



## **Western Australian Italian Golf Club (WAIGC)**

### **INTRODUCTION**

WAIGC is bound by the WA Italian Club (WAIC Inc.) constitution and the Golf Australia and Golf WA by-laws, regulations, and conditions (<https://www.golfwa.org.au/cms/>).

WAIGC and its members strictly abide by The Rules of Golf as laid down from time to time by the Royal and Ancient Golf Club of St Andrews (R&A) for *further reference* ([www.golf.org.au/rulesofgolf](http://www.golf.org.au/rulesofgolf)).

The Rules and Regulations of the WAIGC comprise of the following:

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## **1. RULES AND REGULATIONS OF THE WESTERN AUSTRALIA ITALIAN GOLF CLUB (WAIGC)**

These rules are to be read in conjunction with the constitution of the WA ITALIAN CLUB Incorporated (WAIC)

- 1) In these rules, unless the contrary intention appears:
  - (a) "Committee" means the Committee of Management of the Association.
  - (b) "Financial year" means the year ending 30th June.
  - (c) "General Meeting" means a meeting of members convened under Rule 1.4.
  - (d) "Member" means a member of the Association.
  - (e) "Ordinary Member of the Committee" means a member of the Committee who is not an officer of the Association under Rule 1.7.
  - (f) "The Act" means The Associations Incorporation Act 1985.
  - (g) "The Regulations" means regulations under the Act.
- 2) In these rules, a reference to the secretary/treasurer of an Association is a reference: -
  - (a) Where a person holds office under the Rules as secretary/treasurer of the Association, to that person; and
  - (b) In any other case, to the public officer of the Association.

### **1.1 OBJECT**

The aim is to promote goodwill and enjoyment among all members, not only those of Italian origin but of all nationalities, and to see the members improve their golf and knowledge of the game.

### **1.2 NOMINATION AND ANNUAL MEMBERSHIP FEES**

- (1) The nomination fee and annual membership fees are approved by the Committee and provided to members on an official WAIGC membership form. It includes the WAIC and WAIGC fees and charges, as well as other amounts that the committee shall fix from time to time.
- (2) The annual membership renewal fee is approved by the Committee and provided to members on an official Membership renewal invoice. Renewals are payable in advance on or before the 1st day of October each year.
- (3) New members must pay the \$100 WAIGC application fee, choose and pay for their preferred WAIC membership category, and settle the annual WAIGC membership fees. All new member applications must be submitted with two financial club members as proposers.
- (4) Members who do not pay their annual subscription fees within 30 days of 1 October each year will automatically be deemed non-financial and will forfeit access to MiClub or the ability to book to play golf or any other WAIGC event until all outstanding balances are paid.
- (5) Members who do not pay their annual subscription fees within 60 days after 1 October each year will be automatically considered "resigned" (for being non-financial). Members who have resigned need to reapply to the club and rejoin as new members.



- (6) Members experiencing financial hardship can request a payment plan from the club. Applications for Payment plans require Committee approval and must be strictly followed once approved.
- (7) Members who wish to resign for any reason whatsoever must do so in writing and forward their resignation to the WAIGC secretariat at [waigc01@gmail.com](mailto:waigc01@gmail.com). Memberships stay active until the club receives written notice.

### **1.3 REGISTER OF MEMBERS**

The Committee shall maintain a register of members that includes each member's full name, address, and date of entry. The register shall be available for inspection by members upon request.

### **1.4 ANNUAL GENERAL MEETING**

Under the Act, the association shall convene an annual general meeting of its members, which shall be held on or before the commencement of the new season each year on a day determined by the committee.

- (1) The annual general meeting shall be specified in the notice convening it.
- (2) The ordinary business of the annual general meeting shall be: -
  - (a) To confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting, and to deal with a business arising from the Minutes.
  - (b) To receive from the committee reports on the transactions of the Association during the preceding financial year.
  - (c) To elect the ordinary members of the Committee, and
  - (d) To receive and, if thought fit, adopt the outgoing Committee's Financial Report from the preceding year.
  - (e) Notices of motion of which notice has been given per these rules.
  - (f) General business.
  - (g) The annual general meeting is in addition to any other general meetings held in the same year.

### **1.5 NOTICE OF MEETING**

- (1) The secretary/treasurer of the Association shall, at least 14 days before the date fixed for holding a general meeting of the Association, cause to be sent to each Member of the Association at their address or by email. The notice states the place, date, and time of the meeting, as well as the nature of the business transacted there.
- (2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (3) A member desiring to bring any business before a meeting may give notice of that business in writing to the secretary/treasurer, who shall include that business in the notice, calling the next general meeting after the receipt of the notice.



## **1.6 PROCEEDINGS AT MEETINGS**

- (1) 10% of members entitled under these rules to vote at a general meeting shall constitute a quorum for the transaction of the business of the general meeting.
- (2) Suppose a quorum is absent within half an hour after the appointed time for the commencement of a general meeting. In that case, the meeting, if convened upon the requisition of members, shall stand and adjourned to the same day in the next week at the same time and ( unless the Chairman specifies another place at the same time of the adjournment or by written notice to members given before the day to which the meeting is adjourned ) at the same place and if at the adjourned meeting the quorum is not present within half an hour at the time appointed for the commencement of the meeting, the members current ( being not less than 3) shall be a quorum.

## **1.7 COMMITTEE OF MANAGEMENT**

- (1) The Committee of Management shall manage the affairs of the Association.
- (2) The Committee: -
  - (a) shall control and manage the business and affairs of the Association and
  - (b) subject to these rules, the regulations and the Act may exercise all such powers and functions as may be exercised by the Association other than those powers and functions required by these rules to be exercised by general meetings of the members of the Association.
  - (c) Subject to these rules, the regulation and the Act have the power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Association.
- (3) The Officers of the Association shall be: -
  - a President;
  - a Vice President;
  - a Secretary / Treasurer;
  - a Captain;
  - a Vice Captain
- (4) Each officer of the association shall hold office for two years until the annual general meeting after the date of their election but is eligible for re-election.
- (5) In the event of a casual vacancy in any office referred to in sub-clause (3), the committee may appoint one of its members to the vacant office, and the members set may continue in office up to and including the conclusion of the annual general meeting next following date of their appointment.
- (6) Subject to the Act, the Committee shall consist of: -
  - (a) the officers of the Association, and
  - (b) a maximum of 3 ordinary members, each of whom shall be elected at the annual general meeting of the Association each year.



- (7) Each ordinary member of the Committee shall, subject to these rules, hold office until the annual general meeting after the date of their election but is eligible for re-election.
- (8) At each annual general meeting, three members of the committee who shall have been in office for one year shall retire but, subject to it, shall be eligible for re-election if they so choose to nominate.
- (9) In the event of a causal vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy, and the member appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of their appointment.

## **1.8 ELECTION OF OFFICERS AND VACANCY**

- (1) Nominations of the candidates for election as officers of the association or as ordinary members of the Committee: -
  - (a) shall be made in writing, signed by two members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) shall be delivered to the secretary/treasurer of the Association not less than seven days before the date fixed for holding the annual general meeting.
- (2) Suppose more nominations are needed to fill all vacancies on the committee. In that case, the candidate nominated shall be deemed to be elected, and further nominations shall be received at the annual general meeting.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of officers and ordinary committee members shall be conducted at the annual general meeting as usual and adequately as the committee may direct.
- (6) A candidate's nomination for election under the clause is invalid if that candidate has been nominated for another office for election simultaneously.
- (7) For these rules, the office of an officer of the Association or any of an ordinary member of the committee becomes vacant if the officer or member: -
  - (a) ceases to be a member of the Association; or
  - (b) becomes ineligible to hold office under the provisions of the Act; or
  - (c) resigns their office by notice in writing given to the secretary/treasurer.
- (8) Following the election of the new committee members at an AGM, the newly formed committee must meet to select and appoint the Officeholders to any vacant positions. The selection process for Officeholders occurs as follows: -
  - (a) The new committee would meet after the AGM and appoint a chairperson from the new committee members.
  - (b) The chairman will call out each vacant position.
  - (c) The chairman will call for nominations from the committee members to nominate one of the committee members (they cannot nominate themselves) to fill the position.



- (d) The chairman will call for a seconder.
  - (e) The chairman will ask the nominated person/s to confirm their willingness to accept the position.
  - (f) If only one nomination is received, the position is automatically filled.
  - (g) If more than one committee member has been nominated, a secret ballot will be held to determine who fills the position.
- (9) Officeholders' election must occur at the first meeting after the AGM.

## **1.9 PROCEEDINGS OF THE COMMITTEE**

- (1) The committee shall meet at least three times each year at such a place and at the times the committee may determine.
- (2) The president or any five members of the committee may convene a special meeting of the committee.
- (3) Any five members of the Committee constitute a quorum for the business transaction of a meeting of the Committee.
- (4) Business shall be transacted only if a quorum is present. If a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be adjourned to the same place and at the same hour of, say, a day in the following week unless the meeting was a special meeting, in which case it lapsed.

## **1.10 SECRETARY / TREASURER**

- (1) The secretary/ treasurer of the Association shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose, together with a record of the names of persons present at committee meetings.
- (2) The secretary/ treasurer of the Association: -
  - (a) shall collect and receive all money due to the Association and make all payments authorised by the Association; and
  - (b) shall keep correct accounts and books showing the financial affairs of the association with full details of all receipts and expenditures connected with the activities of the Association.
  - (c) The accounts and books referred to in sub-clause (b) shall be available for inspection by all members.



# **WAIGC RULES, ETIQUETTE OF GOLF & CODE OF CONDUCT**



## 2. WAIGC RULES AND ETIQUETTE OF GOLF

Western Australian Italian Golf Club (WAIGC) members are asked to pay particular attention to the rules, code of conduct and etiquette expectations. Their observance will enhance the enjoyment of the game for all involved and ensure that the golf courses that allow us to play will continue to support the club.

It is also essential to understand that the WAIGC Committee will discipline members who do not adhere to the WAIGC Rules, Code of Conduct, and Etiquette of Golf. Failure to follow specific rules will result in immediate disqualification from an event. These rules are outlined below:

- (1) All members must be fully paid to maintain their playing status at the club. Annual membership fees must be settled by 31 October each year before the upcoming playing season.
- (2) Membership fees include membership in the WA Italian Club (which varies according to the selected category of membership) and membership in the WAIGC. This includes membership in Golf Australia, which provides a national Golf Link number, an annual shirt and cap, and access to MiClub, which allows members to book WAIGC games, dinners, and other events.
- (3) WAIGC and its members must strictly adhere to the Rules of Golf as established from time to time by the Royal and Ancient Golf Club of St Andrews (R&A) and adopted by Golf Australia - for *further reference* (<http://www.golf.org.au/rulesofgolf>). Failure to strictly adhere to the Rules of Golf will result in **disqualification from an event** or a more significant penalty if the member is shown to be a repeat offender.
- (4) Members acknowledge that participation in all Club events is at their own risk, and WAIGC bears no liability for accidental injuries, health or medical incidents that may arise before, during or after an event.
- (5) Members are individually responsible for managing their own health and well-being during WAIGC events. This includes bringing any required medications, disclosing relevant medical needs where appropriate, and ensuring adequate insurance coverage (particularly for interstate or international travel). In the event a member becomes unwell during a WAIGC event, the following protocol applies:
  - I. The member should promptly notify a WAIGC Committee Member, the designated Group Coordinator, or Travel Lead. These individuals are authorised to coordinate welfare-related matters and assist as needed.
  - II. Where illness presents a potential risk to others (e.g., flu-like symptoms, gastroenteritis, or suspected contagious conditions), the affected member is expected to exercise sound discretion and, where appropriate, take all necessary precautions to prevent the spread of the illness.
  - III. All health-related information will be handled sensitively. Any disclosure will be made strictly in accordance with our privacy obligations or with the member's permission.
- (6) Members are expected to conduct themselves with courtesy and professionalism at all times, particularly when attending external venues or representing the Club.
- (7) Alcohol consumption should be moderate and respectful of the event setting and fellow attendees.





Behaviour that may disrupt others or reflect poorly on the Club is to be avoided at all times.

- (8) During each WAIGC golf event, all players must announce their scores to their group after finishing each hole and before leaving the green. This ensures clarity among players regarding the number of strokes each player takes for each hole. Failure to do so will lead to the offending player **being immediately disqualified from any events in which this occurs.**
- (9) Where paper scorecards are handed in or scores electronically submitted via MiScore are deemed incorrect (e.g., wrong scores submitted, incorrect handicap used, or the scorecard not signed by the player and marker), **the player and the marker will be disqualified.**
- (10) All WAIGC games must be booked through MiClub, which requires advance payment of the green fees. MiClub is also used to book and pay for all associated post-game dinners.
- (11) Golf carts are strictly available according to the individual golf course provisions. The WAIGC Captain will advise in advance whether they must be booked directly with the golf club or through the WAIGC.
- (12) Refunds—WAIGC recognises that members may occasionally be unable to play a monthly game they booked in advance due to Extenuating Circumstances.

If an extenuating circumstance arises and members provide at least 24 hours' notice to the Captain or Vice-Captain, a refund voucher will be issued that can be used at any future WAIGC game.

A refund will not be given if a member fails to provide the 24-hour cancellation notice period.

Extenuating circumstances include:

- I. Unforeseen medical reasons that a medical certificate can support.
- II. Unforeseen bereavement relating to personal loss or grief.
- III. Other matters that the club Captain considers extenuating. In all instances, the member must speak directly with the club captain to discuss their request for consideration for extenuating circumstances.
- IV. Circumstances where the Golf Course cancels the game due to extreme wet weather.

Extenuating circumstances do not include:

- I. Bad weather, unless the WAIGC Extreme Temperature and Weather Policy applies.
- II. All instances where a member fails to provide a 24-hour notice to the club Captain,

- (13) All members and guests are required to comply with the WAIGC Dress Code.
- (14) It is the responsibility of each member to check their handicap and make any necessary changes before commencing play.
- (15) To maintain an official handicap, a minimum of five cards must be submitted per year played in a recognised competition. New members without an official handicap must submit three signed and witnessed cards to acquire a Golf Australia handicap. Members are ineligible to place in any competition or win prizes until they have received an official Golf Australia handicap.



(16) To calculate grade winners at WAIGC-sanctioned events, the following WAIGC handicap grades will apply:

- “A” Grade: 1 - 12
- “B” Grade: 13 - 20
- “C” Grade: 21 – 30
- “D” Grade: 31+

(17) A junior member is classified as a junior up to age 21.

(18) Members are encouraged to be mindful of others, check in with them, offer help, and ensure that no one is left out. Small gestures contribute to a positive and inclusive group atmosphere.

(19) Each member is responsible for always ensuring proper and acceptable behaviour. Specific details of unacceptable behaviour that a player may be penalised for include:

- I. Failure to care for the course, such as not raking bunkers or not replacing or filling divots.
- II. Unacceptable language.
- III. Abuse of clubs or the course.
- IV. Failing to properly consider other players, committee members, sponsors or guests.
- V. Failing to adhere to The Rules of Golf (<https://www.randa.org/rog/the-rules-of-golf>).
- VI. Consuming alcohol while playing where alcohol is prohibited.

Unacceptable behaviour or behaviour considered serious misconduct may initiate proceedings against the player as outlined in the Complaints and Disciplinary Procedures.

(20) WAIGC recognises that members’ preferences and energy levels vary, particularly during multi-day events. For this reason, participation in social functions, group meals, or informal gatherings is entirely voluntary. Members are encouraged to engage at their own pace and are not expected to justify their decision to opt out of non-core activities.

(21) Respect for these personal boundaries is a shared responsibility.

(22) Players may be penalised for entering all or specified no-play zones at courses where the WAIGC has been permitted to play.

(23) Players may not make or post derogatory comments about the club, any other member, or a family member in person, via another person, or on any social media outlet.

(24) All players must wear the approved annual WAIGC golf uniform (top and cap) at all sanctioned WAIGC games. At the very least, all non-members playing must adhere to the minimum dress standards published at each golf course. See “Dress Requirements”

(25) No player should move, talk or stand close to or directly behind the ball or the hole when another player is addressing the ball or playing a stroke.

(26) The player with the honour (the most recent winner of the previous hole/s) should be allowed to play before his opponent or fellow competitor tees his ball.

(27) Players shall play once the players in front are out of range.



- (28) In the interest of all, players should play without delay.
- (29) A player with a penalty should notify their opponent or marker immediately.
- (30) Players searching for a ball are allowed three (3) minutes to locate the ball. The player must play the ball under penalty of one stroke as near as possible at the spot where the ball was last played (Rule 7 – Ball Search: Finding and Identifying a Ball and Rule 18 Stroke-and-distance Relief, Ball Lost or Out of Bounds, Provisional Ball).
- (31) Before leaving the bunker, holes and foot marks made by the player must be smoothed, and the rake returned to the position required as marked by each golf course.
- (32) Restore divots, repair ball marks, and repair damage of spikes on the green; a player should ensure that any turf cut or displaced is replaced at once and pressed down on any fairways.
- (33) To keep the game moving at an enjoyable tempo for all, it is imperative that after playing the hole, the player who has the honour at the next tee must immediately walk to that tee, leaving the replacing of the flagstick to one of the other members of the four, and the marking of his score until after the shot is played. By far, the most significant amount of time lost in a round of golf is between the green and the tee.
- (34) It is the duty and responsibility of the lowest handicapped player in the group to see their fellow competitors replace all divots, smooth out all footmarks in bunkers and observe the etiquette and rules of the game.
- (35) If members fail to adhere to the Code of Conduct and Etiquette of Golf, they may be disciplined by the Complaints and Disciplinary Procedures outlined in the Rules.

Version	Approved by	Approval Date	Details
1.0	WAIGC Committee	April 2024	Document creation
1.1	WAIGC Committee	25 March 2025	Improve Rules 3, 4 and 5 to include capacity to immediately disqualify offending members.
1.2	WAIGC Committee	26 August 2025	Insert additional at 4, 5, 6 and 7 to improve the Rules and Etiquette of Golf



### **3. CODE OF CONDUCT**

The following code of conduct outlines the expected behaviour within the WA Italian Golf Club to maintain a respectful and harmonious environment for all members. These rules are intended to foster camaraderie, fairness, and enjoyment. All members are expected to uphold the spirit of honesty, sportsmanship, and mutual respect.

#### **(1) Respect for Fellow Members**

- All members must treat one another with courtesy, fairness, and respect.
- Gossip, slander, or personal attacks—whether verbal, written, or digital—are strictly prohibited.

##### **Penalty:**

- First offence: Formal written warning.
- Second offence: One-month suspension.
- Continued behaviour: Termination of membership.

#### **(2) Integrity and Honesty**

- Members must act with integrity in all club matters, including interactions, gameplay, and conflict resolution.
- Deliberately manufacturing stories, misrepresenting facts, or spreading falsehoods to protect one's ego or damage another member's reputation is strictly prohibited.

##### **Penalty:**

- First offence: Investigation by the Disciplinary Committee and possible three-month suspension.
- Second offence: Termination of membership.

#### **(3) Course Etiquette and Conduct**

- Maintain the proper pace of play, repair course damage, and conduct yourself in a sportsmanlike manner.
- Disruptive, loud, or rude behaviour on the course is not permitted.

##### **Penalty:**

- First offence: Verbal warning.
- Second offence: Loss of booking privileges for three months.
- Third offence: Loss of booking privileges for six months.

#### **(4) Clubhouse Behaviour**

- Dress appropriately and conduct yourself respectfully in all club areas.
- Hostility, passive aggression, or undermining club harmony is not acceptable.



**Penalty:**

- First offence: Written warning.
- Second offence: Three-month suspension.
- Repeated offence: Termination of membership.

**(5) Guest Conduct**

- Members are fully responsible for the behaviour of their guests.
- Guests must observe all club rules.

**Penalty:**

- Guest privileges are suspended for 3 months.
- Repeated infractions: Six-month suspension of the member's privileges.

**(6) Staff Interactions**

- Members must follow reasonable requests from club staff and management.
- Disrespect or abuse toward staff will result in disciplinary action.

**Penalty:**

- First offence: Written warning.
- Further offences: Suspension or expulsion from the club.

**Final Note**

The Club's Disciplinary Committee reserves the right to review any reported incident. Outcomes will reflect the nature and frequency of violations. The WA Italian Golf Club thrives on trust—let's all do our part to protect it.

Version	Approved by	Approval Date	Details
1.0	WAIGC Committee	April 2025	Strengthen Code of Conduct and specify the penalties that apply



## 4. WAIGC SPEED OF PLAY GUIDELINES

The pace of play is a contentious issue amongst club members, and whilst the lowest handicapper is considered the group captain, everyone must maintain the pace of play.

Below are a few helpful tips about maintaining the pace of play that could assist you in completing your round within the stipulated timeframe:

### Ready Golf

1. Be ready on the first tee and proceed to hit off as soon as it is safe.
2. Proceed to your ball and be ready to play when it is clear.
3. Feel free to play out of turn if it is safe.
4. Leave bags/buggies at exit points from greens.
5. Line up and prepare to putt while others are putting.
6. If three of you are on the green waiting for one of your group to rake a bunker, start putting.
7. Put it out wherever possible.
8. Walk quickly to your ball, but don't rush your shot – two poor shots take longer than one good shot.
9. Pick up when you need more strokes in Par and Stableford events, and if you cannot better your partner's score in 4BBB rounds.
10. Mark your card after you have hit off from the next tee or whilst others are hitting off, not while others are waiting for you to play.
11. Do not worry about the honour on the tee – play ready golf if necessary.
12. Let shorter hitters tee off first.
13. If you feel your ball may be lost or has gone out of bounds, hit a provisional ball.
14. If a ball is lost, play it first before going to help others – they may find theirs before you get there.
15. If you need to catch up, get the first person to putt it out to move to the next tee before the others have finished.

No player wants their round of golf to be a race to the 18<sup>th</sup>; however, being proactive and undertaking some, if not all, of the above will lead to a much more enjoyable round for all other players.

Remember, the best position for your group to be in the field is immediately behind the group in front.

Version	Approved by	Approval Date	Details
1.0	WAIGC Committee	April 2024	Document creation



## 5. WAIGC DRESS REQUIREMENTS

### DRESS CODE:

IT IS A REGULATION OF THE CLUB THAT ALL MEMBERS WEAR THE CLUB SHIRT/JUMPER ETC. IN ANY WAIGC TOURNAMENT, WHETHER IT BE A SUNDAY TOURNAMENT OR A MIDWEEK TOURNAMENT.

ANY MEMBER WHO DOES NOT COMPLY WITH THE DRESS CODE REGULATIONS WILL BE SUBJECT TO THE FOLLOWING DISCIPLINARY ACTIONS FROM THE CAPTAIN:

THE MEMBER WILL NOT BE ABLE TO PLAY WITH THE WAIGC ON THE DAY. (BUY ONE OR GO HOME)

- (1) All members and visitors must present themselves neatly and suitably attired, both on the course and in the clubhouse and surrounds.
- (2) Spiked shoes may not be worn in any part of the clubhouse other than the locker rooms, which, when wearing spikes, must be accessed through the locker room porches.
- (3) Male - Players are expected to dress suitably for Golf in a collared or turtleneck shirt tucked inside, tailored slacks or shorts worn with a belt. When shorts are worn, plain white socks must also be worn appropriately. (Short socks are permitted, no logos) Tracksuits, jeans, happy pants, boxer shorts, ripple/ribbed soled sports shoes, basketball boots and thongs are prohibited on the courses or in the clubhouse.
- (4) Hats, Caps or Visors may be worn; the cap peak must face the front.
- (5) Female - Track and leisure suits, sun tops, short sports skirts, jeans, ripple and ribbed-soled sports shoes, basketball sports boots and thongs are prohibited on the courses or in the clubhouse. Tailored shorts and slacks are permissible.

**A MEMBER INVITING A GUEST MUST ENSURE THEIR GUEST IS AWARE OF THE WAIGC DRESS CODE.**

\*AT THE DISCRETION OF THE CAPTAIN ON THE DAY

### Version History

Version	Approved by	Approval Date	Details
1.0	WAIGC Committee	April 2024	Document creation



## POLICIES AND PROCEDURES

### 1. WAIGC GUEST PLAYER POLICY

WAIGC welcomes guest players to share fellowship and camaraderie with friends they may have with current club members.

The Member is responsible for ensuring guests meet the Club's Dress Rules and Regulations on the Course and Clubhouse.

#### Conditions apply:

- Members may introduce up to three guests, at any one time, to the Club to play golf.
- Guest players may only play up to 3 games per calendar year.
- Guest players will pay the total guest tournament fee each time they play.
- Guest players without a valid Golf Link number cannot win the tournament or be eligible for prizes.
- Guest players without an active Golf Link number cannot mark cards for players participating in the tournament.
- Dress code: All guests must adhere to the WAIGC dress code, except for wearing the club shirt/ jumpers at tournaments.

#### Version History

Version	Approved by	Approval Date	Details
1.0	WAIGC Committee	February 2020	Document creation





## **2. WAIGC COMPLAINTS AND DISCIPLINARY PROCEDURES**

The purpose of the Club Rules and Code of Conduct and Complaints Procedures is to assist members and guests of WAIGC in knowing and understanding the expected standards of behaviour and the process for dealing with complaints when those standards are breached.

The Club Rules and Code of Conduct shall always apply when at WAIGC competitions and events or representing WAIGC in outside competitions and events. All members and their Guests must abide by the Rules of Golf and the WAIGC Rules and Regulations.

### **Disciplinary Matters and Process**

This policy sets out the disciplinary process and outlines how to make a complaint to all players, members, and guests and how the WAIGC disciplinary process works. The Disciplinary Subcommittee, or the Management Committee of the WAIGC, will oversee the complaints procedure set out in this section of the Rules as deemed necessary.

As a member of WAIGC, a certain standard of behaviour is expected that reflects the basic requirements of sportsmanship, integrity, courtesy, and respect to be shown to all other members, competitors, officials, and the public.

Should any Member be involved in or observe any breaches of the Club Rules or Code of Conduct, the following procedure should be followed:

- a. Any dispute at any sanctioned WAIGC event must be brought to the attention of the Club Captain on the day. The captain's decision is final, and no further correspondence shall be entered into.
- b. If the dispute cannot be resolved or is serious enough to warrant a complaint, a formal written complaint will be sent to the Club Captain or a Management (Committee) member.
- c. The Club Captain will notify the member that a formal complaint has been made and provide them with full details so they can respond.
- d. The Disciplinary Subcommittee or Management Committee will investigate the nature and seriousness of the complaint and recommend to the Committee any offences that require formal disciplinary action, including being given a verbal or written warning, suspension, or expulsion of a member from the Club.
- e. The Management Committee will decide on appropriate disciplinary action based on the information received from both parties.
- f. The member will receive written notice of the outcome of the investigation and disciplinary action/s to be taken.

**Disciplinary action may include any one or more of the following:**

- The first breach of the Code of Conduct – one penalty stroke.
- Second breach – general penalty.



- A third breach – disqualification.
- Serious Misconduct – suspension and termination

### **Spirit of the Game and Serious Misconduct**

The Committee of Management may disqualify a player from competition for serious misconduct and suspend or terminate the player's membership with the WAIGC for acting contrary to the spirit of the game.

When deciding whether a player is guilty of serious misconduct, the Committee will consider whether the player's conduct was so far removed from the expected norms or that the player committed the serious misconduct on multiple occasions to apply the most severe sanction of termination of membership. Actions considered serious misconduct include:

- Deliberately causing serious damage to a putting green.
- The player disagrees with the course setup and takes it upon themselves to move tee markers or boundary stakes.
- Endangering the safety of others, such as by throwing a club at another player or spectator.
- Deliberately distracting other players while they are making strokes.
- Removing loose impediments or movable obstructions to disadvantage another player after another player has asked them to leave them in place.
- Repeatedly refusing to lift a ball at rest when it interferes with another player in stroke play.
- Deliberately playing away from the hole and then towards the hole to assist the player's partner (such as helping the player's partner learn the break on the putting green).
- Deliberately not playing by the Rules and potentially gaining a significant advantage despite incurring a penalty for a breach of the relevant Rule.
- Repeatedly using vulgar or offensive language.
- Using a handicap established to provide an unfair advantage or using the round being played to establish such a handicap.
- Refusing to identify a found ball that might be the player's ball.

Examples of actions by a player that, although involving misconduct, are unlikely to be considered serious misconduct include:

- Slamming a club to the ground, damaging the club and causing minor damage to the turf.
- Throwing a club towards a golf bag that unintentionally hits another person.
- Carelessly distracting another player, making a stroke.

Breaches of the Code of Conduct considered serious misconduct may result in the Committee suspending a member until a formal response is received from the member and considered by the Committee. Suspension periods can occur between 4 and 12 weeks before a decision to terminate or



reinstate a player’s membership. If a decision to reinstate is made, the player may be given reinstatement conditions.

Version History

Version	Approved by	Approval Date	Details
1.0	WAIGC Committee	August 2023	Document creation and implementation



### 3. WAIGC PERPETUAL TROPHY CHAMPIONSHIP GUIDELINES

The WAIGC perpetual trophy is awarded to the player with the most championship points in a golfing year.

#### Rules

- The player must be a financial member of both WAIC and WAIGC.
- Members must hold an official Golf Australia handicap and cannot participate in the Perpetual Trophy until they have received a handicap.
- The perpetual Cup will be presented to the winner at the annual end-of-year dinner.
- The perpetual cup will remain displayed in the sports bar at WAIC.
- Every eligible player completing a round and handing in a scorecard will receive 4 points. (Including all winners)
- 500 points will be allocated to the top 15 finishes in the following order:

#### Scoring

Attendance	4
1st	105
2nd	74
3rd	54
4th	42
5th	36
6th	32
7th	28
8th	24
9th	21
10th	19
11th	17
12th	15
13th	13
14th	11
15th	9

When more than one player ties for a position, the points are divided equally. Countbacks will not be in play, e.g. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> all score 36 Stableford points; the points awarded for those places will be divided by the three players, i.e.  $105 + 74 + 54 = 233 \div 3 = 78$  points each.

Winners of monthly prizes will be determined by countback when points are equal for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>.



## 4. WAIGC EXTREME TEMPERATURE AND WEATHER POLICY

The WAIGC Committee has developed the Extreme Temperature and Weather Policy to provide guidelines governing WAIGC events that may be scheduled to be played on days with temperature and weather conditions that may prohibit play or create potentially hazardous conditions for members to play golf. These guidelines are intended to provide consistency in decisions made, protect member safety, and minimise damage to the golf courses where the WAIGC plays scheduled events.

These guidelines do not replace the official rules and procedures of the host golf course where WAIGC events are being played. They are to be referred to only if the host course does not have its own formal rules, procedures or notification equipment (e.g. sirens, announcements, or warning systems).

### Decision-Making

The Club Captain (or nominated Committee member) has authority to:

- Cancel a game before commencement based on the provisions of this policy
- Suspend or resume play
- Apply temporary local rules
- All decisions should prioritise safety first

### 1. Extreme Temperatures

The policy is based on Sports Medicine Australia guidelines, as shown in the table below.

#### Temperature

The table below is taken from Sports Medicine Australia's policies.

Note:

1. These guidelines are for generally more strenuous activities than golf.
2. The table provides an approximate guide to weather conditions and appropriate individual responses. There are not clear demarcations in risk between temperature ranges.

Ambient temperature	Relative humidity	Risk of thermal injury	Possible modifying action for vigorous sustained activity
15 – 20°		Low	Heat illness can occur in distance running. Caution over-motivation
21 - 25°	> 60%	Low – mod	Increase vigilance. Caution over-motivation
26 - 30°	> 50%	Moderate	Moderate early pre-season intensity. Reduce intensity and duration of training/play. Take more breaks.
31 – 35°	> 30%	High – very high	Limit intensity; Limit duration of activity to less than 60 mins per session.
36° & above	> 25%	Extreme	Consider postponement to a cooler part of the day or cancellation.

#### 1) Reasonable Adjustment

It is essential to note that Sports Medicine Australia explicitly states that the guidelines were primarily developed for sports more strenuous than golf. Therefore, the WAIGC Policy has adopted the following amended guidelines.

#### 2) Days Considered Extreme Temperature



On days when the temperature is forecast to reach 38 °C (degrees Celsius), the captain shall consult with the President no less than 72 hours before the scheduled event to determine whether the three-day forecast as provided by the Bureau of Meteorology (<http://www.bom.gov.au/>) is likely to remain at 38 °C or above.

If the Captain and President confirm that the forecast temperature is likely to reach 38C, the scheduled event will be cancelled and rescheduled to a later date.

WAIGC members will be notified by email immediately upon the decision to cancel being taken, and wherever possible, the details of the rescheduled event will be provided.

## **2. Wet Weather and Dangerous Conditions**

WAIGC rules are always subservient to the **Golf Course Pro Shop and/or Course Marshal**, whose decision on course closure or suspension of play is final.

### **1) Lightning & Storms**

- Play may be suspended if lightning is seen near the course or thunderstorms are approaching, and it is determined that there is a safety risk.
- The decision may be made by the Pro Shop / Course Marshal, or in their absence, by the WAIGC Captain (or nominated Committee member).
- Individual members may, at their discretion, stop play and seek shelter in the clubhouse or designated safe areas.
- If play is suspended under this Policy, only the Captain/Committee may give the all-clear to resume play once it is safe.

### **2) Heavy Rain / Unplayable Conditions**

- If flooding, waterlogging, or storm damage renders the course unplayable, play will be paused or cancelled.
- The decision rests with the Pro Shop / Course Marshal. In the absence of their direction, the WAIGC Captain (or nominated Committee member) will decide.
- Temporary relief rules (e.g. preferred lies, relief from casual water) may be introduced at the captain's discretion.
- On tours, where the scores are not recorded for handicapping purposes, the Captain (or nominee) may introduce a "two-putt rule," which players may adopt instead of putting out on waterlogged greens.

### **3) Carts & Course Protection**

- Motorised carts may be restricted or banned if wet conditions risk damaging fairways or greens.
- Members are expected to comply promptly with any such restrictions.

## **3. Member Responsibility**

Members must respect the Committee's decisions regarding wet weather, rain, and storms. Safety takes priority — members should not continue playing once a suspension is called. Ignoring suspensions or restrictions may lead to review by the Committee.



#### 4. Competitions & Results

If a competition is abandoned before all groups have finished nine holes, no result is recorded. However, if all groups have completed nine or more holes, the Committee may determine the results based on those holes played.

#### 5. Communication

Wet weather decisions will be communicated through:

- Verbal announcements on the course,
- Clubhouse noticeboard
- Group messages or direct contact, where possible.

#### 6. Refund Policy for the WA Italian Golf Club relating to the Extreme Temperature and Weather Policy

The following refund guidelines apply when a WAIGC event is cancelled due to the Temperature and Weather Policy.

1. In cases where the event is cancelled before commencement
  1. Members booked to play in the original event will be carried forward to the rescheduled event, and their previous payment will be applied to the new event. Please note that members are not required to take any action, as the existing timesheet will be automatically applied to the new event.
  2. If a WAIGC member is unable to play on the rescheduled event date, they will be provided with a refund voucher that allows them to book a future game of the same value.
2. In cases where the event is cancelled following the commencement
  1. Once a competition has begun, refunds will be determined by the Committee in accordance with the individual golf course policy.
  2. Please note that usually, after a game has commenced and then subsequently cancelled due to bad weather, there is no refund.

#### Version History

Version	Approved by	Approval Date	Details
1.0	WAIGC Committee	April 2024	Document creation
2.0	WAIGC Committee	26 Aug 2025	Addition of wet weather, rain and storm guidelines