



LITTLE SAI WAN GOLFING SOCIETY

Founded 1964

SOCIETY RULES & MEMBERS GUIDE

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1. NAME

The name of the Society is the Little Sai Wan Golfing Society.

2. REGISTERED ADDRESS

The registered address of the Society is Unit F, 22/F King Palace Plaza, 55 King Yip Street, Kwun Tong, Kowloon, Hong Kong.

3. OBJECTIVES OF THE SOCIETY

The Society has been established to promote the game of Golf, which game shall be played subject to the Rules of the Royal & Ancient Golf Club of Saint Andrews (R&A), Scotland, and the United States Golf Association (USGA), and to take part in such games, pastimes and social events as the Committee shall decide.

4. MEMBERSHIP

- a) Application to become a member of the Society shall be open to any person that possesses a GHIN Handicap Index of 18.0 or less, subject to the approval of the Committee.
- b) All applicants must submit an originally signed application form and be properly proposed and seconded by full members, who shall be jointly responsible for the new member's conduct.
- c) All applicants must attend at least two competitions as a guest, playing with and being endorsed by at least two Committee members. Applicants must be introduced by the proposing member to all Committee members present on each competition day.
- d) A Hong Kong resident may play only three times as a guest, after which time he may play only if accepted as a full member of the Society. There is no limit to overseas guests.
- e) All new applications for memberships will be discussed at a properly convened Committee meeting and voted subsequently via email, such vote to include all Committee members.
- f) Children of Society members who have a recognised GHIN handicap may apply to become junior members. Junior members do not have a vote, but must conform in every way required of a full member and may participate in all Society competitions, providing all relevant dues and fees have been paid. They may remain junior members until the age of 21 or until the end of tertiary education, after which automatic conversion to full membership is accepted upon the payment of the required

subscription. The parents of junior members are responsible for their child's conduct and behaviour at all times.

- g) Honorary membership may be offered to members at the discretion of the Committee. Honorary members shall be members paying no annual society membership fees, but will not be able to vote in Society affairs.
- h) Life membership may be offered to members at the discretion of the Committee. Life members shall be members paying no annual society membership fees, but may still vote in Society affairs.
- i) Country membership may be offered to previous members of the Society who have moved permanently overseas, but who wish to play in Society competitions when in Hong Kong. A country member may only play in a maximum of three competitions in a 12 month period, after which he will be required to become a full member to play further competitions.
- j) Any member who has held full membership for at least 12 months may propose one new member applicant and second one new member applicant within a calendar year. If during a calendar year an applicant is rejected by the Committee, a full member may still propose and second future applicants within that calendar year, subject to the aforementioned limitations.
- k) Members breaching Society rules or whose actions, in the opinion of the Committee, may negatively affect the reputation of the Society will receive a written warning from the Committee. Any subsequent infringements or actions that, in the opinion of the Committee, may continue to negatively affect the reputation of the Society will result in a three-month suspension of the member from all Society events. Further breaches, may result in expulsion from the Society. In extreme cases, expulsion may be decided upon without a written warning being issued. All decisions will be at the sole discretion of the Committee.

5. FEES AND SUBSCRIPTIONS

- a) Each member will be billed for an annual subscription fee, such annual fee to be decided upon by the Committee and announced each year at the Annual General Meeting. All annual subscription fees are payable in advance.
- b) All new members will be required to pay a one off joining fee. The joining fee will be decided upon by the Committee from time to time. The relevant annual joining fee will be announced each year at the Annual General Meeting.
- c) Competition fees will be announced before each event. Members will be encouraged to pay all competition fees online directly into the Society's bank account before each event. Members not paying in advance may, at the discretion of the Match Committee, be refused participation in competitions.

- d) Should a member of the Society bring along a guest to a competition who is a member of the golf club where the competition is being played, then the Society member will be required to pay the normal Society competition fee and not the golf club's member's guest rate.

6. DEFAULTERS

- a) The Committee shall have the right, at their absolute discretion, to terminate membership if a member's annual subscription fee is two months in arrears.
- b) No member shall be allowed to participate in any competition if he is two months in arrears.

7. COMMITTEE

- a) The Committee shall comprise the President, the Captain, the Vice Captain, the Honorary Secretary, the Match Secretary, the Handicap Secretary, the Treasurer, the Membership Secretary, the Social Media Secretary and up to three other Members, all of whom shall serve in an honorary capacity. Committee member roles and responsibilities are detailed in Annex A.
- b) During the year, the Committee will be responsible for the selection or removal of any Committee members. However, on an annual basis, at the Annual General Meeting, the members will be invited to approve the composition of the Committee by way of a vote, including both those present and represented by proxy, all proxies to be submitted to the Honorary Secretary at least 14 days before the relevant Annual General Meeting.
- c) Any member who has held membership for 12 months or more, and played a minimum of four events in the last 12 months, will be eligible to join the Committee. All nominations for Committee membership must be made in writing by a proposer and seconder, with the nominee indicating acceptance of the nomination by signing the written nomination. Any nominees not proposed or seconded by existing Committee members during the year, will need to ensure that their written nomination is received by the Honorary Secretary at least 14 days before the relevant Annual General Meeting to allow their nomination to be voted on by the members.
- d) Once the composition of the Committee has been approved at the Annual General Meeting, the allocation of the various roles within the Committee will be decided upon by the Committee at the first Committee meeting convened after the Annual General Meeting.
- e) Once elected into a role, each Committee member will generally be expected, subject to personal circumstances, to perform that role for a minimum of 2 years and a maximum of 3 years. At the end of 3 years, each Committee member will be expected

to vacate that role in favour of another member of the Committee. The vacation of a role will not preclude a Committee member taking on a new role within the Committee, although this will be subject to the decision of the Committee or the members at the relevant Annual General Meeting.

- f) A Committee member vacating a role, may put himself up for re-election in the same role on or before the end of the 3-year period. If re-elected into the same role then that Committee member would again be expected to remain in that role for a minimum of 2 years and a maximum of 3 years, albeit this will always be at the discretion of the Committee and will in any respect be subject to a maximum tenure in any one role of six years.
- g) Committee communications (e.g. discussions, meetings, votes) shall be held when deemed necessary. Meetings attended in person by a quorum of Committee members will be held at least twice within a calendar year.
- h) If Committee members meet in person for a Committee meeting, the quorum shall be five. However, any matters arising or proposals made in such meetings requiring a formal decision will require a vote to be undertaken by email involving all members of the Committee. In such circumstances a majority decision is required to approve any proposal.
- i) Minutes of all Committee meetings shall be circulated to the Committee within 14 days of the relevant meetings. Any decisions affecting the members or the rules of the Society shall be posted on the website.
- j) At any time, in the event of any Committee member not fulfilling his role, or causing disruption by inappropriate behaviour that may affect the smooth running of the Committee, that member may be voted off the Committee by the other Committee members. Such a decision will require a vote to be undertaken by email involving all members of the Committee and a majority decision to be reached.
- k) Any vacancy on the Committee may be filled by calling for volunteers from the membership. Members accepted by the Committee shall be ratified at the next Annual General Meeting.
- l) A Match Committee comprising three Committee members shall be nominated on a rotation basis for each monthly competition. Responsibilities of the Match Committee will include checking scorecards, collecting fees, organising prizes, making any relevant rulings in relation to the competition as well as monitoring and addressing any issues regarding slow play or other breaches of the Society's rules by any members.

8. FINANCE

- a) The Society's bank account shall normally be kept at a branch of HSBC. The Society's Treasurer may suggest a change if service falls to unacceptable levels. However, any change must be approved by a majority of the full Committee.
- b) The Society must maintain proper records of all income received and expenditure incurred during its financial year (ending 31 March).
- c) The Society's cheque book must be kept by the Treasurer. However, Society payments made by cheque can be signed by any one of the following – the President, the Captain, the Treasurer or the Match Secretary.
- d) The Treasurer will update the Committee as to the state of the Society's financial affairs at least twice a year, including a reconciliation of the Society's bank balances. This will be due for the periods ending 30th September and 31st March. In addition, the Treasurer will present a Profit & Loss account for the same periods. These are due within six weeks of the period end.
- e) Any chits for Society expenditure signed at the Hong Kong Golf Club must be signed by a member of the Match Committee.
- f) Any member of the Society can ask to see the financial records of the Society at any time. However, a minimum of two weeks' notice must be given.

9. HANDICAPS

- a) All members playing in Society events are required to maintain a current handicap with the Hong Kong Golf Association, using the GHIN handicap database. Further, all members are required to play Society events using the lowest handicap that they have registered anywhere in the world. This should usually be the same as their HKGA handicap, but if for any reason this differs the lower handicap must be declared to the Match Secretary at least seven working days prior to any competition. Failure to do so may result in a member being disqualified from a competition and any associated green fees already paid on behalf of that member being retained. This will be at the absolute discretion of the Match Committee.
- b) Generally speaking, the Society will follow the current R&A and USGA rules regarding handicaps. However, there may be exceptions, including those outlined below. The handicaps applicable to a member in any competition will in any respect be determined at the absolute discretion of the Match Committee.
- c) A member who wins a Society competition against the field will have his handicap reduced by two strokes in the next competition in which he plays and one stroke in the following competition. A member who finishes runner up in a Society competition will have his handicap reduced by one stroke in the next competition in which he plays. Should a player win or finish as runner up with 40 points or greater (Stableford or bogey equivalent), reductions to their playing handicap of three strokes for the winner

and two strokes for the runner up will apply. These strokes will be returned at a rate of one per subsequent Society competition played. The reduced handicaps will apply to all competitions against the field, including the annual Order of Merit competition, but will not apply to any individual matches played as part of the Annual Match Play Competition.

- d) The maximum permitted handicap in Society competitions shall be 18.0.
- e) All members are required to maintain their own handicaps by posting their scores onto the GHIN handicap database. Posting of scores includes all Society competitions as well as other games played outside of Society competitions. Regular, timely posting of scores will be monitored closely by the Handicap Secretary and any issues brought to the immediate attention of the Committee.

10. COMPETITIONS

- a) The Match Committee shall be responsible for the running of all individual competitions and matches.
- b) Competition prizes shall be chosen by the Committee and paid for from Society funds. Sponsored prizes may also be accepted subject to Committee approval.
- c) All challenge cups shall remain the property of the Society. They shall be held by the winners for a period of one year after presentation and then returned to the Captain or Honorary Secretary. The recipients are responsible for the upkeep, cleaning and engraving of trophies and may be fined HK\$200 if a trophy is returned dirty or not engraved.
- d) All competitions shall be open to all members, unless qualification is required.
- e) The Match Secretary shall allocate starting times on the published draw for all competitions. The Match Secretary shall also allocate tees for each competition in consultation with the Committee.
- f) Bogey competitions shall be played a maximum of twice a year in monthly competitions.
- g) In match play competitions, members may use their full handicap differential.
- h) Lift, clean and place conditions shall prevail in all competitions from 1 May to 30 September each year and otherwise at the discretion of the Match Committee. A ball may be lifted, cleaned and replaced no more than the width of a scorecard from its original position, and on closely mown areas only.
- i) Members may use golf buggies in competitions from June until the end of August, where permitted by the golf course being used. Members wishing to do so must make

an application to the Match Secretary at least two weeks in advance of the relevant competition. This will allow the Match Secretary to group such players together. Any other requests to use buggies for a competition outside these months will be at the discretion of the Match Committee.

- j) Failure to be on the first tee in time to start a round during a Society competition shall result in the offender(s) being penalised two strokes on the first hole. In addition, their starting time may be delayed until the remainder of the field has started.
- k) If there is a tie in a monthly competition a countback will decide the outcome. The countback will compare the results of the last nine holes played to determine a winner. If there is still a tie, then the comparison will extend to the last six holes, the last three holes and finally the last hole. If there is still a tie, the countback will be made hole by hole commencing at the 18th hole.
- l) The Social Media Secretary shall post details of all monthly competitions on the website, including the dates, the courses and the tees to be played off. These will be posted at the start of each year once available from the Match Secretary, although these may be subject to change during the year.

10.1 Annual Match Play Championship

- a) The Match Secretary shall decide completion dates for rounds in the annual match play championship. Matches not played by the stipulated completion date may result in disqualification by the Match Secretary of either or both competitors.
- b) The first published name in any knockout match play game shall be known as the challenger, and he shall be responsible for the completion of the round by the date stipulated by the Match Secretary.
- c) In the event of the non-completion of a round, the Match Secretary shall decide the winner, or shall extend the completion date at his discretion.
- d) All match play and knockout matches shall be played over 18 holes. In the event of the match being tied after 18 holes, then the match result will be determined by countback. The countback will compare the results of the last nine holes played to determine a winner. If there is still a tie, then the comparison will extend to the last six holes, the last three holes and finally the last hole. If there is still a tie, the countback will be made hole by hole commencing at the 18th hole.

11. MEETINGS

- a) There shall be an Annual General Meeting of full members of the Society in April or May of each year (or as soon as is practicable), when accounts shall be presented.

- b) Further General Meetings shall be called if the Committee so decides, or if 20 percent of full members request the Honorary Secretary to do so.
- c) The Honorary Secretary shall give the members not less than 28 days notice in writing of any General Meeting.
- d) All Committee members shall be eligible for re-election at the Annual General Meeting, such election to be undertaken by a simple vote of those present as well as any proxies.
- e) Generally speaking, all Committee members are expected to hold office from one Annual General Meeting to the next, although this will depend on personal circumstances.
- f) Nominations for any Committee members not selected by the existing Committee during the year shall be made in writing (or via email) to the Honorary Secretary not less than 14 days before the date of the Annual General Meeting.
- g) All motions for inclusion in the agenda of any General Meeting shall be made in writing to the Honorary Secretary not less than 14 days before the date of the meeting.
- h) The Honorary Secretary shall issue an agenda at least 14 days in advance of any General Meeting
- i) At any General Meeting, 20 percent of the full membership shall form a quorum.

12. ALTERATIONS TO THE RULES

- a) At the end of each year, in advance of the Annual General Meeting, the Committee (led by the Captain) will undertake a review of the Rules of the Society. This review will be undertaken in the context of any decisions made by the Committee during the year, any changes in the Rules of the Golf and any other issues that the Committee considers relevant at the time of the review.
- b) Any proposed changes to the Rules of the Society must be agreed upon by a majority of the Committee before being circulated to the members for their final approval at a General Meeting. The proposed rule changes must be circulated to the members at least 14 days in advance of the relevant General Meeting.
- c) Only once those changes or alterations are accepted by a simple majority of the members present and by proxy at a General Meeting shall such changes be permanently written into the Rules of the Society. Any changes or alterations can be accepted as a whole by the members or individually if necessary.
- d) Any agreed amendments to the Rules of the Society shall be posted onto the Society Website with an accompanying email to members notifying them of the change.

13. LIABILITY

- a) The Society shall not be liable, nor shall any member of the Committee be liable in any capacity for any loss, injury or damage to any person or property suffered by any member or guest, whilst indulging in any Society competitions, events or activities, including the use of any equipment owned, shared or in any way connected with the Society.
- b) The Committee will remind all members from time to time to ensure that they are adequately insured for play on the golf course, including having Hole-In-One insurance. The failure of a member to be appropriately insured may result in their being disqualified from a competition at the absolute discretion of the relevant Match Committee.

14. MISCELLANEOUS

- a) The Committee shall have the right to take disciplinary action against any member who fails to uphold a high standard of conduct on any golf course or in any clubhouse, thereby bringing the Society's name into disrepute.
- b) The Society shall provide a Hole-in-One trophy, which shall be presented to any member accomplishing the feat in a Society competition.
- c) Any surplus trophies and funds may be donated to local charities or such other golf societies as shall be decided by the Committee.

ANNEX A – Committee Member Roles and Responsibilities

PRESIDENT

Responsible for chairing meetings and offering advice and guidance to the Committee.

CAPTAIN

Responsible for the overall running of the Society, supported by the Vice Captain.

VICE CAPTAIN

Responsible for supporting the Captain in his responsibilities and for liaising with the venues and the members for all social events.

HONORARY SECRETARY

Responsible for taking the minutes of meetings as well as sending and replying to all correspondence on behalf of the Society.

TREASURER

Responsible for the Society's finances, including managing cash flow and maintaining a full record of income and expenditure.

MATCH SECRETARY

Responsible for proposing all competition dates and fixtures, to be subsequently agreed by the Committee. Also responsible for liaising and coordinating with members wishing to play in such events, communicating all fixtures and dates to members, preparing competition cards and circulating results after each event.

HANDICAP SECRETARY

Responsible for monitoring of members' handicaps and managing any handicap issues or enquiries.

MEMBERSHIP SECRETARY

Responsible for compiling a full list of members, their telephone numbers and email addresses and ensuring all Committee members have a copy. In addition, the Membership Secretary shall inform all new members of their acceptance into the Society, together with a copy of the Rules of the Society.

SOCIAL MEDIA SECRETARY

Responsible for maintaining the Society Website, including posting all match reports, relevant Society updates and the outcome of any key decisions made by the Committee from time to time.

OTHER COMMITTEE MEMBERS

In addition to the aforementioned, there may at any time may be three additional Committee members with non-specific duties, all of which shall be expected to support other Committee members in their roles.

ANNEX B – Guide to Society Events

Monthly Competitions

DATE	EVENT	FORMAT
January	Slazenger Trophy	Captain's Choice
February	PGA Cup	Stableford
March	President's Trophy	President's Choice
March	Master's Trophy	Stableford
April	Rob Henderson Trophy	Stableford
May	Jens Munk Trophy, and Champion's Cup	Stableford Stroke Play
June	Deepwater Bay Classic Trophy	Stableford
July	Tiger Cup	Bogey
August	Eddie Lopes Trophy	Stableford
September	Cathay Pacific Trophy	Stableford
October	Challenge Cup	Stroke Play
November	Dave Edwards Memorial Trophy	Stableford
December	LSWGS Championship Trophy	Stroke Play

Annual Match Play Championship

Singles match-play knockout competition by arrangement with opponents

Asian Ryder Cup

Ryder Cup format between the Little Sai Wan Golf Society and the Big Sai Wan Golf Society