

WELCOME TO CASTLEMAINE GOLF CLUB

Members' Information Booklet

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Please note:

We have tried to be as accurate as possible but information provided may be subject to change from time to time.

In particular, the gradual implementation of 'Driving Our Club Forward 2011' and the 'Financing a Sustainable Future' 2015 initiative will lead to some changes in structure and operating arrangements to further improve our operating efficiency and effectiveness.

WELCOME TO THE CASTLEMAINE GOLF CLUB!

1. History

The Castlemaine Golf Club was founded in 1899. The current course was opened in 1941 as a sand scrape course. By 1971 there were 18 grass greens. The Club soon became established as a premier golfing facility within the region. In 1991 a new Clubhouse was constructed.

The viability of the Club was severely challenged when the long period of drought resulted in the loss of the greens. Establishing a secure water supply was essential if the Club was to continue operating.

Coliban Water installed a sewerage scheme in Newstead which involved putting a pipeline through to the Castlemaine Waste Water Treatment Plant. This pipeline runs parallel to the Castlemaine Golf Club's boundary fence. The Club managed to negotiate for a gravity return pipe to be laid in the same trench as the sewer pipe and for waste water supply from the Castlemaine Waste Water Treatment Plant to be pumped to a large storage dam to provide a sustainable water supply.

By early 2009 all of the greens had been totally rebuilt and the Club was ready to host competitions again.

2. Our facilities

The Course layout is over approximately 6,000 metres and has 18 holes all with grass greens. Watering is done using recycled water. An automated watering system delivers the water from 2 dams with a capacity of approximately 200 million litres. Bassett Creek meanders through the Course.

The Clubhouse has a large, commercially registered kitchen, toilet and shower facilities, male and female change areas, a small office, bar and large social area with dance floor. The Club has held a liquor licence since 1965. The facility is wheel chair accessible. It can accommodate 120 diners or up to 250 people for musical or other events.

Other facility components include shedding, practice nets, putting green and a bbq area.

3. Our commitment to recycled water

3.1 Recycled water

- The Castlemaine Golf Club developed an Environmental Impact Plan and negotiated a contract with Coliban Water for provision of a permanent supply from the Castlemaine Water Reclamation Plant. Under a Reclaimed Water Usage Agreement the Club receives up to 160 megalitres of treated water per annum. Coliban Water provided the supply works including a pumping station at McKenzies Hill and piping. The Club provided a 155 megalitre capacity dam.

3.2 Landcare

- The Club has been a member of the Muckleford Catchment Landcare group since its inception. In 1987, together with local Service Clubs and Secondary Schools, an evaluation of the course was undertaken including the incorporation of some remedial measures. Since then water table readings have been kept.
- In 2002 under the auspices of the North Central Catchment Management Authority and together with local conservationists a project was undertaken aimed at protecting and promoting the rare species of fauna and flora found on the course.

3.3 Tree planting

- The club has joined with the local Landcare group to undertake a tree planting project to ensure that there is continuing habitation for wildlife. Future plans include nesting boxes and further tree plantings to compensate for vegetation lost in the drought years.
- A program of pine tree removal is being implemented as new plantings become established.

3.4 Bird life

- Over 60 species of birds have been recorded on the course. One of the rarer birds is the Swift Parrot.

4. Club operating structure

4.1 Governance

The Castlemaine Golf Club is an incorporated association. During 2012/2013 the constitution was reviewed in order to meet the requirements of the Associations Incorporation Reform Act 2012. The Club used the Model Rules for an incorporated association, which were provided with the Act, to guide this work. At the 2013 Annual General Meeting club members voted to adopt the Model Rules with some changes. Consumer Affairs Victoria approved the 'Model Rules for Castlemaine Golf Club Inc.' in January 2014.

The purposes of the Castlemaine Golf Club are:

1. To promote and foster the game of golf under rules approved by the Royal and Ancient Golf Club of St Andrews, Scotland.
2. To maintain and further develop a golf course, club house and associated facilities for the playing of golf and associated recreational activities.
3. To provide and promote sporting, recreational and social opportunities for members and the community.

Members are encouraged to read the 'Model Rules for Castlemaine Golf Club Inc'. Copies are available from the Membership Officer and can also be found on display in the Club House.

4.2 Committee of Management

The Castlemaine Golf Club is led by a President and six (6) Coordinators who are elected by the members at the Annual General Meeting which is held in October. The Coordinators are supported by working groups made up of people with relevant skills, knowledge, interest and enthusiasm.

Holders of Key Volunteer Positions, (see 5.1) are automatically members of the relevant working group. Additionally working group members may be co-opted by the President or relevant Coordinator.

- The President is responsible for governance, the organisational structure, leadership, representation, constitutional reform, risk management and coordinators' succession planning.

- The Course Coordinator is responsible for course planning and development, course maintenance and equipment, greens committee, day-to-day management of paid and volunteer staff and on course contractors.
- The Administration Coordinator is responsible for HR management, secretarial functions, legal and insurance matters, and the Clubhouse (management, activities and maintenance) as well as being the Secretary (formerly the known as the Public Officer) for Consumer Affairs Victoria.
- The Golf Coordinator is responsible for golf activity and development, the golf calendar, the men's and women's captains, the handicappers, the match committee and golf events.
- The Finance Coordinator is responsible for budget preparation and monitoring, collection of monies, accounts, book keeping and preparation of financial statements, sponsorship management and the finance committee.
- The Planning and Policy Coordinator is responsible for strategic planning and implementation, policy development and review, fund raising coordination, sponsorship, promotion and marketing.
- The Membership Services Coordinator i.e. responsible for database management, communications, web and IT services, newsletters, email links, online booking, members' events and the membership services committee.

A copy of the structure can be found at the back of this document.

4.3 Strategic and business planning

'Driving Our Club Forward 2011' is the key strategic document which provides direction for the continuing development of our Club. It provides recommendations, tasks and timeframes to help us achieve our aim of making the Castlemaine Golf Club course one of the best in country Victoria.

Copies of 'Driving Our Club Forward' are available for members. For further information please contact the Membership Officer.

In 2014 the Castlemaine Golf Club Inc made a successful application, 'Financing a Sustainable Future', to the Country Action Scheme (Sport and Recreation Victoria) which enabled the engagement of a Consultant to assist in the development of a financial plan.

4.4 Policy and procedures

The Club is currently developing a series of policy and procedural documents:

- Dress Code and Uniform Guidelines
- Extreme Heat Policy (interim)
- Privacy Policy
- Risk Management Plan (draft)
- Volunteer Management Guidelines and Procedures
- Sponsorship Policy
- Hiring Conditions – Clubhouse.

Copies are available in the Clubhouse or from the Planning Coordinator. Please make sure that read them.

5. Volunteers/volunteering opportunities

Our Club depends upon volunteers. We need every member to do some voluntary work every year. All sorts of opportunities exist from membership of the Committee of Management, membership of working groups, taking on a key volunteer role or 'one off' assistance e.g. with catering, with course maintenance, with a marketing initiative or with selling raffle tickets.

5.1 Key volunteer positions

A number of positions have been identified which are essential for the Club to operate. Nominations for these Key Volunteer Positions are called for in October and finalized by the incoming Committee of Management at its November meeting. Job sharing is encouraged. Holders of these positions are automatically members of the working groups referred to in 4.2.

Working with the President – Coordinators

Working with the Course Coordinator – the Greens Supervisor, Other Ground Staff, the On-course Volunteers, and the On-Course Contractors.

Working with the Administration Coordinator – the cleaner, contractors relating to the Clubhouse, the Bar Manager, the Clubhouse Manager, the Catering Coordinator (s) and the Volunteer Coordinator.

Working with the Golf Coordinator – the Men’s and Women’s Captains and Vice Captains, the Men’s and Women’s Handicappers, the Junior Development Officer and the Course Bookings Officer.

Working with the Finance Coordinator – the Finance Officer, the Grants Officer, the Book Keeper and the Sponsorship Officer.

Working with the Planning and Policy Coordinator – the Promotions Officer, the Planning and Policy Officer, and the Fund Raising Officer.

Working with the Membership Services Coordinator – the Membership Officer, the Website/IT Manager, the Newsletter Officer, the Member Liaison Officer(s).

A copy of the structure can be found at the back of this document.

6. Membership

Any person who supports the purposes of the Castlemaine Golf Club Inc is eligible to apply for membership.

Castlemaine Golf Club has the following membership categories:

- Full adult member
- Country member living more than 80 kilometres from Castlemaine
- Country member - living more than 30 kilometres from Castlemaine
- Senior student member - fulltime studies 18-25 years
- Junior member - under 18 years on 1 July and a student
- Associate members:
 - Any members under 15 years of age; and
 - Social members;
 - Temporary members; and
 - Any other category as determined by special resolution at a general meeting.

An associate member must not vote but may have other rights as determined by the Committee or by a resolution at a general meeting.

From time to time ‘Summer’ or other special memberships may be determined by the Committee of Management.

Payment of a playing membership entitles you to participate in Club competitions (**see section 10**) and to play at any time that the Course is open. From time to time the course may be closed e.g. for special events, for specific course maintenance when the greens or fairways are deemed to be unplayable.

Please encourage people to join our Club by filling out the Membership Application Form, which has to also be signed by a proposer and a seconder, and then accepted at a Committee of Management meeting. Once membership has been approved the Membership Officer will link new members with a Club member to help them get involved in Club activities.

Membership fees are due on 1 July and may be paid as a lump sum or quarterly in **31st July, 31st October, 31st January and 30th April**. The membership fees include GST, insurance, affiliation fees, GOLFLink and a water levy. Invoices, which include the payment options, are sent out to all members.

At the discretion of the match committee consideration maybe given to suspending payment for a set period during times of ill health or other hardships.

For further information please contact the Membership Officer.

7. Golf handicap

A player must have an Australian handicap to play in amateur or open events (including club competitions) away from his/her home club, and a handicap is generally required for club competitions, with the exception of some specific social events.

A player can have only one Australian handicap and anyone who is a member of more than one club must nominate which one is his/her 'home' club. The maximum handicap for men is 36 and for women it is 45.

Golf Australia is responsible for the Australian Golf Handicapping System.

7.1 How to get your handicap

To get a handicap new players must complete 3 rounds of golf (of between 9 and 18 holes) at any Australian course and have the score card for each round signed by a playing partner with an Australian Handicap. The Handicapper will then advise you of your handicap and enter the information into *GOLFLink*. Depending upon how well you play in future competitions your handicap may increase or decrease.

7.2 GolfLink

GOLFLink is a centralised, computer-based, national system which manages handicapping. Golfers at Castlemaine Golf Club, once they have obtained a handicap, are issued with a swipe card which includes a personal identification number. This card is used when entering club or other competitions. Not all clubs have computers available so make sure that you check your *GOLFLink* handicap on-line before you go.

There is a computer in the Club House entry where you can check your *GOLFLink* handicap. Your *GOLFLink* number and your handicap should always be written on your score card.

7.3 Role of the handicapper

The Castlemaine Golf Club Inc handicappers are responsible for maintaining and amending the Club handicap records for rounds played on the Club's course. After each competition round of golf you and your marker must sign your score card. The handicapper will enter your score into *GOLFLink*. If you play at another golf club that club will enter your score into the *GOLFLink* system.

Up to date lists of members and their handicaps can be found on the notice board in the Club House entrance. This is the handicap that you play off in Castlemaine Golf Club, and other competitions.

For further information about handicapping please contact one of the Club Handicappers. Detailed information about the Australian Golf Handicap System can be found at www.golfvic.org.au

8. Club information sources

8.1 Newsletter

Our newsletter, the 'Fairway' comes out approximately monthly. Copies are emailed to members, and are available at the Club House or on the web site- www.castlemainegolf.com. The Newsletter Officer is always pleased to receive relevant contributions.

8.2 Notice boards

There are several notice boards at the Club House – in the entrance, the foyer, the women's room and in the social room. Please take time to read them as they provide lots of information e.g. handicaps, events at other clubs, news about social activities.

8.3 Program of Events

A list of golf activities and key events can be found on the website at www.castlemainegolf.com

For members without computer access printed copies are available from Club Captains. A list is also displayed in the clubhouse near the Trading Table.

8.4 Website

Want to know all about the Castlemaine Golf Club? Want to let your friends know about the Castlemaine Golf Club? Go to www.castlemainegolf.com.

Check the webpage regularly for updates on news and weekly results - go to the Home page, then click on News and Results.

9. Dress code and uniform guidelines

The Club has developed Dress Code and Uniform Guidelines for several reasons:

- To promote our Club
- To provide a Castlemaine Golf Club identity
- To provide the Castlemaine Golf Club with a club image
- To help develop a Castlemaine Golf Club spirit, a sense of belonging to, and pride in, our Club
- To ensure that players are dressed appropriately for the activity and the environment
- To ensure that the Castlemaine Golf Club has a consistent and coordinated approach to both dress code and uniform.

Players and visitors are expected to wear neat casual dress at all times, preferably sports shirts with collars, dress shorts or smart trousers/slacks. Golf shoes should have soft spikes – no metal spikes. Suitable sports shoes such as cross trainers are acceptable in summer conditions. Players are encouraged to be sun smart.

Players representing the Club are encouraged to wear the club uniform. Order forms for the Club uniform can be found in the Clubhouse.

Please make sure that you and your visitors are familiar with and adhere to these requirements. Copies of the Guidelines are available from the website: www.castlemainegolf.com or from the Membership Officer.

10. Joining in our competitions

10.1 Competitions played at Castlemaine Golf Club

A Calendar of Events provides details of the regular competitions and events. A copy can be found on the website or a printed copy can be obtained from the Golf Coordinator, a Captain or the Membership Officer. They are also listed on the Calendar of Events in the Clubhouse near the Trading Table.

Competitions are open to both men and women, **who must be financially up to date when the event is held. This includes members who elect to pay quarterly.** Men play off the designated white or blue tees and women off the red tees unless otherwise determined by the event captain.

All score cards should be returned to the Match Committee within 15 minutes of the completion of a round.

Special conditions apply when the forecast temperature is 38C or more.

10.2 Competition fees

To enter a competition you must pay a competition fee prior to commencing play. Competition fees are used to provide prizes, usually for winner(s), runners up and nearest the pin(s) on nominated holes. The number of prizes awarded depends upon the size of the field.

10.3a Gold Letter Events

There are Club '**Gold Letter Events**' which are restricted to certain membership categories. eg. a specific men's event or a specific women's event. All members may play in the competition of the day. Saturday is the main competition day for Mens' Gold Letter Events and Tuesday for Womens' Gold Letter Events. To be eligible for Gold Letter Events, Country members must have played a minimum of 6 x 18 holes Club Competition rounds in the previous twelve months. Exemptions are at the discretion of the Match Committee.

10.3b Saturday 18 holes

For hit off times see the entry sheets located outside the Captains office. The Captains office is 'manned' from 11.00 am – 12.30 pm. Some Saturday competitions may have a draw for partners. For more details please refer to the Calendar of Events.

10.3c Tuesday 18 holes

For the Women's competition participants must register at the Captains office by 9.30 am for a 10.00 am hit off. For more details please refer to the Calendar of Events. During daylight saving players need to register by 8.00 am for an 8.30 hit off.

10.3d Thursday 18 holes

Medley Stableford. Open to men and ladies. All players are requested to use the timesheet located outside the Captain's office. Players must enter their name on the relevant competition sheet and pay the competition entry fee before commencing the event. At the end of the day the Match Committee takes responsibility for collecting cards and processing results.

10.3e Monday – Friday 9 Hole competition

A weekday Stableford. Competition is open to men and women. Players may play as many rounds of golf as they like with each score counting in the competition – providing that their score is kept by someone with an existing *GOLFLink* number. Front or back nine? Your choice! All players are requested to use the timesheet located outside the Captain's office.

Players may hit off at any time as long as cards are returned by the end of daylight. Players must enter his/her name on the relevant competition sheet and pay the competition entry fee before commencing the event. At lunchtime on Thursday the Match Committee takes responsibility for collecting cards and processing results which can then be found on the web site www.castlemainegolf.com. The competition days are Friday, Monday, Tuesday, Wednesday and Thursday.

10.3f Saturday 9 holes

Please register at 8.30 am for a 9.00 am hit off. The type of competition is advised on the day, it may be individual or drawn teams.

Weekly results of all events are posted on the website: www.castlemainegolf.com

10.3g Social competitions

These are advertised on the notice board in the foyer of the Club House. Popular examples are:

- the Sunday mixed, a Stableford event run over 4 Sundays (usually a month apart). Players have a different partner for each game. The best 3 scores are totalled to find the winners.
- the Friday evening 9 hole BIG HOLE game, followed by a BBQ in the summertime.

10.3h Members only events

Please note that the Club Championships and all Honour Board or engraved trophy events are exclusive to certain categories of Club members. Participants should be aware that a play-off may be required on the day if a tie occurs. These premier events are named after stalwarts of our Club – Bill Dennis, Frank Edwards, 'Bud' Annand, Una Mills, Una Carroll, Norma Cooper and Val Bassett. Read more about them in 'A Century of Golf on the Goldfields' - the Club's centenary history 1899-1999, on the website or talk to members who knew them.

The sustained excellence award, a men's gold letter competition, is awarded to the player with the best nett stroke average over their 5 best rounds in monthly medals from January to December.

10.4 When there is a tie

For the 4BBB Championship, the Foursomes Championship and the Mixed Canadian Foursomes Championship this will be a three-hole playoff over holes 10, 11 and 12. If scores are still level the same holes will be used for a sudden death playoff until a result is required. If there is no result because of poor light or bad weather conditions a time and date will be agreed with the Match committee to complete the playoff.

For the Club Championships Scratch there will be an 18 hole play off.

For other club events there will be a count back over the last 9, the 6, then 3 holes and then if necessary hole by hole from the 18th.

Prizes: In events where it is determined that players can win only one prize priority will be given to the winners of scratch and then nett. Winners of either scratch or nett will rate higher than runners up.

10.5 Guest players

Please bring guests to join in our competitions. When a member invites a guest to play in a competition the guest plays half the green fees plus the competition fee. At this rate a guest may play for a maximum of 3 times in a calendar year, after that the full rate applies. On Women's guest days only competition fees are paid.

10.6 Members of reciprocal clubs

Currently our reciprocal clubs are in Victoria, the Northern Territory and New South Wales. If you are intending to visit one of our reciprocal clubs, please contact the club before you want to play, let them know that you are from Castlemaine Golf Club, clarify the reciprocal arrangements and ensure that you get to tee off.

Members of reciprocal clubs are encouraged to play in Club competitions. The cost is half of the green fees plus the competition fee. There is a special offer of \$15 total for the 18 hole Thursday competition.

There is a list of reciprocal clubs at the back of this booklet and they are on the notice board.

10.7 Score card

All players entering a competition must pay the competition fee and complete a score card. On the score card you should include your name, your *GOLFLink* number, your handicap and the date. The latter is not compulsory but does help the handicapper.

Prior to commencing play you must exchange your card with another competitor. On the card, at the completion of each hole, you must note the scores for the other competitor (on the left side) and for yourself (on the right side), add them up and make handicap adjustments if needed for the type of game that has been played. On completion of the round you and your 'marker' must check that the scores on both cards are accurate. You should then both sign each card in the appropriate place before handing them in.

11. On course information

11.1 Golf etiquette

All players are asked to observe golf etiquette and to obey the rules of golf so that everyone on the course may enjoy their game. Some important things to remember:

- No one should move, talk or stand close to or directly behind the ball or the hole when a player is addressing the ball or making a stroke.
- The player who has the honour should be allowed to play before an opponent or fellow competitor tees their ball.
- No player should play until the players in front are out of range.
- In the interest of all, players should play without delay.
- **Slow Play:** Slow moving players should call faster moving players through. The lowest handicapped player is captain of any formation and is responsible for maintaining etiquette, procedure and speed of other players.
- **Calling through:** If you have lost a ball, or are for any other reason are unable to maintain your place in the field, call the players behind you through. This is their right and should always be voluntarily and cheerfully given. A group playing a whole round is entitled to pass a group playing a shorter round. The term 'group' includes a single player.
- When the play of a hole has been completed, players should immediately leave the putting green.
- Cards should be marked at the next tee.
- All players are requested to carry a bucket and to fill in divots.
- All players are requested to repair pitch marks on the greens.

11.2 The rules of golf

It is your responsibility to learn the Rules of Golf. It is recommended that you carry a copy in your bag and use it on the course to clarify rules. Please contact the Membership Officer re advice on how to obtain the Rules of Golf booklet.

If you are unsure of a rule please ask the Captain at the end of play.

11.3 Practice nets

There are two nets which are available to players for warm up and/or practice. Please do not use them for extended practice.

11.4 Practice putting green

The putting green is situated at the Northern end of the Club House.

11.5 Chipping range

There is a chipping range adjacent to the putting green.

11.6 Practice

No more than two balls should be played from any part of the course when playing practice rounds.

Chipping and pitching practice should only be done from the designated areas noted above.

11.7 Course closure

From time to time, the Committee may close the course for special events, for example Pennant, Open Tournaments or special events.

The Captain has the power to rule the course unfit for competition play.

The Greens Superintendent and Greens Committee can rule the course unfit for any play.

Members should not play or practice on the course when such a ruling has been made.

11.8 Finding a playing partner

Please contact the relevant Captain. Alternatively introduce yourself to other members who should be able to assist. Or put up a notice which includes your contact details.

To have your name added to the club's contact list please make sure you sign the Privacy Policy consent form, which is available from the Membership Officer.

12. Types of games played

The following list provides a brief overview of the main golf games played at the Club. Sometimes changes may be made at the discretion of the Captain. If you are not sure of the rules for particular events please check with the Captain of the day before commencing play.

12.1 Stroke

Add up every stroke played on each hole. The score for each hole is written on the score card, added up (gross) and the handicap deducted (nett). The player with the lowest nett score is the winner.

12.2 Stableford

Each hole has a fixed score which is the par for the hole plus the individual player's hole handicap as determined by the index on the score card. A player who scores his/her par on a hole receives 2 points. For one over his/her par a player gets 1 point. For one under it will be 3 points, for two under 4 points etc.

Multiplication Stableford

Usually played in pairs, each person plays his/her own ball and the result is obtained by multiplying the scores. eg. $2 \times 2 = 4$ points, $3 \times 0 = 0$ points.

12.3 Par

Each player is allowed his/her full stroke handicap and the strokes are taken as indicated in the index on the score card. The score for each hole is entered on the score card. The result is marked in another column using a '+' for a win, a '0' for a half (the handicap score for that hole) and a '-' for a loss. When a player has used up his/her quota of strokes for a hole the ball is picked up to speed up play.

At the end of the round the plus and minus signs are added up and the nett result is written as so many 'up' or 'down' or 'square'.

12.4 Four ball best ball (Including Mixed))

Usually played in pairs, each player plays their own ball and the better score for pair at each hole is recorded on the card. This may be played as a stroke, a stableford or a par competition.

12.5 Pinehurst (Including Mixed) sometimes known as American Foursomes

Pinehurst (American Foursomes) is played in teams of two. The handicap is three eighths of the aggregate stroke handicap for womens' and mixed events and half of the aggregate stroke handicap for men's events. Both players play from the tee. Each player then plays one shot with their partner's ball. The players then decide which ball is to be played and this ball is played alternately for the remainder of the hole.

12.6 Ambrose (Including Mixed)

An Ambrose is played in teams of four. The team handicap is one eighth of the aggregate stroke handicap. The Captain (the lowest handicapper) determines the order of play from tee to green.

All players drive from the tee. The Captain then selects the best position from which all players play by placing their ball within one club length of the selected ball. Usually each player is set a minimum number of drives e.g. four.

On the green, balls are placed within one hand span of the selected ball, but no nearer the hole.

Ambrose may also be played as a **two ball** (one quarter of the aggregate stroke handicap) or a **three ball** (one sixth of the aggregate stroke handicap), using the procedure noted above.

12.7 Foursomes (including Mixed)

Foursomes are played in teams of two. The team handicap is one half of the aggregate stroke handicap. Players play alternatively from tee and alternate shots on the remainder of each hole. Penalties do not affect the playing of alternate shots.

12.8 Canadian Foursomes (including Mixed)

Canadian Foursomes are played in teams of two. The handicap is three eighths of the aggregate stroke handicaps. Both players play from the tee and then decide which ball is to be played. The selected ball is then played alternately for the remainder of the hole.

12.9 Chapman Foursomes (Including Mixed)

Chapman Foursomes are played in teams of two. The handicap is one third of the aggregate stroke handicap. Each player plays from the tee and plays the next shot with his/her own ball. The players then decide which ball is to be played and the selected ball is played alternately for the remainder of the hole.

12.10 Irish competitions (including Mixed)

There are several versions of this game. At our Club Irish competitions are usually played in teams of three or four.

For teams of four each player plays his/her own ball and the score recorded on the card is the best two Stableford scores by any two of the four in the team. For teams of three it may be one score on a par five, two scores on a par 4 and three scores on a par three. Check with the Captain of the day!

13. Equipment for hire

Golf clubs and buggies are available for hire. Hire rates are displayed on the notice board in the Club House entrance. Please contact the Administration Coordinator.

A limited number of Golf Carts is available for hire. Bookings are essential. Hire rates and the booking sheet can be found on the notice board in the Club House foyer - or telephone or email the Golf Club (T: 03 5472 1682, E: admin@castlemainegolf.com)

The Club owns a spinning wheel which is available for hire by community groups. Hirers are responsible for collection and return. Please phone the Golf Club for further information and bookings: 03 5472 1682.

14. Sponsors and sponsorship opportunities

Castlemaine Golf Club strongly appreciates the support of our Sponsors and encourages members to purchase goods and services from them. Please let them know that you are a member of the Club. A list of sponsors can be found in the Club House and on the web page.

A Sponsorship package which details all of the sponsorship opportunities is available on the web site or from the Sponsorship Officer.

If you have experience in or would like to assist with sponsorship activities please contact the Sponsorship Officer.

15. Golf tuition

Castlemaine Golf Club does not have a resident golf professional but it does organise monthly group tuition sessions at a very reasonable price. From time to time other coaching opportunities may be available. For details and costs please refer to the notice board in the Club House entrance.

Should you wish to arrange individual tuition the telephone number of our visiting professional, Paul Powell, is 0413 514 662.

16. Community use of our facilities

Our Club encourages the local community to use our facilities. Examples include:

- Golf programs for beginners
- Central Victorian Veteran Golfers Assoc. Inc
- Hosted social golf clubs
- Charity and corporate days
- Art shows eg Castlemaine State Festival
- Weddings, funerals, parties, club/association/service club dinners
- Neighbouring Steiner School – emergency evacuation site
- Landcare initiatives
- Heart Health Annual Activity

A copy of the conditions regarding Clubhouse hire can be obtained from the Administration Coordinator.

17. Fund raising for other organisations

Our Club also supports local fund raising initiatives. Recent examples include:

- Hosting of non golf community benefit events e.g. Heart Health walk
- Rotary Golf Day
- Bushfire Fund Raiser
- Walter and Eliza Hall Institutes of Medical Research
- Mount Alexander Hospital

18. Visitors

The green fee docket book is located outside the office window near the Club House entrance. A docket must be filled out and the relevant fee paid before playing commences. Players must retain the receipt from the docket book as proof of payment for on course checking purposes.

Visitors are welcome to use the bar facilities when open, but must be accompanied by an adult Club member who has responsibility for entering the guest's name in the Visitor Book prior to purchasing alcoholic drinks. This is a requirement of the Liquor Control Act. Take-away alcoholic drinks cannot be purchased by visitors.

19. Key club contacts

Current lists of key club contacts can be found in the Club House. This list includes contacts for the Committee of Management, the Captains, Handicappers, Sponsorship Officer, Membership Officer, Greens Superintendent and Visiting Professional.

20. Reciprocal clubs

Currently our reciprocal clubs are in Victoria, the Northern Territory and New South Wales. If you are intending to visit one of our reciprocal clubs, please contact the club before you want to play - let them know that you are from Castlemaine Golf Club, clarify the reciprocal arrangements and ensure that you get to tee off.

Financial members of reciprocal clubs are encouraged to play in Club competitions, although they are not eligible to win any Gold Letter Events such as Club Championships or Monthly Medals. The cost is half of the green fees plus the competition fee. There is a special offer of \$15 total for the 18 hole Thursday competition. Fees may be waived at the discretion of the Match Committee.

Our reciprocal clubs are:

Bairnsdale Golf Club Inc. (Vic) Tel: 0351 566 253 Competition fees

Barham & District Services' Memorial Club Ltd (NSW) Tel: 0354 532 159 50% Green fees plus competition fees.

Borneo Barracks Golf Club Inc. (Queensland) Tel: 0746 966 396 Competition fees

Bright Country Golf Club Inc. (Vic) Tel: 0357 552 773 50% Green fees

Corowa Golf Club Ltd (NSW) Tel: 0260 331 466 50% Green fees plus competition fees

Cowes Golf Club Inc. (Vic) Tel: 0359 522 141 Competition fees

Kialla Golf Club inc. (Vic) Tel: 0358 271 390 Competition fees

Korumburra Golf Club Inc. (Vic) Tel: 0356 551 886 Competition fees

Medway Golf Club Inc. (Vic) Tel: 0393 179 031 50% green fees, competition fees

Mooroopna Golf Course Inc. (Vic) Tel: 0358 252 834 Competition fees

Mount Beauty Golf Club Inc. (Vic) Tel: 0357 541 954 Competition fees. Social play is 50% of Green fees. Some restrictions apply.

Mount Xavier Golf Club Inc. (Vic) Tel: 0353 313 691 Competition fees

Murray Downs Golf & Country Club Ltd. (NSW) Tel: 0350 331 422 \$13.50 Green fee plus competition fee

Palmerston Golf and Country Club Ltd. (NT) Tel: 0889 321 324 Competition fees

Queenscliffe Golf Club Inc. (Vic) Tel: 0352 581 951 Competition fees

Riverside Golf Club Inc. Mildura (Vic) Tel: 0350 234 255 \$5.00 Green fee for social golf

Warracknabeal Golf Club Inc. (Vic) Tel: 0353 982 035 Competition fee

21. Club structure. (next page)

**CASTLEMAINE GOLF CLUB INC. COMMITTEE OF MANAGEMENT
STRUCTURE UNDER NEW MODEL RULES**

PRESIDENT GOVERNANCE COORDINATOR	COURSE COORDINATOR	ADMINISTRATION COORDINATOR	GOLF COORDINATOR	FINANCE COORDINATOR	PLANNING AND POLICY COORDINATOR	MEMBERSHIP SERVICES COORDINATOR
Organizational Structure Governance Leadership Representation Constitutional Reform Risk Management Coordinators' Succession Planning	Course Planning and Development Course Maintenance and Equipment Day to Day Management of Course Paid and Volunteer Staff, On-course Contractors Greens Committee Chairperson <ul style="list-style-type: none"> • Green Keeper • Other Ground Staff • On-course Volunteers • Contractors • Carts Coordinator • Course Equipment Maintenance Coordinator • Environment Improvement Plan Manager 	HR Management Secretarial Functions Insurance Matters House Management, Bookings, Activities and Maintenance Chair Administration/House Committee(s) <ul style="list-style-type: none"> • Cleaner • Other Paid In-house Staff • Contractors • Bar Manager • Club House Manager • Catering Coordinator(s) • Volunteer Coordinator 	Golf Activity and Development Golf Calendar Match Committee Golf Events Coordination Course Bookings Chair Golf Coordination Committee <ul style="list-style-type: none"> • Captains M & W • Vice Captains M & W • Handicappers M & W • Junior Development Officer • Course Bookings Officer 	Budget Preparation and Monitoring Accounts Sponsorship Management Grants Management Chair Finance Committee <ul style="list-style-type: none"> • Finance Officer • Grants Officer • Book Keeper • Sponsorship Officer 	Strategic Planning and Implementation Policy Development (and Review) Fund Raising Coordination Promotion and Marketing Coordination Chair Planning and Policy Committee <ul style="list-style-type: none"> • Promotions Officer • Planning and Policy Officer • Fund Raising Officer • Media Officer 	Database Management Communications Web IT Services Newsletters Email Links Online Booking Members' Events Chair Membership Services Committee <ul style="list-style-type: none"> • Membership Officer • Website/IT Manager • Newsletter Officer • Member Liaison Officer(s)

Coordinators make sure that the tasks listed above happen. They are assisted by sub-committees and working groups made up of members holding the Key Volunteer Positions plus other members who have particular skills and knowledge to contribute.