

International Golf Club, Belgium ASBL

INTERNAL RULES

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1. General Provisions

1) These internal rules are adopted in accordance with Article 9 of the Statutes of the International Golf Club, Belgium ASBL ("IGC" or the "Club"). The body authorised by the Statutes to administer the ASBL is titled as the "Conseil d'administration" comprising "administrateurs" and in these Internal Rules they are titled the "Committee" and "Committee Members" respectively.

2. Committee

2) The Committee is responsible for the smooth running of the Club and for ensuring that at all times the Club complies with its legal and administrative obligations under Belgian law in accordance with its Statutes.

3) The Committee is responsible for ensuring compliance with the Club's obligations as a member of the Royal Belgian Golf Federation (RBGF) and the Association Francophone Belge de Golf (AFG).

4) The Committee is responsible for carrying out the objectives of the Club, as defined in Article 2 of the IGC Statutes.

5) The Committee is composed of not less than five Committee Members and it requires the presence of five Committee Members for its meetings to be quorate.

6) Statutory Committee Members are the President, the Captain, the Secretary and the Treasurer.

7) In addition to the above Committee Members, one or more Ordinary Committee Members may be elected for example ; Green-Fee Coordinator, Membership Secretary, Website Coordinator, Seniors Coordinator.

8) All Committee Members are elected for a period of two years with re-election possible.

9) The outgoing Captain will, pending availability, automatically become an Ordinary Committee Member (Immediate Past Captain or 'IPC') until the current Captain stands down.

10) The Committee may appoint a Vice-Captain by simple majority. The Vice-Captain should be an elected Committee Member.

11) Should a Committee Member resign during their term, the Committee may choose or elect a temporary replacement until a new Committee Member is elected at the next General Meeting. The Committee elects a temporary Committee Member with a two-thirds majority.

12) The Committee will meet at least six times per year and each Committee Members is obliged to attend at least four meetings per year.

13) The Secretary will convene the Committee meetings and send out the agenda not later than one week before the meeting.

14) *The Committee meetings will be minuted and the minutes can be made available to the Members upon request.*

3. Committee Roles, Rights & Responsibilities: *the following roles, rights and responsibilities attributed to particular posts are the ideal division of duties, but **the Committee reserves the right to share tasks in a manner that still ensures the efficient and effective running of the Club.***

3.1. President

Without prejudice to the role and responsibilities of the President, as set out in the Statutes of RBGF and/or AFG, the Club`s President will assume the following responsibilities:

15) *The President is the Committee chair and responsible for the smooth running of the Club.*

16) *The President represents the Club in its relations with RBGF and AFG and is responsible for providing the annual reporting to the Federation and in matters relating to maintaining the legal status of IGC ASBL.*

17) *The Official Register of Members is under the control of the President.*

18) *The President liaises with other Belgian golf clubs in all matters other than weekly competitions. Notably, the President is responsible for the Club`s overall relationship with other clubs.*

19) *In conjunction with the Treasurer, the President has the power to open and close and has access to the bank accounts and banking facilities held by the Club.*

3.2. Secretary

Without prejudice to the role and responsibilities of the Secretary, as set out in the Statutes of RBGF and/or AFG, the Secretary will assume the following responsibilities:

20) *The Secretary is responsible for organising Committee meetings and recording the minutes of those meetings.*

21) *The Secretary is responsible for organising the annual calendar of IGC events and maintaining fixtures in the Application provided by the Federation or by the Club.*

22) *The Secretary is further responsible for acquiring special prizes, such as medals, trophies, wine etc. for those competitions where such prizes are awarded, and to ensure engraving of trophies, where appropriate.*

3.3. Captain

Without prejudice to the role and responsibilities of the Captain, as set out in the Statutes of RBGF and/or AFG, the Captain will assume the following responsibilities:

23) The Captain is responsible for all sporting related matters in the Club.

24) The Captain is responsible for organising inter-club matches.

25) The Captain is responsible for defining competitions and their format of all competitions that IGC manages (and for agreements with Sponsors for sponsored competitions.,

26) The Captain is responsible for the proper application of the rules of golf in competitions.

27) The Captain is responsible for managing the handicaps of Club Members in the Application provided by the Federation or by the Club and for ensuring the accuracy of the handicap attributed to each Member.

3.4. Vice-Captain(s)

28) The Vice-Captain (if one is elected) replaces the Captain when the latter is not available and supports the Captain in all duties as required.

3.5. Treasurer

29) In conjunction with the President, the Treasurer, has the power to open and close and has access to the bank accounts and banking facilities held by the Club.

30) The Treasurer is responsible for the accounts of the ASBL as well as its financial obligations vis-à-vis the Belgian authorities and the Federations.

31) The Treasurer is responsible for reporting on the status of the accounts to each committee meeting and for preparing the final accounts and annual budget for approval by the General Meeting.

32) The Treasurer manages the receipt of Members Subscriptions and ensures that this information is accurately reflected in the Official Register of Members.

3.6 Green Fee Coordinator

33) The Green Fee Coordinator has access to the separate green fee bank account held by the Club and is responsible to verify that all green fees due are collected from Members and guests and paid-over to the host clubs and liaising with the host clubs. The tasks include reminding Members who have forgotten to pay and ensuring that the balance on the green fee account can be reconciled.

3.7 Seniors Coordinator

34) The Seniors Coordinator liaises with the Federations for what concerns Seniors' tournaments and liaises with Members to form teams to compete in Competitions that the Federations promote.

3.8 Website Coordinator

35) The Website Coordinator is responsible for all aspects of Information Technology tools that the Club utilises. This includes keeping the Website up to date and relevant and seeking improvements in its presentation and usefulness for Members. Also maintaining the e-mail and data base application used by the Club.

3.9 Membership Secretary

36) The Membership Secretary is responsible for managing membership renewals and, in collaboration with the Treasurer, the subscription records and ensuring that Members data is up to date and made available for incorporation in the Official Register of Members.

37) The Membership Secretary is responsible for processing applications for new membership and liaising with applicants.

38) The Membership Secretary is responsible for acting as the main point of contact for membership queries.

39) The Membership Secretary is responsible for coordinating with the Committee to promote recruitment and retention of members.

3.10 Ordinary Committee Member (Immediate Past Captain)

40) An Ordinary Committee Member will carry out ad hoc tasks as agreed by the Committee. Such tasks may include the support for the organisation of special events, Stay & Plays and assisting the Captain and Secretary with all aspects of maintaining the Clubs data in the Application utilised to manage Club fixtures and Player details and handicaps. Also liaising with our host club for the issuing of Federation cards.

3.11 RBGF Gold Card

41) Gold Cards are issued by RBGF. Under RBGF's rules, the holder of a Gold Card may, among other things, be entitled to free green fees at any Belgian golf course if accepted by the relevant club.

42) The Committee has agreed that the monetary advantage of Gold Card usage at IGC events will take into account the number of IGC participants on the day and be shared equally by the Committee Members participating on the day, as a way of recognising the efforts expended by the Committee Members during the year.

4. Members

43) Membership of the Club is limited to: (i) persons with an official handicap of 36 and under, and (ii) persons without an official handicap but who can otherwise produce suitable proof of their ability to play golf, usually by playing a round or more with the Captain or other Committee Member to assess ability level.

44) All Members are expected to have knowledge of the Rules & Etiquette of Golf and to comply with them at all times.

45) Repeated failure to comply with the Rules & Etiquette of Golf may lead to disciplinary measures and possibly expulsion from the Club.

46) A Member may invite a guest to participate in the Club`s activities. However, the same guest may not be invited more than twice annually, in which case the guest could be invited to join the Club as a Member.

4.1. Subscription fees

47) An existing Member shall pay the annual subscription fee by 31 December.

48) If an existing Member has not paid their fees by 31 January, as per the Statutes, the Member will be considered to have renounced their membership.

49) A new Member must have committed to pay the subscription fee before being allowed to participate in the Club`s competitive activities.

50) Should a NEW Member join the Club after 31st July, the annual subscription fee will be reduced by half. This advantage does not apply to Members from the previous year.

4.2. Handicap

51) A Member`s handicap will be managed by the Captain.

52) The Club will establish an official handicap for those Members that do not have one. The official handicap will normally be established on the basis of three qualification rounds played in Stableford format. At all times, the Club has the discretion to amend a handicap

53) The Captain is responsible to decide which rounds are qualifying for handicap based on time of year, weather and course conditions.

4.3. Disciplinary measures

54) A Member may be subject to disciplinary measures for breaches of the Rules & Etiquette of

Golf as well as any other behaviour that may put the Club`s reputation at risk.

55) Disciplinary measures may be imposed by the Committee and may involve: (i) a written warning; (ii) temporary suspension from Club competitions; and (iii) expulsion from the Club.

56) The choice of disciplinary measure will depend on the gravity of the infringement and/or whether a Member repeatedly infringes the Rules & Etiquette of Golf.

57) Before the Committee issues a disciplinary measure the Member concerned must be informed of the allegation(s) against them in writing and given the opportunity to respond to them.

58) The Committee may issue written warnings and suspensions by a two-thirds majority. However, a Committee decision to expel a Member from the Club must be unanimous.

5. Competitions

5.1. Organisation

59) The Captain is responsible for the smooth organisation and execution of all competitions, the activities include ;

- utilising the Application made available by the Federation or acquired by the Club to accept sign-ups of Members electing to participate,*
- selecting the groupings of players and ensuring that the players are informed of their tee-times,*
- liaising with the host club prior to the competition in particular sharing the list of players and tee-times*

The Captain may delegate this responsibility, in his/her absence, to another Committee Member.

60) On the day of the competition a Match Manager will deal with all issues arising. Normally the Captain will undertake this duty or will have delegated to another Committee Member or a Member who has the requisite knowledge and experience.

These duties include;

before the event,

ensuring that score cards either, issued by the host club or, completed by the Match Manager are correct as far as information is available to him/her and have been made available to the players,

after the event,

*collecting the completed and signed score cards and checking their initial accuracy for the purposes of the particular competition on the day,
organising the prize giving,
reporting the results and number of participants to the Committee and
ensuring that the completed and signed cards are forwarded by an appropriate means to the Captain (or designated responsible) for updating in the Application.*

61) *Notably, the Match Manager is the Club`s representative vis-à-vis the host club on the day of competition.*

62) *All rules decisions made on the day are final and will be taken by the Match Manager.*

63) *The daily competition results as announced during prize giving are ultimately dependent on the scores as calculated after they are entered into the official Application which are also those that are used in the calculation of the on-going handicaps.*

64) *The value and number of prizes awarded are based on a prize fund per competition as decided by the Committee and can comprise monetary vouchers and other articles such as wine and golf related items. For certain competitions, trophies are presented and those that remain the property of the Club may be engraved with recipients name whilst others may be retained by the winners.*

5.2. Player Registration

65) *Registration for weekend competitions (Sat-Sun) are requested through the Application booking site, which closes at 20:00 on the preceding Thursday. The registration arrangements for other days will be indicated appropriately to permit their organisation.*

66) *Requests to play may exceptionally also be accepted by telephone and email to the IGC mailbox. However, late requests after the deadline for online registration will only be accommodated if tee times are available.*

5.3. Player Obligations

67) *As a courtesy to other players, each player should be present at the first applicable teeing area at least 5 minutes before their designated tee-time.*

68) *Should a player be late or need to cancel, they must inform the Match Manager by telephone or messaging.*

Any charges imposed on the Club by the host Club due to non-appearance of players, even if the Club is informed, will be passed on to the offending player.

Repeated no-shows without informing the Match Manager may lead to disciplinary measures.

69) *A player that misses their tee-off time may, if possible, be assigned a new tee-off time by the Match Manager. In such a case, the player may incur a two-shot penalty.*

Change History ;

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