By-Laws

Ryde-Parramatta Golf Club Limited
ABN 68 000 023 058

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Interpretation

1 Version

1.1 In accordance with Rule 74 of the Constitution of Ryde-Parramatta Golf Club Limited, the Board by resolution on 30th September 2026 rescinded all current and existing By-laws and made the following By-Laws.

2 Definitions

Unless the context otherwise requires:

2.1 "Allegation" means any oral or written statement by any person of an alleged offence.

2.2 “Available Senior Discount” means the discount available for distribution to senior members.

2.3 "Board" means the elected committee of the Club as constituted from time to time.

2.4 “Club” means the Ryde-Parramatta Golf Club Limited (ABN 68 000 023 058)

2.5 “Clubhouse” means the clubhouse and includes but is not limited to the locker rooms, toilets, balconies, carpark, food service areas and bars.

2.6 "Competition" means any golf event organised by the club including match play and multiple round events.

2.7 "Competitor" means any person playing in a Competition.

2.8 “Computer Kiosk” means the computer terminals located in and around the Clubhouse and Golf Shop.

2.9 “Constitution” means the Club’s Constitution.

2.10 “Course” means the Golf Course and on course Practice Facilities.

2.11 “Dress Regulations” means the notice regarding acceptable clothing that is displayed on the club’s website.

2.12 “Golf Etiquette” means the behaviour expected by each Player as published by the Royal and Ancient Golf Club of St Andrews and displayed on their website (www.randa.org)

2.13 “Golf Course” means the golf course situated at 1156 Victoria Road, West Ryde NSW excluding the Practice Facilities.

2.14 “Golf Shop” means the area of the club where the member pays competition entry fees and where golfing equipment, accessories and clothing may be purchased.

2.15 “Local Rules” means the rules displayed on the local rules board including all temporary rules.

2.16 “Member’ means a member of the Club.

2.17 “Member Pack” means one or more documents describing a member’s privileges and responsibilities and includes details of how a member may obtain a copy of the Club’s Constitution and By-laws

2.18 “Membership Year” means the year commencing 1st May and concluding on the 30th April the following year.

"Motorised Cart" means all forms of self-propelled vehicles that enable a person to be seated or standing upon while the vehicle is moving under its own power

2.19 "Notice" means anything sent by electronic means, published on the website, displayed on the general notice board in the Clubhouse and anything displayed on the notice board attached to the Golf Shop and any other sign or notice board placed in and around the Course and Clubhouse.

2.20 "Ordinary Member" are those classes and sub-classes of membership prescribed in Rule 35 of the Club's Constitution.

2.21 "Player" means a person playing on the Course, including the person's caddie.

2.22 "Playing Category" means a membership class that entitles a member to play on the Course unless otherwise indicated in these by-laws.

2.23 "On-Course Practice Facilities" means the Golf Course, the designated area on the 11th hole, the 19th hole's green and bunkers and the 19th hole's green and bunkers.

2.24 "Off-Course Practice Facilities" means the Practice putting green, the Practice Nets, Chipping green and bunkers and the Pitching Mats and Pitching Green.

2.25 "Rules of Golf" means the rules of golf as approved by the royal and ancient golf club of St. Andrews from time to time as adopted by Golf Australia and the Local Rules.

2.26 "Social Golf" means any golf, whether a complete round or not, played at the club that is not a Competition including practice rounds.

2.27 "Starter" means the person responsible for controlling the pace of play by directing players to their first tee at appropriate times and for providing information regarding course, play time and other Competition or golf-related issues.

2.28 "Subscription Fee" means the annual subscription fee payable by a member in order to retain membership of the club.

2.29 "Unacceptable Behaviour" means any behaviour which falls within section 40.3 of these By-laws.

2.30 "Website" means the internet pages available at www.rydeparramatta.com.au including any third-party members' portal authorised by the board.

2.31 In these by-laws, except where the context requires otherwise:

(a) Words indicating one gender include all genders.

(b) Words indicating the singular also indicate the plural and words indicating the plural also indicate the singular.

(c) Terms not included in these By-Laws but defined in the Constitution have the same meaning as given to them in the Constitution.

3 Authority and Purpose

3.1 These By-Laws have been developed so that all members, guests and visitors are able to understand what is required of them when using the Club's facilities and whilst on the Club's premises.

3.2 The guidelines for achieving best practice published by Clubs NSW are periodically reviewed by the Board and elements of those guidelines will be incorporated in these By-Laws if considered appropriate.

Election of Directors

4 Nominations for Director

4.1 Members wishing to nominate for the Board of Directors will collect nomination forms from the office and be emailed the following documents:

i) The current Strategic Plan

ii) The Board Charter

iii) Board Meeting Procedures

iv) Code of Conduct, including the Statutory Declaration appended to the Code of Conduct.

v) Details of the AICD governance essential of golf, which must be completed if elected to the Board.

4.2 Candidates for the Board of Directors shall submit, with their nomination form and signed Statutory Declaration, a written profile which shall include, but not be limited to, the following:

i) Photograph of candidate.

ii) Years of service and contribution to the Club.

iii) Relevant previous experience; and

iv) Professional & Educational Qualifications.

v) As soon as possible after the date for nominations for Board positions has passed the General Manager shall send each candidate an email attached to which shall be a copy of a letter confirming the candidate's nomination

vi) Nominations will close not later than 6pm, on a day, not less than 28 days before the AGM.

5 The Returning Officer and Scrutineers

5.1 The Returning Officer, who shall be the Club's Auditor or other person appointed by the General Manager prior to the election, must:

i) not be a spouse/partner of or related to a Candidate; and

ii) not be a candidate for any position being contested in the election; or

iii) not be an eligible voting member.

iv) The General Manager shall appoint a minimum of two scrutineers prior to the election to assist with counting of the votes, who must meet the same eligibility criteria as the Returning Officer.

6 The Election Process

6.1 The Board election will take place as outlined and in accordance with section 69 of the Constitution.

7 Newly Elected Directors

7.1 Prior to the first meeting of the new Board newly elected Directors must attend an induction meeting with the Chairman /or General Manager to discuss expectations, and duties and responsibilities.

7.2 All directors elected to the Board must complete the AICD golf essentials course, within their first three months or a similar course as approved by the board.

Appointments & Sub-Committees

8 Appointment of Vice-President

8.1 As per the Constitution the Board will appoint the Vice President from one of the Ordinary Directors already appointed to the Board.

9 Appointment of Vice-Captain

9.1 The Club Captain shall be entitled to choose the Vice-Captain, who must be a member eligible to be elected to the Board.

9.2 Each candidate for Club Captain must include with their application their nomination for Vice-Captain.

9.3 The successful candidate's nominee shall be declared Vice-Captain.

10 Appointment of Sub Committees

10.1 The Board may establish sub-committees, including but not limited to the following, to be governed by a specific charter, which may be amended by the board from time to time:

- Golf Committee
- House Committee
- Membership Committee

10.2 Where a sub-committee appointed by the Board, pursuant to By-law 11.1, is unable to fill the minimum number of positions to form a quorum of that sub-committee as per their charter, the Board shall revoke any delegations assigned to that sub-committee.

11 Appointment of Advisory Panels

11.1 The Board may, from time to time, establish an advisory panel for a specific duration, to assist the Club's management in the control and execution of specific projects and initiatives

Membership, Rights & Benefits

12 Membership Classes & Playing Rights

12.1 The available classes and sub-classes of membership and their playing rights are as follows:

(a) Full Playing, Intermediate 2 & Intermediate 3 - Access to the Course and On-Course Practice Facilities 7 days per week.

(b) Full Playing Member – Gold Member - Access to the Course and On-Course Practice Facilities 7 days per week.

(c) Country Playing Member - Access to the Course and On-Course Practice Facilities 7 days per week. These members are entitled to play a maximum of 15 Competition rounds in each Membership Year.

(d) Cadet - Access to the Course and On-Course Practice Facilities 7 days per week. To be eligible to play in a Competition a Cadet must have a Golf Australia handicap of 54 or less.

(e) Junior Member – Access to the Course and On-Course Practice Facilities 7 days per week.

(f) Colt Member – Access to the Course and On-Course Practice Facilities 7 days per week.

(g) Intermediate Member – Intermediate 1 - Access to the Course and On-Course Practice Facilities 7 days per week.

(h) 6 Day Playing Member – Access to the Course and On-Course Practice Facilities Sunday through to Friday.

(i) Partner Member - Access to the Course and On-Course Practice Facilities on Tuesday, Wednesday, Friday, and Sunday only.

(j) 5 Day Playing Member - Access to the Course and On-Course Practice Facilities Monday through to Friday.

(k) 3 Day Playing Member – Category closed. Access to the Course on Tuesday, Friday and Sunday, and On-Course Practice Facilities Sunday through to Friday. They may enter and play an Open Competition on their non-designated day upon payment of the visitor fee.

(l) 2 Day Playing Member – Category closed. Access to the Course and On-Course Practice Facilities on Monday and Tuesday only. They may enter and play an Open Competition on their non-designated day upon payment of the visitor fee.

(m) Special Member - Access to the Course and On-Course Practice Facilities 7 days per week but ineligible to play in club championships or major club events.

(n) Non-Competition Member - Access to the Course and On-Course Practice Facilities 7 days per week. Non-Competition Members may only access the Golf Course outside of Competition times, except for Open Competitions where they may enter upon payment of the visitor fee.

(o) Social - Access to the Course, the On-Course or Off-Course practice facilities is not permitted at any time unless the member has paid the fee and is playing at the invitation of a Playing Category member or in an organised corporate event or in an Open Competition as a member of another club.

(p) Leave of Absence (LOA) – Approval is only granted to members applying to

transfer from a Playing Category. No access to the Course or the On-Course Practice Facilities, except for the Golf Course in which, from time to time, the member may be granted a limited access. LOA members must contact the General Manager for approval to utilise their limited access to the Golf Course.

12.2 Members who qualify as Senior Members under Section 55(c) of the Constitution ("Senior Members") shall have the same playing rights as the category to which they subscribe.

12.3 The number of Members permitted to belong to each class of Membership shall be determined from time to time by the Board.

12.4 Subject to 27, all playing membership categories may access the Off-Course facilities at any time.

12.5 For the purposes of these By-Laws and Club policies, only Social and Leave of Absence categories are not Playing Categories.

13 House Support Accounts & Top Ups

13.1 At a member's first and subsequent renewals, a House Support charge will be levied corresponding to their class of membership under the Constitution, as follows:

(a) Full Playing (including sub classes Intermediate 2 and 3), Intermediate 1, 6 Day, 5 Day, 3 Day, 2 Day, Partner and Non-Competition Playing members will be levied $300.

(b) Colt and Full Playing Gold members will be levied $150.

(c) All other classes will be exempt.

13.2 The House Support charge is credited against the member and is redeemable for purchases throughout the membership year as follows:

(a) All food and beverage products from any department within the confines of the Clubhouse.

(b) Tickets to attend Club events specifically organised for its members, except where the event includes a golfing element.

13.3 Any balance in the members' House Support account will be forfeited on the first day of the next membership year or upon resignation of that member.

13.4 Unless approved by the Board, House Support charges are non-transferable.

13.5 Members, who voluntarily add credit to their House accounts in the form of a "Top Up", are able to redeem their House Top Up credits for any club events or purchase.

13.6 Voluntary Top Ups will not be forfeited, except where a member resigns and does not make claim to these credits within 3 months of that member's resignation date.

13.7 Voluntary Top Ups are transferable and refundable.

14 Payment of Membership Subscriptions & Entrance Fees

14.1 Where Payment of Subscription Fees is made by instalments:

(a) Payment of the entire Subscription Fee is required whether or not the member remains a member of the Club.

(b) Members who choose to pay by instalments will pay an additional administration fee at the time of paying their first instalment.

14.2 No Playing Category member is permitted to enter any competition if his or her subscription Fees have not been paid by the due date or whilst he or she is more than thirty (30) days in arrears as to any other money due by the member to the Club.

14.3 Entrance Fees, where applicable, may be paid:

(a) wholly in advance; or

(b) in ten (10) annual instalments. The annual instalment payable will be one-tenth of the subscription rate for that member's category in the corresponding year.

15 Available Senior Discount

15.1 The Available Senior Discount will be determined from time to time by the Board

15.2 The Available Senior Discount will be distributed among the Senior Members as a discount to their membership category provided that such discount does not exceed ten per cent (10%) of the subscription for the category to which the Senior Member subscribes.

16 Transfer Between Classes of Membership

16.1 A Playing Category Member shall be entitled to apply for transfer to membership of any other class for which he or she is qualified, and the Board or General Manager may affect the transfer, provided that any entrance fee or additional entrance fee, or any subscription or additional subscription payable for the membership class being applied for is paid.

(a) Applications for transfer must be made in writing to the General Manager.

(b) Except as provided in 17.1 (g-h) no rebate of entrance fee or subscriptions shall be payable to any Member in respect of his or her transfer of membership to another class.

(c) Where the transfer application is to the Full Playing category, the application must be approved by the Board.

(d) Transfer to a Leave of Absence category may only occur once per Club financial year.

(e) Transfer to a Leave of Absence category may be granted for either medical or other unforeseen non-medical reasons. Transfer shall only be given to a member that will not permit the Member to play golf for a period greater than three (3) months.

(f) Where the transfer is based on medical grounds a medical certificate is required for the period of time Leave of Absence is sought.

(g) If granted, the member will be credited in the following membership subscription year the difference between fees payable Leave of Absence and fees payable in the appropriate Playing Category for the time lost.

(h) No refund or partial refund will be given when a member transfers to Leave of Absence

and does not return to a Playing Category.

17 Applicants for Membership

17.1 All applicants for playing membership must attend an interview with a director or the General Manager of the Club prior to the payment of any prescribed entrance fee or annual subscription.

17.2 The applicant shall be admitted to provisional membership of the Club upon payment of the prescribed entrance fee and annual subscription and prior to the applicant being elected to membership of the Club by the Board.

17.3 New members will be invited to an induction evening which shall be held as soon as practicable after the Board has approved their election to the Club.

(a) The induction evening will primarily be an evening welcoming new members to the Club but will also be used to explain the privileges and responsibilities of members.

(b) Each new member, whether present at the induction evening or not, will be given a copy of the member pack.

18 Qualifications for Entry – Social Membership sub-classes

18.1 To qualify for entry as a Non-Competition Playing member, the applicant must:

(a) be 18 years of age or older.

(b) not have been a member of Ryde-Parramatta within the previous three (3) years

19 Member Information

19.1 Members must communicate any change of their address to the General Manager. All letters and documents posted to them at their last known address shall be deemed to be delivered.

(a) The Club utilises electronic mail ("email") as its prime medium of day-to-day communication with Members and as such each member shall provide an email address and notify the General Manager if their email address changes.

(b) There shall be no penalty if a member does not provide an email address. However, should an email address not be supplied or updated the Club is under no obligation to send communications to the member by any other medium unless required by the Constitution.

20 Reciprocal Rights

20.1 The Club has arranged reciprocal playing rights with a number of other golf clubs ("reciprocal clubs").

(a) The Club will keep a list of reciprocal clubs, including conditions of play, and make that list available to all members on request.

(b) The list of reciprocal clubs will also be published on the Website.

(c) The list will include venue's name, address, and contact details of Reciprocal Club websites if available.

21 Benefits not to all Members - Directors & Representative Teams

21.1 Pursuant to the Registered Clubs Act, benefits not offered to all members must be approved by an Ordinary Resolution at a General Meeting of the members. Benefits offered by the Club may include the following:

(a) The reasonable cost of a meal and beverage for each Director immediately before, during or immediately after a Board or Committee Meeting on the date of that meeting.

(b) The provision of a reserved car parking space for each Director and for Club officials as approved by the Board.

(c) The reimbursement of the cost of attending official functions to represent the Club.

(d) The reasonable cost of Directors attending the ClubsNSW Annual General Meeting.

(e) The reasonable cost of Directors attending seminars, lectures, trade displays, invitational golfing functions and other similar events as may be determined by the Board from time to time.

(f) The reasonable costs of Directors attending other Registered Clubs and facilities for the purpose of assessing their amenities and methods of operation, providing such attendances are approved by the Board as being necessary for the betterment of the Club

(g) The reasonable cost of uniforms, golf balls and entertainment for those members selected to represent the Club in pennant teams approved by the Board.

(h) Authorisation for members of pennant teams to play or practice on the Course on any day, regardless of the privileges bestowed by their category of membership, during a period between 2 weeks prior to the commencement round of their representative season and their final match of their representative season, provided such practice or play does not interfere with any competition organised by the Club members.

(i) On completion of the AICD course (or alternative as set by The Board), directors will be reimbursed the cost by way of an equal credit to their house account.

The Course & Etiquette

22 Player Conduct

22.1 All members are expected to uphold and comply with the Rules of Golf, Golf Etiquette, these By-Laws and all Notices issued by the Club.

(a) Members shall always conduct themselves in a proper manner. This applies within the physical boundaries of the Club and at all other Golf Australia affiliated golf clubs.

(b) Members introducing guests are responsible for their guest's adherence to the Rules of Golf, golf etiquette and these By-Laws.

22.2 It is neither desired, nor financially practical, for the Club to employ a compliance officer to ensure members adhere to the Rules of Golf, these By-Laws and Golf Etiquette.

(a) It is expected that each member assists in ensuring that all members and guests comply with these By-Laws and golf etiquette by advising a player within their group in a polite and friendly manner if:

i) the player has failed to properly repair a pitch mark, replace a divot, rake a bunker, return a rake to the correct position or any other act or omission that is not in keeping with good course care.

ii) the player has breached the Rules of Golf.

iii) the player has failed to observe golf etiquette or a notice.

iv) the player is not complying with the Club's Dress Regulations.

(b) In providing this advice the member must ensure they do not abuse, threaten, frighten or intimidate any Player as such behaviour may result in disciplinary action being taken against the member.

(c) If a member advises another Player and that Player still does not comply with 22.2 then the member should report such non-compliance to the General Manager.

22.3 If a player is involved in any accidents on the Course, the player or one of the player's playing partners must report the accident to the Office or Golf Shop.

22.4 All players on the course must have their own designated equipment, including a golf bag and clubs, which they shall use during their round, and shall not share each other's equipment in accordance with the Rules of Golf.

23 Course Care

23.1 Members are responsible for course care during their round, whether in a competition or not, as follows:

(a) All players are to carry sand buckets or sand containers and to ensure that sand buckets and containers are full at the start of play and re-filled as necessary to fill in divots.

(b) Before leaving a bunker, a player should carefully smooth over all holes and footprints caused by the player and in the immediate area surrounding where the shot was

played with the rake provided or where no rake is present as best the player can with a golf club.

(c) After use, the player should place the rake in the centre of the bunkers, aligned in the direction of play.

(d) Through the green a player should ensure that any turf cut or displaced by a stroke, or a practice stroke is repaired by gently chopping the edges towards the centre of the divot and then filling the divot with sand, being careful to fill the divot completely, and finally smoothing the sand to ground level.

(e) On the green a player should ensure that any damage to the putting surface made by the ball, including any pitch mark, is carefully repaired by discarding any loose piece of turf taken out by the ball, inserting the pitch mark repairer tool just outside of the back of the pitch mark, levering the turf towards the centre of the pitch mark, repeating this motion from all sides of the pitch mark until the damaged area is repaired and finally gently tapping the repaired area with a putter.

(f) Players should ensure that when putting down bags or the flagstick no damage is done to the putting green or course and that neither they nor their caddies damage the hole by standing close to it, in handling the flagstick or in removing the ball from the hole. The flagstick should be properly replaced in the hole before players leave the putting green.

(g) Damage to the putting green caused by golf shoes, golf clubs or anything else should be repaired on completion of the hole.

(h) Players are encouraged to repair any damage done to the course by other players.

(i) Players with wide-wheeled buggies are permitted to roll their buggies across the green, but they shall not be permitted to leave it stationary on the green.

23.2 During social golf, no more than two golf balls may be played by any one Player on any hole and only one ball if play is being delayed

24 Consideration of Others

24.1 The Club has a Local Rule that defines acceptable pace of play and the penalties that may be imposed for breach of that Local Rule. The Club considers deliberate or consistent slow play to be a breach of golf etiquette. As such:

(a) Members, guests and visitors ("players") are responsible for their pace of play, whether in a competition or during social golf.

(b) Players who repeatedly fail to observe the acceptable pace of play Local Rule will be reported to the Board and may face disciplinary action.

(c) Pace of play for each group is monitored, and a warning letter will be issued as the first step to correct slow play. Multiple letters will lead to an improvement process, including revised pre-shot routines. Repeat offenders will be subject to disciplinary action which may restrict their playing rights.

24.2 Priority on the Course is determined by the order in which the playing group teed off except that:

(a) Club representation matches shall take precedence over all other competition play.

(b) A single player has no standing and should give way to a competition match of any kind.

(c) If a match fails to keep its place on the course and loses more than one clear hole on the players in front, it should allow the match following to pass.

(d) A group involving non-competitors must give way to players engaged in competitions.

25 Out of Bounds Damage

25.1 If a player hits a ball out of bounds, the player must report details of the incident via the QR code displayed on the course, or the online form available via the member's portal or to the office or golf shop, if the office or golf shop is closed, to the Clubhouse Supervisor immediately, once the round has been completed regardless of the circumstances.

26 Practice Facilities

26.1 Members using the practice facilities to warm-up prior to playing in a competition will have priority.

26.2 Off-Course – other than for the purpose of warming up prior to a competition round, these practice facilities are for the exclusive use of playing members, irrespective of the playing members category's designation.

(a) Practice Putting Green – Putting only. Chipping to or from the practice putting green is strictly prohibited.

(b) Practice Nets – Use is limited to 5 minutes during competition warm up if another member is waiting to use that bay. Outside of competition a member may use the practice nets for a maximum of 15 minutes on any one occasion.

(c) Practice Fairway (west clubhouse) – Players using the practice fairway must play from the mat except when warming up prior to a competition round where practice is permitted within the markers provided. Playing shots in the reverse direction is strictly prohibited.

(d) Pitching Green (west clubhouse) - A maximum of ten (10) balls may be played prior to collection. Chipping from further than 10m from the green is prohibited.

26.3 On-Course – these practice facilities are for the exclusive use of Members, and only on those days permitted under the Member's playing category designation

(a) Golf Course – closed for practise until the final group of a competition or an organised corporate event has completed the hole intended for play. A maximum of 2 balls may be used during social or practice rounds.

(b) 11th Fairway – closed until the entire competition or organised corporate event has completed the 11th hole.

(c) 19th Green – closed when used as a substitute hole. A maximum of twenty (20) balls may be played prior to collection.

26.4 For all golf course play, members must register at the Golf Shop prior to teeing off.

26.5 Members who breach the conditions of use, or act in any other manner which is deemed unsafe or inconsiderate of other members may be subject to disciplinary proceedings.

26.6 Unless deemed otherwise by the General Manager, Golf Operations Manager or Course Superintendent, all On-Course and Off-Course Practice Facilities are closed when the course is closed.

26.7 Members must ensure divots and lob-marks are repaired and bunkers are smoothed following practice.

Timesheets, Competitions, Handicapping & Playing Visitors

27 Timesheets

27.1 Tee times are available on-line via the website.

(a) Unless otherwise stated, timesheet bookings for competition and social play will be available from 7.00pm four (4) days in advance of the date of the timesheet.

(b) All timesheet bookings will close at 11.59pm on the night prior to the date of the timesheet.

(c) Members may contact the Golf Shop on the intended day of play to enter a competition or play socially and the Golf Shop will use its best endeavours to find a tee time for the member.

(d) Members who are unable to attend their booking time must cancel their booking at the earliest possible opportunity prior to the date or notify the Golf Shop on the day prior to their scheduled booking of their non-attendance.

(e) Members shall not book more than four persons unless approved by the General Manager.

(f) Social golf may not be played whilst a competition is in progress without the prior approval of the Club Captain or the General Manager or in their absence the Golf Operations Manager or in his absence the Starter unless the last group in the competition has commenced its second nine holes.

28 Competitions, Trophies and Prizes

28.1 The Club may declare any competition to be cancelled even though the competition may have already commenced.

(a) Any member or visitor who has competed in such an event and paid the entry fee shall be entitled to a refund of the entry fee.

(b) No member or visitor shall have any further claim against the Club.

28.2 Except as specifically provided in these by-laws, any competitor commencing a competition round but not completing it is not entitled to a refund or partial refund of the competition entry fee or any other compensation.

28.3 The Board shall from time to time determine the maximum value to be permitted for trophies purchased by or donated to the Club for a competition (“trophies”).

(a) The Board may set a different maximum value of trophies for different competitions.

(b) The Board shall determine whether a trophy is to remain in the possession of the winner of the competition for a nominated time or permanently.

28.4 The Club may award monetary vouchers and/or golf balls and/or other items ("prizes") instead of or as well as trophies in conjunction with competitions.

(a) The Club shall determine which members have won prizes after each competition and credit the member's account with the Prize.

(b) In the case of members, prizes must be redeemed within twelve months of the prize being awarded or the prize will be forfeited.

(c) In the case of visitors, prizes must be claimed within a period of six months from when the prize was awarded, or the prize will be forfeited.

(d) In the case of a member who has resigned from the Club, prizes must be claimed within a period of one month from the date of resignation or the prize will be forfeited.

(e) Prizes that are not monetary vouchers will be assigned a monetary value by the Board and may be converted to that monetary value at any time and used to purchase items of an equivalent value from the Golf Shop or to purchase tickets to attend a Club Function or to purchase take-away packaged goods from the bar.

29 Conduct of Competitions

29.1 The Rules of Golf shall be the golf rules of the club.

(a) The preferred method of scoring is via the MiScore app. For players who cannot access the app, the Club will provide a hard copy scorecard.

(b) For male members, play in competition shall be from white, green, gold or blue tee markers as designated by the rules of the competition. A and B graders will need special permission from the Captain or Golf Operations Manager to play off the Gold or Green tees.

i) In the absence of any tee markers, the permanent marker designating each hole shall be used for competition play.

(c) For female members, play in competition shall be from red or green tee markers, except:

i) In the absence of any tee markers, the permanent marker designating each hole shall be used for competition play.

29.2 Unless otherwise permitted under another By-Law, members are only eligible to enter and play in a competition in which they qualify under the conditions of that competition.

29.3 Competitors shall register themselves into a competition by reporting to the Golf Shop or wherever the Starter is located for the competition.

(a) Competitors shall report to the Golf Shop no less than 20 minutes prior to their tee time.

(b) Competitors must pay the entry fee prior to commencing a competition.

(c) Players arriving less than 20 minutes prior to their tee time may at the discretion of the Starter and/or the Golf Committee:

i) Be moved to an alternate group or tee time.

ii) Be refused entry to the competition.

(d) Failure to adhere to the provisions of this clause may result in suspension of playing rights at the discretion of the Board.

29.4 Competitors must play in groups of no more than four players and at least two players.

(a) Exceptions to this rule may apply from time to time at the discretion of the Club Captain, General Manager or Starter, e.g. for a foursome's event.

(b) Where a group of three players exists in a Two Ball or Four Ball competition, unless otherwise approved by the Starter:

i) If the intact pair contains only one member, the swinger shall be the member of the intact pair.

ii) In all other cases, the swinger shall be the lowest handicap player of the intact pair.

(c) Where a group of two players exists:

i) In a team event with a singles component, the two players will be eligible to participate in any team event held in conjunction with the singles event.

ii) In any team event with no singles component, the two players will be ineligible to participate in the team event.

(d) Whilst playing in a match play competition, competitors are not permitted to participate in any other competition.

29.5 Competition results shall be determined by the Golf Committee upon completion of any given competition in accordance with Golf Australia competition management guidelines.

(a) Decisions of the Golf Committee are final.

(b) In all competitions any protest must be conveyed to the Golf Committee within twenty (20) minutes of the last group in that competition completing their round.

i) Protests may be made verbally or in writing.

ii) The Golf Committee may require a verbal protest to me made in writing if, in its sole discretion, the Golf Committee believes the protest is sufficiently complex to require a written record of the terms of the protest.

iii) Where the protest concerns a ruling pertaining to a Rule of Golf the relevant rule in the most recent publication of "The Rules of Golf" and or the "Decisions on the Rules of Golf "will be looked up and an interpretation made by the Golf Committee.

iv) If the Member is not satisfied with the interpretation, they may request a letter documenting the matter be sent to the Golf NSW Rules Committee for a decision and that decision will be final.

v) Where the protest concerns an administrative matter the relevant procedure or playing condition will be looked up and an interpretation made by the Golf Committee.

vi) If the Member is not satisfied with the interpretation, they may request a letter documenting the matter be sent to the Board of Directors for a decision and that decision will be final.

(c) The Golf Committee shall determine competition winners in accordance with the Golf Australia regulations governing competition play.

(d) Where Golf Australia regulations are not adhered to, competition regulations shall be publicly displayed.

(e) The Golf Committee shall determine the grading for all Club competitions.

29.6 Competitors shall return cards whether hard copy or electronically for all competitions in which they enter.

(a) All Competitors must maintain scores for both themselves ("Marker") and their fellow competitor.

(b) At the completion of a competition:

i) All competitors must enter their scores through the computer kiosk or the MiScore application.

ii) If the computer kiosk is not available, competitors must follow the instructions displayed on or near the computer kiosk.

29.7 Play on Public Holidays or in Special Events for members outside their designated days shall be at the discretion of the Board.

30 Handicaps

30.1 Handicaps will be maintained in accordance with the Golf Australia handicapping system.

30.2 The Golf Committee or the Board may from time to time approve alteration of a member's handicap if in its absolute discretion and having regard to all the circumstances, including the Member's results in any form of competition, it considers the change is warranted under the handicap system which the Club follows. The member shall have no right to make any representation to the Golf Committee or to the Board of Directors in relation to any proposed alteration to the member's handicap.

31 Introducing Guests for Play & Visitors

31.1 All Ordinary, Provisional, Life and Honorary Members shall have the privilege of introducing guests to the Club.

(a) A member shall not knowingly introduce as a visitor any person who has been refused admission to membership of the Club, or to membership of any other golf club or who has been expelled from membership of another golf club.

31.2 The Club Captain, the General Manager and all members who subscribe to a playing category, may invite a person who is a member of an accredited golf club to play on the course ("playing guest").

(a) A playing guest may not play in a competition without the approval of the General Manager or Club Captain or Golf Operations Manager, except that if the competition is designated as an open or invitation day members may, subject to any conditions imposed by the Golf Committee, enter playing guests into such competitions without prior approval.

(b) Unless otherwise arranged with the Golf Operations Manager or Club Captain a member shall not introduce more than one playing guest on any one occasion.

(c) Unless otherwise arranged with the Golf Operations Manager or Club Captain the playing guest must play in the same group as the member.

(d) Each playing guest is required to pay competition or social fees as set down by the Board which may differ from the fees required of a member.

(e) The Club Captain or Golf Operations Manager may give permission for a group of playing guests to play without a member either socially or in competition.

(f) Playing guests may play together in an open competition and do not require an invitation to take part in these competitions provided each playing guest is able to provide proof that they hold a handicap relevant to the competition at an accredited golf club.

(g) The course may be closed to visitors for certain competitions and no playing guest may play in such competitions without the approval of the General Manager or Club Captain.

(h) Unless otherwise arranged with the Golf Operations Manager or Club Captain no person may be introduced as a playing guest on more than six (6) occasions in any one year except that play in an open competition is not counted towards this restriction.

(i) Prior to playing socially all playing guests and members must report to the Golf Shop.

(j) Visitors are not eligible to win special events or match play events or trophy events or play representative golf on behalf of Ryde-Parramatta Golf Club.

31.3 Any privilege allowed with respect to the introduction of a guest, including a playing guest, may be refused or withdrawn by the General Manager or by any two Directors.

(a) The member shall have no right of appeal against such a decision but may ask the reason for such refusal or withdrawal.

(b) If the member does ask to know the reason for such refusal or withdrawal the request shall not be unreasonably refused.

Children

32 Children on Course & Children in the Clubhouse

32.1 A member may bring a child who is not a member to the clubhouse and/or course provided:

(a) The member ensures the child observes golf etiquette.

(b) A child who is over the age of 11 years and under 14 years of age and is the child or grandchild of a member is permitted to play social golf without payment of green fees provided they are accompanied by the member, and they have their own set of golf clubs.

(c) If a competition is being played the member ensures the child does not behave in a manner that distracts or disturbs other members and, if another member complains about the child's behaviour, the member must abandon their round and remove the child from the course.

(d) If the child is under 11 years of age the child must be accompanied by the member at all times, when on the course.

(e) If the child is under 18 years of age the child must be accompanied by the member at all times, in the clubhouse.

(f) In all cases, the member or visitor must be aware that the member is responsible for the child's behaviour. A disciplinary process may be applied for behaviour deemed to be unacceptable.

(g) Persons under eighteen (18) years of age are not permitted to approach the bar for service for any reason.

(h) Persons under eighteen (18) years of age are not permitted to enter any area of the clubhouse where poker machines are located.

The Clubhouse & Premises

33 Clubhouse - General

33.1 All members are entitled to use the clubhouse at all times that the clubhouse is open.

(a) Locker rooms, change rooms and toilets that have been set aside for the exclusive use of males or females may only be used by persons of that gender.

(b) In the event a private function is in progress, members may have limited access to areas of the clubhouse.

33.2 Other than a dog that has been trained to assist a person with a disability to alleviate the effects of that disability, being either a Guide Dog, Hearing Dog or Assistance Dog, members and visitors are not allowed to bring dogs or other animals into the Clubhouse without the permission of the General Manager.

33.3 Food shall not be brought into the clubhouse by any member unless it has been purchased from one of the Club's facilities or permission has been granted by the General Manager or Events and Hospitality Manager.

34 Operating Business Activities and Soliciting

34.1 A member shall not provide for financial benefit, goods or services on the Club's premises similar to goods or services provided by the Club.

34.2 No business or activity of any kind may be undertaken on Club premises without the express written permission of the General Manager.

34.3 No canvassing for donations is allowed in any way in or about the Club's premises without the express written permission of the General Manager.

34.4 No notice, publication or document shall be posted, suspended or otherwise displayed within the Club's premises without the permission of the General Manager.

35 Dress regulations

35.1 The Club's Dress Regulations must be adhered to at all times.

(a) Members and guests not complying with the Dress Regulations may be asked to leave the course and/or the clubhouse.

36 Club & Personal Property

36.1 No property of the Club shall be removed under any circumstances from the Club's premises without the authority of the General Manager.

(a) If property is removed in breach of this By-Law, it shall be forthwith returned.

36.2 Any member who destroys or damages any property of the Club shall forthwith upon demand pay to the Club the cost of replacing the property so destroyed or making good such damage.

(a) The General Manager, if satisfied in any instance that such destruction or damage was accidental, may waive wholly or subject to such terms and conditions as the General

Manager may think fit.

36.3 In exceptional cases property of the Club may be loaned to an employee or members for short periods at the discretion of the General Manager.

(a) Should the General Manager wish to borrow an item, he must obtain the prior permission of the President.

(b) Employees or members who borrow Club property must make good any damage sustained to the property while it is in their care.

(c) Employees or members who borrow Club property shall indemnify the Club against any claim for loss or damages sustained as a consequence of the use of the property.

(d) Prior to employees or members borrowing Club property, the General Manager must obtain written agreement from the borrower of the terms of the loan set out in these By-Laws.

36.4 All private property left at the Club shall be at the owner's risk.

(a) The Club shall not be liable for any loss or injury to the property or person of any member or visitor in or about its premises.

Employees

37 Employees

37.1 All employees are directly responsible to the General Manager.

37.2 Any complaints concerning employee performance are to be addressed in writing to the General Manager.

37.3 A member must not reprimand an employee under any circumstances

37.4 A member must not direct or attempt to direct an employee to perform any function or act or attempt to change the way an employee performs any function or act.

37.5 Members are required to follow any reasonable requests from an employee.

37.6 The responsibility for employee engagements, employee reviews and employment termination rests with the General Manager who shall on a regular basis report such changes to the Board.

Complaints & Disciplinary Matters

38 Complaints

38.1 If a member makes a complaint about any aspect of the Club's operations and wants to have the complaint dealt with formally:

(a) The complaint must be made in writing to the General Manager, who shall attempt to deal with the complaint personally unless in the sole opinion of the General Manager the complaint is considered to be of a nature that requires consideration by the Board.

(b) Regardless of whether or the not the General Manager is able to resolve the complaint, the General Manager shall at the next Board meeting inform the Board of the complaint,

(c) If the complaint is referred to the Board, the General Manager shall inform the complainant of the outcome of the Board's consideration of the complaint within seven (7) days of the Board meeting at which the complaint was considered.

39 Disciplinary Matters

39.1 The Club expects all members, guests and visitors to the Club to adhere to these By-Laws, all notices, golf etiquette and commonly accepted standards of sportsmanship (collectively "acceptable behaviour").

(a) In order to ensure acceptable behaviour at all times a member who does not observe Acceptable Behaviour may face disciplinary proceedings.

(b) If any person who is not a member does not observe acceptable behaviour then he or she may be asked to immediately leave the course and/or clubhouse by any employee or Director and, if the person objects to or resists the request, the employee or Director may take such reasonable action as they see fit to ensure the person leaves the course and/or clubhouse.

39.2 All allegations of unacceptable behaviour must be made in writing to the General Manager, who shall attempt to deal with the allegation personally unless in the sole opinion of the General Manager the allegation is considered to be of a nature that requires consideration by the Board.

(a) The Board will usually consider any allegation of unacceptable behaviour at its next meeting; however, the Board may form a committee comprising at least three full members of the Board to consider any such allegation (together, the "Disciplinary Committee"),

(b) The Disciplinary Committee may deal with any allegation about the behaviour of a member at another Golf Australia affiliated golf club in the same manner as if the offending behaviour had occurred at the Club.

(c) The General Manager shall advise the member that a Disciplinary Committee has been formed to hear an allegation against the member and such advice shall include:

i) The details of the allegation.

ii) The date on which the Disciplinary Committee shall conduct a hearing into the allegation.

iii) The members' rights and restrictions during the Disciplinary Committee hearing; and

iv) The format and processes the Disciplinary Committee hearing will follow.

(d) The Disciplinary Committee shall consider the allegation not earlier than fourteen (14) days and not later than twenty-eight (28) days from the date the member was advised that an allegation had been made.

(e) The General Manager shall advise the member of the outcome of the Disciplinary Committee's deliberations within seven (7) days of the hearing.

(f) A member's legal representative shall not be entitled to attend the meeting of the Disciplinary Committee.

(g) The decision of the Board or the Disciplinary Committee shall be recorded in the minutes of the Board meeting at which the decision was made or announced.

(h) Members have the right to seek clarification of any decisions from the Disciplinary Committee through written communications to the General Manager.

39.3 To assist members, guests and visitors, the Club has introduced categories of unacceptable behaviour termed Grade 1 Breach, Grade 2 Breach and Grade 3 Breach. Without limiting the right of the Board to categorise any behaviour as a Grade 1 Breach, Grade 2 Breach or Grade 3 Breach, a member is guilty of a:

(a) Grade 1 Breach if the member:

i) Physically attacks, abuses, threatens, frightens or intimidates, in any way, another member or person; or

ii) Publicly threatens, abuses, makes defamatory remarks or falsehoods of any member through the print, radio, Internet or television media; or

iii) Verbally abuses, threatens, frightens or intimidates another member, player, official or person; or

iv) Deliberately damages the facilities or property of the Club, including the course and the clubhouse; or

v) Wrongfully removes or damages property belonging to the Club or another member or person; or

vi) Deliberately breaks a By-Law or the Rules of Golf to cheat or to gain benefit; or

vii) Deliberately returns a false scorecard to cheat or to gain false benefit; or

viii) Behaves in a manner detrimental to the good name and reputation of the Club; or

ix) Brings the game of golf into disrepute; or

x) Consistently or frequently commits Grade 2 breaches.

(b) Grade 2 Breach if the Member:

i) Deliberately throws in anger or breaks golf equipment in a manner that is deemed unsafe; or

ii) Uses abusive or profane language towards another Member or person; or

iii) Utters audible obscenities; or

iv) Consumes any illegal and or performance enhancing prohibited substance as determined by the Board; or

v) Behaves in a manner detrimental to the performance of other Players; or

vi) Consistently or frequently commits Grade 3 breaches.

(c) Grade 3 Breach if the Member:

i) Verbally criticises or reprimands any employee of the Club; or

ii) Obstructs any investigation of the member's conduct or the conduct of another member.

iii) Obstructs a hearing by the Disciplinary Committee; or

iv) Fails to comply with the Rules of Golf (including Section I - Etiquette) in force at any competition; or

v) Fails to comply with any other regulations, By-Laws, directions or instructions, including Dress Regulations, as specified by the Board, the Golf Committee for that competition or any other duly authorised official; or

vi) Continually fails to comply with the pace of play Local Rule; or

vii) Continually misses a tee time or withdraws from a competition before the completion of that competition without providing reason other than injury, emergency or weather.

39.4 In determining the penalty or penalties that ought to be applied the Disciplinary Committee will take into account the disciplinary record of the member.

39.5 In the event that a member is found guilty of a Grade 1 breach, one or more of the following actions may be applied:

(a) Disqualify the member from the competition.

(b) A severe reprimand.

(c) An order that the member attend appropriate counselling sessions as specified by the Board.

(d) Withdrawal of the member's Australian handicap.

(e) Suspension of the member's Australian handicap (minimum period 3 weeks); or

(f) Such other penalty as may be determined from time to time, including but not limited to suspension from the club and expulsion from the club.

39.6 In the event that a player is found guilty of a Grade 2 breach, one or more of the following actions may be applied:

(a) Disqualify the member from the competition.

(b) A severe reprimand.

(c) An order that the member attend appropriate counselling sessions as specified by the Board.

(d) Withdrawal of the member's Australian handicap.

(e) Suspension of the member's Australian handicap (minimum period 3 weeks); or

(f) Such other penalty as may be determined from time to time.

39.7 In the event that a player is found guilty of a Grade 3 breach, one or more of the following actions may be applied:

(a) A severe reprimand.

(b) An order that the member attend appropriate counselling sessions as specified by the Board.

(c) Suspension of the member's Australian handicap (minimum period 3 weeks); or

(d) Such other penalty as may be determined from time to time.

39.8 In the event that a player is found guilty of any unacceptable behaviour, the Disciplinary Committee may require the member be of good behaviour for a stipulated period, failing which a nominated action will be applied.

39.9 If the Disciplinary Committee did not comprise a majority of the Board:

(a) If a member feels aggrieved by a determination of the Disciplinary Committee and seeks a stay of the determination pending the hearing of an appeal in accordance with this Code, the Board will consider the application for a stay as soon as practicable and in any manner (including telephone or electronic means) as the Chairman of the Board deems appropriate in the circumstances.

(b) There is no right of appeal against a determination of the Board not to grant a stay.

(c) In the event of an appeal by a member aggrieved by a determination of the Disciplinary Committee the Board will appoint an Appeal Committee comprising at least four (4) members of the Board to re-hear the allegation at such time and in such manner as the Board deems appropriate in the circumstances.

(d) A member of the Board who held a position on the Disciplinary Committee in relation to an allegation that is the subject of an appeal shall not be appointed to the Appeal Committee unless such appointment is necessary to satisfy 39.9(c).

(e) Upon re-hearing an allegation, the Appeal Committee may affirm, vary or substitute the determination, as it may deem appropriate.

(f) An appeal to the Board is the sole form of appeal from a determination of the Disciplinary Committee.