

Royal Montrose Golf Club
Standing Orders
as at
17th February 2016

1. Introduction

- 1.1. Standing Orders are intended to support the objects of the Club as specified in the Club Constitution. These Standing Orders may be subject to future modification or revision as circumstances require. To keep up to date with any changes Members of the Club are urged to periodically review the Club notice boards and to visit the Club website where notification of any recent updates will be found.
- 1.2. In the interests of all who use the Club it is expected that the Standing Orders will be observed by Members, their guests and visitors alike and that they should be applied with courtesy and discretion. If at any time any Member is either in doubt about the application of any of the Standing Orders to a given circumstance or wishes to make an observation as to the behaviour of others, they should first approach and seek guidance from the Honorary Secretary.
- 1.3. The primary purpose of the Standing Orders is to assist Members to enjoy their golfing and attendant social activities and in a manner designed to enhance the enjoyment of other Members, their guests and visitors. They are essentially intended to maintain the excellent reputation of the Club in seeking to uphold the best traditions of the game of golf and in engendering the highest standard of behaviour and etiquette.
- 1.4. Standing Orders will be introduced, removed or amended by the Club Council as circumstances require.
- 1.5. Standing Orders may be waived with or without notice by the Management Committee in exceptional circumstances.

2. Membership Application Procedure

- 2.1. Membership Application forms can be downloaded from the club website or obtained from the Honorary Secretary, or from a member of the club bar staff during bar opening hours.
- 2.2. It is desirable that applications for membership are proposed and seconded by existing members to whom the applicant is personally known. Where this is not possible applicants should obtain a letter of introduction from the Honorary Secretary of their previous Club. If the applicant is new to the area and has no previous golf club record they should contact the Honorary Secretary in the first instance.
- 2.3. Candidates for International Membership must be proposed by the Captain, Secretary, or Golf Professional, of a Golf Club, or Golfing facility in their country of residence.
- 2.4. Applications must be submitted to the Honorary Secretary in the first instance accompanied by a cheque for the first year's membership fee.
- 2.5. The Honorary Secretary will acknowledge receipt of a completed application, by email, and indicate when the application is likely to be approved. An application card will be prepared and displayed on the club noticeboard for at least fourteen days. During this period the application will be considered by Council; at its next monthly Council Meeting.
- 2.6. Council may only reject an application if a bad reference is received from a former club, or a criminal record is notified to the club, or a group of at least ten members object in writing to the application on the grounds of known golfing misdemeanours by the applicant.
- 2.7. Following approval by Council the Honorary Secretary will confirm to the applicant that their application has been approved and include a copy of:
 - 2.7.1. The Club Constitution and Standing Orders.
 - 2.7.2. A Loyalty Card and Operating Instructions.

2.7.3. A copy of the Annual Syllabus/Membership Card.

2.8. Membership of the Club does not become effective until the Honorary Secretary has received and processed the appropriate membership fee.

3. Membership Status

3.1. Ordinary Members, if qualified, with the consent of the Council without re-election, may change their status to that of Associate, Student, Country or International Member, and likewise Associate, Student, Country or International Members, if qualified, again with the consent of Council without re-election, may change their status to that of Ordinary Members, their payment of the then appropriate annual subscription following any such change of status commencing from the Annual General Meeting following.

3.2. Any member changing address shall notify the same in writing to the Honorary Secretary, and failing such intimation, all intimations sent to the old address will be held as having been duly delivered.

3.3. Any member may resign their membership: -

3.3.1. By giving notice in writing to that effect to the Honorary Secretary.

3.3.2. Every such notice must, unless otherwise expressed, be deemed to take effect as from the next day following its receipt providing that any such member giving such notice after the first day of the subscription year will be liable for the subscription arrears to the date of his/her resignation.

3.3.3. On ceasing to be a member of the Club a person forfeits all rights to and claims upon the club and its property and funds.

4. Disciplinary Procedures

4.1. No Member shall remove, or permit to be removed from the Clubhouse, any document or other article belonging to the Club, nor shall any article or document be posted in the Clubhouse without the authority of the Council.

4.2. In the event of any member wilfully acting contrary to the Constitution or the Standing Orders of the Club, or in the event of any Member conducting them self, either in or out of the Club premises, so as in the opinion of Council to injure or discredit the character of the Club, the Honorary Secretary shall communicate with such Member and inform them that a Club Disciplinary Committee Meeting will be held to consider the complaint made against them and notifying them that they may attend thereafter to explain their conduct. Sufficient time will be allowed before the meeting to afford the Member a proper opportunity of offering their explanation.

4.3. Any Member, following a recommendation by the Club's Disciplinary Committee and upon the vote of two thirds of the Council, found guilty of improper conduct or contravention of the Rules of the Club or generally acting in such a manner or fashion as Council by the aforesaid majority shall have deemed to be conduct unbecoming of a Member, may be expelled from the Club and may be suspended pending such decision.

5. Temporary Membership

5.1. The Council will dispose of all applications for the admission of Temporary Members to the privileges of the Club for a period exceeding one week but not exceeding four weeks and the Subscription from them shall be at a rate fixed by the Annual General Meeting or a Special Meeting of the Club.

5.2. Temporary Members as referred to above must, in order to obtain the privileges of the Clubhouse, produce their Temporary Membership Cards if requested by the Bar Manager or a Council Member.

- 5.3. In the event of an Open Tournament, County Cup, Inter-Club Match or similar competition taking place on Montrose Links, the Council will admit as Temporary Members, free of subscription, those taking part in the Competition or Match, but the time during which the Competitors or Players may be Temporary Members shall not exceed one week including the period of the Competition or Match.
- 5.4. Members of another qualifying club (as defined in the Licensing (Clubs) (Scotland) Regulations 2007) producing evidence of membership of the relevant qualifying club may be allowed access to the Club as if they were temporary members of the club.
- 5.5. Members of groups attending Private Social or Business events at the club will be granted the facilities of the Club as if they were Temporary Members free of subscription for the period of that event. This period shall not exceed one week.
- 5.6. Members of the Club, may introduce their friends to the Clubhouse for a day without charge. Persons admitted in terms of this Rule shall not be entitled to the privileges of the Club.
- 5.7. The privilege of introducing a visitor may be withdrawn at any time at the discretion of Club Council.
- 5.8. No person shall be eligible to be introduced to the Club who has been rejected as a member of the club, or who having withdrawn from the Club remains liable for any dues as in paragraph 2 above.

6. Annual Subscription Payments

- 6.1. The Annual Subscription and Entry Fee for Members is agreed by Council and ratified by the club voting members at the Annual General Meeting each year.
- 6.2. Subscription Notices are delivered to all current members by 1st March each year.
- 6.3. Any member who has not paid their Annual Subscription by 31st March shall be deemed to have resigned and reinstatement to membership shall be at the discretion of Council.
- 6.4. Subscriptions may be paid as follows: -
 - 6.4.1. Directly to the Treasurer by cheque or cash on one of the Club Subscription Sundays during the month of March.
 - 6.4.2. By cheque to the Treasurer at the Club House.
 - 6.4.3. At the Club Bar in cash, by cheque or with a debit/credit card or Club Loyalty Card.

Please Note: All payments must be accompanied by the Subscription Notice.

- 6.5. Members, except Juniors, admitted after the 1st October, shall have the first year's subscription reduced by half.

7. Licensing

- 7.1. The Royal Montrose Golf Club is a private premises regulated under the Licensing (Scotland) Act 2005.
- 7.2. The permitted hours during which the bar will be open for the sale or supply of alcohol shall be fixed by Club Council from time to time within the limits imposed by the Club's operating schedule and subject to the conditions allowed in the current Premises License.
- 7.3. Details of Bar opening hours will be published on the notice board in the Club House and on the Club website.

- 7.4. All members must vacate the clubhouse no later than the published time for closing or, otherwise, immediately the bar closes.
- 7.5. No excisable liquors shall be sold or supplied to any person under eighteen years of age.
- 7.6. Alcohol may only be sold or supplied to a Member, Temporary Member, or Guests of the Club for consumption on or off the premises.
- 7.7. The Bar Manager and any member of Council shall have authority to exclude from the Clubhouse any person who, not being a Member or a Temporary Member, has not been introduced in accordance with paragraph 5.6.
- 7.8. The Bar Manager may, with the sanction of the Council, temporarily depute authority to an assistant.

8. Children

- 8.1. Junior Members of the Club, guests of Junior Members, or visiting Junior Members of another Golf Club, may enter the Club at any time and on any day that the Club House is open, but must vacate the premises by 9 pm.
- 8.2. The children of adult Members who are not themselves Junior Members and who may be aged between a few months and 18 years will be allowed entry to the Club if accompanied by an adult Member.
- 8.3. Junior Members of the Club, guests of Junior Members, or visiting Junior Members of another Golf Club, under the age of 18, may use the Club locker rooms and Dining Room and the lounge bar if they are seated at tables and under the direct supervision of a responsible adult.
- 8.4. Junior Members of the Club, guests of Junior Members, or visiting Junior Members of another Golf Club over the age of 16, are permitted entry to the Club Bar to play pool on any day up to 9 pm, but must be seated at a table when not at the pool table.

9. Bar Credit

- 9.1. Every Member of the Club is issued with a Membership/Loyalty Card when they join the Club. The card is used to purchase drinks from the Club Bar at a discount from the published price and may also be used to purchase merchandise and pay membership subscriptions.
- 9.2. The card can be topped up at the Bar with Cash, Cheque or Debit/ Credit card.
- 9.3. The Loyalty card is also used as a Swipe card for access to the Club's front and side door, and for access to the Competition Computer in the Club outer lobby.
- 9.4. Members with no card, and Temporary Members and their Guests may make payments at the Bar using Cash, Cheque or Debit/Credit card without discount.

Please Note: there is a minimum transaction fee of £10 when using a Debit or Credit card.
- 9.5. If a member loses or damages their Loyalty card, they can obtain a replacement from the Honorary Secretary. An administration fee of £3 will be charged.

10. Dress Code

- 10.1. The minimum requirement is for casual wear that must be smart. Jackets and ties may be worn as a matter of choice.
- 10.2. Smart casual dress, including tailored shorts ("cargo" style shorts are acceptable), may be worn in all rooms of the Clubhouse at all times of the year.

- 10.3. Ladies may wear shirts with collars with or without sleeves, or collarless tops with sleeves. Golf tops that are specifically designed to be worn outside skirts, shorts or trousers are acceptable.
- 10.4. The following are not allowed under any circumstances, except in the front bar: Tracksuits, shell suits, football or rugby shirts / shorts, sleeveless shirts (men only), spiked golf shoes / flip flops, wet waterproof clothing,
- 10.5. Denim jeans are allowed only if they are neat and tidy and of uniform colour. Distressed jeans will not be permitted in the Lounge Bar or Dining Room. Caps must not be worn in the Clubhouse.
- 10.6. Footwear must be worn at all times except for the prohibited items mentioned above.
- 10.7. The Dress Code does not apply to Junior members under 16 years of age, but they and their parents are still asked to ensure they meet the minimum requirement of being casual but smart.
- 10.8. Members and their guests should be aware that specific dress codes may be applied to certain functions and these will be notified accordingly on posters advertising events.

11. Club Premises

- 11.1. The opening and closing times of the Club shall be determined from time to time by the Club Council and published on the Club House notice board and website.
- 11.2. The Honorary Secretary at their discretion or the Council in their absolute discretion may reserve any or all of the Clubhouse rooms for use in connection with any Club function or to meet the requirements of any Member(s), their guests or visitors.
- 11.3. The Honorary Secretary at their discretion or the Council in their absolute discretion may grant permission to any Member(s), their guests or visitors for the holding of private functions within the clubhouse. As laid out in the terms and conditions of private function booking which shall be determined from time to time by the Council.
- 11.4. All food and drink consumed on the Club premises which includes the immediate surrounds of the clubhouse must have been purchased from the Club.
- 11.5. At the discretion of the Honorary Secretary or the Bar Manager or any member of the Council from time to time permission may be given to suspend or vary the rules applicable to the clubhouse in order to address problems posed by weather conditions or other exigencies.

12. Club Property

- 12.1. No member shall take away, or permit to be taken away from the Club under any pretence whatever, or injure or destroy, any newspapers or pamphlet (except those freely available for distribution), documents, publications, books or other articles which are the property of the Club.
- 12.2. No paper, notice, or placard, written or printed shall be put up in the Club or grounds without permission of the Honorary Secretary.
- 12.3. Members effects are left in the Club premises entirely at their own risk and the Club accepts no responsibility for loss of or damage to any personal effects or articles of value of its Members, Temporary Members or Visitors, nor for any personal injury suffered by any such member Members, Temporary Members or Visitors whether in the Clubhouse or in its external grounds.

13. Health & Safety

- 13.1. A copy of the Club's Health & Safety Policy is displayed on the notice board in the outer foyer of the clubhouse and Members, their guests and visitors are asked to assist Council in upholding these principles.
- 13.2. Players must at all times have proper regard for the safety of other players, caddies, club staff, persons using the golf course; the footpaths which run through the course and which are used by walkers and dog walkers.
- 13.3. Insurance public liability cover is provided by the Club for injury caused by lack of care by another member or an employee in the Club House.
- 13.4. Montrose Golf Links Ltd provide limited public liability cover as part of the Season Ticket and Green Fee charges. Club Members are nevertheless strongly advised, in their own interest, to affect a golfer's insurance policy covering accident, third party risk, loss of clubs and valuables.

14. Dogs

Dogs, with the exception of 'Assistance Dogs', shall not be permitted in the Clubhouse.

15. Club Matches and Competitions

- 15.1. These bye laws apply only to Male members of the Club; the Ladies Section is empowered under the Club Constitution to set their own bye laws with regards to Ladies golf competitions.
- 15.2. The Rules of Golf as they may from time to time be fixed by the Royal and Ancient Golf Club of St. Andrews, shall be the Rules of Play, except in so far as these may be modified by any local rules adopted by the Club.
- 15.3. The Club Fixtures for the year shall be arranged by Council at the beginning of the year, and notice given thereof to each Member.
- 15.4. Council will have the power to arrange other Club and inter-club Competitions during the course of the year, and notice of such will be posted in the Club House.
- 15.5. The Match Secretary will be responsible for posting Club Competition/Match Entry Sheets and Competition Ballot Sheets on the Club notice board, and for preparing the subsequent Draw Sheets.
- 15.6. Club Competition ties will be played off not later than the round closing date shown on the Competition Draw Sheet and the result immediately entered on the draw sheet. Extensions to closing dates will only be granted if there have been extensive closures of the golf course during the last week of the round. All requests must be made to the Match Secretary in the first instance.
- 15.7. Before any member can take part or win a club competition, he must comply with the rules of entry and have an active handicap prior to the closing date of that competition. Should his handicap be inactive, he may take part only to achieve a qualifying score towards the three scores necessary to regain an active handicap.
- 15.8. On the day of the competition payment of the entry fee shall be made via the Player Score Input terminal situated in the hallway of the clubhouse. This system of payment will require members to ensure they have sufficient funds on their Loyalty card. If payment is not made and the member fails to register onto the computer before commencing play the member's score will be disregarded and the member will be disqualified from the competition. Any further similar transgression could at the discretion of the Match & Handicap Committee result in possible temporary suspension.

- 15.9. Entry sheets will continue to be employed for other Club Events The entry sheets, because of the associated meal arrangements for these events, will be posted on the notice board considerably longer in advance of the relevant competition.
- 15.10. No member should nominate another for inclusion in a competition without the others knowledge and permission. Should a member so nominated not turn up to play in a competition through ignorance, his nominee will be liable at the discretion of the Match Secretary to temporary suspension from competition play.
- 15.11. Should any member have to withdraw from a competition at short notice i.e. not less than 24 hours, he must inform the Match Secretary or the Captain, stating his reason for withdrawal. A member failing to do this and not turning up on the day of play as arranged may be suspended from playing in the next two competitions.
- 15.12. In any club competition with fixed starting times competitors must be on the tee ready to play TEN minutes prior to their allocated starting time. The penalty for lateness on the tee is as per the Rules of Golf; 2 strokes added at the first hole in Stroke play and 2 points deducted in a Stableford, or loss of hole in Match play for up to Five minutes late, and disqualification in both Stroke play, Stableford or Match play when over FIVE minutes late.
- 15.13. A competitor's scorecard including NIL RETURNS must be posted into the competitions box situated in the clubhouse immediately after completion of the round and following the competitor's score being entered into the Player Score Input terminal. Failure to do so may at the discretion of the Match & Handicap Committee result in disqualification and temporary suspension from competitions.
- 15.14. In Mixed competitions the conditions applying in these bye laws shall be adhered to with regards to stroke indices, local rules and all other conditions governing Male competitions. Where necessary the Ladies score card will be used and the Ladies handicaps will be adjusted to give effect to their Par on the course.
- 15.15. The Match & Handicap Committee is responsible for settling queries, disputes and rulings concerning competitions, including the balloting for same. Their decision(s) shall be final.
- 15.16. Members failing to play ties by the published closing date of a round will automatically forfeit the right to proceed to the next round of the Competition.
- 15.17. The Trophies and Prizes of the Club shall be played for each year under such conditions as the Council may from time to time decide. The trophies will be presented to competition winners at the Annual Prizegiving in early November but must be returned to the Match Secretary at the end of the Presentation event. No Trophies can be won outright and retained by any member.
- 15.18. A junior member under 18 years of age cannot enter any sweep or auction.

16. Club Knockout Competitions

- 16.1. Entry sheets for knock-out competitions will be posted on the notice board situated in the clubhouse foyer. Members wishing to enter these competitions will be required to enter their names on the entry sheet, complete a competition payment envelope and pay the entry fee to the Club office. If payment is not received by the closing date for entries the Member will not be included in the draw.
- 16.2. Match play
 - 16.2.1. In all match play competitions (Knock-outs) it shall be the responsibility of BOTH the first named player(s) and his/their opponents to be equally responsible for arranging the time and date of the match. Where a time and

date cannot be agreed, the first named player(s) must offer his/their opponent(s) three dates. Should all three dates be unacceptable then the match must be played on the last day fixed for the round, any competitor(s) failing to appear on the first tee at 3.00pm on the last day shall be deemed to have scratched. However, if one player/pair concede the match then their opponent(s) will progress to the next round of the competition without being required to turn up on the last day as aforementioned.

- 16.2.2. All match play competitions will commence from the first tee and be played to a finish. However, in the case of a match halted for a reason provided under the Rules of Golf 6-8b, it shall be restarted as soon as practicable from the point the match had reached when halted. Any deviation from the Rule will result in automatic disqualification.
- 16.2.3. In either single or four-ball match play, when one player/pair has not arrived at the allotted time bye-law 8.8 will apply with regards to penalty.
- 16.2.4. If no players turn up on the day, then all will be disqualified.
- 16.2.5. It is the joint and several responsibility of winners of any tie to enter his or their names in the appropriate space on the result sheet on or before the last date fixed for the round, under penalty of disqualification.
- 16.2.6. No extension to the published play off dates will be permitted save for the course being closed for 7 days during the intervening period between the last qualifying round and the current round.
- 16.2.7. Members are required to play in a minimum of three qualifying competitions (in twelve months) prior to the closing date for entries into any Knock-Out tournament organised by the Club.

16.3. Stroke Play

- 16.3.1. In Monthly Medal and Monthly Stableford / Strokeplay competitions there shall normally be two divisions (handicaps 0-12 and 13-28) or as many as may be decided by the Match & Handicap Committee. If in their opinion the total number of competitors is insufficient for the efficient running of the proposed divisions, the competition may consist of one division only.
- 16.3.2. Unless prescribed under the rules of the relevant Competition, play in all singles competitions will be as a four-ball match. Competitors may play as a two or three-ball match but in so doing will have no priority over any four-ball match. Nonetheless, all players are urged to exercise their discretion whenever possible in the interests of maintaining speed of play around the course.
- 16.3.3. The Match & Handicap Committee may postpone or cancel any competition if the course, in its opinion, is unfit for play. If there are less than six entries for any competition, it shall be declared void.
- 16.3.4. In the event of a tie in any Stroke play competition, with the exception of the Club Championship, the winner(s), runner(s) up etc. will be decided on a count back over the last 9,6,3,2 and 1 holes. If after applying this count back procedure, there is still no clear winner of the Competition then the decision of the Match Secretary in declaring the winner shall be final and binding on the competitors concerned. In the Club Championship a sudden death play-off will apply, in the event of two or more tied scores. Such play-offs will be over the 1st, 2nd, and 3rd holes.

17. Competition Cards

- 17.1. In all Competitions, cards must be marked by another competitor or a marker appointed by the Competitions committee.

18. General Matters

- 18.1. Copies of the Constitution and Standing Orders will be published on the Club website as PDF files where members may view or print them as required. A copy of the Constitution and Standing orders will be available for review from the club bar during bar opening hours.
- 18.2. No complaints or suggestions shall be considered by Council unless made in writing to the Honorary Secretary, and no unauthorised Member shall subject any employee of the Club to a personal reprimand.

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