



BERRINGTON HALL



BERRINGTON HALL

Constitution

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1. The Club

1.1 The Club shall be known as “Berrington Hall Golf Club” (or, by the acronym, “BHGC”).

2. Proprietary Club

2.1 The Club is a Proprietary Club, the Proprietor of which is Berrington Hall Golf Club Ltd.

2.2 The Proprietor reserves the right to alter any regulations in this constitution as they deem necessary, giving due notice to the Committee. An Emergency General Meeting will be called to ratify any changes.

3. Objectives & Affiliations

3.1 The objectives of the Club are to establish and conduct a golf club for the accommodation of the members of the club, where its’ members can partake in the game of golf with a feeling of belonging and fellowship.

3.2 The game of golf shall be played in accordance with the rules of The Royal and Ancient and such local rules, as the Proprietor shall from time to time make, as far as they are consistent with the rules of The Royal and Ancient.

3.3 The Club agrees to operate in accordance with the World Handicap System (WHS) rules and regulations by incorporating a course rating and slope index and adhere to the English Golf Union (EGU) handicap adjustments.

3.4 The Club shall be affiliated to the English and Lancashire County Golf Union.

4. The Course & Facilities

4.1 The Company will provide the Club with the Berrington Hall Golf Course and Clubhouse facilities, at Berrington Hall Golf Club, Fairways House, St Helens’ Road, Rainford, St Helens, WA11 7PY, for the purpose of running the Club in accordance with its aims and objectives.

4.2 The Proprietor shall be responsible for the condition of the Course and Clubhouse facilities.

4.3 The members will not be liable for any debt incurred by the company in the running and upkeep of the Course and Clubhouse facilities.

4.4 The daily opening and closing times of the course shall be at the discretion of the Proprietor.

4.5 In the event of inclement weather conditions, the Proprietor or his Deputy has the responsibility to close the course, as they deem necessary.

5. Membership & Subscriptions

5.1 Membership is open to all Amateur golfers at the discretion of the Proprietor.

5.2 The Proprietor shall decide the number of members and have entire control for administering the membership.

5.3 The Proprietor operates a non-discriminatory policy in the matters of membership selection; however, members are obligated to abide by the rules and disciplinary procedures set out in this constitution.



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5.4 The Proprietor will make available to each of its club members the facilities, referred to in section 4, as they deem appropriate.

5.5 The payment for the entitlement to use the Course and Clubhouse facilities provided is the member's subscription.

5.6 The Proprietor shall decide the amount of annual subscription and include methods of payment before the renewal date, each year. The renewal date is the 1st of April and notice of the subscriptions will be published no later than 1st March.

5.7 New members who wish to join part-way through the year is at the discretion of the Proprietor and the amount of subscription will typically be adjusted on a pro-rata basis.

5.8 Adjustments to the subscriptions will be reviewed annually by the Proprietor.

5.9 If a member fails to pay the subscription by the due date, membership will automatically be suspended and disqualified from entering any further competitions.

5.10 If payment relating to the annual renewal remains outstanding on 30th April, membership will lapse automatically.

5.11 Any member whose subscription is in arrears will be notified in writing by the Proprietor and shall cease to be a member unless the arrears of subscriptions are paid within 10 days of the member being notified. This is subject to the discretion of the Proprietor.

5.12 All affiliation fees to CONGU, the EGU and LCGU in respect of every playing member will be administered by the Proprietor. However, all members of the Club will be required to provide a payment for this to the Proprietor and is separate from the annual subscriptions.

5.13 The Club shall provide for competition capture and report purposes a continuous subscription to the Master Scoreboard website and free use of App for all members. The Treasurer will ensure a direct debit mandate is paid, from Club funds; and will be reported in the Treasurers report at the next Annual General Meeting.

6. Management of the Club

6.1 The management of the Club will be the responsibility of an elected Club.

6.2 In addition to the Club Captain, Vice-Captain and past Captain, the Club Council shall consist of four elected positions (as a minimum) plus an additional four ordinary members elected to the Committee, who will assist the Club Council in performing their duties and responsibilities:

- i. The Captain of the Club who has been appointed to serve in that capacity for one year only,
- ii. The Vice-Captain, who has previously been selected (referred to in clause 6.6); and Past Captain,
- iii. Club Secretary,
- iv. The Chairman,
- v. Competitions and Handicaps Secretary,
- vi. Senior Representatives

vi. Four ordinary members to the Committee, who shall assist and/or be given the positions of Secretary for; Competitions and/or Handicaps, Fairways & Greens, Administration & Notices.



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6.3 Collectively the Council including the ordinary members will be known as, the “Committee”.

6.4 The positions of Club Secretary and each of the Committee posts are elected and eligible for re-election, at the Annual General meeting.

6.5 The Elected Committee will appoint the position of Club Treasurer for a two-year term.

6.6 Members are encouraged to apply each year for the position of Vice-Captain. The position requires the VC-elect to serve and participate in Committee meetings and assist or deputise for The Captain (should he be incommunicado). All nominees are required to provide a short resume, including the names of their proposer and seconder, on application. All applications shall be received by the Committee by 31st December. The Current and Past Captains may arrange to meet and discuss with each member, aspects of their application, before proceeding to the decision (referred to in clause 7.6). The Vice-Captain will be announced at the next members AGM.

6.7 The Committee will attend a forum, monthly, where views that have a direct impact on the golfing membership are shared and exchanged with the Proprietor or Deputy. The agenda for the monthly meetings will include, as a minimum:

- i. Apologies for Absence,
- ii. Minutes of Previous Monthly Meeting (if applicable) & any Matters Arising,
- iii. Treasurers Report,
- iv. Owners Update (including Course Report, New Members, Facilities, Suggestions, etc),
- v. Competition Report,
- vi. Handicap Review,
- vii. AOB.

6.8 The Proprietor will have a seat at the forum, but the role is an advisory and consultative one and will not have a vote in any decisions made by the Committee.

6.9 The Committee shall hold the responsibility for creating a calendar of club social and golf events (fixture list) for the enjoyment and participation of the members and their guests. This will be submitted to the Proprietor for approval each year.

6.10 The Committee shall have within its responsibility, the allocating and reviewing of the handicaps operated within the Club and in accordance with CONGU guidelines.

6.11 The Committee shall be responsible for administering the Club Competitions including, preparation, scoring and the posting of results. All handicaps will be automatically adjusted where necessary.

6.12 The Committee shall have the responsibility for the collection of competition funds, distribution, and allocation of prizes into relevant categories and placings as they see fit.

6.13 The entry fee for club competitions shall be decided by the Committee and shall include a Two’s sweep, which will be maintained for each weekly competition (referred to in clause 14.24).

6.14 The Proprietor has bestowed a non-annual subscription for the member who will serve as Captain.

6.15 The Committee may determine if other members should receive payments or concessions in recognition of their significant and on-going contribution to the management of the Club; however, these awards shall be from the Club funds and will be reported in the Treasurers report at the next Annual General Meeting.

6.16 The Committee will nominate the succeeding Committee, but other ordinary members may be nominated for the positions. All such nominations, duly proposed and seconded, must be communicated, and posted on the notice board at least twenty-one days before the Annual General Meeting.

6.17 The Committee may co-opt additional members and appoint sub-committees as it sees fit and will have the power to deal with any matter not provided for in these rules. The Club Secretary will summon meetings of the Committee and keep minutes of the meetings.

6.18 Any member of the Committee wishing to resign from the Committee must do so in writing, directly to the captain, giving a minimum of one month's notice.

6.19 The committee can nominate an Honorary President this is a lifetime position; the position will provide a permanent position on the committee; they will undertake the role of Club Ambassador and may be required to act as chairman in their absence.

7. General Club Meetings

7.1 The Committee will summon an Annual General Meeting of the Club in November each year and at least twenty-one days notice of the date and time of the meeting will be given on the Club notice board. An Annual or Extraordinary General Meeting shall have a quorum of thirty members.

7.2 The Committee may summon an Extraordinary General Meeting of the Club provided that seven days' notice is given on the Club notice board of the date, time and purpose of the meeting. An Extraordinary General Meeting must be called if requested in writing by twenty members and any such request must state the purpose of the meeting.

7.3 Alterations or additions to rules requiring a determination by the general membership of the Club will only be made at an Annual General Meeting or Extraordinary General Meeting called for the purpose. Alterations or additions will not be valid unless approved by two thirds of the members present. At all Meetings of the Club, the Captain will have a casting vote. The Club Secretary will publish the minutes of a general meeting on the notice board and within two weeks of the meeting.

7.4 A meeting of the Committee may be convened at the request of the Proprietor or on the written request of at least two members of the Committee.

7.5 Any member of the Committee absenting themselves without leave from more than three consecutive meetings, of which due notice has not been given, shall cease to be a member of the Committee, provided that all three meetings do not take place within a period of ninety days.

7.6 All decisions made at the Committee shall be decided by a majority vote. In the event of a tied vote the Captain will have a second or casting vote. The Proprietor or his Deputy are not entitled to vote.

8. Annual General Meeting

8.1 The Committee shall hold an Annual General Meeting each November and endeavour to attract thirty members to form a quorum.

8.2 The standard Agenda for the Annual General Meeting will include, as a minimum:

- i. Apologies for Absence
- ii. Minutes of Previous Annual General Meeting (if applicable)
- iii. Matters Arising from those Minutes.
- iv. Course Report
- v. Financial Report
- vi. Replies to previously raised Member Questions
- vii. Competitions Report - Presentation of Trophies & Prizes

9. Club Finances

All aspects concerning Treasurer are contained in separate document *'Treasurer Guidelines'*

This is to be displayed in the Men's and Ladies Locker rooms. It will be available from the front desk and distributed to the current Treasurer, Competitions & Handicaps, and Club Secretary

10. New Members

10.1 The Proprietor offers five categories of membership, Gents 7-day, Gents 5-day only basis, Concessions, Ladies and Junior.

10.2 Applications for membership shall be made to the Proprietor or his Deputy on the official application form or via the Club website. Members may propose applicants, although this is not essential.

10.3 The Proprietor or his Deputy shall interview all applicants. The Proprietor will have the sole decision to offer membership.

10.4 A newly elected member will be notified by the Proprietor or his Deputy and will at once be liable to pay his annual subscription.

10.5 The Proprietor or his Deputy will immediately notify the Club Secretary and Captain who will refer this to the Committee. The Committee will formally invite all new members to a Q&A meeting, to present a welcome pack and explain the protocols, handicap system and key aspects of this constitution.

10.6 A new member must have his handicap approved by the Committee or may be given a handicap as a result of three full rounds played with at least one member of the Club.



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10.7 If the member is transferring his handicap from another club, they are only eligible to play in their first competitive "Major" after competing (and completing) three previous Qualifying competitions.

11. Suggestions or Complaints

11.1 Members are encouraged to may make suggestions that will be for the betterment of all of its members, the Course, Clubhouse, and facilities.

11.2 Any member can suggest or raise any matter of concern for the attention of the Committee; by posting a comment via the suggestion box or speaking in person to the Club Secretary or Proprietor or his Deputy.

11.3 All suggestions or complaints will be raised and discussed at the monthly Committee meeting.

12 and 13. Discipline Guidelines/Suspension Expulsion

All aspects concerning Discipline are contained in separate document '*Discipline Guidelines*'

This is to be displayed in the Men's and Ladies Locker rooms. It will be available from the front desk and distributed to the Competitions & Handicaps, and Club Secretary

14. Competition Rules

All matters relating to this area are contained within '*The members' guide to Club Competitions, entry guidance and qualification criteria*'.

This shall be displayed within the Men's locker room and the lady's locker room. It will also be available at the front desk as well as being distributed to the Secretary and Competitions Handicaps.

15. Cancellation of a Club Competition

All matters relating to this area are contained within '*The members' guide to Club Competitions, entry guidance and qualification criteria*'.

This shall be displayed within the Men's locker room and the lady's locker room. It will also be available at the front desk as well as being distributed to the Secretary and Competitions Handicaps.

16. Dress Code and Etiquette

16.1 On course, the dress code shall be that of appropriate golfing attire. Tailored shorts are permitted, and shirts should be intended for the use of golf. Appropriate footwear suitable for golf must be always worn. The proprietor has the right to decide and administer dress code regulations. Jeans, t-shirts, football shirts, singlets and training shoes are unacceptable attire on the golf course.

16.2 On the course, a soft spike policy is in operation. Members and their guests should at all times ensure that course etiquette is observed, including the repair of pitch marks and divots and the avoidance of slow play.



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16.3 All members' accounts shall be settled prior to leaving the premises.

16.4 Any member wishing to withdraw their membership from the Club should do so in writing to the Proprietor not less than one month in advance of the intended cancellation date.

17. Members Personal Details

17.1 Members will be responsible for informing the Proprietor of any change of address or other contact details in writing.

17.2 No member shall use the address of the club or company for business purposes.

17.3 The Proprietor shall be responsible for the protection of all its members personal information, in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR).

18. Disclaimer

18.1 The Proprietor accepts no liability for the loss or damage to any property belonging to members and their guests or visitors.

Reference	Details	Date
Final draft v1	For circulation prior to issue 1	8 th January 2020
Issue 1	Approved by Committee & release to The Club	16 th January 2020
Issue 2 Updates to clauses...	6.2 and 6.5 appointment of Captain and Vice-Captain elect. 6.6 inclusion of formal committee agenda. 9.1 changes to financial year (pull forward one month) 9.2 clarification for countersigning Cheques. 10.7 addition of qualifying competitions. 12.5 addition of punitive OOM points deduction. 14.4 clarification of weekend competition play 14.25 & 14.27 award of club credits or store vouchers.	30 th November 2020



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Issue 3	3.3 amended, incorporating WHS, course rating and slope index. 5.12 amended separate fee required for affiliation fees. 12.2 inserted breach of rules escalation	1 st March 2021
Issue 4	12.3 to 12.6 revised following disciplinary matter 14.25 inserted "Retail" for dispensing vouchers.	25 th March 2022
Issue 5	6.5 additional relating to Treasurer nomination. 9.1 and 9.2 removed reference directing to stand alone document ' Treasurers Guidelines ' Sections 11 removed and replaced by reference to stand alone document ' Discipline Policy '. Section 14 and 15 all removed and direction to stand alone guide relating to: The members' guide to Club Competitions, entry guidance and qualification criteria	5 th August 2023
Issue 10	Change of date of AGM from March to November	9 th November 2024
Issue 11	Addition of 6.19 Honorary President	8 th November 2025

Approved by:

Mr Derek Willis	Past Captain
Mr Tony Pierce	Club Secretary
Mr Kevin Spence	Committee member