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C A N B E R R A

# BY-LAWS

JANUARY 2008

## DOCUMENT HISTORY

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This document is approved by:

Name	Signature	Appointment	Date
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# CONTENTS

<u>Title</u>	<u>Page</u>
DOCUMENT HISTORY .....	i
VERSION HISTORY .....	i
APPROVAL DELEGATE .....	i
DISTRIBUTION .....	i
CONTENTS.....	ii
1. AUTHORITY .....	2
2. DEFINITIONS .....	2
3. PURPOSE .....	2
4. GENERAL COMMITTEE .....	2
4.1. Responsibilities .....	2
5. MEMBERSHIP .....	3
5.1. Member Responsibilities .....	3
6. RULES CONCERNING JUNIORS.....	3
7. HANDICAPS.....	4
8. MATCH COMMITTEE .....	4
8.1. Responsibilities.....	4
8.2. Match Day Rules .....	5
8.2.1. Rules Of Golf .....	5
8.2.2. Local Rules .....	5
8.2.3. Teeing Ground. ....	5
8.3. Application of Handicaps During Competition .....	6
8.3.1. Stroke Play, Stableford & Par. ....	6
8.3.2. Match Play.....	6
8.3.3. American Foursomes. ....	6
8.3.4. Canadian Foursomes. ....	6
8.3.5. Ambrose .....	6
8.4. Group Composition .....	6
8.5. Competition Results.....	6
8.6. Club Match Play Competitions.....	7
8.7. Match Day Cards .....	7
8.8. Tee Times .....	8
8.9. Competition Entry .....	8
8.10. Social Play and Practising .....	8
8.11. Children & Junior Non-Members.....	8
8.12. Rules Regarding Children and Junior Non-Members .....	9
9. WOMEN'S COMMITTEE (TBA) .....	9

10.	<b>VISITORS</b> .....	9
11.	<b>RECIPROCAL RIGHTS (TBA)</b> .....	9
12.	<b>ON-COURSE</b> .....	9
12.1.	<b>Dress Code</b> .....	9
12.2.	<b>Mobile Communication Devices</b> .....	9
12.3.	<b>Motorised transport</b> .....	10
12.4.	<b>Course etiquette</b> .....	10
12.4.1.	<b>Slow Play</b> .....	10
12.4.3.	<b>Priority on the Course</b> .....	11
12.5.	<b>Course Care</b> .....	11
12.5.1.	<b>Bunkers</b> .....	11
12.5.2.	<b>Divot, Ball and Pitch Marks</b> .....	11
12.5.3.	<b>Damage to Greens</b> .....	11
12.5.4.	<b>Damage through Practice Swings</b> .....	12
13.	<b>DISCIPLINARY COMMITTEE</b> .....	12
13.1.	<b>Responsibilities</b> .....	12
13.2.	<b>Code of Conduct</b> .....	12
13.3.	<b>Category A Offences</b> .....	13
13.6.	<b>Stays and Appeals</b> .....	14
13.7.	<b>Penalties</b> .....	14
14.	<b>OTHER REGULATIONS. (TBA)</b> .....	15

1. **AUTHORITY.** These By-Laws are authorised and amended as required by the GCGC Committee.
2. **DEFINITIONS.** Definitions and Interpretation In this Code, unless the context otherwise requires:
  - 2.1. "Accused Player" means the Player accused of an offence under this Code.
  - 2.2. "Code" means this Code of Conduct.
  - 2.3. "Competition" means a Championship, Event, Competition, or major activity conducted or sanctioned by the GCGC Committee.
  - 2.4. "Disciplinary Committee" means the Disciplinary Committee comprising at least three members and appointed by the GCGC Committee to consider, hear and determine a Report.
  - 2.5. "GCGC Committee" means the elected Committee of the Gold Creek Golf Club as constituted from time to time.
  - 2.6. "Investigative Officer(s)" means a person or persons appointed by the GCGC Committee to administer a Report.
  - 2.7. "Player" means a Player or participant in a Competition.
  - 2.8. "Report" means any oral or written statement by any person of an alleged offence by a Player under this Code.
  - 2.9. "Honour Board event" includes, the Gold Creek Club Championships, the Gold Creek Classic, and the final of the Gold Creek Match Play competition.
  - 2.10. An act by or to a player is deemed to occur "during a Competition" if it occurs:
    - 2.10.1. on any day during which the Competition is conducted; or
    - 2.10.2. at accommodation premises as arranged by the GCGC Committee.
3. **PURPOSE.** These By-Laws have been developed so that all players have an understanding of the expectations required of them when using the GCGC and should be read in conjunction with the Rules of the Golf Creek Golf Club.

#### 4. **GENERAL COMMITTEE**

##### 4.1. **Responsibilities.**

- 4.1.1. To control the affairs of the GCGC in accordance with the *Rules for the Gold Creek Golf Club*
- 4.1.2. To provide advice and make recommendations to GCGC in relation to:
  - a Any policy of golf operation, affiliation, conduct and maintenance program;
  - b Changes in the Rules and Objects of the GCGC;
  - c Membership structure, nomination fees and annual subscriptions payable by Members, and any terms for same;
  - d The use of the Clubhouse and course for golf activities;

- e The annual budget of the GCGC; and
  - f The design and operation of course facilities.
- 4.1.3. Exercise all powers and functions of the GCGC that are not required to be exercised by the GCGC in a general meeting.
  - 4.1.4. Undertake roles and responsibilities as deemed necessary for the proper conduct of the Golf Club.
  - 4.1.5. Develop, implement, and refine the GCGC strategic vision for GCGC
  - 4.1.6. Develop and implement policies for the effective management of GCGC
  - 4.1.7. Develop, implement and monitor the annual budget for the operation of GCGC
  - 4.1.8. Establish priorities and policies for GCGC sub-committees as necessary

## **5. MEMBERSHIP**

### **5.1. Member Responsibilities.**

- 5.1.1. GCGC members are required to uphold the laws and recommendations as required by these By-Laws. At all times when representing the GCGC either within the GCCC facilities or at other clubs, GCGC members shall conduct themselves in a proper manner.
- 5.1.2. Members introducing visitors are responsible for their adherence of club rules and regulations.

## **6. RULES CONCERNING JUNIORS.**

- 6.1. The GCGC Golf Committee may deem that a person who has not reached the age of 12 years be qualified to be a Sub-Junior Member provided the Club Professional certifies that such a person has the physical skills, maturity and knowledge of the game of Golf to be a Junior Member. Club Professional certification can be attained via:
  - 6.2. attendance at a minimum of two ½ hour private lessons; or
  - 6.3. attendance at the Saturday morning junior clinic
- 6.4. The following applies to the Sub-Junior Category in relation to participation in competition rounds:
  - 6.4.1. sub-Juniors must always be accompanied by a responsible adult while playing in competition rounds;
  - 6.4.2. the responsible adult playing with the Sub-Junior is responsible for the conduct of the Sub-Junior and shall ensure that appropriate pace

of play and etiquette is maintained throughout the competition round; and

- 6.4.3. sub-Junior entries shall be booked into the competition by a responsible adult. Such bookings shall be identified on the time sheet within the membership column using the term “Sub-Junior”.

## 7. **HANDICAPS.**

- 7.1. Handicaps will be maintained by the Gold Creek Golf Club Match Committee in accordance with AGU handicapping rules.
- 7.2. The Gold Creek Match Committee will maintain club handicaps for members where a handicap of greater than 27 is required. Such handicaps will be maintained in accordance with AGU handicapping rules but will not be transparent to other club competitions.
- 7.3. The GCGC Committee may from time to time approve alterations 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 that the change is warranted under the handicap system which the Club follows. The member shall have right of appeal to make any representation to the GCGC Committee in relation to any proposed alteration of the member’s handicap.

## 8. **MATCH COMMITTEE**

### 8.1. **Responsibilities.**

- 8.1.1. The Match Committee shall be comprised of a Club Captain, Vice Captain, Handicapper, and at least three ordinary members.
- 8.1.2. The Club Captain and Vice Captain shall be elected in accordance with the GCGC rules governing the election of office bearers. All other members of the Match Committee shall be appointed by the GCGC General Committee. The position of Handicapper shall be appointed by the members of the GCGC Match Committee
- 8.1.3. The Match Committee is responsible for the control and management of all aspects of the playing of golf on the course. The Match Committee shall:
  - a Acquire a good working knowledge of the rules of golf in order to be able to give decisions promptly and correctly.
  - b Acquire a thorough understanding of the ‘Australian Course Rating System’ and the application of the ‘Australian Handicapping System’.
  - c Prepare and circulate the programme of events for the year.

- d Determine and clearly display, in advance, the conditions under which competitions are to be played
- e Where possible, deal with and resolve disputes arising from matches and competitions.
- f Allocate all trophies and prizes other than those which have been donated for specific events.
- g Select individuals and/or teams to represent the club as and when required and appoint a team captain and manager when necessary.
- h Enforce By-Laws and Local Rules.
- i Ensure that a Committee representative is available at all times during a competition to make decisions and suspend or cancel play if required.
- j Allot new handicaps to new members in accordance with the AGU rules governing management of handicaps.
- k Educate members as necessary in the proper playing of the game.
- l Monitor play on the course so as to reduce undue delay to the minimum level.
- m Work within the guidelines laid down by the General Committee.

## 8.2. Match Day Rules.

### 8.2.1. Rules Of Golf

- a The rules of the game of golf as approved from time to time by the Royal and Ancient Golf Club of St Andrews and the Local Rules of the Gold Creek Golf Club shall be the Golf Rules of the club.

### 8.2.2. Local Rules

- a The Match Committee shall determine local rules from time to time and post them on the local rules board. These rules shall be used in conjunction with the rules of golf as determined by the R&A.
- b At all times the local rules posted on the back of the score cards shall be used in conjunction with the rules of golf as determined by the R&A.

### 8.2.3. Teeing Ground.

- a Where Blue tee markers are present within the teeing ground these shall be used for all competition play

- b In the absence of Blue tee markers, White tee markers shall be used for competition play.
- c During social play, players shall use the designated teeing ground (white tee-markers) only.
- d Exceptions to the teeing ground rules may be applied from time to time at the discretion of the GCGC Club Captain.

### 8.3. **Application of Handicaps During Competition**

#### 8.3.1. **Stroke Play, Stableford & Par.**

- a All competitions to be played off full handicap. Competitors shall use the stroke index on the card to determine handicapping for each hole.

#### 8.3.2. **Match Play.**

- a Strokes taken are the difference between competitor handicaps. Competitors shall use the match index on the card to determine handicapping for each hole.

#### 8.3.3. **American Foursomes.**

- a  $\frac{1}{4}$  combined handicaps.

#### 8.3.4. **Canadian Foursomes.**

- a  $\frac{1}{2}$  combined handicaps.

#### 8.3.5. **Ambrose**

- a 4 Players:  $\frac{1}{8}$  of combined handicaps.
- b 3 Players:  $\frac{1}{6}$  of combined handicaps.
- c 2 Players:  $\frac{1}{4}$  of combined handicaps.

### 8.4. **Group Composition**

8.4.1. Competitors must play in groups of no more than four players and at least two players. Exceptions to this rule may apply from time to time at the discretion of the GCGC Club Captain.

8.4.2. Competitors playing in a Pairs competition shall not play in a group by themselves. In Four Ball competitions, a group may consist of three players with the lowest marker in the group acting as a swinger between each pair.

### 8.5. **Competition Results**

8.5.1. Competition results shall be determined by the Match Committee upon completion of any given competition in accordance with AGU competition management guidelines. Decisions of the Match Committee are final.

- 8.5.2. In all club competitions any protest must be conveyed to the Club Captain or a GCGC Match Committee member by 1730 hours on the day of competition play.
- 8.5.3. The Match Committee shall determine competition winners in accordance with the AGU regulations governing competition play. Where AGU regulations are not adhered to, competition regulations shall be publicly displayed.
- 8.5.4. Monthly Medal competitions shall be played in four grades (A, B, C & Women's) with a Monthly Medal awarded to the winner of each grade. All other competitions shall be divided into grades in accordance with the following recommendations:
  - a For competitions consisting of greater than 100 competitors, the Match Committee shall determine four grades (A, B, C & Women's) for the competition
  - b For competitions consisting of less than 100 competitors, the Match Committee shall determine one grade for the competition.

#### 8.6. **Club Match Play Competitions**

- 8.6.1. When playing in a club match play competition, competitors are not permitted to play in any competition on the day.
- 8.6.2. Club match play competitors are not permitted to practise on the course prior to the match.

#### 8.7. **Match Day Cards**

- 8.7.1. Competitors shall return cards for all competitions in which they enter.
- 8.7.2. Competitors shall confirm that competition results at clubs where they play as a visitor are returned to the GCGC Match Committee.
- 8.7.3. All competitors must maintain scores for both themselves (Marker) and their fellow competitor (Player).
- 8.7.4. At the completion of competition play it is the responsibility of the player to validate their card with their maker prior to signing and handing in. Failure to return a valid card will result in disqualification from the competition.
- 8.7.5. All competitors should hand their card into the Match Committee by depositing the card into the marked box. Where a competitor fails to complete their round they should return their card in with 'NCR' clearly marked on the card.

## **8.8. Tee Times**

- 8.8.1. Competition Time Sheets for weekend competitions are available from 5pm on Thursday one week in advance of the competition day.
- 8.8.2. Competition Time Sheets for Wednesday competitions are available one week in advance of the competition day.
- 8.8.3. GCGC Members shall be eligible for registering their desire to play in a prescribed club competition on as soon as the competition time sheet becomes publicly available.
- 8.8.4. Golf Access Members shall be eligible for registering their desire to play in a prescribed club competition five days prior to the day of competition play. Deviations to this rule may be approved at the discretion of the Club Captain from time to time.
- 8.8.5. GCGC Members shall not book more than two tee times unless approved by the Club Captain.
- 8.8.6. Social Tee Times should be booked with the pro shop to ensure availability.
- 8.8.7. Visitors to the GCGC shall be eligible for registering their desire to play in a prescribed club competition five days prior to the day of competition play subject to approval by the Club.

## **8.9. Competition Entry**

- 8.9.1. Competitors shall report to the starter no less than 10 minutes prior to their tee time. Players arriving within 10 minutes prior to their tee time could be moved to an alternate group. Such action shall be applied at the discretion of the starter and/or the Match Committee.
- 8.9.2. Competitors shall register themselves into the competition on reporting to the starter by either registering themselves into the competition database on the computer for single events, or advising the starter of their attendance for all other events.
- 8.9.3. Competitors must pay the prescribed entry fee prior to commencing competition play. Players not paying the prescribed entry fee prior to commencing play shall be disqualified.
- 8.9.4. Competitors must make every effort to notify the pro shop if they are unable to meet their starting time. Consistent failure to provide such notification may result in suspension of playing rights and shall be actioned at the discretion of the GCGC General Committee.

## **8.10. Social Play and Practising**

- 8.10.1. Members playing a social round or practising shall be limited to playing a maximum of two balls.

## **8.11. Children & Junior Non-Members**

- 8.11.1. No Child and or Junior non-member is allowed on the course (under the age of 14) during competition times on a Saturday unless they go to the junior clinic and thus know the etiquette of the game. Note they are still bound by the rules below.
- 8.11.2. If a parent wants to bring their children on the course during Wednesday or Sunday competitions then they must register a desire to do so with the golf club. Note this registration occurs once.
- 8.11.3. Upon registration the parent will receive a rules sheet that will detail the procedure upon which children's attendance during competition times will be governed.

8.12. **Rules Regarding Children and Junior Non-Members**

- 8.12.1. Parent must indicate on the timesheet whether they will be bringing children and or junior non-members so that others will know that children and or junior non-members are accompanying the group.
- 8.12.2. Parents must be aware that their children and or junior non-members will be monitored for behaviour. A disciplinary process will be followed for first, second level incidents where first will receive a warning and second will receive suspension of the child and or junior non-member from the course.
- 8.12.3. Cart rule states that only two people must be in a cart at any one time. This rule must be followed at all times.
- 8.12.4. Parents are responsible for the child's and or junior non-member's behaviour, which must be controlled.

9. **WOMEN'S COMMITTEE** (TBA)

10. **VISITORS**

- 10.1. All visitors wishing to play in GCGC events must adhere to Law 8.10.7.
- 10.2. Members of other golf clubs may play in honour board events at the discretion of the Club Captain.

11. **RECIPROCAL RIGHTS** (TBA).

12. **ON-COURSE.**

12.1. **Dress Code.**

- 12.1.1. GCGC has a dress code that mirrors that of the GCCC and must be adhered to at all times or players may be asked to leave the course.

12.2. **Mobile Communication Devices.**

- 12.2.1. The use of a mobile or portable phone by a competitor or his caddy whilst on the golf course during a GCGC competition is prohibited penalty for the breach of this condition is disqualification.

**Note:** *If the competitor or his caddy is in possession of a mobile phone or a portable phone it MUST be turned off. If the phone rings this will be deemed to be in use and the penalty outlined above will apply. The only exception will be a medical emergency on the course, such exception to be ratified by the GCGC Committee or Match Committee. A Player who may need to be contacted on the course in case of emergency can receive messages via the GCCC Pro Shop staff on (02) 61230601.*

### 12.3. **Motorised transport.**

- 12.3.1. Local notices regulating use must be strictly adhered to. Motorised carts may be used in general competitions but not in any 'Honour board' event without the approval of the Match Committee/Club Captain.
- 12.3.2. In certain circumstances, motorised carts may be approved for use in an Honour Board event.
- 12.3.3. The Match Committee may approve the use of a Motorised cart by a member in an Honour Board event where the member is incapacitated and unable to play golf without the use of a motorised cart.
- 12.3.4. Medical evidence **MUST** be provided to the Match Committee in the form of a certificate from a qualified medical practitioner stating the member is unable to play golf without the aid of a motorised transport.
- 12.3.5. The certificate must be current and have been issued within 12 weeks of the date of the event. A certificate will only be acceptable (Current) for a period of 12 weeks from the date signed by the medical practitioner.

### 12.4. **Course etiquette.**

#### 12.4.1. **Slow Play.**

Players who are brought to the attention of the GCGC committee or Match Committee for slow play will be actioned as follows:

- a 1<sup>st</sup> offence on the day, the player will be asked to make up lost ground to the group in front;
- b 2<sup>nd</sup> offence on the day, the player will be given a warning;
- c 3<sup>rd</sup> offence on the day, the player will have a two stroke penalty applied to their score on the hole where the 3<sup>rd</sup> offence was determined;
- d If slow play persists over multiple days then a Disciplinary Committee hearing will be held at the discretion of the GCGC Match Committee. The decision will be passed to the GCGC committee at the following meeting.

- 12.4.2. Slow play can be prevented by:

- a Mark your card after you have hit your tee shot at the next tee;
- b Move to your own ball first and be ready to play your shot when your turn comes;
- c Watch your ball until it comes to rest using the surrounds to assist in marking where your ball comes to rest;
- d If you are think your ball may be lost or out of bounds, hit a provisional ball after declaring so to your marker;
- e Leave the green immediately after the final player has holed out.

12.4.3. **Priority on the Course.**

- a Club representation matches shall take precedence over all other competition play.
- b In the absence of special rules, two-ball matches should have precedence of and be entitled to pass any three or four-ball matches.
- c A single player has no standing and should give way to a match of any kind.
- d Any match playing a whole round is entitled to pass a match playing a shorter round.
- e 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.
- f Non-competitors must give way to players engaged in competitions or club matches.

12.5. **Course Care.**

12.5.1. **Bunkers.**

Before leaving a bunker a player should carefully smooth over all holes and footprints made by himself and others (in immediate area surrounding where the shot was played). A rake is provided and is to be placed in the flat portion of the bunker parallel with the direction of the play.

12.5.2. **Divot, Ball and Pitch Marks.**

Through the green a player should ensure that any turf cut or displaced by him is replaced at once and firmly pressed down and/or use sand where required, and that any damage to putting green made by the ball or club is carefully repaired. Damage to the putting green caused by golf shoe spikes should be repaired on completion of the hole.

12.5.3. **Damage to Greens.**

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.

12.5.4. **Damage through Practice Swings.**

In taking practice swings players should avoid causing damage to the course, by replacing divots on fairways and/or using sand as required, and particularly the tees, where divots should be removed and filled with sand.

*Although golf course management is the responsibility of GCCC, we as a golf club can play our part in its upkeep. Please refrain from the throwing of cigarette butts and litter on to the golf course and use the bins placed around the tee areas and club house for this purpose. This will ensure that the great golf course we have continues to impress those that play.*

13. **DISCIPLINARY COMMITTEE**

(See Gold Creek Golf Club Rule 8)

13.1. **Responsibilities.**

13.1.1. The Discipline Sub Committee will be responsible for informing the member or other person who is the subject of a disciplinary action of the complaint and the manner in which the Committee proposes to consider the complaint.

13.1.2. The Discipline Sub Committee shall make a finding on a disciplinary matter and record the finding in the minutes of the next GCGC Committee meeting.

13.1.3. A Discipline Sub-Committee, comprising at least three full members, shall be formed by the GCGC General Committee from time to time to consider any complaint about a member or any other person using the golf course. The discipline committee may deal with any written complaint about the behaviour of a member at another AGU affiliated golf club in the same manner as if the offending behaviour had occurred at GCGC.

13.2. **Code of Conduct.**

13.2.1. This Code of Conduct applies to all members of the Gold Creek Golf Club.

13.2.2. Each Player in a Competition must adhere to commonly accepted standards of golfing etiquette and sportsmanship.

13.2.3. In order to ensure proper standards of behaviour at all times a Player who commits an offence under this Code is liable to face disciplinary proceedings.

**13.3. Category A Offences.**

13.3.1. A Player is guilty of a Category A offence under this Code if the Player:

- a physically attacks or abuses, in any way, another Player, an official or person during a Competition;
- b threatens another Player, an official or verbally person during a Competition;
- c deliberately damages the facilities, including the course and the clubhouse, of the Competition golf course or accommodation premises as arranged by the GCGC;
- d wrongfully removes or damages property belonging to another Player, an official or the Competition golf course;
- e deliberately breaks a Rule or the Rules of Golf to cheat or to gain benefit;
- f deliberately returns a false score card to cheat or to gain false benefit;
- g behaves in a manner detrimental to the good name and reputation of the GCGC; or
- h brings the game of golf into disrepute.

**13.4. Category B Offences.**

13.4.1. A Player is guilty of a Category B offence under this Code if the Player:

- a throws deliberately in anger or breaks golf equipment (including golf balls) during a Competition that is deemed unsafe;
- b uses abusive or profane language towards another Player, an official or person during a Competition;
- c utters audible obscenities during a Competition;
- d consumes any illegal and or performance enhancing prohibited substance as determined by the GCGC Committee during the course of any competition round; or
- e behaves in a manner detrimental to the performance of other Players.

**13.5. Category C Offences.**

13.5.1. A Player is guilty of a Category C offence if the Player in relation to a Competition:

- a publicly criticises any official supervising or organising the Competition during a Competition;

- b obstructs, any investigation by the Investigating Officer(s) of the Player's conduct or the conduct of another Player;
- c obstructs, a hearing by the Investigating Officer(s) or the Disciplinary Committee;
- d fails to comply with the Rules of Golf (including Section I - Etiquette) as amended by Local Rules in force at any Competition;
- e fails to comply with any other rules, by-laws, directions or instructions, including dress regulations, as specified by the GCGC Committee, the Match Committee for that Competition or any other duly authorised official;
- f continually fails to play without undue delay;
- g 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; or
- h uses a radio (of any kind), recorder or mobile telephone during the course of play in a Competition or allows the Player's caddy to do so.

### 13.6. Stays and Appeals

- 13.6.1. If a Player aggrieved by a determination of the Disciplinary Sub-Committee or the Disciplinary Sub-Committee seeks a stay of the determination pending the hearing of an appeal in accordance with this Code, the GCGC Committee will consider the application for a stay as soon as practicable and in any manner (including telephone or electronic means) as the President of the GCGC Committee deems appropriate in the circumstances. There is no right of appeal against a determination of the GCGC Committee not to grant a stay.
- 13.6.2. In the Event of an appeal by a Player aggrieved by a determination of the Disciplinary Committee the GCGC Committee will re-hear the Report at such time and in such manner as the GCGC Committee deems appropriate in the circumstances.
- 13.6.3. A member of the GCGC Committee who held a position on the Disciplinary Committee in relation to a Report that is the subject of an appeal under this Code must be excused from the re-hearing.
- 13.6.4. Upon re-hearing a Report the GCGC Committee may affirm, vary or substitute the determination, as it may deem appropriate.
- 13.6.5. A quorum of at least three members of the GCGC Committee must be present to hear an appeal.
- 13.6.6. An appeal to the GCGC Committee is the sole form of appeal from a determination under this Code. See Rule 8.14

### 13.7. Penalties

- 13.7.1. In the Event that a Player is found guilty of a Category A offence, any of the following penalties may be imposed:
- a disqualify the Player from the Competition;
  - b a severe reprimand;
  - c an order that the Player attend appropriate counselling sessions as specified by the GCGC Committee;
  - d a recommendation to the Player's home club (if appropriate) that the Player's membership be suspended for a set period of time;
  - e withdrawal of the Player's Australian Handicap;
  - f suspension of the Player's Australian Handicap; (minimum period 3 weeks); or
  - g such other penalty as determined from time to time, including but not limited to suspension from the club, removal from membership of the club, etc.
- 13.7.2. In the Event that a Player is found guilty of a Category B offence, any of the following penalties may be imposed:
- a disqualify the Player from the Competition;
  - b a severe reprimand;
  - c an order that the Player attend appropriate counselling sessions as specified by the GCGC Committee;
  - d a recommendation to the Player's home club (if appropriate) that the Player's membership be suspended for a set period of time;
  - e a penalty under the Doping Policy of the GCGC Committee (if applicable);
  - f withdrawal of the Player's Australian Handicap;
  - g suspension of the Player's Australian Handicap (minimum period of 2 weeks); or
  - h such other penalty as determined from time to time.
- 13.7.3. In the Event that a Player is found guilty of a Category C offence, any of the following penalties may be imposed:
- a a severe reprimand;
  - b an order that the Player attend appropriate counselling sessions as specified by the GCGC Committee;
  - c suspension of the Player's Australian Handicap (Minimum period of one week);
  - d such other penalty as determined from to time.

#### 14. **OTHER REGULATIONS.** (TBA)