



BY-LAWS, POLICIES & PROCEDURES  
OF  
**BELVOIR PARK GOLF CLUB INCORPORATED**  
#001428D @ 6<sup>th</sup> May 2025

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## **BY-LAWS**

### **1. RULES**

- a) The Committee shall always conduct business as per the adopted Rules of Belvoir Park Golf Club Incorporated as of 21st October 2015 and the Policies and By-Laws of Golf Australia except in so far as they may be modified or varied from time to time and adopted by the Committee.
- b) Sub Committees appointed by the Committee under Rule 42 Delegation shall operate as per the written procedures provided and/or in conjunction with the pre-defined procedures provided by Golf Australia and the Royal and Ancient Golf Club of St. Andrews except in so far as they may be modified or varied from time to time by the Committee.
- c) The Rules of the game of Golf as adopted from time to time by the Royal and Ancient Golf Club of St. Andrews shall be adopted by the Club, except in so far as they may be modified or varied from time to time by the Committee.
- d) Every member shall be bound by and submit to the Rules and By-laws of the Club.
- e) The Club Secretary to ensure a copy of current By-Laws is given to all Committee at least 14 days prior to next meeting, post the Annual General Meeting.
- f) Proposed changes to the By-Laws must be submitted, in writing to the Secretary, at least 7 days prior to the next Committee meeting to be included in Agenda.

### **2. MEMBERSHIP – Voting Categories**

The Club shall consist of the following membership categories.

#### **a) Voting Members;**

1. Life Members
2. Full Members
3. Senior Members
4. Intermediate members over 18 & under 25 years of age

#### **b) Non-Voting Members;**

1. Country Members
2. Junior members under 18 years of age
3. Summer Members

### **3. MEMBERSHIP – Description**

- a) Life Membership shall be awarded to any person who has rendered significantly, services of any kind to the Club for a period of no less than twenty-five years.
- b) Full Member shall mean a person over the age of 25 years as at the 1<sup>st</sup> July of the current financial year.
- c) Senior member over the age of 60 years as at 1<sup>st</sup> of July of the current financial year and must have had 10 years of continuous membership, or at the discretion of the Committee, shall pay

\$70.00 less than the standard membership fee and retain their reduced membership for the duration of their playing time at the club.

- d) Intermediate member shall mean a person over the age of 18 & under the age of 25 years as at 1<sup>st</sup> of July of the current financial year.
- e) Junior member shall mean a person under the age of 18 years as at 1<sup>st</sup> of July of the current financial year.
- f) Country member shall mean a person who does not reside within eighty kilometers of the links. These memberships have full playing rights.
- g) Summer membership is available to those persons who are financial members of a sand greens club, however these members are ineligible to win gold letter events.

#### 4. MEMBERSHIP – Conditions

- a) The Committee may at any time limit the number of members of the Club.
- b) Any member leaving the district of Bendigo or anticipating that he or she may be unable to enjoy the playing privileges during the year may, upon written application to the Committee and with the consent of the Committee,
  1. Be placed **on hold** and shall be exempted from payment of his or her annual subscription.
  2. Such **on hold** periods of leave of absence will be exempt of accumulating towards the accrued membership years

#### 5. MEMBERSHIP - Structure & Annual Fees

DESCRIPTION	FULL FEE
Full Member	\$750.00
Senior Member	\$675.00
Country Member	\$540.00
Intermediate Member (under 25 yrs.) (\$100 voucher given if signing up with parent/guardian – to be spent in club (competition & bar) & Pro Shop <i>Cannot be spent back on their m/ship or parent's &amp; only issued after memberships are paid or first instalment received</i>	\$365.00
Junior Member (under 18 yrs.) (\$100 voucher given if signing up with parent/guardian – to be spent in club (competition & bar) & Pro Shop <i>Cannot be spent back on their m/ship or parent's &amp; only issued after memberships are paid or first instalment received</i>	\$135.00
Summer Member (1/10 to 31/3)	\$415.00

**Note: all fees quoted above are inclusive of GST**

## 6. MEMBERSHIP - Subscription

- a) The annual subscription, as set by the committee from time to time and except as provided by Rule 3 of Club Rules, shall be due and payable on the first day of July in each year.
- b) During the month of July in current year, any non-financial member is ineligible to claim a trophy/s.
- c) Any member whose subscription is in arrears after the 31st day of July in current year shall not, whilst in arrears, be eligible to play at the club without making payment of either membership or green fees. The Committee may, upon receiving an explanation to its satisfaction, reinstate such member.

## 7. MEMBERSHIP - Pro Rata Rates

- a) New adult Members shall pay annually \$78.00 and Juniors under 18 years \$56.00 to cover the cost of Golf Australia & Golf Central Victoria affiliations and then pro-rata on the balance of the annual subscription, if elected after 1<sup>st</sup> October 75%, 1<sup>st</sup> January 50% and 1<sup>st</sup> April 25%.
- b) Monthly direct debit payments will not be accepted for the last quarter of each financial year.
- c) Members who join on or after the 31<sup>st</sup> of May, of each year, pay 12 month's fees for 13 months membership.
- d) Any member leaving is eligible for **ONE** Pro Rata re-join membership, other than the original joining membership, when returning to the club.

## 8. OTHER FEES

- a) **Annual Green Fee Pass Holder (AGFPH)** \$645.00 (Incl.GST)
  - Bulk purchase of green fee vouchers
  - No voting rights
  - No reciprocal club rights
  - Restricted to **non**-club competition days or club sanctioned event days.
  - No GA insurance cover
- b) **Cart shed storage**, per year –
 

Petrol Golf Cart Shed (no power)	\$180.00
Electric Golf Cart Shed (with power)	\$300.00
Small Engine Golf Cart	\$145.00

Club to provide one Key per buggy for Shed, Replacement Keys (Lost) to cost \$50, non-refundable. Additional Key will cost \$50, refundable upon return (maximum of 2 keys per Buggy)

- c) **Green Fees** –
 

18 holes	\$40.00
9 holes	\$30.00
- d) **Competition Fees**, normal club events, (other than special events).
 

18 holes	\$12.00
9 holes	\$6.00

## 9. COURSE HIRE

- a) Up to 16 players, no discount applies
- b) 17 – 40 players, \$30 per player (no course closure)
- c) 41 – 59 players, \$25 per player (optional course closure)  
If wishing for course closure – an extra \$250 for Mondays, Tuesdays & Thursdays  
If wishing for course closure – an extra \$450 for Fridays, Sundays or Public Holidays
- d) 60 + players, \$15 per player (compulsory course closure), capped at \$1,000 for Business/Corporate bookings and \$800.00 for Community/Charity bookings

### Notes:

- a) Refer to attachments No 27, 28 or 29 Course Hire & Clubroom Agreement Templates.
- b) On the day of play, if the number of players is **less than** the original booking, then the course hire will be re-negotiated to concur with the numbers that are playing, especially if is under 16 & under, where no discount will be applied.
- c) Charity Days should be managed differently and charged at a nominal rate to be determined by the committee.

## POLICIES

### 10. FINANCIAL MATTERS

- a) In accordance with Rule 68 item (3), the Committee authorises the Club Treasurer to expend for and on behalf of the Club, without prior committee approval, all once off accounts up to a value of, but not exceeding, \$2,000.00.
- b) All other funds are to be disbursed as per Rule 68 and the **BELVOIR PARK GOLF CLUB ACCOUNTS PROCEDURE** as follows and reported to the Auditor as required

### 11. LIFE MEMBERSHIP – Guidelines / Criteria

A nomination for Life Membership must be submitted in writing, as per the specified nomination form, to a Committee member of the Club and carry the names of a proposer and seconder, who are members of the Club and must include all the details and dates the nominee has undertaken duties for the Club.

- a) For a Life Membership to be awarded, there needs to be a 75% majority decision by the Committee serving the club at the time of the nomination. The decision of the committee is final.
- b) If a nomination is unsuccessful, a new nomination can be submitted in subsequent years.

- c) Any nomination for a Life Membership, whether successful or not, is to remain confidential to the Committee and the nominees are not to be privy to this information, regardless of whether they are part of the Committee.
- d) The nominee shall not be present either during the debate or during the voting process.
- e) All Life Memberships will be awarded at a function that is determined to be appropriate by the Committee.
- f) Life Members shall receive a token of appreciation in the form of a badge and be recognized by addition of their name to the Honor Board.
- g) A recipient of a Life Membership shall not be required to pay annual Club fees from the year following their appointment as a Life Member.
- h) Should a Life Member fail to observe the By-Laws or the constitutional requirements of the Club, or be deemed to have brought the reputation of the Club into disrepute, the Committee has an absolute discretion (by a majority vote -75%), the right to revoke that member's Life Membership.
- i) Any Life Membership nomination must be presented on the Life Membership Nomination Form, Procedure No. 24 of the Club By-Laws.
- j) Any Life Membership awarded will be recorded in Committee Meeting minutes and Life Membership Details Form completed.

## **12. SMOKE FREE POLICY**

The **Belvoir Park Golf Club Inc.** recognizes that passive smoking is hazardous to health and non-smoking club members and visitors have the right to be protected from exposure to tobacco smoke. Accordingly, the following policy shall apply to all club facilities, functions, meetings, and activities undertaken by the club and will apply to all members, officials, players and club visitors.

**Cigarettes will not be sold (including vending machines) at any time at or by the club.**

### **Facilities:**

All club facilities are to be completely smoke free and shall include:

- a. The social rooms inclusive of bar, kitchen, meeting room, toilets, and storage area
- b. Player change rooms inclusive of warm up area, toilets and showers, medical room and property room.
- c. Undercover veranda at front of clubhouse.
- d. Club pro-shop.

## **Players, Officials & Coaches**

Coaches, players, trainers, volunteers and officials will refrain from smoking and remain smoke free while involved in an official capacity for the club, on and off the field.

## **Functions**

All club functions including social and fund raising events and meetings are to be completely smoke free:

- a) Ashtrays will be removed from all club facilities.
- b) Cigarette butt bins will be provided at outdoor locations for smokers to dispose of cigarette butts before entering/ re-entering smoke free areas at club facilities.
- c) Smokers leaving the designated licensed area of the club's social rooms will not be permitted to take alcohol from that area.

All club functions held away from the club facilities are to be completely smoke free and shall require an assurance from the venue management of compliance with the club policy before a booking is confirmed by:

- a) Removing all ashtrays from venue where function is to be held.
- b) Enforcing a smoke free policy during the function
- c) Not selling cigarettes (including vending machines) at any time during the function.
- d) Invitations/ advertising for all functions, meetings and events will be promoted as smoke free.

## **Non-compliance**

All club Committee members will enforce the smoke free policy and any non-compliance will be handled according to the following process:

- a) Explanation of the club policy to the person/people concerned, including identification of the areas in which smoking is permitted.
- b) Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.

## **Policy Promotion**

The club will promote the smoke free policy regularly by:

- a) Putting a copy of the policy in club newsletters, notice boards, website and printed member/player information.
- b) Displaying a copy of the policy in the club social rooms

- c) Periodic announcements to members at functions.
- d) No smoking signs have been placed under front veranda, defining smoke free area.

The club recognizes the importance of educating club members, particularly players, of the benefits of implementing a smoke free policy and will endeavor to provide information to assist this process.

### 13. SAFE TRANSPORT POLICY

This policy aims to provide a basis for the responsible use and/or non-use of alcohol by the **Belvoir Park Golf Club Inc.** and to avoid any incidents as people travel to or from the club and its events.

The Club understands and accepts its responsibility to the safety of our members and friends. The following requirements will apply when alcohol is served, either at the club or during a club function.

Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration (or .00 if probationary driver)

Telephone calls will be made free of charge to arrange a taxi or other transport

Contact telephone numbers for taxi services will be clearly displayed

In specific cases, where a designated driver nominated by the club has accepted the responsibility to drive others home safely, the club will provide non-alcoholic drinks and bar food free of charge

Bar servers will be provided non-alcoholic drinks and bar food free of charge by the club (only for club bar staff)

### 14. ALCOHOL MANAGEMENT POLICY

**Belvoir Park Golf Club Inc** recognises the legal responsibilities, financial and social benefits of holding a liquor license in the community. Accordingly, and to ensure the aims of the club are upheld and that alcohol is managed responsibly, the following policy requirements will apply:

- a) When alcohol is served by the club at our facilities or during a club function, even if offsite
- b) To all players, coaches, officials, members, club visitors, club facilities, club functions and other activities undertaken by the club where alcohol is consumed.

#### **Rationale**

This policy provides the basis for a balanced and responsible approach to the use of alcohol at **Belvoir Park Golf Club** events and activities. This policy will help to ensure the club:

- a) Meets its duty of care in relation to the health and safety of our members and guests who attend our club functions.
- b) Upholds the reputation of the club, our sponsors and partners.

- c) Understand the risks associated with alcohol misuse and our role in minimising this risk.

**General Principles - The club will ensure that:**

- a) A current and appropriate liquor license is maintained.
- b) The club's liquor license will be displayed as near as practical to the entrance of the clubroom or beside the bar (as required by law).
- c) All mandatorily required liquor licence signage will be displayed in each area/room covered by the club's license.
- d) The names of Responsible Service of Alcohol (RSA) trained personnel will be displayed and/or kept in a folder at the bar.
- e) Bar servers of alcohol are not permitted to consume alcohol when on duty.
- f) Information posters about 'Standard Drink measures' will be displayed prominently near where alcohol is served.
- g) An Incident Register will be maintained (at the bar) and any alcohol-related incident will be recorded on the register.
- h) A risk management approach will be taken in planning events/activities involving the sale, supply or consumption of alcohol. Such events will be conducted and managed in a manner consistent with liquor licensing legislation and this policy.
- i) Alcohol misuse can lead to unsafe or unacceptable sexual and/or violent behaviour, drink-driving and other alcohol-related harm. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of the club.
- j) Belvoir Park Golf Club will give equal reference to the availability of non-alcoholic drinks

**Committee Members, Members, Players and Officials**

- a) Must not compete, train, coach or officiate if affected by alcohol.
- b) Must not provide, encourage or allow people aged under 18 to consume alcohol.
- c) Must not participate in or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- d) Must not pressure anyone to drink alcoholic beverages.

- e) Must accept responsibility for own behaviour and take a responsible approach and use good judgment when alcohol is available.

**Functions - The club will not:**

- a) Conduct functions where a minimum amount of liquor sales is required
- b) Conduct 'all you can drink' functions
- c) Provide alcohol-only drink vouchers for functions
- d) Include alcohol in the price of tickets (or will limit 'free' drinks to a maximum of two).
- e) Overemphasise the availability of alcohol or refer to the amount of alcohol available
- f) Encourage rapid drinking or excessive drinking

**Service of Alcohol**

Alcohol will be served according to the club's Liquor Licence with the safety and well-being of members and guests the priority. The club will ensure:

- a) RSA trained Members along with Committee Members in attendance responsible for the service of Alcohol as per the current Liquor Licence.
- b) People under 18 will not serve alcohol.
- c) Excessive or rapid consumption of alcohol is not encouraged which includes not conducting:
  1. Happy hours
  2. Cheap drink promotions
  3. Drinking competitions.
  4. That service of double/triple measures of spirits is discouraged.
  5. When serving non pre-packaged alcohol (e.g. drinks in glasses), standard drink measures will be served at all times.
  6. Where possible, alcohol will cease being served at least one Half Hour before the designated time for close of the function. Non-alcoholic beverages will continue to be made available during the Half Hour of service.

**Intoxicated people**

- a) Intoxicated people will not be permitted to enter the premises.
- b) Alcohol will not be served to any person who is or appears intoxicated.

- c) Bar servers will follow RSA training procedures when refusing service to an intoxicated person.
- d) If a person becomes intoxicated (and is **not** putting other people at risk with their behaviour) they will not be served alcohol but will be provided with water and options for safe transport home from the club (where available).
- e) If a person becomes intoxicated (and **is** putting other people at risk due to their behaviour) they will be asked to leave the premises immediately and offered safe transport options (where available). Police may also be contacted to remove the person, if required.
- f) Any alcohol-related incident and any action taken will be recorded in the club's incident register.

### **Underage Drinking**

- a) Alcohol will not be served to persons aged under 18.
- b) Servers and committee members will ask for proof of age whenever the age of a person requesting alcohol is in doubt.
- c) Only photo ID's will be accepted as 'proof of age'.
- d) The club will discourage the drinking of alcohol in the change-rooms to reduce the risk of minors being served alcohol illegally.

### **Availability of Non-Alcoholic and Low Alcohol Drinks**

The club recognises that alcohol is not the only revenue stream available and actively encourages the sale of alternative products to that of alcohol.

- a) Tap water will be provided free of charge (where available).
- b) At least four non-alcoholic drinks and one low-alcoholic drink option will always be available and priced at least 10% cheaper than the cheapest full-strength drink.
- c) Non-alcoholic drinks should be clearly visible and adequate in variety and supply.

### **Food**

Substantial food will be available when alcohol is available for more than 90 minutes or more than 15 people are present from the Clubroom Kitchen or Pro Shop when either or both are open.

### **Safe Transport**

The club recognises that driving under the influence of alcohol or drugs is illegal and hazardous to individuals and the wider community. Accordingly, the club implements a Safe Transport

Policy that is reviewed regularly in conjunction with this Alcohol Management Policy. We ask that all attendees at our functions plan their transport requirements to ensure they arrive home safely and prevent driving under the influence of alcohol or drugs.

### **Club Trips**

The club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy and the aims of the association. The club will not actively promote or fundraise for player's end of season trips, thereby minimising the club's risk and liability if an alcohol-related incident occurs.

### **Awards/prizes**

The club will avoid providing awards (e.g. at end of season presentations) and fundraising prizes that have an emphasis on alcohol as a reward.

### **Policy and Responsible Use of Alcohol Promotion**

- a) The club will promote the alcohol management policy regularly:
  1. By putting a copy of the policy on the website and in member/player information
  2. In club newsletters and flyers/invitations for functions
  3. Through periodic announcements to members at functions.
- b) The club will educate club members and supporters about the alcohol policy and the benefits of having such a policy.
- c) The club will actively demonstrate its attitude relating to the responsible use of alcohol and promote positive messages through its social media platforms.
- d) The club will not advertise or promote alcohol at junior events or activities.
- e) The club will pursue non-alcohol sponsorship and revenue sources.

### **Non-Compliance**

All club committee members will enforce the alcohol management policy and any non-compliance, particularly in regard to Licencing Laws, will be handled according to the following process:

- a) Explanation of the policy to the person/people concerned, including identification of the section of policy not being complied with.
- b) Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the facilities or function.

## **Policy Management**

The presence RSA trained Member along with a Committee Member in attendance will be applicable for the service of Alcohol at all club functions when the bar is open. Key responsibilities of the RSA trained Member along with a Committee Member are to ensure:

- a) Compliance with this policy and the liquor licensing laws
- b) Persons under 18 years of age are not served alcohol
- c) Intoxicated people are not served alcohol and are asked to leave after safe transport options are offered or provide,
- d) Any alcohol-incidents are recorded in the incident register
- e) Visiting police are cooperated and assisted with any inquiries

## **15. MEMBER PROTECTION POLICY**

**Belvoir Park Golf Club** recognises the responsibility to adhere to the Golf Australia Member Protection Policy (4 December 2018) as applicable to all Golf Entities within Australia and the content therein:

- Part 1. Member Protection Policy
- Part 2. Child Protection Commitment Statement
- Part 3. Codes of Conduct
- Part 4. Complaint Procedure

## **16. CODES OF CONDUCT – Application**

- a) The following Codes of conduct are extracted from the Golf Australia Member Protection Policy and should be always followed and by all Members and all people involved in any way with Golf.
- b) By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to Belvoir Park Golf Club.

## **17. CODE OF CONDUCT - General**

Members and all people involved in any way with Golf will:

- (a) Respect the rights, dignity and worth of others – treat others as you would like to be treated yourself
- (b) Be ethical, considerate, fair, courteous and honest in all dealings with other people and organisations
- (c) Be professional in, and accept responsibility for your actions

- (d) Be aware of and follow at all times Golf's laws, standards, rules, policies and procedures and promote those laws, standards, rules, policies and procedures to others
- (e) Operate within the rules and spirit of the sport, including the national and international guidelines that govern Golf
- (f) Understand the possible consequences of breaching the Codes and/or this Policy
- (g) Report any breaches of the Codes or this Policy to the appropriate Authorised Person(s)
- (h) Refrain from any form of Abuse, Harassment, Discrimination and Victimisation towards others
- (i) Raise concerns regarding decisions of Authorised Person(s) through the appropriate channels and in a timely manner
- (j) Provide a safe environment for the conduct of activities in accordance with any relevant Golf Australia policy
- (k) Show concern, empathy and caution towards others that may be sick or injured
- (l) Be a positive role model to all
- (m) Respect and protect confidential information obtained through Golf activities or services; whether individuals and/or organisational information
- (n) Maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to the role(s)
- (o) Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development
- (p) Refrain from intimate relations with persons over whom you have a position of authority
- (q) Agree to abide by the Codes
- (r) Maintain a duty of care towards others
- (s) Be impartial and accept the responsibility for all actions taken.

**18. CODE OF CONDUCT – Children  
FOR AUTHORISED PERSON(S) IN DEALING WITH CHILDREN**

For clarity and emphasis regarding this Code of Conduct, Authorised Person(s) includes:

- a) Any adult in Golf
- b) Any Children in Golf who are in a position of providing guidance and advice (authority) to other Children or adults.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in Belvoir Park Golf Club's activities, including coaches, officials, volunteers and parents.

- a) All Belvoir Park Golf Club staff and volunteers are responsible for promoting the safety and well being of children and young people by:
- b) Adhering to our Child Safe Policy, this Code of Conduct and other Belvoir Park Golf Club policies
- c) Taking all reasonable steps to protect children from abuse
- d) Treating everyone with respect, including listening to and valuing their ideas and opinions
- e) Welcoming all children and their families and carers and being inclusive
- f) Respecting cultural, religious and political differences and acting in a culturally sensitive way
- g) Particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
- h) Modelling appropriate adult behaviour
- i) Listening to children and responding to them appropriately
- j) Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect
- k) Complying with our guidelines on physical contact with children
- l) Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- m) Respecting the privacy of children and their families and only disclosing information to people who have a need to know.

Belvoir Park Golf Club members staff and volunteers **MUST NOT**:

- a) Seek to use children in any way to meet the needs of adults
- b) Ignore or disregard any concerns, suspicions or disclosures of child abuse
- c) Use prejudice, oppressive behaviour or language with children
- d) Engage in rough physical games

- e) Discriminate based on age, gender, race, culture, vulnerability or sexuality
- f) Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- g) Develop ‘special’ relationships with specific children or show favouritism through the provision of gifts or inappropriate attention.
- h) Exchange personal contact details such as phone number, social networking site or email addresses with children
- i) Have unauthorised contact with children and young people online or by phone

### 19. EXTREME WEATHER GUIDELINES – (Updated 2025)

Belvoir Park Golf Club is committed to having in place an “Extreme Weather Policy” that reflects a duty of care for its members and guests.

While the club aims to provide playing opportunities as much as possible. It must also clearly identify a process when weather events reach levels in which an individuals safety and or damage to the golf course are at risk.

<i>Weather Event Type</i>	<i>Process</i>
Frost	Green Supervisor and or member of Committee, General, and or Greens. Course access delayed Pro shop team advise players on arrival
Air Quality ( Smoke Haze)	Player discretion knowing their personal medical information and fitness level
Fog Poor visibility	Green Supervisor and or member of Committee, General, and or Green Course access delayed Pro shop team advise players on arrival
Heat Humidity	Player discretion knowing their personal medical information and fitness level They should take appropriate measures to avoid heat stress
Cold Weather	Player discretion knowing their personal medical information and fitness level They should take appropriate measures to avoid hyperthermia.
Hail	Players should stop playing during hailstorms and seek suitable shelter for its duration.

<i>Weather Event Type</i>	<i>Process</i>
Lightning	<ul style="list-style-type: none"> <li>- Players should watch for darkening skies flashes and lightning while on the course.</li> <li>- Pro Shop, green keeping or match committee members are authorized to stop play when lightning is close by. (See Appendix A for guidance)</li> <li>- Players will be notified via a 30 second sounding of a siren</li> <li>- Players will hear the siren and must immediately move to a safe area such as the clubhouse if safe to do so.</li> <li>- Play will not commence until 30 minutes after the last thunder event.</li> </ul> <p>See Appendix One for detailed instruction</p>
Water/flooding/ Storm Damage of Course	<p>Heavy or consistent rain events may affect the course.</p> <ul style="list-style-type: none"> <li>- Course Supervisor and or Committee to inspect and close all or part of the course as required.</li> <li>- Secretary advises all members and pro shop team</li> </ul>
Wind	<p>Player discretion however they should listen for siren to stop playing and move to a safe area.</p> <p>Pro Shop, green keeping or committee members are authorized to stop play when strong winds are impacting the course.</p>

## **Lightning**

Lightning is the visible part of an electrical discharge. Thunder is the resulting sound from the rapid expansion of the air after this electrical discharge. Sound follows light at 0.34 km/sec. Check the forecast and watch the sky. Darkening skies, flashes or lightning, or increasing wind may indicate an approaching storm.

### **Lightning safety tips:**

- (a) Use the 30/30 Lightning Rule. If the time between the lightning flash and the thunder sound is less than 30 SECONDS then play should be suspended and not resumed until 30 MINUTES after the last thunder (30 seconds relates to 10 Kilometres away).
- (b) Find safe shelter. Sturdy buildings are the safest place to be during lightning storms. Avoid sheds, or picnic shelters not under trees. Staying in a car with windows closed also offers some protection.

Note: Thunder is not usually heard 24-32 kilometres from the lightning strike.

## 20. CREDIT CARD POLICY

- a) This policy applies to all BPGC Officials/Members who are issued with a credit card.
- b) The purpose of this Credit Card policy is to ensure BPGC issued credit cards are used appropriately and exclusively for BPGC related business, and all expenses incurred are properly approved and allocated.
- c) Credit cards are issued to specific BPGC Officials/Members to allow for timely expenditure to support regular club activities.
- d) The BPGC committee members have the right to issue and withdraw BPGC credit cards from the card holder.
- e) Card limits are set as appropriate by the Committee.
- f) Variations to the card limits may be made by the BPGC Committee on recommendation from the Treasurer.
- g) Credit cards must only be used for BPGC related business expenditure.
- h) Card holders must not use credit cards for services or products from which they derive personal benefit. i.e. the use of frequent flyer programs etc.
- i) When using the credit card, Cardholders must:
  - Obtain a tax invoice displaying suppliers ABN for all goods (please note credit card EFTPOS receipts are not acceptable).
  - It is the responsibility of the credit card holder to ensure that the tax invoice has a proper description of goods purchased or service supplied.
- j) Payment of the monthly credit card transactions occurs via Direct debit on the 14th of the following month as approved by the committee.
- k) Inadvertent misuse of any card must be reported to the Treasurer immediately and appropriate action should be taken to reimburse BPGC for any out-of-pocket expenses.
- l) Monthly statements with transaction summary sheet shall be emailed to or delivered to the card holders relevant office tray.
- m) Expenditure incurred under the cardholder's name then becomes the responsibility of the card holder to provide the appropriate supporting documentation. If the card holder is unable to provide the documentation, then a Statutory Declaration signed by an approved authority stating that the goods have been purchased for BPGC purposes will need to be supplied to the Treasurer. This process should only occur in rare instances.
- n) Credit cards and PINS are NOT transferable.
- o) It is the card holder's responsibility to:
  - Complete the summary sheet transferring appropriate information (including GST component) from each Tax invoice.
  - Attach all tax invoices to the statement.
  - Return bank statement, summary sheet and Tax Invoices to Treasurer's tray in Office with 7 days from month end.

## PROCEDURES

### 21. Belvoir Park Gulf Club (BPGC) Financial Procedures.

All committee members of the BPGC Committee have a duty to appropriately inform themselves about the organisation's financial position, they also have the responsibility of ensuring that they understand the finances of the Club. All committee members should actively work alongside the Treasurer to ensure that the Club finances are managed responsibly and that all debts can be met when they fall due.

#### 1. Summary of accounting

- a) Financial year period: Begins 1 July and concludes 30 June.
- b) Accounting Method: BPGC accounting is based on accrual accounting which records income items when they are earned and expense items when they are incurred.
- c) GST is reported on cash basis to the ATO on a quarterly basis.
- d) Income tax- as the entity is not for profit organisation, it is exempt of Income Tax under the Australian Income Tax Act 1997
- e) The club has determined that the association is not a reporting entity as such Special purpose financial reports are prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of Victoria.
- f) Financial record keeping is currently assisted by the use of QuickBooks Online accounting software (or appropriate similar online system as deemed necessary in the future). QuickBooks is currently set up to receive direct feeds from the bank.

#### 2. Role of Treasurer

The treasurer is required to:

- a) Ensure that any amounts payable to the club are collected and receipts are recorded for those amounts in the club's name. Ensure that any amounts paid to the club are credited to the appropriate account of the club as directed by the committee. Coordinate the preparation of a budget and monitor it carefully.
- b) Ensure that adequate accounts and records exist regarding the organisation's financial transactions, including accurate and up-to-date records of all income and expenditure.
- c) Coordinate the preparation of a budget and monitor it carefully.
- d) Ensure prompt recording of all monies is received in the organisation's bank accounts.
- e) Reconcile banking and enter income into QuickBooks.
- f) Act as one of the signatories to the organisation's bank accounts, investments and loan facilities. Other signatories to the accounts are the President, Secretary and Vice President. Any two of the signatories are required to approve bank transactions.
- g) Manage the organisation's cash flows.
- h) Run fortnightly payroll for employees and reconcile and process quarterly payments for PAYG withholding and employee superannuation obligations.

- i) Prepare and submit quarterly BAS including Goods and Services Tax, PAYG Withholding, Fuel tax.
- j) Reconcile bank statements monthly.
- k) Reconcile credit cards at the end of each month ensuring that the appropriate tax invoices are presented by the card holders. Payment for all credit card month balances is made via Bendigo Bank direct debit approx. 2 weeks after the end of the month.
- l) Record receipts and payments clearly and accurately.
- m) Record and retain a record of all assets and depreciation.
- n) Liaise with the Sponsorship co-ordinator and provide tax invoices to sponsors as required.
- o) Liaise with the Membership fee co-ordinator.
- p) Liaise with Golf Pro and record his monthly invoice as per agreement with Belvoir Park Golf Club.
- q) Prepare and present financial statements for the monthly committee at meetings one week prior to the meeting including.
  - 1) Balance Sheet and Profit and Loss statements to the end of the prior month.
  - 2) Copies of all bank and credit card statements all to the end of the prior month.
  - 3) Provide an accounts payable listing and copies of all invoices to be approved for payment (preferably via bulk payment).
  - 4) Provide appropriate financial information to Committee members to enable rational decisions can be made on behalf of members.
  - 5) Report on the effects of any decision on the financial progress of the club.
  - 6) Prepare annual financial statements (period ending 30 June) and liaise with auditors as required.
  - 7) Prepare audit documents for full audit annually.
  - 8) Present financial statements at the Annual AGM to satisfy members, through the auditor's report, that their funds have been managed honestly and effectively.
  - 9) Supporting documentation- ensure that all financial documentation is stored on the BPGC's office computer for handover after the Annual AGM.

### **3.Accounts Payable**

Creditors are encouraged to email invoices to [accounts@belvoirparkgc.com.au](mailto:accounts@belvoirparkgc.com.au) alternatively invoices may be placed in the Treasurers' tray in the BPGC clubroom office.

- a) Treasurer enters the invoices into QuickBooks.
- b) Treasurer presents a list of creditor invoices along with copies of the creditor tax invoices at the committee meeting for approval.
- c) Once Committee approval has been received payment is made (where possible) via the Bendigo Bank bulk payment method.
- d) The Treasurer uploads aba. file to bank and emails all signatories the creditor listing and copy of the invoices requesting that one of the other signatories authorise the payment. (The signatories are encouraged to vary who approves the payments.)
- e) Enter invoices and record the associated direct debits payments as they fall due.

#### **4.Accounts Receivable/Income**

Income payments may be made directly into BPGC 's bank account, EFTPOS or via SLICE (Direct debit instalments or BPay) or at the Golf Pro shop.

#### **5.Bank Signatory's and Passwords change**

- a) Changes to bank signatory personnel to be completed within 14 days of AGM with details to be minuted at the next Committee Meeting.
- b) It is mandatory that signatory passwords to be changed on a six-monthly basis. Suggested dates of 1 November (after new Committee has been formed) and 1 May.

## **22. LIFE MEMBERSHIP NOMINATION FORM**

**Nomination for Life Membership must meet the following criteria:**

- a) Life Membership shall be awarded to any person who has rendered significantly, services of any kind to the Club for a period of no less than twenty five years
- b) Proposer and Seconder must be current financial members of Belvoir Park Golf Club.

We, the undersigned, being current financial members of Belvoir Park Golf Club, hereby nominate the following to be awarded Life Membership of Belvoir Park Golf Club.



### **23. LOCKING UP CLUBROOMS PROCEDURE**

1. Back door and kitchen door locked.
2. Heater fan (south end) turned off.
3. Office Split system air conditioner turned off
4. Fire guard in place (north end).
5. Turn all overhead fans off.
6. Bar lights off, hot water off, Bar locked.
7. Turn off the microphones & PA system.
8. Turn all interior lights off, (use timer for outside light if necessary).
9. Set security alarm.
10. Lock the front door.
11. Lock the toilets (if after 6 pm).
12. Lock the gate to the course (gate beside toilets if after 6 pm).

### **24. FIRE SAFE PROCEDURES**

- a) Fire training sessions undertaken by staff & volunteers on a regular basis
- b) An 'Exit' plan of clubhouse & buildings is located near the fire extinguisher and inside the front clubhouse doors
- c) All exits are kept clear of obstructions
- d) Depending on direction of fire, 18<sup>th</sup> fairway is Emergency evacuation area
- e) All fire extinguishers are mounted securely with appropriate signage and marked positions
- f) Fire-hose reels & hydrants are re-filled & maintained on a six monthly basis by CFA, records available on request
- g) Smoke Alarm in kitchen is tested regularly and batteries changed at the start of summer annually

**25. INCIDENT REPORT PROCEEDURE (Includes Child Safety concern/complaint)**

Date: \_\_\_\_\_

Location: (ie: Clubhouse, verandah, 7<sup>th</sup> hole...)

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Names of those involved:

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Description of incident:

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How was the incident resolved?

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Name of person completing this report:

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Signature of person completing this report: \_\_\_\_\_

**26. RATIFICATION SIGNATURES**

These By Laws, Policies & Procedures are reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signature: .....Club President

Date .....

Signature .....Club Secretary

Date .....

## ATTACHMENTS - Club Secretary to issue individually customised Agreements

27. **COURSE HIRE TEMPLATE**– Applicable to Monday, Tuesday & Thursday Hire.

- a) Upon acceptance of the Club's conditions, a SECURITY deposit of \$500 is to be paid to the Secretary / or Treasurer, at least 7 days prior to your event.
- b) The SECURITY deposit shall be repaid to the hiring club / organisation, following inspection of the course and facilities. Provided that **NO** damage has been caused by parties associated with the hiring club / organisation, the security deposit shall be refunded to the club/ organisation within 7 days, by post.
- c) Under our current LIQUOR Licence, **NO ALCOHOL** is to be brought onto the course. All alcohol must be purchased from the clubhouse bar or Pro-shop, alcohol is not to be SOLD on the course.
- d) All persons engaged in selling of alcohol on site **MUST** have the relevant RESPONSIBLE SERVING OF ALCOHOL certificate. A copy of this certificate **MUST** be kept in the relevant folder behind the bar.
- e) Facilities such as the clubhouse, BBQ, gas bottle, kitchen utensils, must be left clean & returned to its proper place.
- f) Belvoir Park GC will provide ONE (1) drink cart, at no cost. This cart will be manned by BPGC members who will have RSA accreditation. Additional carts can be HIRED, (booked via Pro Shop), and must be manned by BPGC members with accreditation.

Course hire: Belvoir Park Golf Club will make exclusive use of the course available to the hiring club, only if the numbers warrant such. Included in the above will be:

1. The use of clubhouse & facilities from **11am**,
2. The use of golf course from **NOON**.
3. The use of the BBQ, gas & utensils.
4. The club house bar will be manned by BPGC accredited persons.
5. NTP markers for par 3's as required.

Bar costs will be set by Committee (or an appointed representative) from time to time to reflect current commercial prices.

Hiring Club will need to advise the Bar Manager, if a 'mark-up' is required on the standard drinks rates.

The Bar Manager will keep a detailed list of all drinks sold for the day, with the 'mark-up' difference to be paid to the hiring club at the end of your event.

FOR YOUR INFORMATION, current green fee costs at BPGC are \$40 for 18 holes, so you need to set your fee accordingly.

**28. COURSE HIRE TEMPLATE**– Applicable to Friday & Sunday Hire.

- a) Upon acceptance of the Clubs conditions, a **SECURITY** deposit of \$500 (cash) is to be paid to the Secretary / or Treasurer, at least 7 days prior to your event.
- b) The **SECURITY** deposit shall be repaid to the hiring club / organisation, following inspection of the course and facilities. Provided that **NO** damage has been caused by parties associated with the hiring club / organisation, the security deposit shall be refunded to the club/ organisation within 7 days, by post.
- c) Under our current **LIQUOR** Licence, **NO BYO ALCOHOL** is to be brought onto the course. All Alcohol must be purchased from the clubhouse bar or Pro-shop, alcohol is not to be **SOLD** on the course.
- d) All persons engaged in selling of alcohol on site, **MUST** have the relevant **RESPONSIBLE SERVING OF ALCOHOL** certificate. A copy of this certificate **MUST** be kept in the relevant folder behind the bar.
- e) Facilities such as the clubhouse, BBQ, gas bottle, kitchen utensils, must be left clean & returned to its proper place.

Belvoir Park GC will provide ONE (1) drink cart, at no cost. This cart will be manned by BPGC members who will have RSA accreditation. Additional carts can be **HIRED**, (booked via Pro-shop), and must be manned by BPGC members with accreditation.

Course hire: Belvoir Park Golf Club will make exclusive use of the course available to the hiring club, only if the numbers warrant such.

Included in the above will be:

1. The use of clubhouse & facilities from **11am**,
2. The use of golf course from **NOON**.
3. The use of the BBQ, gas & utensils.
4. The club house bar will be manned by BPGC accredited persons
5. NTP markers for par 3's as required.

Bar costs will be set by Committee (or an appointed representative) from time to time to reflect current commercial prices.

Hiring Club will need to advise the Bar Manager, what 'mark-up' you require on the above drinks rates.

The Bar Manager will keep a detailed list of all drinks sold for the day, with the 'mark-up' difference to be paid to the hiring club at the end of your event.

**FOR YOUR INFORMATION**, current green fee costs at BPGC are \$40 for 18 holes, so you need to set your fee accordingly.

## 29. CLUBROOMS HIRE TEMPLATE

- a) Upon acceptance of the Clubs conditions, a SECURITY deposit of \$100 (cash) is to be paid to the Secretary / or Treasurer, at least 7 days prior to your event.
- b) The SECURITY deposit shall be repaid to the hiring club / organisation, following inspection of the course and facilities. Provided that **NO** damage has been caused by parties associated with the hiring club / organisation, the security deposit shall be refunded to the club/ organisation within 7 days, by post.
- c) Under our current LIQUOR Licence, **NO ALCOHOL** is to be brought onto the course. All Alcohol must be purchased from the clubhouse bar or Pro-shop, alcohol is not to be SOLD on the course.
- d) All persons engaged in selling of alcohol on site **MUST** have the relevant RESPONSIBLE SERVING OF ALCOHOL certificate. A copy of this certificate **MUST** be kept in the relevant folder behind the bar.
- e) Facilities such as the clubhouse, BBQ, gas bottle, kitchen utensils, must be left clean & returned to its proper place.
- f) Fees:
  - a. Hall Hire by Non-member \$350.00
  - b. Hall Hire by Belvoir Park Golf Club member \$200.00