proficiency**

Under no circumstances will a Junior member be permitted on the course until, in the opinion of the Junior Golf Director, he/she has reached an acceptable level of proficiency.

- **Re-imbusement**

50% of entry fee will be reimbursed to Juniors who compete in Association and National Junior events and finish within the top 10 placing of their age group.

- **Playing in Men's / Women's Competitions**

Only after a recommendation from the Junior Golf Director and subsequent approval from the Club Captain, will an Elite Junior be permitted to play in competitions in a Saturday field

D. CLUBHOUSE

i) House Hours

- The Clubhouse opens as per daily schedule on the website.

ii) Smoking

The Clubhouse and terraces have been designated as an open plan area and smoke free environments.

- Smoking and Vaping is only permitted outside the cart barn wall which faces the driveway entrance.
- All cigarettes/cigars should be disposed of in appropriate containers or ashtrays.

iii) Liquor and Food Consumption

- Members and guests eighteen (18) years of age and over may only consume alcoholic beverages that have been purchased via the Clubhouse Bar.
- The consumption of alcoholic beverages is restricted to the Clubhouse Café, Bar lounge, Boardroom and outside, extends under the overhanging roof (eaves) from the doors facing the 15th hole to the end of the General Manager's office.

iv) Visitors

- Visitors may be permitted to enter the Club and use the facilities upon such terms and conditions as determined by the club's liquor license from time to time.

v) Behaviour

- The Duty manager and/or club official is responsible for monitoring dress standards and the behaviour of members in the clubhouse lounge and dining room at all times. He/she has the authority to report misconduct by members and/or visitors to the General Manager and/or Board Member.

vi) Raffles

- The operation of raffles requires approval from the General Manager.

vii) Notice Boards

- Only notices pertaining to the Club or to Golf are to be displayed. The General Manager is to approve all other notices.

E. MEMBERSHIP

i) Categories and Rights

The General Manager is required to determine and recommend to the Board, for its approval, membership categories and membership category rights and may amend other rights as it is deemed appropriate.

There will be these categories of membership:

Life Members

Subject to Rule 15.2, members in this category shall be entitled to:

- The rights of (Full) Members
- The right not to be obliged to pay entrance fees, annual subscriptions and/or levies.

Full Members

Subject to Rule 15.2, members in this category shall be entitled to:

- Play golf on the course and/or use the practice facilities and/or the clubhouse facilities on any day the course and/or the practice facilities and/or the clubhouse facilities are open and available for use.
- Vote.
- Be elected to the Board of Management and committees provided their Home Club is identified as Windross Farm Golf Course.
- Be an affiliated member of appropriate national and local golf associations.
- Participate in the Club's organised competitions and tournaments.
- Any other rights as the Board may determine from time to time.

Sunday Members

Subject to Rule 15.2, members in this category shall be entitled to:

- Play golf on the course from Sunday to Friday.
- Access the club practice facilities any day they are open and available for use including public holidays.
- A green fee of \$65 for 18 and \$35 for 9-holes will be applicable for Saturday play.
- Vote.
- Be elected to the Board of Management and committees provided their Home Club is identified as Windross Farm Golf Course.

- Be an affiliated member of appropriate national and local golf associations.
- Participate in the Club's organised competitions and tournaments except those held on Saturdays.
- Any other rights as the Board may determine from time to time.

Weekday Members

Subject to Rule 15.2, members in this category shall be entitled to:

- Play golf on the course from Monday to Friday [including public holidays](#).
- Access the club practice facilities any day they are open and available for use including public holidays.
- A green fee of [\\$65](#) for 18 and [\\$35](#) for 9-holes will be applicable for Saturday and Sunday play.
- Vote.
- Be elected to the Board of Management and committees provided their Home Club is identified as Windross Farm Golf Course.
- Be an affiliated member of appropriate national and local golf associations.
- Participate in the Club's organised competitions and tournaments except those held on Saturdays and/or Sundays.
- Any other rights as the Board may determine from time to time.

Nine Hole Members

Subject to Rule 15.2, members in this category shall be entitled to:

- Play golf on the course from Monday to Friday [including public holidays](#).
- Access the club practice facilities any day they are open and available for use including public holidays.
- A green fee of [\\$35](#) for 9-holes will be applicable for Saturday and Sunday play.
- Vote.
- Be elected to the Board of Management and committees provided their Home Club is identified as Windross Farm Golf Course.
- Be an affiliated member of appropriate national and local golf associations.
- Any other rights as the Board may determine from time to time.

Flexi Green Fee Members

Subject to Rule 15.2, members in this category shall be entitled to:

- Play golf on the course on any day the course and practice facilities are open and available for use including public holidays.

- Pay a green fee of \$70 for 18 and \$40 for 9-holes on Saturday, Sunday and Public holiday play and \$60 for 18 and \$35 for 9-holes Monday to Friday play.
- Vote.
- Be elected to the Board of Management and committees provided their Home Club is identified as Windross Farm Golf Course.
- Be an affiliated member of appropriate national and local golf associations.
- Any other rights as the Board may determine from time to time.

Intermediate Members U/35 & U/30

Subject to Rule 15.2, members in this category shall be entitled to:

- Play golf on the course on any day the course is open and available for use as shall be determined from time to time by the Board of Management.
- Use the practice facilities and/or the clubhouse facilities on any day the practice facilities and/or the clubhouse facilities are open and available for use.
- Vote.
- Be an affiliated member of appropriate national and local golf associations.
- Participate in the Club's organised competitions and tournaments.
- Any other rights as the Board may determine from time to time.

Junior Members

Subject to Rule 15.2, members in this category shall be entitled to:

- Play golf on the course and/or use the practice facilities and/or the clubhouse facilities on any day/time the course and/or practice facilities and/or the clubhouse facilities are open and available for use as shall be determined from time to time by the General Manager.
- Be an affiliated member of appropriate national and local golf associations.
- Elite Juniors may participate in the Club's organised competitions and tournaments.
- Vote – be 18 years or older at the time of voting.
- Any other rights as the General Manager may determine from time to time.

Social Members

Subject to Rule 15.2, members in this category shall be entitled to:

- Play golf on the course on any day the course and practice facilities are open and available for use including public holidays.
- Pay a green fee of \$85 for 18 and \$45 for 9-hole play.
- Will not have any pre-booking rights

- Will not have voting rights

Corporate Members

Subject to Rule 15.2, members in this category shall be entitled to:

- Play golf on the course and use the practice facilities on any day the course and the practice facilities are open and available for use as shall be determined from time to time by the General Manager.
- Use the clubhouse facilities on any day the clubhouse facilities are open and available for use.

Other Membership Categories

Subject to Rule 15.2, members in such categories, as shall be determined from time to time by the Board of Management, shall be entitled to:

- Play golf on the course and use the practice facilities on any day the course and the practice facilities are open and available for use as shall be determined from time to time by the General Manager.
- Use the clubhouse facilities on any day the clubhouse facilities are open and available for use.

ii) Annual Subscriptions

The General Manager is required to determine and recommend to the Board, for its approval, annual subscriptions for membership categories (and discounts that may apply thereof), joining fees and waiting list fees as it is deemed appropriate and notify to Members from time to time.

- Annual subscriptions will be payable by all Members other than Life Members.
- The calculated amount for subscriptions and fees shall be rounded to the nearest \$1.00.
- The subscription year will be from 1 October in one year to 30 September of the following year.
- The annual Subscription for each category of membership is as specified in the appendix entitled "Fees Appendix".
- Subscriptions will be due and payable by the first day of each subscription year.
- A member wishing to pay any part of their subscription after the due date (first day of the subscription year) must apply in advance to the club for approval. Any unpaid balance will attract a surcharge of 10%.
- Payment of the balance, including surcharge, must be made by Direct Debit OR Automatic Payment in 11 monthly instalments or 3 equal instalments. All payment will be on "a in advance basis".
- A Non-Financial Member shall not play on the Course or use the Clubhouse or any other of the Club's facilities.

iii) **Subscription Rebates**

The following rebates, inclusive of GST, shall apply:

Medical Rebate – see Appendix iii)

- ~~All applications for medical rebate to be submitted in writing, to the General Manager, defining the request and the timeframe relating to the injury or illness. Applications should be within a reasonable time of the injury or illness occurring. All applications will be assessed by the General Manager based on a set of criteria defined by the Board. The decision of the General Manager will be final and binding.~~

iv) **Waiting List Fees**

In addition to the Annual Subscription and Joining Fee payable, payment of a waiting list fee may be required from any person applying: -

- For membership of the Club.
- Seeking a transfer from one class of membership of the Club to another.

v) **Dual Membership**

- If a member also belongs to another club, that member must establish where his/her handicap is to be kept as he/she may not have two handicaps. The member may only represent his/her home club in interclub competitions.

vi) **Members Credit/Spend**

- All financial members in good standing will be issued a personalised membership card at the beginning of each season. All personal information acquired and used in relation to the card will be in compliance with the Club's privacy policy under the Privacy Act 2019.
- The membership card is free and there is no extra payment for the card from the member's subscription.
- The card cannot be transferred to or used by a third party. The club does not accept any liability for unauthorised use. For families, the card holder is the only valid user.
- This card can be used for purchases in the bar, café and the golf shop. The card cannot be used for member subscriptions and can be loaded with credits in the bar, café and golf shop.
- A member's discount of 10% is received on selected food and all beverage items plus clothing and shoes in the golf shop when the members card is used.
- The stored value can only be used for purchases. It cannot be transferred to other cards and it cannot be cashed out.
- The credit is held by the Club on the basis that the stored value is unsecured, non-refundable, and does not bear interest. A maximum balance and transaction total of \$1000 is allowed on a card at any given point in time unless specifically agreed by the club.
- Prizes for all club competitions and scrambles will be credited to the members card within 7 days.
- All members who spend in excess of \$1,500 per annum on their membership card will receive a loyalty rebate on their membership card account at the start of the new season. The rebate

will be calculated as 2.5% of the total amount spent on their membership card in the membership year (excluding membership renewals and golf rounds).

- This card will be suspended with any member suspension, termination, or resignation. The member will be encouraged to use the card to make purchases. All balances must be cleared within 30 days, following which the card is cancelled and any value becomes Club property to be used for junior golf development.
- This card is directly linked to club membership and the stored value is never available for pay-out or transfer to the member or any family or other member.
- In the event that a member becomes deceased, the value will be payable to their estate.

vii) Members Guest

- Members can sign in a maximum of 3 guests per day and must accompany these guests during their round of golf. These affiliated guests will qualify for a reduced green fee rate of \$85/\$125 for 18 and \$45/\$65 for 9-holes of golf on the day of play.

viii) Levies

- In addition to the Annual Subscription payable, a levy may be applied in order to recover in part off or in full, the amount charged to the club by both Golf NZ and Auckland Golf Inc.

F. ADMINISTRATION

i) Annual General Meeting Minutes

- These Minutes are to be posted on the Notice Board or website, four (4) weeks prior to the next Annual General Meeting.

ii) Health and Safety

- An updated H&S register is kept in the administration office. All incidents, “near misses” and possible risk should be reported to the administration office or if closed, recorded in a diary kept for the purpose in the Golf Shop and transferred to the main register when it becomes available.
- Safe working practices have been adopted for this course and all players are asked to note the following procedures to prevent injury to workers and players from golf balls and equipment.
 - A golf course can be a hazardous environment, and players must remain vigilant at all times to prevent accidental injury to themselves and others.
 - Members are not to hit a golf ball when another Member or worker is within striking distance of their ball landing and call FORE if their ball is heading towards another person. Course employees have the right of way at all times.
 - Cart drivers are expected to take reasonable precautions to ensure the safety of all persons on the course.

- **Natural Risks**

Members must abide by the Club Rulings at all times and day specific rulings will be advised by golf shop employees. Any tee times lost due to a weather delay will be cancelled and tee off groups will resume as per the tee sheet as soon as it is safe to start play.

- *Fog*

- *Frost*
- *Wet Conditions*
- *Lightning Strike*
- *Wind*

When the siren sounds:

1 single long blast = Players must evacuate the course immediately.

2 short blasts = Players must stop play and stay in place.

3 short blasts = Play can continue.

- **Work Risks**

Spraying of pesticides, fungicides and other chemicals is an essential part of course maintenance. Warning signs regarding spraying will be displayed on all starting tees when toxic chemicals are in use. A member or visitor is advised that it is at their own discretion if they chose to use the course on days when chemicals have been applied.

G. Appendix

i) MEMBERSHIP FEES APPENDIX For 12 month period 1 October 2022 to 30 September 2023

Member Subscriptions (Inclusive of GST & Levies)

Category	Net
Full Member	\$2,756.00
Sunday Member	\$2,252.00
Weekday Member	\$2,006.00
Flexi Green Fee	\$ 483.00
9-Hole Member	\$1,129.00
Intermediate U/35	\$2,142.00
Intermediate U/30	\$1,491.00
Junior Elite	\$ 819.00
Junior	\$ 420.00
Social	\$ 158.00

ii) GOLF COMMITTEE GUIDELINES APPENDIX

Rules of Golf:

General play

- Ensure course is properly marked in accordance with the Rules of Golf
- Establish any Permanent Local Rules for general play
- Establish & enforce Pace of Play & Code of Conduct
- Consider when to suspend play due to weather or other conditions
- Provide Rules support and education

Competitions

- Confirm and publish an annual programme of competitions, events
- Ensure annual programme is designed to dovetail into the course maintenance programme by consultation with the General Manager and Course Superintendent.
- Providing information to members on results, coming events and golf information of interest on a fortnightly basis
- Conduct all competitions in accordance with the Rules of Golf
- Review Local Rules & establish any additional Temporary Local Rules, publishing them as required under the Rules of Golf.
- Set the Terms of the Competition & publish in advance
- Review course markings
- Define if & where players may practise on the course
- Recommend teeing areas and hole locations to be used, after consultation with GM and Course Superintendent
- Establish & publish the draw plus start times
- Prepare materials (Local Rules, Pace of Play/Time Sheet, Code of Conduct, pin position, tees, suspending/restarting play ...) for players and officials
- Organise a starter/course marshal/scorecard return
- Arbitrate, adjudicate & make decisions about any Rules issues that arise during play
- Validate all scores from the round in stroke play
- Resolve any ties in stroke play
- Confirm final result, close the competition
- Award prizes
- Confirm the use, or non-use, of digital score cards and implement an effective system for their use.
- Monitor the success of the annual programme of events and report to the Board.

World Handicapping System WHS

- Establish and review stroke index allocation, and make recommendations to the Board for approval
- Review and administer a players Handicap Index to reflect their demonstrated ability (review, adjustments for injured player or illness, over-ride cap)
- Ensure all scores are submitted and processed asap, and monitor card submission rates
- Educate members
- Ensure all acceptable scores are played from tees that have a Course Rating & Slope Rating

- Provide feedback to the GM, on whether the course is presented in a manner consistent with the conditions (stimp [green speed], rough height, boundaries, fairway width) present when the Rating was conducted.
- Notify the District Association of any significant course alterations which could affect the Course Ratings and Slope Ratings.

General

- Fostering a strong Club spirit amongst the members.
- Co-ordinating and welcoming visitors and other new Members to the Club.
- Supporting the General Manager in the promotion of membership of the Club.
- Operating within the financial parameters set in the club's annual budgets.
- Providing the Board with an accurate report of the actions of the Committee.
- Promotion and management of participation by members in Golf Association, Inter Club and other competitions.
- Promoting good course maintenance habits amongst members.
- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate
- Communicate necessary information in an open and transparent way
- Golf Committee members are bound by the principle of fairness and transparency and to always ensure that issues are discussed in open forums where the committee is able to openly evaluate strategies, ideas and suggestions.
- Be an additional point of contact and communication and ensuring that the club's views are communicated clearly and accurately.
- Oversee the operational issues of pennant involvement and ensure the smooth running of all related pennant activities

iii) MEDICAL REBATE POLICY APPENDIX

1. Purpose: To guide the General Manager's decision on the Medical Rebate policy (per Standing Order excerpt below) to apply subscription discounts or rebate because of a long-term medical ailment or injury that would preclude the member from being able to participate in the Club for the purpose of playing golf.

All applications for medical rebate to be submitted in writing, to the General Manager, defining the request and the timeframe relating to the injury or illness. Applications should be within a reasonable time of the injury or illness occurring. All applications will be assessed by the General Manager based on a set of criteria defined by the Board. **2.**

Eligibility criteria:

- Members applying for Medical Rebate assessment must be up to date on their Subscription payments at the time of application.
- Members from the following categories are eligible for rebate assessment: Full Members, Sunday Members, Weekday Members, Nine Hole Members, Intermediate Members, and Junior Members.
- Flexi members and Flexi Lite members may elect to downgrade to Social membership and will be eligible for rebate application pro-rata to the Full Membership percentages as outlined (table below), should they be up to date on their Subscription payments at the time of application. Flexi members and Flexi Lite members electing to downgrade to Social membership will be subject to category capacity being available when they seek to re-instate their playing rights for golf.
- Members must provide a supporting Medical Certificate from a Registered Practitioner/s to accompany the Medical Rebate application and include an explanation as to why they recommend the member should not participate in the game of golf.
- The injury or illness instigating the Medical Rebate request should be such that it precludes the member from physically being able to play the game of golf for a period of more than six-weeks (long-term injury).

3. Application:

- Members are required to apply in writing for Medical Rebate assessment via email: gm@windrossfarm.co.nz, or post: P.O. Box 202292, Southgate, Takanini, Auckland, 2246.
- Applications relevant to planned surgery or operation are preferred prior to such treatment being undertaken.
- All other applications are required within 60-days of the event, at the discretion of the General Manager.

4. Rebate rate chart

- All rebate percentages are calculated inclusive of GST, and exclusive of any Board imposed Levies or benefits.
- Total Fees payable by the member, taking into consideration any Legacy, Veteran, or previous Medical Rebate afforded, will form the basis for Rebate percentage calculation.
- Rebates will be issued as a future Club Subscription credit. Members can elect to receive their Medical Rebate as a Club Account credit – confirmation to be made in writing.

Time away within Financial Year - Rounded to month-end of application receipt.	Rebate = ..% of total Subscription Fees payable.	Medical Rebate payable relative to Full Membership Subscription. 2022/23 – (\$2397 ex. GST)
11 months.	80%	\$1917.00
10 months.	72%	\$1726.00
9 months.	64%	\$1534.00
8 months.	56%	\$1342.00
7 months.	48%	\$1151.00
6 months.	40%	\$959.00
5 months.	32%	\$767.00
4 months.	24%	\$575.00
3 months.	16%	\$384.00

5. Decisions and notice

Applications that are approved by the General Manager will be notified by email, or post and include:

- Confirmation of retained membership rights while the Medical Rebate period is in place.
- The expected Medical Rebate timeframe and relevant amount payable.
- The process for seeking a timeframe extension, or if the period extends into a subsequent financial year.
- How to action an early return from the medical leave period.

Members seeking to contest the decision of the General Manager may do so in writing, via written letter and addressed to the Chairman of the Board. The Board will review the matter at the next scheduled Board meeting and may require the attendance of the member to provide evidence. No further recourse is available to the member beyond the decision of the Board. The outcome of any contest will be notified by the General Manager will via email, or post.

All Medical Rebate applications and decisions will be tabled in Correspondence to the Board by the General Manager.

DO NOT COPY

H. Golf Services

i) GOLF CART RULES, ETIQUETTE AND WAIVER

These rules and etiquette expectations are designed for your safety and the safety of others, and to protect the golf course and provide quality playing conditions to all golfers.

- Never drive the cart within hazard boundary lines, or within 5 meters of water hazards or bunkers, or within 15 meters of greens. These areas are especially susceptible to damage by the wheels of golf carts.
- Never drive onto or close to tee boxes.
- Never drive the cart through mud or wet areas on or off the fairway.
- Making sharp turns or speeding in the cart and coming to a sudden stop can damage the turf grass. This includes driving in circles looking for yardages!
- Over time, golf carts speed up soil compaction, which can lead to less-than-ideal growing conditions for turfgrasses. And that can lead to less-than-ideal turf quality for golfers. So even during "perfect" conditions, we ask that you keep in the rough and the designated paths.
- Please avoid damaged, thinned, and high usage (spread the traffic please)
- The "90 Degree Rule" means that carts are only allowed at 90-degree angles from the cart path/rough. In other words, do not drive the golf cart up the middle of the fairway from the tee box to your golf ball. Stay on the cart path/rough until you are level with your golf ball, then make a 90-degree turn off the cart path/rough and drive straight across to the ball. The "90-degree rule" minimizes the time a golf cart spends rolling over the grass, while still allowing convenience for golfers.
- Directional signage on fairways with an arrow pointing toward the cart path. The meaning is: Don't take the cart beyond this point on the fairway; go back to the cart path. Observe the signs please.
- Always stay on designated cart paths on Par 3's.
- The sharing of golf carts will be enforced as far as possible.
- All cart users to sign a cart waiver form.



GOLF CART WAIVER RELEASE AND INDEMNITY AGREEMENT

MOTORIZED GOLF CART RENTALS

- 1.) The hirer agrees to assume all risk of loss or damage to motorized golf carts rented or borrowed from Windross Farm Golf Course as well as the risk of injury to the hirer or other persons and damage to other property arising from the use of the golf cart. The hirer will take all precautions to avoid loss or damage to the golf carts, damage to other property and injury to persons including to the hirer arising out of the use of golf carts. In the event of any loss, damage or injury, the hirer agrees to hold Windross Farm Golf Course, and its employees harmless from and against any and all claims, costs, expenses and demands in respect of such loss, damage or injury, howsoever caused.

The hirer agrees to indemnify and reimburse Windross Farm Golf Course for any liability, costs or expenses imposed by law upon the Golf Club for any and all such losses.

- 2.) You must be at least 18 years of age to operate this vehicle and do so in a safe manner. Under no circumstances are you allowed to let another driver drive this vehicle, unless cleared by the staff upon signing of this waiver.

I have carefully read, understood and voluntarily agree to the terms above

Date: _____

Contact Number: _____

Print Name: _____

Signature: _____