



# Members Handbook

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## **1. Club History & Purpose**

The Umoja Golf Club is a social golf club that promotes the “The Spirit of Togetherness”.

The Umoja Golf Club was established in 2002 by a small group of golf enthusiasts. Over the past 23 years the Club has expanded to its current membership base.

Over its history membership base has diversified considerably and includes members from South Africa, Canada, Fiji, India, Australia and UK.

## 2. Executive Committee & Non-Executive Positions

### 2.1 Executive Positions

The following positions are designated Executive positions and have executive responsibilities for the management of the Club (Refer to Appendix D).

The Executive positions will sit on the executive committee for the Term elected (as per stipulated in the table below).

Role	Term
President	2 Years
Secretary	2 Years
Treasurer	2 Years
Captain	2 Years
Vice Captain	1 Year

### 2.2 Nomination and election to the Executive Committee

Election of executive positions (*as outlined in 1.1*) is to occur at the Annual General Meeting. Nominations must provided, in writing to the club secretary prior to the Annual General Meeting ("AGM") and/or nominated by a member present at the AGM. The nomination must be:

- Approved by the nominee;
- Nominated by a financial member;
- Seconded by a financial member.

### 2.3 Executive Committee Meetings

The Executive Committee will meet on an "as needs" basis throughout the course of the playing season.

Summary minutes of Executive Committee Meetings will be kept by the Secretary and be available to the Executive Committee.

## 2.4 Executive Discretion and Dispute Resolution

For matters related to club competition events and play the Captain has executive discretion. The Captain *may* consult with Vice Captain, Executive and/or external bodies (e.g. course) in making their decision.

For matters not related to the on-course events the incident should be raised with the Executive for discussion and determination of outcomes.

## 2.5 Non-Executive Positions

The following positions are elected roles however do not have executive responsibilities or delegation. These positions will not sit on the Executive Committee but will report to the Executive and may, at times, be required to present to the Executive Committee.

Role	Term
<b>Team Championship Organiser</b>	1 Year
<b>Web Administrator</b>	1 Year
<b>Auditor</b>	1 Year
<b>Presentation Night Organiser</b>	1 Year
<b>Monthly Games Organiser</b>	1 Game as per Games Schedule

*Note: Officials may stand for re-election on the expiry of their term.*

## 2.6 Nomination and election of Non Executive roles

Non executive positions (as outlined in 1.2) can be appointed:

- directly by the Executive Committee; or
- at the Annual General Meeting ("AGM")

The nomination must be:

- Approved by the nominee
- Nominated by a financial member
- Seconded by a financial member

### 3. Membership & Guests

#### 3.1 New Members

Nominations of new members must be made in writing to the Secretary. The nomination must be:

- Approved by the nominee
- Nominated by a financial member
- Seconded by a financial member

The nomination should provide some relevant background of the nominee, in particular his interest and participation in golf, official GA handicap, and why they would be considered to be good member of the club.

The Executive Committee will vote on whether a new member's nomination for entry to the club is accepted or not.

This outcomes will be communicated to the nominator and nominee and thereafter the Members.

#### 3.2 Membership Renewal

To renew their membership the player must pay the Annual Membership Fees (per Section 4) to the Treasurer by the nominated Due Date.

#### 3.3 Maximum Number of Members

The maximum number of players has been capped to 36.

#### 3.4 Handicap

All members must have an official handicap provided by GolfLink.

There is no maximum handicap enforced by the Club however a player must comply with any maximum handicaps stipulated by the course and/or competition the club has joined.

Example

Players GA Handicap	Handicap per Slope	Handicap if Course Comp (where max is set)	Handicap if Umoja Comp
37.5	39	Max as per Course	39

### **3.5 Guests**

Members are allowed to bring guests to monthly games as per the following:

- provided a spot is available at the date of the RSVP.
- Members are to contact the organiser of the game before the game day and make all the arrangements.
- The same guest is allowed to play a maximum of 4 times in any season.
- Guests are not eligible for any prizes on the day and may not participate at the Umoja Cup.
- Guests to pay for meals and drinks on match day – amount to be advised by the Treasurer.
- Member who brings along guest to collect money for meals.
- If a Guest requires a cart they will be required to pay 100% of cart costs unless another member elects to share the cart.

## 4. Fees, Annual Subscription and Green Fees

### 4.1 Annual Subscription (*Existing and New Members*)

The annual subscription will be communicated by the Treasury through the draft budget. The budget is to be presented and endorsed at AGM.

The fees endorsed at the AGM will be considered the "Annual Subscription" for existing and new members for that season.

### 4.2 Joining Fee (New Members)

Joining fee for new members is set to the higher of \$150 or the value of the club's equity at the end of the most recent completed financial year divided by the number of members, plus the incremental cost of shirts, jackets and caps.

*Club Equity is determined by **Cash Surplus / # of Financial Members***

### 4.3 Membership Fee (New Members)

If a new member joins within the first 6 months of a financial year, then the full annual subscription applies. If they join within the second 6 months, then 50% of the annual fee applies.

### 4.4 Green Fees

Each members is responsible for their own green fess. Payment must be made in accordance with the timeframes communicated during the games organisation process.

### 4.5 Cart Fees

Where a member elects to use a cart they will be responsible for the cart costs. Cart costs will be split as per the following:

**Total Cart Costs / # of Members who requested a cart**

#### Example

# of Members Required Carts	Total Carts Required (2 ppl per cart)	Cost for 1 Cart	Total Cart Costs	Cost per Member
2	1	\$50	\$50	\$25.00
3	2	\$50	\$100	\$33.33



*Note: If a Guest requires a cart they will be required to pay 100% of cart costs unless another member elects to share the cart.*

#### **4.6 MiScore Subscriptions**

All members are required to download MiScore. Cost associated with MiScore are required to be paid by the Member.

## **5. Payments and Penalties**

### **5.1 Payment for Monthly Games**

Payment for monthly games is required to be made by the Payment Date communicated to the Members through the games organisation process.

### **5.2 Payment for Team Championship Weekend**

Payments required for the Team Championship Weekend will be communicated by the organiser. Payment is required to be made by the Payment Date communicated to the Members.

### **5.3 Penalties for Non Payment**

#### *a) Monthly Games*

Members will be allowed to withdraw at any time prior to the RSVP date. In accordance with the club rules

- Any player who withdraws AFTER the RSVP date will incur a penalty of 50% of the green fees
- Any player who does not make payment by the payment date will incur a \$10 penalty

#### *b) Annual Fees*

Any Member who does not make payment by the payment date will incur a \$10 penalty

#### *c) Other payments*

Any Member who does not make payment by the payment date for any other event (e.g. Weekend Team Competition, Awards Night) will incur a \$10 penalty

### **5.4 Penalties for failure to adhere to shirt colour**

A player who fails to wear the Umoja shirt nominated by the captain or the organiser will be penalised 5 points, depending on the format:

- *Stableford* - subtract 5 points
- *Par* - minus 5 points
- *Stroke* - add 5 strokes

The organiser of the game together with the captain nominates the shirt to be worn on the day.

## 6. Club Administration

### 6.1 Club Communications

The following are designated communications for the club:

Platform	Details
Website	<a href="https://www.umojagolf.org/">https://www.umojagolf.org/</a>
Whatsapp	Umoja Golf Club
Email	umojagolforg@gmail.com

Communication within the “official” club channels (as designated above) is limited to topics related to the club. The platforms should be used to communicate:

- Non Umoja social events
- News Articles / Media unrelated to the club
- Messages that could cause offences
- Political, religious and/or other propaganda

### 6.2 Club Uniform

The club has the following official uniforms

- Shirts – Red and Blue (mandatory)
- Cap – Umoja Cap (optional)
- Jumper – Grey Long Sleeve Over Top (optional)

Penalties apply where a player does not comply with the stipulated shirt colour.

## 7. Club Competitions and Trophies

Competitions and Games will be determined by the Captain(s), in consultation with Executive (where required).

The competition formats for the season, and changes to existing competitions, will be presented to members at the Annual General Meeting for endorsement.

The official competitions of the club are outlined in the table below:

Competition	Description	Status
<b>Club Championship</b>	The Club Championship is the individual Umoja Champion based on the monthly games held during the season. <i>Refer to Appendix A for further details in relation to the Club Championships.</i>	Current
<b>Match Play</b>	Match play is a head to head knock out competition between two players (based on the Draw communicated by the Captains). <i>Refer to Appendix B for further details in relation to the Match Play Competition.</i>	Current
<b>Team Championships</b>	Perpetual competition between The Pioneers and New Generation culminating at the Weekend Competition (Cape Schanck) <i>Refer to Appendix C for further details in relation to the Team Championship.</i>	Current
<b>Best and Fairest</b>	The "Best & Fairest* trophy on an annual basis, subject to agreement from Siva Sookandan who has donated the trophy in memory of his late Mother. The Best and Fairest is determined by Siva who may consult with the Executive and/or other members.	Current
<b>Umoja Cup</b>	Highest aggregate score over a two-day individual competition.	Retired

## 8. Club Championship

The club championship will consist of monthly games as per the schedule determined by the Vice Captain.

### 8.1 Earning points

Players will earn points based on their finishing position at each game. The Points scale has been included in Appendix B.

### 8.2 Champion Player

The champion player will be determined by the aggregate points earned by each player for their best 7 games

### 8.3 Season Scheule

The *Vice Captain* will be responsible for setting the season schedule. The draft schedule should be presented to the *Executive* for review and then communicated to the Members.

The schedule should be setup 1 season in advance. In setting the schedule, and courses, the following should be considered:

- Public Holidays
- Religious Periods (e.g. Easter, Diwali, Christmas, etc)
- Distance from Metropolitan Melbourne
- Courses impacted by weather (e.g. courses that don't handle rain should be avoided in winter months)
- General course conditions
- Course facilities (e.g. on course clubhouse/restaurant)

*Note: Written confirmation should be obtained by the courses and stored within the Umoja email inbox.*

### 8.4 Game Organisation

The Vice Captain will be responsible for allocated 1 member to organise the monthly game. This should be communicated at the time the schedule is communicated to the members.

### 8.5 Game Formats

The game format will be determined by the Captain and communicated to the Members in advance.

*Note: where the Club decides to join the competition organised by the course,*

we will play the game format which the course has determined. This will include any stipulations in relation to maximum handicaps.

**8.6 Cancellation/Abandonment of Monthly Game**

Only the respective Golf club or the Umoja captain (or his delegate) can make the decision to abandon the game due to weather or safety conditions.

- Poor weather conditions resulting in unplayable conditions;
- Course closure.

*Note: No minimum number of players is required for a Game to proceed and games will not be cancelled in advance for low player turnout.*

*Note the following in relation to points. Where a game is cancelled:*

Timing of Cancellatoin	Points
In advance of the RSVP date	No Points to be awarded
After the RSVP date	Points will distributed equally amongst those players who had <u>committed</u> to play as at the RSVP Date  NOTE: If you did not commit to play you will not receive points.
After the Payment Date	Points will be distributed equally amongst those players who had made payment.  NOTE: If you did not pay you will not receive points.
<u>on day (at the course),</u>	Points will be distributed equally amongst the players that turned up to the course  NOTE: If you elect NOT to show up to the course then you will NOT receive points.

**8.7 Club and Local Rules**

*Unless otherwise specified, the club will adhere to the rules of golf The club captain will determine if any special rules apply for the day because of course condition or course rules.*

*The club will adhere to any local rules stipulated by the course.*

## 8.8 Members electing to play

The games organiser will communicate the details of the game to the Members. This will include the following details:

- Date
- Course
- First tee time
- RSVP (via Website)
- Payment Due

Members will be required to RSVP with the intentions (i.e. to play, not play, stay for lunch, etc) via the Umoja Website **by the RSVP date**. Late entrants may be accepted subject to availability and captain discretion.

## 8.9 Members withdrawing from the monthly game

Members will be allowed to withdraw at any time prior to the RSVP date. In accordance with the club rules

- Any player who withdraws AFTER the RSVP date will incur a penalty of 50% of the green fees
- Any player who does not make payment BY the payment date will incur a \$10 penalty

## 8.10 Late arrivals to the games

The player will have to catch up with his group of the day. They must proceed immediately to the next tee his group will playing off. For each hole that he misses, scoring will be as follows:

- *Stableford* - zero for each hole missed
- *Par* - minus for each hole missed
- *Stroke* - no score for the entire round
- *Matchplay* - hole forfeited to opponent

## 8.11 Monthly Game Winner and Finishing Positions

The monthly game winner, and finishing positions, will be determined by the player with the best score (based on the Game Format). Players will be ordered accordingly thereafter.

If there is a tie the following countback will be applied:

- Best score on the back 9 (Holes 10 - 18)

- Best score on the last 3 holes (Holes 16, 17 and 18)

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## 9. Match Play

Match play is a head to head knock out competition between two players (based on the Draw communicated by the Captains).

*Refer to Appendix B for further details in relation to the Match Play Competition.*

## 10. Team Championship

The Team Championship is a Perpetual competition between The Pioneers and New Generation culminating at the Weekend Competition (Cape Schanck)

*Refer to Appendix C for further details in relation to the Team Championship.*

## **11. Best & Fairest**

The "Best & Fairest\* trophy on an annual basis, subject to agreement from Siva Sookandan who has donated the trophy in memory of his late Mother.

The Best and Fairest is determined by Siva who may consult with the Executive and/or other members.

## 12. Rules of Golf

Each member is responsible to understand the rules of golf as established by the RandA (<https://www.randa.org/>). Members are advised to download the RandA app to the mobile device.

The Club will follow the rules published by RandA, subject to any local rules of the golf course and the following specific Umoja Club Rules (refer below)

### 12.1 Relief where the ball is deemed Unplayable

Where the player (only) deems the ball unplayable the rules of golf allow a player relief as per the following:

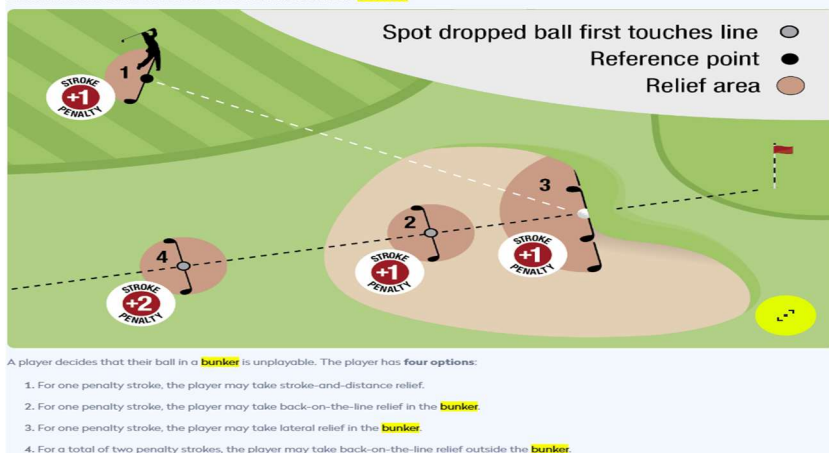
- a) take a drop within two club-lengths from the nearest point of relief no closer to the hole;
- b) go back to the spot of your previous stroke and play again ("**stroke and distance**" relief);
- c) go back as far as you'd like and drop on the line from the hole through the spot where the ball lies ("**back-on-the-line**" relief).

**In the interest of "speed of play" Umoja Golf Club has implemented the following guideline for players:**

The player must **preference (a)** "two club length" relief where it results in playable shot. If this option is not elected the player is able to select, *from (b) or (c)*, the option which results in the player "going back" the shortest distance.

For application of this rule to bunker refer to the following diagram (Noting: the play can only elect the shorter distance away between options (1) and (4).

DIAGRAM 19.3: RELIEF OPTIONS FOR UNPLAYABLE BALL IN BUNKER



## 12.2 Lost Ball, Provisional Ball and Unplayable Ball interaction

### 12.2.1 Lost Ball

The ball is can only be declared lost by a players actions. That is if:

- The player is unable to find their ball after 3 minutes of searching
- The player plays a second ball without announcing it as a “provisional” ball. In this scenario the 2nd ball is in play and the first ball is deemed lost (and cannot be played)
- The player hits their provisional ball from a point past where their original ball was thought to lie (without it being found prior).

### IMPORTANT NOTES

- The act of **NOT** searching for a ball **DOES NOT** mean the ball is lost. If that ball is found within 3 minutes by **ANYONE** it remains the ball “in play”.
- The act of verbally declaring the ball “lost” **DOES NOT** mean the ball is lost.

### 12.2.2 Provisional Ball

If a player is unsure where their ball has come to rest they may play a second ball from the original spot clearly **announcing** the ball (e.g. including make, number on ball, markings on the ball) as a “**Provisional**”. This ball is considered “provisional” until such time as the first ball is found and/or declared lost.

**IMPORTANT NOTE**

- Where a second ball is played without announcing it as a “**Provisional Ball**” it is considered to be the “ball in play”. The original ball **CANNOT** be played in any circumstance (even if found).
- If you cannot

12.2.3 *Provisional Ball and Unplayable*

If a player plays a provisional ball (per (b)) **AND** the original ball is found the original ball is deemed to be “in play”.

If the player (only) subsequently deem their ball to be unplayable, the player may elect any of the options noted above. In addition, as an UMOJA Club Rule, the following additional relief option will be made available to the player:

- Play the provisional ball (adding 2 shot penalty)

**Example**

- Player tee’s off on a par 4 and it goes into the bushes off the fairway.
- Player is unsure where it has gone, he informs his marker that he is going to play a provisional ball from the tee box.
- Player finds their ball but deems its “unplayable.”.

Under Umoja Club Rules, the player has the following options:

Relief	Penalty	Next Shot From
Drop a ball within 2 club lengths from the nearest point of relief.	1 Shot	Where the player has dropped the ball
Elect the <u>nearer</u> of the original spot and/or “back-on-the-line-relief”	1 Shot	Where the player has dropped the ball
Play their provisional ball	2 Shots	Where the provisional ball lies

**13. Keeping Score**

**13.1 MiScore**

Umoja will endeavour to use MiScore where it is made available.

### **13.2 Scorecards**

Where manual scorecards are required, each card must have a player and a marker. Cards must be swapped. A player cannot mark his own card; however, each player is responsible for ensuring his score has been correctly recorded.

The Marker must record both the "player's" and his own score to facilitate verification of scores.

The Player is responsible for ensuring that his score has been correctly recorded by the marker.

### **13.3 Penalties**

In the event of an incorrect score the following will apply:

- a)** If the recorded score for a hole is better than what is actually was, the player is disqualified under all formats except in Matchplay where he loses the hole to his opponent.
- b)** If the recorded score for a hole is worse than what it actually was, the recorded score stands.

Penalties will not be imposed if counting (adding) errors are found, but they will be corrected by the captain or his delegate.

## 14. Etiquette

This covers both Courtesy and Priority on the Course as well as Care of the Course. Whilst the following points are not Rules as such they are an important part of the game.

Umoja adopts the "ready golf" principle e.g. subject to not distracting or disturbing the other players:

- get as quickly as possible to your ball to check distances, plan your shot and club selection;
- play if and when safe to do so even if your ball is closer to the hole than your playing partners'
- proceed to the next tee as soon as possible – do not wait until all players have puttied out;
- if the tee box is empty and it is safe to do so, play your shot and then mark the score card;
- If not safe to play, at the very least check out the distance, plan your shot and be ready to play once safe to do so. Do not wait to perform pre-shot routine until players in front have moved on.
- Don't move, talk or stand close to a player making a stroke.
- Don't play until the group in front is out of the way.
- Endeavour to keep up with the group in front of you.
- Invite faster groups to play through.
- Replace divots, smooth footprints in bunkers.
- Don't step on the line of another player's putt.
- Don't drop clubs on the putting green.
- Replace the flagstick carefully.



# APPENDIX A - Club roles and responsibilities

The following is summary of the roles and responsibilities of each position

Role	Responsibility
President	
Secretary	
Treasurer	
Captain	
Vice Captain	

Role	Responsibility
Team Championship Organiser	
Web Administrator	
Auditor	
Presentation Night Organiser	
Monthly Games Organiser	

# APPENDIX B - Club Championship Points Scoring

The following outlines the points that will be awarded at each Monthly Game

Finishing Position	Points Awarded	Finishing Position	Points Awarded
1	55	16	10
2	48	17	9
3	42	18	8
4	37	19	7
5	33	20	6
6	30	21	5
7	28	22	4
8	26	23	3
9	24	24	2
10	22	25	1
11	20	26 down DQ DNP	0
12	18		0
13	16		0
14	14		
15	12		

## Bonus Points

Category	Points Awarded
Nearest to the Pin	1 point per hole
Low Score	1 point for every shot under par (e.g. a player scoring 37 points would get 1 bonus points, 38 would get 2 and so on.)  <b>Note:</b> If a Par round is played, "36" will be added to the players par score to determine their Stableford score e.g. +1 under Par system would = 37 Stableford Points (and earn 1 bonus point)

## APPENDIX B - Match Play Guidelines

Area	Guidelines
<b>When to play</b>	Where both players have elected to play the monthly Umoja Game their match play will be scheduled for that Umoja round.
<b>Play By Dates</b>	Each round <b>must</b> be completed by the play by date stipulated in the schedule which is a 2 round window. It is <b>preferred</b> that the match is played as early as possible so that the competition moves on to avoid any unforeseen interruptions (eg. rain, course closure, etc). By completing matches earlier it gives us more time to complete future matches (which could be scheduled earlier) creating more flexibility in the schedule. Where both players are unable to play in the stipulated 2 game window, the Captains are to be contacted immediately to determine next steps+
<b>Winter Window</b>	Participants should <b>strongly</b> consider bringing forward matches which will ease the burden towards the end of the season.
<b>Withdrawing</b>	A player <b>must</b> withdraw from the competition as soon as they know they will be unable to make the final and/or be unable to complete future games as per the play by dates. They <b>must</b> do this <b>before</b> their next round as we want to avoid a player knocking out another player who can commit to the future schedule. <i>Note: Given all players have committed to the competition we do not expect withdrawals to occur.</i>
<b>Final</b>	The final will be scheduled by the Captains and announced along with the Match Play Draw. Our intent, by creating some flexibility in the date of the final, we would have increased participation.

Areab	Guidelines
<b>*Walkovers*</b>	Walkovers are a <b>LAST</b> resort. We do not expect this to be the norm and Captains should be advised as soon as possible if there are difficulties arranging a game. Notwithstanding, if a match cannot be scheduled before play by date, then:
	- <b>one</b> of the players may voluntarily withdraw, allowing their opponent through to next round
	- if <b>neither</b> player has played the prior umoja games, <b>both</b> forfeit
	- if <b>one</b> of the players has not made the umoja game(s) prior to the play by date and the other has, the player that made the Umoja game will get a walkover
	- if <b>both</b> players have made 1 (but not the same game) <b>both</b> forfeit
	Walkovers will be subject to confirmation by Captains. Captains may consider alternatives to a walkover depending on the circumstances.
<b>Game Format</b>	<p>The match play format is Stroke hole by hole.</p> <p>A player may concede a hole at any point during the hole. If this occurs their opponent will win the hole irrespective of what either player subsequently does.</p> <p><i>Note: For matches played at Umoja Games, there are no "gimme" putts allowed.</i></p>
<b>Captains Discretion</b>	The Captains will retain executive discretion to consider changes to the above guidelines under exceptional circumstances to ensure that the match play competition is completed as intended.
<b>Results</b>	Results should be communicated to the captains upon completion.
<b>Dispute resolution</b>	Clarifications and/or disputes should be escalated to the Captain asap for resolution.

**APPENDIX C - Team Championship**

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